

(e.g., Monsour Counseling and Psychological Services or Student Health Services) for whom disclosure of such information is necessary or appropriate. Such information, normally, will not be provided without written consent of the student involved except in response to a legal subpoena. The dean of the faculty, Dean of Students, and their administrative staffs have access to the files for the purpose of conducting necessary investigation of charges, administering disciplinary actions, and maintaining institutional records.

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

Educational Records: The Family Educational Rights and Privacy Act of 1974 gives college students, at their request, the opportunity to inspect their education records in the Registrar's Office and assures them that information in these records is available only to certain authorized individuals within the College and to no one else without specific prior written student consent. Access to these files is guided by the Act (see Section 3.20).

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

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

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

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

4.01 Code of Conduct

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

4.02 Advertising, Publicity, and Solicitation Policy

All publicity must be in accordance with the policies of The Claremont Colleges (see respective student handbooks). For any event advertised on the Scripps campus, the following guidelines apply:

- Before it is copied, the original poster must be brought to OSE, Dean of Students Office, or the Humanities Institute Office for approval. Flyers without an approval stamp will be removed (exception: residential life flyers). Flyers must state the name(s) of the sponsoring organizations/people, a contact name, and an email address. Advertising may contain no explicit or implicit reference to alcohol or other drugs, and language should be inclusive to the wide array of interests and backgrounds in the Scripps community.
- Flyers may be placed on bulletin boards only (one poster per event per bulletin board/posting location). Flyers are not permitted on the Elizabeth Monroe Wood Memorial Steps (unless exception is granted through OSE) or public-area windows, doors, and walls on campus. Entry doors to the residence halls are reserved for residential life staff flyers only. Flyers taped to the ground are prohibited.
- Only blue masking tape is permitted.
- Chalk writings are prohibited.
- Flyers other than event publicity (e.g., available housing, services, or goods) or commercial offers and other solicitation from non-Claremont Colleges sources must be approved through the Dean of Students Office prior to posting.

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

4.03 Animal Policy

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

4.04 The Claremont Colleges Policy on AIDS

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

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

4.05 Alcohol and Drug Policy

General Statement: The College places the responsibility for observing state law upon each individual and expects each student to govern herself with standards of good taste and ethical judgment common to educated persons. The College does not condone violation of the state law concerning the use of alcoholic beverages, nor does it condone the use of alcoholic beverages under any circumstances when such use impairs personal conduct, health, academic achievement, or the interests of the Scripps community. Kegs are not permitted on campus unless pre-approved by OSE (see 4.18).

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

I. The Program

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

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

1. Interventions will be of varying degrees of severity and may include warnings, attendance in a substance abuse program, substance probation, community service, loss of residential privileges (temporary or permanent), suspension, expulsion, and referral to governmental authorities for prosecution.

2. The appropriate penalty shall be determined by taking into consideration all relevant circumstances, and particular penalties will not be associated with any particular violation.

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

II. Local, State, and Federal Sanctions

Some local, state, and federal laws establish severe penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, range from a fine and probation to lengthy imprisonment. The following are lists of topics covered by these laws and the websites where more details can be found.

Claremont Municipal Code

http://www.ci.claremont.ca.us/municipal_code/index.htm

9.23.20 Drinking Alcohol in Public Places California Codes

<http://www.leginfo.ca.gov/calaw.html>

California Business and Professions Code

25602 Giving Alcohol to Intoxicated People

25604 Retail Establishments Serving Alcohol Must Be Licensed

25607 Limits on Alcohol Approved by Retail Licenses

25658 Limits on Alcohol Provision, Purchase, and Consumption to Minors

25662 Public Possession of Alcohol by Those Under 21

25659 Confiscation of False Identification

25660.5 Furnishing False Identification

25661 Use of False Identification

California Vehicle Code

23136 Under 21 Driving Under the Influence

23137 Under 21 Refusing a Blood Alcohol Test

23139 License Suspension for Refusal of Blood Alcohol Test

23140 BAC Limit for a Driver Who Is Under Age

23141 Alcohol Education Programs for Underage Offenders

23152 Driving Under the Influence

23160 Consequences for DUI Conviction

23195 Consequences for Owner of Vehicle Used in DUI

23196 Further Consequences for DUI Conviction

23220 Limits on Alcohol Use While Driving Off-Road

23221 Limits on Open Containers in Vehicles

23222 Consequences for Marijuana Use While Driving

23224 Limits of Under 21 Transporting Alcohol

California Health and Safety Code

11153.5 Manufacture of Controlled Substances

11350 Possession of Narcotics

11351 Possession of Narcotics for Sale

11352 Transportation of Narcotics

11355 Sales of Narcotics

11357 Possession of Marijuana of Hashish

- 11358 Cultivation of Marijuana
- 11359 Sale of Marijuana
- 11360 Transportation of Marijuana
- 11364 Possession of Device for Consuming Narcotics
- 11365 Aiding the Use of Narcotics
- 11377 Consequences for Possession of a Controlled Substance
- 11378 Possession for Sale of Controlled Substances
- 11382 Aiding the Distribution of Controlled Substances
- 11383 Possession of Materials Intended to Manufacture Methamphetamine

Federal Code

<http://www.4.law.cornell.edu/uscode/>

Title 21, Chapter 13 lists laws pertaining to possession of controlled substances and illegal trafficking.

III. Health Risk Associated with the Use of Illicit Drugs and the Abuse of Alcohol

A. The use of any mind- or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension, or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize that they are losing control over the use of the substance and that they need help.

B. Alcohol acts as a depressant to the central nervous system and can cause serious short- and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney, and heart damage and even eventual death. Ingesting a large amount of alcohol at one time (five or more drinks at a sitting for men, and four or more drinks at a sitting for women) can lead to alcohol poisoning, coma, and death. Drugs such as LSD, amphetamines, marijuana, cocaine, and alcohol alter emotions, cognition, perception, physiology, and behavior in a variety of ways. In particular, alcohol and/or drug use inhibits motor control, reaction time, and judgment, impairing driving ability. Abuse of alcohol and/or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and still birth.

Safety First/Medical Amnesty Policy

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

is first considered a health issue; therefore, the primary College response is a medical one.

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

Consistent with putting a student's health first, the College will approach an Alcohol or Drug-Related Medical Emergency as a health risk, and may require

- follow-up such as meeting with a member of the Dean of Students staff, and/or
- referral to and completion of alcohol or drug education/counseling.

If serious injury has occurred or if there are repeated incidents, possible notification of parents or guardians may also result. Failure to comply with required follow-up will normally result in disciplinary action.

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

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

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

A. The Claremont Colleges are committed to education and counseling as the primary focus of their substance abuse programs and will provide confidential professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services, including counseling, educational materials, campus AA meetings, and referrals, are available at the following offices:

- Dean of Students Office
- Health Education Outreach Office
- Monsour Counseling and Psychological Services
- Student Health Services

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

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

D. Drug- and Alcohol-Related Infractions at a Glance:

- **First Incident:** Meet with Primary Contact Dean (PCD) + alcohol or marijuana education with assistant director of student health and wellness
- **Second Incident:** Meet with PCD + assigned educational sessions with a substance abuse professional
- **Third Incident:** Meet with PCD + referral for evaluation by substance abuse counselor
- **Fourth Incident:** Behavioral contract + PCD conference call with family

V. Standard of Conduct Governing Alcoholic Beverages and Drugs

A. The state of California prohibits the use, possession, and purchase of alcohol by individuals under the age of 21 and the use of alcohol in public by all people, regardless of age. The alcoholic beverages rules for Scripps College are required by law to be consistent with the California alcoholic beverage laws. The following standards of conduct will govern the use of alcohol on the Scripps campus and at Scripps-sponsored events off campus. Any student transported or assessed by emergency medical staff for alcohol or other drug-related reasons will be required to meet with the assistant director of student health and wellness. The purpose of the meeting is to help the student gain insight into their experience, become aware of any patterns of behavior, identify risks associated with alcohol and drug abuse, and receive referrals to appropriate services as necessary. Students failing to comply with any policies, sanctions, or verbal instructions from Dean of Students staff members may be subject to judicial action as per section 4.18 (Failure to Comply Policy) of the Scripps College *Guide to Student Life*.

1. Events involving drinking games and/or promoting binge drinking are specifically forbidden.
2. Alcoholic beverages may not be served on Scripps College property or at any Scripps College event where persons under 21 years of age are present, unless approval has been granted by the Student Activities and Residential Life Office of a plan that assures compliance with the law.
3. Scripps College events are defined as any on-campus event. In addition, those off-campus events that may be identified as being an activity of the College will also be governed by state law and Scripps College standards of conduct.
4. Students under 21 years of age: The laws of the state of California specify that students under the age of 21 may not consume, possess, distribute, or sell alcohol. These regulations apply in all locations and on all occasions.
5. Students over 21 years of age: Students over 21 years of age must obey regulations that apply in the state of California, the city of Claremont, and

the College. Possession and/or consumption of alcoholic beverages by those persons 21 years of age or older is permitted in individual student rooms as long as there are 10 or fewer people in the room. Possession and/or consumption of alcoholic beverages is prohibited in the hallways, lavatories, lounges, and other corridors or public areas of the residence hall, including outdoor areas, except when and where expressly authorized in writing by OSE. Events involving alcohol in a space with more than 10 people must be registered with OSE. For more information regarding event registration for events involving alcohol, see 4.18: Event Registration and Facility Use Procedures and Guidelines.

6. Orientation: From the beginning of leadership training for New Student Orientation until 5:00 pm on the Saturday at the end of the first week of classes, no alcoholic beverages may be served or consumed anywhere on campus.

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

C. Drugs. As to the use of drugs, federal and state laws govern actions by all members of the Scripps College community. As required by law, Scripps College has established policies and rules regarding drugs, including marijuana, that are consistent with the federal and state laws governing possession, use, or distribution of drugs. Marijuana violations at Scripps College are upheld based on the definitions under applicable federal law. Students found with marijuana violations are subject to housing probation and loss of housing privileges.

1. It is unlawful to manufacture, possess, sell, or use controlled substances. Scripps College prohibits the use, possession, cultivation, sale, transfer, or distribution of illicit drugs on campus. Scripps College recognizes its duty to uphold local, state, and federal laws concerning illicit drugs and is under legal and moral obligations to cooperate with law enforcement officers in the performance of their duties pertaining to prohibited drugs. The College will not provide sanctuary for violators of federal or state drug laws on or off campus. Subject to and consistent with the College's Safety First/Medical Amnesty Policy, students found to be in violation of the prohibition against illicit drugs are subject to penalties up to and including expulsion.

2. Education and Prevention: The College will promote educational programs concerning the illegality and dangers of drug use and will participate actively in the Five-College Alcohol and Drug Education Program. Students are encouraged to use the counseling and medical services provided on a confidential basis at the Monsour Counseling and Psychological Services and Student Health Services when concerned about their own drug use or that of their friends or acquaintances. The Dean of Students and Residential Life staff members serve as advisors and will refer concerned students to appropriate resources.

4.06 Automobile Registration Policy

Students operating automobiles on campus are expected to observe the vehicle regulations issued by the Department of Campus Safety. Special attention is drawn to the following requirements:

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

4.07 Bicycle Registration and Parking Policy

All bikes that are used, stored, or parked on the Scripps College campus must be registered with the College. Bikes may be registered at the Tiernan Field House. There is no charge for this service, and a sticker will be issued upon completion of the registration form. Please bring your Scripps identification card. Tiernan Field House hours are posted [online](#).

The registration stickers must be visibly placed on the bike at the back of the seat shaft (example: Scripps College Registered Bicycle XXXXXX).

In the event that you wish to transfer your bike to another student or donate your bike to the Tiernan Field House Bike Program, please stop by the field house to make the appropriate arrangements.

Unregistered bikes will have their locks or chains cut, at the owner's expense, and will be impounded. Impounded bicycles that remain unclaimed for a period of six months or more will be donated to a worthy cause. The College takes no responsibility for damage to or theft of bikes while on campus. Bikes may only be parked in bike sheds and bike racks. It is most important that all handrails and all handicapped access points be kept clear. Any bikes left in locations other than

designated areas will be removed at the owner's expense. Bikes impounded, for any reason, during the six-month grace period maybe recovered by contacting the Maintenance Department.

4.08 Civil Law Enforcement on Campus Policy

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

4.09 Candles and Flammable Material Policy

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

4.10 Communicating with Students and Families Policy

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

4.11 Indicating Plans for the Following Semester

Returning to Campus in Continuous Enrollment

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

Taking a Leave of Absence from Scripps

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

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

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

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

A student returning from a leave of absence must formally notify the Registrar's Office of her intent by March 15 for the following fall semester, or by November 15 for the following spring semester. Returning students who confirm their enrollment plans by the posted deadlines will be eligible for Scripps housing and preregistration. Failure to meet these deadlines may result in forfeiture of fees, preregistration privileges, and housing. Students returning from medical leave of absence may need to supply documentation that supports their return to a full course load.

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

Withdrawing from Scripps

A student may voluntarily withdraw from Scripps by completing the Notice of Withdrawal form available from the Registrar's Office. Exit interviews with the Dean of Students, the Registrar, and the Office of Financial Aid are required to complete this form. Students who do so by the posted deadlines are eligible for a refund of their security deposit (minus deductions for any relevant charges).

Transcripts of students who withdraw from Scripps by the last day to drop from courses without academic penalty will reflect no enrollment for that semester. Transcripts will show non-punitive grades of W in courses for students who withdraw after the deadline to withdraw from classes. Campus email address, academic portal access, and the campus mailbox are inactivated following withdrawal from the College.

4.12 Cooking and Electrical Appliances Policy

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

4.13 Damages and Missing Property Policy

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

A student has the opportunity to request that furniture be removed from her room at no charge by completing a Furniture Removal Request Form by the end of the school year for the following academic year. A student may also complete a work order request during that academic year, and the student will be charged \$10 for each piece of furniture that the student has removed. The student must keep the furniture in the student's room until maintenance personnel removes it. If a student does not follow this system and puts the student furniture in a location other than the student's room, the student is responsible for returning the furniture to the room upon check-out. If it is missing at that time, the student will be held financially responsible for replacing the furniture. Exception: There is no fee for furniture that is removed as a result of undoubling or untripling an over-occupied room during the academic year.

4.14 Demonstration Policy of The Claremont Colleges

The undergraduate Claremont Colleges—Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College—together

with the Claremont Graduate University, Keck Graduate Institute, and Claremont University Consortium (CUC), are all member institutions of The Claremont Colleges. Each of these member institutions respects the rights of free speech and 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 member colleges or CUC, the individual colleges and CUC will act according to this 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 actions that endanger or injure, or threaten to endanger or injure, any person or that damage or threaten to damage property.
- Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the colleges or CUC.
- If an officer or designee of an affected college or CUC informs individuals in a given area that their collective actions are judged non-peaceful or disruptive and that they should disperse, individuals remaining may be charged, on their home campus, with a violation of this policy.
- Any individual acting in a non-peaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual's or group's behavior with a violation of this policy.
- Ignorance of this policy or lack of intent to violate this policy is not an acceptable justification for violating it. Lack of intent or lack of awareness of the existence of college or 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 are handled through the home college's disciplinary procedures. The presidents and the chief executive officer of CUC may delegate their authority to act.

4.15 Escort and Guest Policy

The escort policy was created by and adopted by the Scripps student body. Students may have guests at any time. From the time guests enter the residence halls, they must be escorted by a Scripps student who will take responsibility for the guests; the student will leave only when another Scripps student assumes responsibility for the guests. In the case that guests need to use the restroom, the Scripps escort's door must remain open until the guests return. For security reasons, students are encouraged to not provide entry to individuals who are other students' guests. Students may have overnight guests with prior permission from all roommates/suitemates. Overnight guests are permitted to stay no more than four consecutive nights. In the event that a student hosts a guest in excess of four consecutive nights, the College reserves the right to deny guest privileges to the hosting student or to terminate the hosting student's occupancy. Any violation of this policy results in a judicial hearing.

Responsibility Clause: The student hosting the guest is responsible and accountable, including financially, for the conduct of the guest. Any infraction of the rules and the cost of repairing any damage by the guest are assumed by the host student.

4.16 Evacuation Policy

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

4.17 Event Registration and Facility Use Procedures and Guidelines

Communication and Cancellation:

Anyone involved in registering an event must maintain open communication with the Dean of Students staff members. As problems emerge, they must be discussed and dealt with immediately. Cancellation of an event may result from violation of these guidelines and/or disruption requiring security or police action. Please note that events may not be registered during reading days and final examinations.

Event Registration for Events Not Involving Alcohol:

- A person registering a non-alcohol-related event must register their event through the Virtual Event Management System (VEMS) website at <https://emsweb.claremont.edu/Scripps/>, where it will be approved by the appropriate departments. Instructions are posted on this website; for detailed information, click on the "Links" tab. To check for available space or for facilities information (including capacity), click on the "Browse" tab.
- Reservations can be made beginning the first day of classes each semester, and events cannot be booked after the last day of classes each semester. Requests for facilities should be made as far in advance of the event as possible.

- Once you enter your facility request via VEMS, you will receive an email confirmation of approval from the reservation scheduler. Your facility request is not approved until you receive this confirmation. Please be sure to give a thorough description of your event/tables and provide other details, such as whether you will have music, as these items also must be approved.
- If your event is canceled, be sure to cancel through VEMS. Additionally, contact any resource services you obtained for the event to cancel directly with each department.
- At times, back-to-back events are common; users may not ask the preceding group to vacate the facility prior to the time reserved. Facility users are also responsible for unlocking and relocking all facilities. Arrangements to obtain keys may be made through the Public Events Office or Malott Commons Office, depending on the facility being used.
- There must be at least one Campus Safety Officer for an event with more than 75 people. For every additional 75 people or portion thereof, an additional security officer is required. For events drawing over 500, special arrangements should be made with OSE. Payment for security officers will be required at the time the event is registered.
- If planning to use the Department of Campus Safety, arrangements must be made through OSE at least two weeks prior to the event.
- The person registering the event must develop a plan for their use of security officers and submit it to OSE, including a site layout. The registrant must meet with the security officers 15 minutes prior to the start of the event to discuss the plan, to form a working alliance, and to develop informal security networks to keep order at the party, with backup as necessary from security officers. The primary responsibility to keep the party under control lies with the students and not with the security officers. Security officers should be instructed to patrol the party and to work with the students to ensure a safe and peaceful environment, and they should be instructed to take appropriate action if a disruption occurs.

Event Registration for Events Involving Alcohol:

- Events involving alcohol in a space with more than 15 people may not be held in a student room and must be registered. The event must be planned and registered at least two weeks in advance. Registration is complete when all appropriate forms are submitted with information and have been approved by OSE staff. A person registering an event involving alcohol must register their event through the VEMS website at <http://emsweb.claremont.edu/Scripps/>.
- The VEMS form requires an estimated maximum number of guests; the number of guests at the event may not exceed this number.
- The person registering the event must develop and provide a satisfactory method to verify that guests who are being served alcohol are 21 years of age or over.

Guidelines Specific to the Serving of Alcohol:

- At least one Scripps student who is at least 21 years of age must register the event through VEMS and assume full responsibility for the event, be present for the duration of the event, and not consume any alcohol. Although not required, it is strongly recommended that additional students assume responsibility.
- All servers must be hired from the approved servers list, available through OSE, and may not consume alcoholic beverages for the duration of the event. Alcoholic beverages may not be served to persons who appear intoxicated. The server, and not the individual being served, must consistently measure all drinks.
- Beer and wine are the only alcoholic beverages that may be served at registered events. Beer includes all fermented beverages with an alcohol content of up to 6%. Wine includes champagne and other sparkling wines with an alcohol content of up to 14%.
- The amount of alcohol allowed at an event will be determined by a Dean of Students staff member and will be based on the number of guests over 21 attending the event.
- Students may not use Scripps College funds to purchase alcoholic beverages, nor may any Scripps organization collect money for this purpose, and alcohol may not be sold.
- Supplies of alcoholic beverages may not be replenished after the event has commenced.

Security:

- There must be at least one security officer for an event with more than 75 people. For every additional 75 people or portion thereof, an additional security officer is required. For events drawing over 500, special arrangements should be made with OSE. The number of security officers will be based on the estimated maximum number of guests. Payment for security officers will be required at the time the event is registered.
- If planning to use the Department of Campus Safety, arrangements must be made through OSE at least two weeks prior to the event. Party hosts are encouraged to hire staff from the Department of Campus Safety.
- The student registering the event must develop a plan for the student use of security officers and submit it to OSE. The student must meet with the security officers 15 minutes prior to the start of the event to discuss the plan, to form a working alliance, and to develop informal security networks to keep order at the party, with backup as necessary from security officers. The primary responsibility to keep the party under control lies with the students and not with the security officers. Security officers should be instructed to patrol the party and to work with the students to ensure a safe and peaceful environment, and they should be instructed to take appropriate action if a disruption occurs.
- Security officers may not consume any alcoholic beverages while they are on duty.

Barbeque Policy

- Student-hosted barbecues may be held on Jaqua Quadrangle East, specifically the open lawn immediately south of the Rose Garden between Toll Hall and Browning/Dorsey Halls. For the safety of the students and the campus, barbecues are prohibited in all other locations on the Scripps campus.
- Event registration must be completed through VEMS (at <http://embweb.claremont.edu/Scripps/>), where it will be removed by the appropriate departments.
- The Maintenance Department will provide the grill.
- Students must purchase self-lighting charcoal for use. The use of lighter fluid and propane grills is not permitted.
- The Grounds Department will provide the student registering the event with a hose and a means of disposing of the charcoal.
- Barbecues and self-lighting charcoal may not be stored in the residence halls or individual student rooms.
- The students are responsible for cleaning up after the barbecue, including the grill, and leaving the premises as they found it. Should the area not be properly cleaned, the student who registered the event will be responsible for a \$250.00 fine.
- All barbecues must conclude by 10:00 pm in order for the Maintenance Department to pick up the clean barbecue.

Compliance:

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

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

- Only individuals who possess a valid five-college ID or official guest pass and picture ID will be admitted. Students must follow protocol of each host institution on how to obtain a guest pass, which may require processing prior to the event date.
- Once a student's age has been verified as over 21, he or she must receive a wristband to signal they are of legal drinking age. Students must follow protocol of each host institution on how to obtain a wristband, which may require processing prior to the event date.
- Students hosting the party are responsible for preventing non-students, including college or food service staff, from attending unless the non-students are guests of a Scripps student. Names and/or descriptions of non-students should be written down and reported to OSE.

- A security guard will be on duty at the entrance at all times to check IDs, prevent alcohol from being taken into the party, and turn people away if necessary.

Guests and Guest Passes:

- The student hosting the guest is responsible for the guest’s legal and orderly behavior.
- If the band wishes to bring guests, it must provide the sponsoring students with a list of guests (names, addresses, telephone numbers, and ages) at the time the agreement or contract for services is signed (10 guests maximum), and arrangements must be made with OSE and Campus Safety.
- If the party involves a large group of students from a non-Claremont College, the College SAS guidelines apply.
- Scripps students are limited to two guest passes per event, which may be obtained from OSE.
- The student will be required to show proof of their Scripps affiliation.

4.18 Firearms, Explosives, and Weapons Policies

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

4.19 Flowers on Campus Policy

The flowers on campus may be cut in the following areas: the rose garden between Browning and Toll, all pansy and daisy beds, camellias at the north end of the Music and Dance Buildings, and the roses at the north end of the Old Lang Art Building. Flowers in Margaret Fowler Garden and the camellias near Denison Library may not be cut or picked.

4.2 Graffiti Wall Policy

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

4.21 Hall Obstruction Policy

Hall obstructions are considered a safety hazard by the Claremont Fire Marshal. Therefore, personal belongings may not be left in the hallways. Obstructers will

receive two verbal warnings by a hall council or residential life staff member for the first offense. Each subsequent offense will result in immediate judicial action.

4.22 Hall Constitutions

Students must adhere to all additional rules stated in each hall's constitution.

4.23 Hazing Policy

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

DEFINITION OF HAZING

Education Code section 32050 states:

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

Education Code section 32051 states:

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

CONSEQUENCES OF A VIOLATION

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

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

APPLICATIONS

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

Some examples of hazing activities or events include:

Activities which require individuals to violate federal, state, or local laws; contradict a person's moral or religious beliefs; or violate the rules and regulations of Scripps College.

Any form of coerced physical activity or exercise.

Ingesting any liquid or solid matter, edible or non-edible.

Kidnapping new members.

Marking or branding or tattooing or piercing of a new member.

Scavenger hunts and pranks that promote theft, vandalism, or destruction of property.

All-night work or study sessions that interfere with academics.

Embarrassing clothing and/or doing embarrassing actions.

Sleep deprivation.

Grilling of individuals/groups with questions of any kind.

Personal errands and chores run by new members for initiated members.

Requiring new members to live together.

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

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

4.24 Health Policy

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

4.25 Information Technology Policy

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

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the colleges' students, faculty, and staff. These services are provided for educational purposes and to carry out the legitimate business of the colleges.

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

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

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

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

Ownership

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

Privacy and Security

File Confidentiality

Your documents, files, and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or

document placed on a College-owned computer or network is subject to access pursuant to this policy and thus should not be regarded as private or confidential. The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or email. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic and its contents and examining files on any computer system connected to the network.

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

Network Monitoring

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

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

From time to time, these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network

resources. In such instances, a CINE staff member or a member of your own college's IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate college authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.

Passwords and Codes

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

Access to Resources

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

- You must understand and comply with all applicable federal, state, and local laws.
- You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere. You must not attempt to "sniff" or eavesdrop on data on the network that are not intended for you.
- You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource, or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
- Each college's policy on harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
- Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
- Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., "spam") are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.

- Spoofing or attempts to spoof or falsify email, network, or other information used to identify the source, destination, or other information about a communication, data, or information is prohibited.
- You must not degrade computing or network performance in any way that could prevent others from meeting their educational or college business goals. You must not prevent others from using shared resources by running unattended processes, by playing games, or by “locking” systems without permission from the appropriate system manager.
- You must conform to laws and college policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
- You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store, or distribute information or materials, or to participate in activities that are in violation of federal, state, or local laws.
- You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store, or distribute information or materials in violation of other college policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
- You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.
- Use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the colleges. Faculty, students, or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.
- The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by The Claremont Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.
- Willful or unauthorized misuse or disclosure of information owned by the colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment, regardless of whether criminal or civil penalties are imposed. It is also expected that any

user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

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

Electronic Recording Policy

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

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

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

Copyright Infringement Notifications

Scripps College does not routinely monitor its computer network to detect the infringement of copyright-protected material such as music, movies, television programs, games, software, and books. The College receives copyright infringement notifications of various kinds from the owners of the copyright-protected material that has allegedly been infringed. The Digital Millennium Copyright Act (DMCA), 17 U.S.C. § 512, provides copyright owners or their representatives with a statutory procedure for notifying entities that provide online

services or network access, or facilities for that purpose (known as service providers), of infringing activities by their subscribers or account holders. Scripps College is a service provider within the definition provided by § 512 (k) of the DMCA.

Response to DMCA Notices

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

Procedures

First Notification

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

Second Notification

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

days and is contingent upon receipt of both the certification page and a \$500 service reconnection fee.

Third Notification

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

Response to Preservation Notices

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

Response to Settlement Letters

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

If a user receives a settlement letter, it is the user’s responsibility to decide how to respond to the RIAA. The user may want to seek legal counsel before making a

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

4.26 Key Policy

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

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

4.27 Library Fine Policy

Procedures to be followed to transfer unpaid library fines to the student account:

1. The Libraries will mail an Over Due Book Notice within two days of the due date for return of the book. The Over Due Book Notice will be modified to read:

These books must be renewed or returned within 10 days or your student account will be charged \$100 per book. You may renew them yourself through the Library Catalog, or phone a Circulation Dept. If you self-renew it is important to CHECK EACH BOOK'S NEW DUE DATE!
(909) 621-8372 Honnold/Mudd Circulation

NOTE: Blais software enhancements are scheduled for implementation this summer that will enable the Libraries to forward a reminder notice in advance of the due date.

2. At the close of 10 days, the student will receive a follow-up Bill Notice that will be modified to read:

Bill Notice: The items listed have reached the billing date without being returned or renewed. CHARGES ARE NOW DUE on these items. This bill may be paid at the Library until the 25th of the month. After that date, Library fines totaling \$100 or more will be forwarded to your student account. Library check-out privileges have been suspended until the library fine has been paid. Please contact Honnold/Mudd Circulation concerning renewals or payments. Thank you. (909) 621-8372

3. On the 25th of each month, the Libraries will prepare a detailed billing of all accounts that total \$100 or more in the aggregate and will forward the report to the appropriate College Student Accounts Office. The Student Accounts Office will record the library fines on the student account and make payment directly to the Libraries. The Libraries agree to withhold check-out privileges until the Student Accounts Office notifies the Libraries in writing by email that the fine has been paid. If the book is returned instead after the fine has been placed on the student account, the Libraries will notify the Student Accounts Office in writing by email that the book has been returned. The Libraries will refund to the College \$90 of the \$100 fine, which will be credited directly to the student's account.
4. For the convenience of students, the Libraries will collect fines on weekends (Friday after 6:00 pm and Saturday) on behalf of the Student Accounts Office. Payments will be forwarded on the first business day directly to Student Accounts Office for credit directly to the student's account.
5. By May 1 of each year, the Libraries will forward to the Dean of Students Office and the Student Accounts Office a list of those senior students who have outstanding library fines. Students with delinquent accounts will be subject to those policies of the College regarding participation in graduation, transcript release, etc.

4.28 Lockout Policy

Students are allowed two free lockouts per year; after that, all key services will cost \$25 and will be billed to the respective student account at the end of each semester. In the instance that a Department of Campus Safety officer provides the key service, the student may choose to pay the officer by check upon services rendered. The following is a breakdown of whom to call for lockouts based on day and time.

Weekdays:

Time	Contact	Phone
8:00 am – 5:00 pm	Maintenance Office	ext. 72541
5:00 pm – 12:00 am	Residential Life Staff	(909) 708-7603/4
Midnight – 8:00 am	Dept. of Campus Safety	ext. 72000

Weekends:

Time	Contact	Phone
8:00 am – Midnight	Residential Life Staff	(909) 708-7603/4
Midnight – 8:00 am	Dept. of Campus Safety	ext. 72000

4.29 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 Dean of Students Office 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, this should be reported to the on-call dean and/or the Department of Campus Safety so that appropriate action can be taken.

4.30 Persons and Property Policy

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

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

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

4.31 Quiet Hours Policy

Noise will be kept to a minimum at all times. Disorderly conduct, unreasonable noise, or behavior that results in unreasonable annoyance is prohibited. Quiet hours will be in effect from 11:00 pm to 9:00 am Sunday through Thursday and 1:00 am to 10:00 am Friday and Saturday. At 8:00 am on the Sunday before finals begin (not referring to spring semester, seniors finals week), quiet hours will extend to 22 hours and continue through the end of the semester.

4.32 Smoking Policy

No smoking is allowed within 25 feet of any campus building, student bedrooms, or in public areas in the residence halls, which includes, but is not limited to, browsing rooms, living rooms, hallways, stairwells, lounges, kitchenettes, interior courtyards, and balconies.

4.33 Storage Policy

Student storage is available in the basement of each residence hall (Frankel and Routt share storage in the basement of Routt) during the academic year and may be used at a student's own risk. At the end of each academic year, students are responsible for removing all their items from storage. The College empties and cleans the storage areas over the summer and takes no responsibility for any items left behind from the academic year.

4.34 Student Identification Card Policy

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

4.35 Student Organization and Student Employment Offices Guidelines

General Expectations

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

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

Alcohol, Drugs, and Smoking

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

Office/Shared Space

- Space around campus is limited; the use of organizational space and offices is a privilege. Damage to organization or employment spaces or furniture is unacceptable. This includes non-malicious damage such as that done to walls by putting up posters or through the use of nails, adhesives, or tape. Blue

painter's tape may be used. Any damage should be reported to the department director.

- Painting of office spaces is prohibited without formal permission from the department and Scripps Maintenance.
- Organizations will be held responsible for any damage to their office unless:
 - The damage has been noted at the beginning of the semester and confirmed by Scripps Maintenance
 - The damage is normal wear and tear as determined by Scripps Maintenance
 - The damage is the result of a maintenance problem that has been properly reported

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

Key Use and Access

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

Office Supplies

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

Accountability

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

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

4.36 Whistle Procedures and Policy

All students are encouraged to carry a whistle at all times; new students are issued whistles upon arrival at Scripps. Whistles should only be blown to indicate danger. A \$50.00 fine may be levied for blowing a whistle inappropriately.

Whistle drills will be held on a periodic basis to enable the community to practice the use of whistles in emergency situations.

Anyone who hears a whistle should call the Department of Campus Safety (ext. 72000) immediately. The dispatcher should be given both the location of the caller and the location where the whistle was blown. After calling the Department of Campus Safety, if the area appears safe, students are encouraged to proceed, in a group, to the location where the whistle was blown. If the individual in danger is unable to continue blowing her whistle, students are encouraged to blow their whistles to attract security personnel to the scene; however, whistles should only be blown if the victim is in view.

4.37 Discrimination and Harassment Policies and Grievance Procedures

As a community dedicated to the education of women and the advancement of learning, Scripps College (the “College”) seeks to maintain an environment in which individuals can live, learn, and work free from discrimination and harassment. The College regards such behavior as inimical to its educational purposes and to the respect for individuals that it holds to be essential in all aspects of its institutional life.

The *Guide to Scripps College's Discrimination and Harassment Policies and Grievance Procedures* (“Guide” or “Policy”) prohibits all forms of harassment and discrimination, including on the basis of sex, gender identity and expression, religion, creed, color, race, national or ethnic origin, ancestry, immigration status, sexual orientation, medical condition, physical or mental disability, and age. Included in the *Guide* is the “Sexual Misconduct Policy” (sometimes referred to as the “Title IX Policy”), which prohibits such conduct as non-consensual sexual touching, non-consensual sexual intercourse, dating/domestic violence, and stalking. Click [here](#) to review the *Guide*. More information on the College’s response to sexual harassment, sexual assault, dating violence, and stalking can be found [here](#).

When a member of the Scripps community is alleged to have engaged in discriminatory or harassing conduct as defined in the Policy, the claims are resolved in accordance with the procedures laid out in the *Guide*. The Title IX team oversees and coordinates these misconduct matters.

Scripps College Title IX Team

Title IX Coordinator
Sally Steffen
McAlister Center
Lower Level, Room 10
(909) 607-7142
ssteffen@scrippscollege.edu

Deputy Title IX Coordinator
Section 504 Coordinator for Faculty and Staff

Jennifer Berklas, Director of Human Resources
Vita Nova Hall 120
(909) 607-7976
jberklas@scrippscollege.edu

Deputy Title IX Coordinator
Section 504 Coordinator for Students
Leslie Schnyder
Assistant Dean of Students
Kimberly Hall 99
(909) 621-8277
Lschnyde@scrippscollege.edu

Deputy Title IX Coordinator
Gretchen Edwalds-Gilbert
Associate Dean of Faculty
Balch Hall 134
(909) 607-7068
gedwalds@scrippscollege.edu

4.38 Communications Protocol Regarding Bias Incidents

Statement of Purpose

This Communications Protocol is intended to provide a framework for Scripps College's 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 the Scripps College Principles of Community, one or more of the Claremont colleges' disciplinary codes, and/or 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 Scripps' campus, this Protocol shall govern communication to the community

Procedure For Responding To Bias-related Incidents

1. Any person, including faculty, staff, students and visitors to the College, 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. The college staff and/or campus safety shall follow the protocol of The Claremont Colleges by contacting the Scripps College Dean of Students.
3. The Dean of Students will communicate to the Scripps community and to the Chief Student Affairs Officers on other campuses and the Chief Administrative Officer at CUC using the protocol outlined on the next page.
4. In the event that the Dean of Students is unavailable, she or he will have designated a second in command to whom the communication will be directed. The second in command then is responsible for informing the Dean of Students as quickly as possible and implementing the following protocol. The Associate Dean/Residence Life will ensure that professional and student residence life staff members are instructed about response protocols for such incidents and shall be trained about this protocol. At each mandatory dorm meeting, Resident Advisers will describe the notification protocol for bias-related incidents (and have copies available of the notification protocol).
5. The Dean of Students will notify the Scripps community as soon as possible by e-mail. The e-mail communication should:
 - i. Provide a brief description of the incident
 - ii. List any information about initial steps that have been taken to address the incident
 - iii. Provide instructions about how to report information about the incident
 - iv. Conclude with a standard paragraph on steps community members should take in the event they see a bias-related incident and the availability (upon request) of the log of incident communications originating from Scripps College as well as The Claremont Colleges
 - v. A copy of the e-mail will be sent to DCC members simultaneously with the community
 - vi. The Dean of Students also shall notify personnel responsible to handle the incident following the College's standard emergency protocols; Utilize RAs, Scripps Associated Students, and other student leaders in ways consistent with their position description and responsibilities to assist the College in responding to the incident; and utilize informational sessions for community members to receive information in person, ask questions, and generally discuss incident as appropriate to the incident.
 - vii. The Dean of Students will keep a log of incident communications originating from Scripps College. A copy of this log also will be available at SARLO and SCORE. The log shall include a description of each incident, and the institutional and/or police response to the incident. The log of bias-related incidents and/or hate crimes for Scripps is available to students, faculty and/or staff.

With reference to The Claremont Colleges protocol for bias-related incidents, the Scripps Dean of Students may (a) inform students, faculty, and staff by unbundled e-mails of bias-related incidents or hate crimes that occur on the other campuses, (b) post notices at the Motley, (c) utilize RAs, Scripps Associated Students, other student leaders, in ways consistent with their position description and responsibilities, (d) notify the Presidents Advisory Committee on Diversity and Inclusion (PACDI) and any other appropriate college-specific body at Scripps that may be charged with handling matters of this nature, (e) and utilize informational sessions for community members to receive information in person, ask questions, and generally discuss the incident(s) such as mandatory dorm meetings and/or community meetings.

PACDI is charged with working with the community(ies) affected by the bias-related incident or hate crime to find appropriate ways to address their concerns. Bias reports will become a regular agenda item for DCC meetings.

4.42 The Claremont Colleges Banning Policy

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

Background

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

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

The Claremont Colleges must comply with all legal requirements of the United States and the state of California when taking steps to protect community members and assets.

Policy

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

individuals and, with permission, extend the ban to cover any or all of the member institutions and their functions.

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

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

The designated official may also issue a ban as the result of an investigation, with the opportunity for all parties to be heard, which leads the official to conclude that illegal activity, disruption, or the threat of harm to others or property has or may have occurred. The official may also ban an individual if there is reason to suspect that illegal activity, disruption, or the threat of harm to others or property is increasingly likely to occur in the future.

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

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

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

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

(2) Regarding Individuals with a Connection to One of The Claremont Colleges or The Claremont University Consortium:

This set of procedures applies to alumni; former students who are not currently enrolled; spouses or partners of an employee, part-time employee, or volunteer; those performing volunteer work; and parents or guardians of current or former students.

The designated official initiating the ban shall send a message to all other deans of students to determine if there is any objection to banning the individual in question. Any dean raising an objection may choose not to have his/her campus covered by the ban. If no concerns are raised within 48 hours, the initiating official may apply the ban to cover all The Claremont Colleges' properties.

(3) Regarding Current Students:

This set of procedures applies to any student who is currently enrolled at one of The Claremont Colleges, including when the colleges are in or out of session.

It is within the authority of the banning campuses and CUC to make this decision without regard to judicial proceedings at the home campus.

(a) How the Ban of a Current Student Applies to Colleges:

Unless otherwise specified, the banned student shall be permitted to attend classes and use relevant academic resources on campus but suspended from all other activities.

(b) How the Ban of a Current Student Applies to the Claremont University Consortium:

Depending upon the circumstances of the individual student, the vice president for student affairs shall determine, in consultation with individual CUC services and the dean of students at the college at which the student is enrolled, the scope and extent of the ban from CUC services and property.

The student shall normally be permitted to make appointments at CUC offices and services as needed. For drop-in services that a student might utilize (i.e., OBSA, CLSA, chaplains), the vice president for student affairs shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointments.

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

Requests for Review, Modification, or Removal of a Ban

A person banned from one or more of The Claremont Colleges may request that the banning party discuss the nature of the ban, modify the ban, or withdraw the ban. It is the responsibility of the banned person to contact the official who first initiated the ban to request a conversation about the ban within five business days.

It is also the responsibility of the banned person to bring any substantive changes to the attention of the banning official in order to request reconsideration. For current students who have been banned, the home campus dean of students should review the ban policy and appeals process with the student. Changes to any ban will be communicated to the other designated officials for their consideration relevant to the person's status on their respective campuses.

Effective Date and Application of This Policy to New Institutions

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

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

4.44 Local, State, and Federal Law Adherence Policy

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

5.0 Academic Policies and Hearing Procedures

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

5.10 Policy on Grade Disputes

The presumption in the administration of grades at Scripps is that the professor alone is qualified to evaluate the quality of the academic work of the student in her or his course.

When a student has grounds for believing that, apart from questions of the academic quality of an individual piece of work, a particular final grade was assigned by the professor in an arbitrary or discriminatory manner or that crucial evidence was not taken into account, the following procedure is available:

1. The student must first discuss the matter with the professor.
2. If the outcome of that discussion is not satisfactory, the student should consult with the dean of students.
3. If there appear to be grounds for further investigation of the situation, the dean of students will consult with the dean of faculty. The academic dean will then contact the professor involved in an effort to bring the issue to a satisfactory solution.
4. If, following these discussions, the claims of the student and professor are still not reconciled, the dean of faculty will arrange for and participate in a group meeting that includes the dean of students, the professor, and the student.
5. If no satisfactory solution results from this informal meeting, the student will be advised to petition the Committee on Academic Review, which will meet with the student and the professor individually.