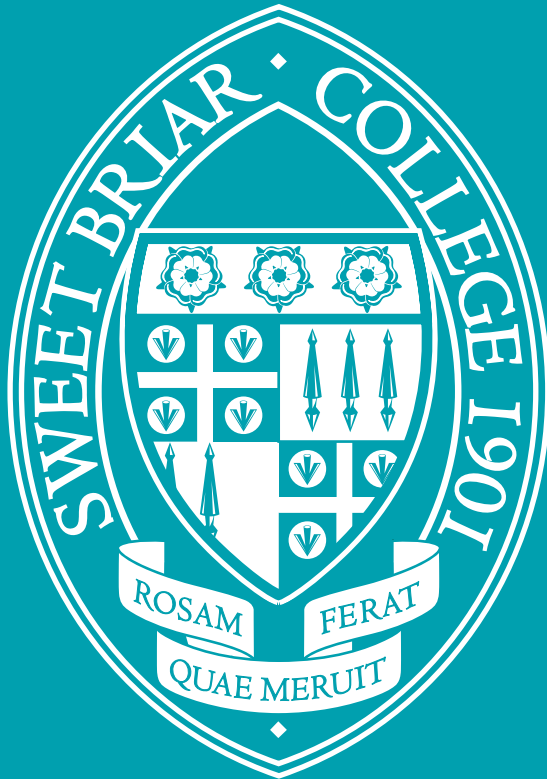


SWEET BRIAR COLLEGE

2009-2010

Student Handbook



"She who has earned the rose may bear it."

Sweet Briar College
Sweet Briar, Virginia 24595

SWEET BRIAR SONG

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

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

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

CLASS SYMBOLS

The Class of 2010
Motto: Ne obliviscamur
(*Lest we forget*)

Colors: Green and black
Emblem: Oak Tree

The Class of 2011
Motto: Spectamur Agendo
(*We are proven by our actions*)

Colors: Delph blue and black
Emblem: Lion

The Class of 2012
Motto: Factum non verbum
(*Actions not words*)

Colors: Purple and gold
Emblem: Swan

The Class of 2013
Motto: Honor ante honores
(*Honor before reward*)

Colors: Peacock blue and green
Emblem: Peacock

This publication offers general information and includes some College policies. Consult the College catalog and/or academic rulings, which are on file in the Dean's Office and the Library, as the final authority on all academic policies. Contact the Dean of the College or the Dean of Co-Curricular Life for further clarification on material contained in this document. The information in this publication was accurate at the time of printing during the Summer of 2009.

PRESIDENT'S MESSAGE



Welcome to the 2009-2010 academic year at Sweet Briar! Special welcome to members of the Class of 2013 and all other new students.

This Handbook is an important resource for both new and returning students. All of the resources and opportunities described in this handbook are available to help you make your Sweet Briar experience everything you want it to be. The more you take advantage of these resources and seek out these opportunities, the more successful you will be.

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

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

Again — welcome! We're all very glad you're here.

A handwritten signature in cursive script that reads "Jo Ellen Parker". The signature is written in black ink and is positioned above the printed name.

Jo Ellen Parker
President

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Sweet Briar's Mission

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

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

Historical Sketch

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

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

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

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

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

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

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

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

Student Government Association

President's Message



In the fall of 1906, the students of Sweet Briar College petitioned the President and Faculty to form a body that held legislative and executive control over non-academic matters on campus. The Student Government Association was then established as the governing body on campus. The purpose of SGA is to provide a forum in which students can voice their concerns and ideas, and where all student opinions could be represented. SGA consists of executive and class leaders, the Judicial Committee, the Inter-Club Council, members of Residence Life, Campus Events Organization, and Academic Affairs. SGA is here to represent you, the students, and we encourage everyone to become involved and participate in SGA.

There are numerous exciting changes happening on campus this year, including the new Fitness and Athletic Center, the opening of the Green Village, and the inauguration of our new College President, Dr. Jo Ellen Parker. As we progress and move forward as a college and a community, SGA will focus on furthering campus unity within the student body and throughout the Sweet Briar community as a whole. Unity is something all of us at Sweet Briar value and hold near to our hearts. We are not only a campus, we are a sisterhood, and SGA will be working with everyone on campus to perpetuate and strengthen those bonds that are so important to each of us. We look forward to welcoming Dr. Parker into our community and fostering a great relationship with her. We will also continue to implement the diversity plan and to encourage Sweet Briar students to uphold the Honor Code. The future of Sweet Briar is full of promise and purpose, and SGA looks forward to hearing your input on the direction in which we as a community will progress.

SGA meetings are open to anyone who wishes to attend, and they are held every other Monday night at 8pm in the SGA Suite, 2nd Floor Prothro. Please look for more information in your campus email about specific dates for meetings. If you have any questions, ideas, concerns, or would just like more information about what we do in SGA, please feel free to contact me! Again, we welcome your input and encourage everyone to participate in SGA – we are here to represent you!

Best wishes for a wonderful school year!

Jennifer Lundy
SGA President

Section I

Student Government Association

The Student Petition (October 17, 1906)

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

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

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

Constitution of the Student Government Association

Introduction

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

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.
2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.
3. The Student Government Association (SGA), through its own officers, committees, and constitutional procedures, bears responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:

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- a. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).
 - b. Residence hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).
4. The President, as the chief executive of the College, has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors.

Preamble

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

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

Whereas, in addition to meeting fully its obligations of nondiscrimination under federal and state law, the College is committed to supporting a community in which a diverse student population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views, sexual orientation, or other personal characteristics and beliefs.

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their place in a democratic society, we do hereby adopt the following Constitution and By-Laws.

Article I – Name

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

Article II – Purpose

The purpose of this organization shall be to:

- A. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is to impart to its students such education in sound learning and such training as shall in the judgment of the directors best fit them to be useful members of society.
- B. Promote the highest standards of honor and integrity in all phases of college life.
- C. Coordinate and promote student activity within the community.
- D. Provide a forum for the expression and discussion of student opinions and sentiment.
- E. Complement the educational aspects of student life.

F. Advance the spirit of loyalty to the College and its undertakings.

Article III – Membership

A. All students at Sweet Briar College shall be members of the SGA.

B. The rights of the members of the SGA include:

1. The presentation of petitions, appeals against the decisions of the Executive Committee, or proposals for amendments to the Constitution and By-Laws. Such petitions, appeals, and proposals must be considered by the Executive Committee.
2. Participation in campus discussions.

Article IV – Legislative Powers

A. The legislative powers of the SGA shall be exercised by the SGA officers.

B. These powers shall be to:

1. Ratify the rules, regulations, and policies concerning extracurricular activities except as otherwise provided.
2. Propose and discuss rules and regulations which must be referred to the Executive Committee prior to a vote.
3. Approve the budget derived from the Student Life Fund, as proposed by the Budget Committee, only after notification of the entire student body of the proposal prior to approval.

C. The SGA reserves the right to change rules and regulations within its authority at any time during the academic year. Upon alteration, the Constitution will be updated online. Once posted, the online copy will be the copy used for all proceedings.

Article V – Executive Powers

A. The executive powers of the SGA shall be exercised by the SGA officers.

1. The voting SGA officers shall consist of the following:

- a. President, Vice-President, Secretary, Treasurer, Electoral Officer, and Publicity Officer of the SGA, who shall be the Executive Committee.
- b. The Co-Chairs of the Judicial Committee, one of whom will vote each semester.
- c. The Vice Presidents of the four classes.
- d. The President of the Campus Events Organization.
- e. The Chair of the Academic Affairs Committee.
- f. The SGA Representative of the Day, Turning Point, and Transfer Student groups.
- g. The Representative of the Residence Life Committee.
- h. The President of Inter-Club Council.

2. The non-voting SGA officers shall consist of the Presidents of the four classes, and one of the Co-Chairs of the Judicial Committee.

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- B. The executive powers of SGA shall be exercised by the officers of the Executive Committee and shall be to:
1. Administer the SGA Constitution and By-Laws.
 2. Explain to students the meaning of the SGA's Constitution and By-Laws.
 3. Consider all petitions, appeals, and proposals for amendments to the SGA Constitution and By-Laws, and to refer each to the proper authority with a recommendation.
 4. Consider any petition or written complaint for the removal of an officer of the SGA and, if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by SGA. When an officer is thus removed, the Executive Committee shall make provision for replacement, based on Section IV, letter C, number nine of the Bylaws. If said officer is on the Executive Committee, she will be excluded from any and all discussions and proceedings related to her removal.
 5. SGA Officers are required to attend all SGA meetings. If an absence occurs, then the issue becomes a matter to be ruled upon by the Executive Committee, and is grounds for removal from office. If SGA Officers are tardy two times, it is grounds for removal from office upon review by the Executive Committee. All SGA training sessions are mandatory, unless a proper excuse is provided. An unexcused absence from any training session will be counted as a tardy on the absent officer's attendance record for the year. All attendance policies expressed herein apply to the Executive Committee of SGA. The choice of what constitutes removal from office is at the discretion of the Executive Committee by a majority vote.
 6. SGA Officers must be in good honor standing. If an SGA Officer is found guilty of an Honor Code violation, she is expected to resign her position (in order to maintain her rights to confidentiality) or to turn the matter over to the rest of the Executive Committee for a vote. If a member of the Executive Committee is found guilty of an Honor Code violation, she may turn the matter over to the Executive Board for a vote.
 7. Consider all petitions, appeals, and proposals for changes to the SGA rules and regulations as stated in the Student Handbook, and refer each to the proper authority with a recommendation.
 8. Oversee all SGA elections.
 9. Keep under constant review the SGA rules and regulations and advise the President of the SGA of desirable changes in connection with her annual written report.
 10. Provide copies of the Student Handbook to the Office of Co-Curricular Life.

Article VI – Judicial Powers

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

Article VII – Amendments

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

By-Laws of the Student Government Association

SECTION I – Meetings of the Association

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

SECTION II – Executive Branch

A. Executive Officers

- 1. The duties of the President shall be:
 - a. Call and preside over the meetings of the SGA and the Executive Committee.
 - b. Represent the students either personally or through a proxy from the Executive Committee when the need arises.
 - c. Represent the students to the Board of Directors on the Educational Programs Committee.
 - d. Appoint special committees when necessary.
 - e. Make an annual report to the Board of Directors at the April meeting.
 - f. Make a written report to the President of the College at the end of her term of office.
 - g. Consult regularly with the Dean of Co-Curricular Life, Dean of the College, President of the College, Vice President of Finance and Administration, Faculty Senate Liaison and any other administrators when necessary. Meet regularly with the Dean of Co-Curricular Life.
 - h. Consult with the SGA Officers as needed.
 - i. Be available for confidential appointments with students, offering referrals when necessary.
- 2. The duties of the Vice-President shall be:
 - a. Perform or assume the duties of the President in her absence or withdrawal until the end of the term.

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- b. Supervise all SGA programming.
 - c. Coordinate leadership development activities, including chairing the Student Leadership Fund Committee with the four class Presidents, implement community service activities on a regular basis, and consult regularly with the Dean of Co-Curricular Life.
 - d. Serve as parliamentarian.
 - e. Represent the students to the Board of Directors on the Buildings and Grounds Committee.
 - f. Collect and monitor monthly status and activity reports from the Standing Committees and Class Officers.
3. The duties of the Secretary shall be:
- a. Record and distribute the proceedings and activities of the SGA, keeping a permanent record in the SGA Archive, in addition to distributing a copy to the Dean of Co-Curricular Life, Dean of the College, President of the College, and the Vice President for Finance and Administration. She should also provide courtesy copies of the minutes to any guest speakers present at the SGA Meeting.
 - b. Record confidential minutes of the Executive Committee at the discretion of the SGA President.
 - c. Attend to all correspondence of the SGA.
 - d. Record and distribute minutes of Campus Discussions.
 - e. Keep a record of votes made on all motions during SGA meetings.
 - f. Keep a record of attendance at all SGA and Executive Committee Meetings.
4. The duties of the Treasurer shall be:
- a. Serve as the financial advisor to all Student Government Standing Committees.
 - b. Serve as the co-chair of the Budget Committee, along with the ICC President.
 - c. Administer the Student Life Fund in accordance with the budget adopted by SGA and the Budget Committee.
 - d. Keep a record of all monies of the SGA and expend the same according to the direction of the Executive Committee of the SGA.
 - e. Make interim reports of the finances at the request of the SGA President or the Executive Committee.
 - f. Serve as Chief Financial Officer of the Student Business Office, serving as a resource to the bookkeeper/accounting clerk and accounts payable cashier of the SBO.
 - g. Attend all ICC meetings to address issues related to SBO and budgeting.
 - h. Render a complete report of the year's work to SGA at the close of the fiscal year.
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- i. Perform audits of selected clubs, groups, and organizations.
 - j. Sit on the External Affairs Committee of the Board of Directors.
 5. The duties of the Electoral Officer shall be:
 - a. Supervise and coordinate all aspects of SGA elections, including but not limited to election forums, packets, and publicity.
 - b. Set up all election schedules.
 - c. Responsible for emailing all platforms for all elections to the student body.
 - d. Supervise all aspects of the Pink & Green Award which is awarded once a month by SGA (described in Section VI).
 6. The duties of the Publicity Officer shall be to:
 - a. Coordinate publicity for all SGA activities.
 - b. Maintain and update the SGA Web site and bulletin board to keep the Sweet Briar community and outside communities informed of SGA business.
 - c. Display voting records of motions on the SGA Bulletin Board and on the SGA Web site.
- B. Standing Committees:
1. A full constitution or set of procedures and guidelines of each Standing Committee is on file with the President of SGA. The officers of SGA shall approve all constitutions and by-laws of standing committees. Constitutions and by-laws of standing committees shall be amended by the same procedure as that used for amendments to the SGA constitution. The Standing Committees included under SGA are the following:
 - a. Academic Affairs Committee
 - b. Campus Events Organization
 - c. Day, Turning Point, and Transfer groups
 - d. Inter-Club Council
 - e. Judicial Committee
 - f. Residence Life Committee
- C. Subcommittees
1. Budget Committee
 - a. The committee is co-chaired by the Treasurer of the SGA and the Inter-Club Council President and consists of the treasurer of the Senior class, President of CEO, the Media Organization Chair, the Tap Group Chair, and one CGO Treasurer to be chosen at random each semester.
 - b. No member of the Budget Committee, excluding the co-chairs and the President of CEO, shall be members of the SGA Board. Should the Media Organization Chair, the Tap Group Chair, and randomly chosen CGO Treasurer sit on the SGA Board, proper substitutes shall be found by the co-chairs.
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- c. Its power and duty shall be to prepare a budget of the monies from the Student Life Fee.
 - d. If a Budget Committee member should not be in attendance during a committee meeting after proper notification, the meeting shall continue as scheduled.
2. Student Business Office (SBO)
 - a. The SGA Treasurer will be the Chief Financial Officer of the Student Business Office.
 - b. The Student Business Office (SBO) Accountant is compensated and chosen by Co-Curricular Life through an application process. This position will hold weekly office hours.
 - c. The duties of the office will be to account for all monies allocated by the Budget Committee, and conduct business for all Classes, Clubs, Groups and Organizations on campus.
 - d. Month-end reconciliation and day-to-day activity will be recorded and done by the SBO Bookkeeper/Accounting Clerk. All check requests and deposit slips will be handled by the SBO Accounts Payable/Cashier.
 - e. The SGA Treasurer and the SGA President will be co-signers on the SGA bank account.

Section III – SGA Budget

A. Budget Cycle and Timing

1. There shall be two budget allocation cycles per year upon receipt of the Student Life Fee checks received by the SGA.
2. The Fall Budget shall be presented to the SGA for a vote no later than the last SGA meeting of September. The Spring Budget shall be presented to the SGA for a vote no later than the last SGA meeting of February.
3. Should the proposed budget not pass, the following shall occur:
 - a. The Budget Committee shall immediately reconvene to prepare a new budget proposal.
 - b. An emergency SGA meeting shall be set for the following Monday, regardless of previously scheduled events, with the sole purpose of reviewing a new budget proposal.

B. Organizational Requirements

1. The CGO must be recognized by ICC as an active CGO at the time of budget allocations.
 - a. If a CGO's account is frozen at the time of budget allocations, no funds will be distributed to that CGO.
 - b. CGO's that are awaiting ICC approval must wait until they are officially recognized before they apply to receive SGA funds.
2. In order to request SGA monies, the CGO must have fully completed all

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- club registration forms, the hazing statement, CGO authorization signature form, and have submitted a current copy of their constitution.
- a. The Briar Patch, The Voice, Red Clay and WNRS are required to submit copies of any contracts or service/printing orders they have signed or agreed to for the current academic year in order for SGA to cover those expenses.
 - b. If any of the forms or documents listed above are incomplete or missing at the time of budget allocations, the CGO's budget request will be denied.
3. All monies requested by the CGO must be delineated so that the Budget Committee can evaluate the allotment of funds on a case-by-case basis.
4. All forms must be submitted by the specified time on the date that they are due. Late budgets will not be accepted for any reason.
5. SBO Accounts
- a. All monies distributed by SGA will be deposited in a Student Business Office account in the name of the appropriate CGO.
 - b. If a club is inactive for one academic year (two semesters), and fails to register as an active CGO the following semester, existence of the CGO will no longer be recognized by ICC or SGA. The CGO's account will then be closed, and the balance will be redistributed by SGA in the next budget allocation."
 - c. In the spring of a class's senior year, the treasurer should leave instructions with the SBO Accountant for the use of the class's remaining balance.
 - d. Any CGO requesting dissolution will have its SBO account closed. In this situation, the CGO may request the remaining balance at time of dissolution be donated to a campus related cause.
 - e. The account of any involuntarily dissolved club will be closed. The balance will be redistributed by SGA in the next budget allocation.
 - f. The following honor societies should register with ICC and may keep an SBO account, but no funds will be provided from the SGA budget: Alpha Lambda Delta, Alpha Psi Omega, Delta Phi Alpha, Phi Beta Kappa, Eta Sigma Phi, Iota Sigma Pi, Psi Chi, Omicron Delta Epsilon, Sigma Delta Pi, Phi Alpha Delta, Pi Delta Phi, Omicron Delta Kappa, Phi Beta Lambda.
- C. Funding for CGO's
1. Off Campus Policies
 - a. No money will be allotted for travel expenses that may include, but are not limited to: gas, mileage, toll, hotel, and vehicle rental expenses.
 - i. Given the nature of their organizations, CEO and SWEBOP are exempt from this rule.
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- b. No money will be allotted for conferences due to the fact that students and organizations may apply for the Leadership Fund to cover these expenses.
2. Direct Funding/Contributions
 - a. No funds will be allotted for stipends, which are fixed and regular payments such as salary or allowance with the exception of instructional purposes.
 - b. No funds will be allotted as direct contributions, which are charitable gifts to nonprofit organizations. Direct contributions will be considered on an individual basis by the SGA board provided that the requesting CGO presents a detailed description of the event and where the funds will be going.
 - c. No funds will be allotted for fundraising due to the fact that CGO's may apply for monies from the Fundraising Loan.
 3. Miscellaneous
 - a. No funds will be allotted for the purchase of alcohol.
 - b. If an organization does not hold an event during the previous budget cycle that it requested money for, that organization may be denied funding the following budget cycle.
 - c. The following organizations will be allotted funds to cover their contract fees given that the proper forms and documents are submitted: The Briar Patch, The Voice, Red Clay, WNRS, and Paint n' Patches.
 - d. Each class will receive an equal lump sum to be decided by the Budget Committee, based on the amounts requested by each class.
 - e. No funds will be allotted for event programming due to the fact that organizations may apply for CEO or Student Involvement to cover these expenses.
 - f. As needed, funds may be requested from the Surplus account. To allot these funds, a motion should be made to the SGA board and passed with a majority vote.
 - g. A Leadership Fund will be maintained. This account should be replenished to at least one thousand dollars each budgeting cycle. Allotment from this account will be at the discretion of the Leadership Fund committee, which consists of the SGA Vice President and the four class presidents, based on published guidelines.
 4. Funding Limits
 - a. If a CGO requests funds for postage, they will receive the amount equivalent to one book of stamps.
 - b. If a CGO requests funds for duplicating, they will receive a maximum of \$20.00.
 - c. If a CGO requests funds for office supplies, they will receive a maximum of \$30.00.
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- d. Only CGO's that provide a specific explanation for the need of additional postage, duplicating or office supplies will receive additional funds, at the discretion of the Budget Committee.
 - e. Tap clubs will not receive any Budget monies with the exception of Paint n' Patches for theater ticket subsidization.
5. The SGA and the Budget Committee reserve the right to deny any/all funds to any CGO for failure to comply with any of the SGA Budget By-laws.

SECTION IV – Campus Discussions

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

SECTION V – Elections

- A. Distribution of Available Positions
1. Class distribution of offices. The entire student body shall elect:
 - a. From the Rising senior class: the President of SGA, the Co-Chairs of the Judicial Committee, and the Chair of the Academic Affairs Committee.
 - b. From either the rising Senior class or the rising Junior class: the Vice President of the SGA, the Secretary of the SGA, the Treasurer of the SGA, the Inter-Club Council President, the Campus Events Organization President, two Judicial Committee Secretaries, and Academic Affairs Vice-Chair.
 - c. From the rising Sophomore class: the Electoral Officer and the Publicity Officer of the SGA.
 - d. From the First Year class: the CEO Administrative Assistant.
 - e. From any rising class: Vice President of CEO.
 2. Each class shall elect:
 - a. Judicial Committee Representatives;
 - b. Class Officers (President, Vice-President, Secretary, and Treasurer).

B. Timing of Elections

1. First Year Elections should be held before the second SGA meeting of the fall semester.
2. Spring Elections should be held during the month of February.
3. Senior Elections should be held at the end of March or the beginning of April.
4. The Day, Turning Point and Transfer representative should be elected before the second SGA meeting of the fall semester.

C. Guidelines for Nominations for every elected position:

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

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

D. Guidelines for Campaigning

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

be permitted to run for any SGA position during that academic year.

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

E. Guidelines for Elections

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

Section VI – Appeal Process

If a member of the SGA Board is removed from office, she has the right to appeal the decision to the SGA Executive Board. An appeal may be made on two grounds: in the event of new information or malpractice in the original decision. The appeal is to be made by submitting an official letter within 5 business days to the SGA President and the SGA Advisor explaining the grounds of the appeal. A meeting will be called between the SGA Executive Board and the SGA advisor whereupon a final decision will be reached in the case. This meeting will take place within a week upon receiving the candidate's letter of appeal. The candidate will be informed of the decision by official letter within 24 hours of the end of the meeting.

Section VII – Pink and Green Award

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

Section VIII – SGA Investigations

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

SECTION IX–Amendments to By-Laws

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

SECTION X–Robert's Rules of Order

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

2009-2010 SGA and Class Officers

SGA Executive Officers

President	Jennifer Lundy
Vice President	Britt Schneider
Secretary	Hilary Bowie
Treasurer	Hannah Hesser
Electoral Officer	Allison Stansberry
Publicity Officer	Rhianon Ham
Academic Affairs Chair	Jenna Wasylenko
CEO President	Lauren Bomar
CEO Vice President	Amanda McKenzie
Inter-Club Council President	Alle Taylor
Judicial Committee Non-Academic Chair	Madeline Davis
Judicial Committee Academic Chair	Caitlin Nealon
Transfer Student Representative	Sarah Melvin
Residence Life Representative	Jasmine Jones
Judicial Secretary	Helen Chatt
Advisor	Cheryl Steele
Honor Advisor	Kelly Kraft-Meyer

Class of 2010 Officers

President	Carly Adams
Vice President	Celeste Rustom
Secretary	Amy Dyer
Treasurer	Cynthia Roden
Judicial Committee Representative	Anna Rij
Advisor	Cheryl Steele

Class of 2011 Officers

President	Katelyn James
Vice President	Kate Gorman
Secretary	Kelsey Smith
Treasurer	Laura Jett
Judicial Committee Representative	Caroline Freeman
Judicial Committee Representative	Huma Manati
Advisor	Kelly Kraft-Meyer

Class of 2012 Officers

President	Lauren Alkire
Vice President	Alex Grobman
Secretary	O'Neill Edwards
Treasurer	Rachel Kaniss
Judicial Committee Representative	Sarah Brazell
Judicial Committee Representativ	Rachel Kaniss
Advisor	Kelly Kraft-Meyer

Inter-Club Council

The Inter-Club Council (ICC) represents all clubs, groups, and organizations (CGOs) as defined below. The business of CGOs is managed by the ICC which consists of the President of the Inter-Club Council who shall serve as Chair of this committee, Tap Group Vice President, Community Interest Chair, Education Chair, Media Chair, and Secretary. The President will be elected from the entire student body, and must be either a junior or senior. The club representatives will be elected, through self-nomination, from the Inter-Club Council Executive Board. The advisor to Inter-Club Council will be the Director of Student Involvement and Programs. The purpose of the Inter-Club Council will be to review club activity and conduct training workshops for club officers, as well as providing resources for clubs. The Council will approve club constitutions, review new club proposals, and make financial recommendations regarding clubs to SGA and the student Business Office. The Council will also serve as the body to educate clubs about standards of group behaviors and the Dean of Co-Curricular Life will be consulted and advised on matters which violate the policy on hazing and standards of group behavior. If a group is found responsible for violating said policy, the Dean of Co-Curricular Life will be notified of decision and sanction(s). A listing of clubs and organizations can be found at www.ccl.sbc.edu/osap/clubs/completelist.html

(as passed on November 29, 1999, modified on March 19, 2001, March 26, 2001, February 11, 2002, March 4 2007, and April 2008 and April 6, 2009)

Constitution of the Inter-Club Council

Article I: Name

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

Article II: Purpose

The purpose of the ICC, a standing committee of the Student Government Association (SGA), shall be to:

- A. Foster the establishment and participation of clubs and organizations (CGOs) needed to enrich student life on campus.
- B. Educate all students about the *Policy on Hazing and Standards of Group Behavior*.
- C. Investigate matters that may violate the *Policy on Hazing and Standards of Group Behavior*.
- D. Conduct trials for clubs, groups, or organizations believed to have violated the *Policy on Hazing and Standards of Group Behavior*.
- E. Provide sanctions to clubs, groups, or organizations that are found guilty of violating the *Policy on Hazing and Standards of Group Behavior*.

Article III: Membership

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

Article IV: Executive Powers

The powers of the ICC shall be exercised by the Officers, consisting of the following:

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

Article V: Amendments

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

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- C. All amendments must be voted on and approved by the SGA members in order for the Constitution to be modified.

Bylaws of the Inter-Club Council

(as passed on November 29, 1999, modified on March 19, 2001, March 26, 2001, February 11th 2002, March 4th 2007, April 2008, and April 6, 2009)

Section I: Meetings

- A. The ICC shall meet once a month.
- B. CGO Presidents or one of the other Officers are required to attend, as well as all ICC Officers. Other CGO Officers are strongly encouraged to attend, and all students are welcome.
- C. In the case of a CGO President's absence, she must send an Officers her designee and inform the appropriate ICC Chair of both her anticipated absence and the identification of her designee.
- D. In the rare case of an ICC Chair's absence, she must inform the President at least one full day before the meeting.
- E. The Officers shall meet as needed, but not less than twice a semester.
- F. Meetings can be postponed or canceled at the President's discretion.

Section II: Executive Branch

- A. The duties of the President shall be to:
 - 1. Call and preside over the meetings of the ICC, including training workshops, and meetings of the Officers.
 - 2. Inform the SGA, Campus Events Organization (CEO), and Student Business Office (SBO) of the status of CGOs as changes are necessary.
 - 3. Oversee the transition of CGO officers at the end of her term with the assistance of her successor.
 - 4. Keep an updated directory of all CGO leaders, including advisors.
 - 5. Collect and maintain records of all CGO constitutions as approved.
 - 6. Sponsor and organize fairs and other CGO or College activities as needed.
 - 7. Serve as the Co-Chair of the SGA Budget Committee, and make financial recommendations as needed.
 - 8. Advise students who wish to form a CGO.
 - 9. Meet as needed, but not less than twice a semester, with the ICC Advisor and the SGA president.
 - 10. Represent her constituents to the SGA as a voting member.
- B. The duties of the Vice-President shall be to:
 - 1. Assist the President with her duties, when designated.
 - 2. Take attendance at all ICC meetings, and notify absent CGOs of their absences.

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3. Run any meetings in which the President is absent.
 4. Preside over ICC trials.
 5. In the event that the ICC President can no longer fulfill her duties as President for any reason, then the ICC Vice-President will step up to fulfill the vacant position.

C. The duties of the Chairs shall be to:

1. Collect reports of all CGO activity each semester from constituent CGOs.
2. Make recommendations to the ICC regarding the status of constituent CGOs.
3. Review constituent CGO activity for compliance with purpose statements and constitutions.
4. Serve as investigators and advocates for ICC mediations and hearings, barring any personal conflicts.
5. Assist the President with her duties as delegated
6. Meet with constituent CGOs as needed, but not less than once a semester.
7. Oversee constituent CGO committees as determined by the ICC President.
8. Delegate and preside over ICC trials if the Vice President recuses herself due to personal conflicts. The chain of command is as follows: President, Vice President, Community Chair, Education Chair, Tap Club Chair, Media Chair. [Based on size]
9. Delegate and preside over any necessary mediation between a CGO and individuals concerned. If a chair must recuse themselves—chairs will then appoint another chair.
10. In the event that the Vice-President can no longer fulfill her duties then a chair will step up to serve as Vice-President. This chair shall be voted on by the Executive Board. The vacant chair position would then be filled by a president of a CGO.

D. The duties of the Secretary shall be to:

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

E. The duties of the Advisor shall be to:

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

Section III: Elections and Selections

A. The President shall be:

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

B. The Vice-President shall be:

1. A member of the rising senior class, the rising junior class, or the rising sophomore class.
2. Elected by the entire student body pursuant to the SGA guidelines.

C. The Chairs shall be:

1. Members of the rising senior class, the rising junior class, or the rising sophomore class.
2. Current active members or officers in a CGO appropriate to the position for which they ran for at least one semester.
3. Appointed by the ICC Executive Committee after self-nominations at the last ICC meeting of the year.
4. If a Chair position remains vacant after two election cycles, then the President, with consultation of her other officers, will appoint a student who fulfills ICC requirements to fill the position for the remaining duration of the term.

D. The Secretary shall be:

1. A member of the newly entered first-year class.
2. Self nominated and elected through the SGA elections during the fall semester.

E. The Advisor shall be:

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

Section IV: CGOs

- A. CGO's, with the exception of tap clubs, are open to all students. All CGO's must endeavor to contribute positively to the College life by enriching the environment of Sweet Briar College. They must have at least ten active, interested members, including Officers.
- B. Tap clubs are limited membership groups of individuals that must also have at least ten active, interested members, including Officers. New members are chosen and initiated into the club by current members, for the purpose of furthering the stated unique aims of the tap club.

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- C. Media organizations may have less than ten members, including Officers. Their purpose is to complete a specific project or task that may be planning, educational, or training in nature.

Section V: Activity and Recognition

A. All active CGOs must:

1. Maintain and follow an updated constitution.
 - a. In order to be acceptable, constitutions are required to include:
 - i. A clear and unique statement of purpose.
 - ii. Requirements for membership, if any.
 - iii. Dues, if any.
 - iv. Procedure for election and removal of Officers.
 - v. Procedure to amend constitution, including vote needed by the CGO members to pass amendments.
 - vi. Must state that the club will adhere to the College's *Policy on Hazing and Standards of Group Behavior*.
 - b. The Constitution must be filed with the ICC President as needed, but not less than annually, and must include the vote of members by which it was passed.
2. Have a faculty or staff advisor.
3. Submit to the ICC President a current roster that lists all active members and officers at least twice annually.
 - a. Active members are students who:
 - i. Pay dues, if applicable.
 - ii. Participate in activities and projects sponsored by the CGO, including CGO open business meetings.
4. Participate in ICC meetings, training, hazing informationals, and club fairs.
5. Read, sign, and adhere to the *Policy on Hazing and Standards of Group Behavior*.
6. Sponsor no less than one College event and one community service project per semester, and report all CGO activity at the end of each semester to the proper Chair for ICC review (classes are exempt from this requirement).
7. Fundraise as needed; a practice highly encouraged.
8. Miss no more than two ICC meetings per year
 - a. All recognized CGOs receive privileges from the ICC that include:
 - i. SGA/CEO/SBO funding (active CGOs only).
 - ii. Representation on the ICC and SGA.
 - iii. Participation in leadership development programs.

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- iv. Right to request a confidential mediation from the President with any other CGOs with which the group is in conflict.
 - v. Right to a Formal Trial by which a student jury shall decide the verdict.
 - vi. Right to use Prothro boards and post advertisements throughout the College.
 - vii. Right to use College facilities to host CGO events and activities.
 - viii. Listing in College publications, including the Student Handbook.

Section VI: Requirements of Existing CGOs

To be a recognized CGO, a CGO must:

- A. Notify the ICC President of its intentions.
- B. Submit to the ICC President:
- C. A constitution that adheres to ICC guidelines.
- D. A list of properly elected officers, and a faculty or staff advisor.
- E. A roster of potentially active members, consistent with the CGO description.
- D. Fulfill all other duties assigned to CGOs once recognized.
 - i. If a CGO wishes to spend \$200 or more for any activity, a $\frac{3}{4}$ majority vote is required from members of the CGO to approve it. This does not apply to Classes, this also does not apply when the CGO is using Sweet Funds or receiving the funds from the Leadership Fund or other form of loan(s).

Section VII - Formation of CGOs

To apply for CGO status, a potential CGO must:

- A. Notify the ICC President of its intentions in writing.
- B. Submit to the ICC President:
 - 1. A constitution that adheres to ICC guidelines.
 - 2. A list of proposed officers, and a faculty or staff advisor.
 - 3. A roster of potentially active members, consistent with the CGO description.
- C. The six (6) ICC Officers will review the potential CGO's submission and vote on whether the group will be granted status as a CGO. All six (6) ICC Officers are required to vote, and a majority is required for approval. In the event of a tie, the ICC President will be the tiebreaking vote.
- D. All ICC Officers with potential personal conflicts related to the CGO are required to disclose those conflicts to the other Officers and the ICC President prior to voting on the potential CGO.

Section VIII: Inactivity and Dissolution

- A. All CGOs shall be reviewed by the Officers of ICC at the end of each semester to determine inactivity.
- B. The Officers shall declare inactive any CGO not fulfilling and maintaining all of the requirements of active and recognized CGOs.
- C. Once the Officers declare a CGO inactive, it has until the end of the following semester to pay all outstanding debts and work on regaining full CGO status. All SGA/CEO/SBO funding and accounts shall be frozen as of the date the CGO is declared inactive.
- D. If the inactive CGO meets all ICC requirements within a semester, then it shall be granted full CGO status during the ICC semester review of all CGOs and will have all rights, funding and account restored effective immediately.
- E. If the inactive CGO fails to meet any or all requirements within a semester, then the Officers shall declare it dissolved during the ICC semester review of all CGOs. If a club is inactive for one academic year (two semesters), and fails to register as an active CGO the following semester, existence the CGO will no longer be recognized by ICC or SGA. The CGO's account will then be closed, and the balance will be redistributed by SGA in the next budget allocation.

Section IX: Violations of Hazing Policy

- A. An alleged violation of the *Policy on Hazing and Standards of Group Behavior* may be reported by any student to any Officer of ICC, or the Non-Academic Chair of the Judicial Committee, or a representative of the Office of Co-Curricular Life.
- B. The Judicial Committee shall investigate all accused individuals. If the Judicial Committee determines that a CGO may be involved in an alleged violation of the Policy on Hazing, the case will be referred to ICC for investigation of the group. The Judicial Committee will provide their investigation materials to the ICC Vice President. Any time the case is handed over to ICC, it becomes a completely new case. Any parameters set by The Judicial Committee are removed and new ones set in place by ICC.
 - i. In order to accuse CGO of hazing at least one individual who was a member during the year in question must be a current student.
- C. The ICC Vice President will appoint one or more Chairs to serve as Investigators.
- D. The Chairs shall investigate accused CGO's in conjunction with the ICC Vice President after referral from the Judicial Committee.
 - i. Either a third party will be present or a recording device will be employed during interviews in the investigative process. The third party will either be a non- investigating chair or the Secretary of the Judicial Committee.

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- E. The ICC Vice President will provide a written document to the President of the CGO to alert her that ICC is now handling the investigation.
 - F. The Officers of the CGO under investigation may not contact the investigators; doing so can result in an Honor Code violation.
 - G. CGO Officers with questions about the procedures should address their questions to the ICC Vice President.
 - H. The group in question will be notified of their ICC Formal Trial in writing at least 48 hours in advance. This documentation must include the time and place of the Formal Trial, the violation(s), a list of potential witnesses who may be called, evidence, and may include possible sanctions.
 - i. Contact regarding the issues of the Formal Trial is restricted between the witnesses and anyone involved with the CGO in question prior to the Formal Trial. Violations will be treated as an honor code violation.
 - ii. If the CGO in question wishes to present any evidence or witnesses of its own, it has 24 hours to do so. The CGO must present an evidence packet to the ICC Vice President within 24 hours of receiving the Formal Trial documentation.
 - iii. If the CGO wishes to appeal any evidence it has 24 hours to approach the ICC Vice President in writing. The ICC Vice President and advisor have total discretion.
 - I. The CGO under investigation may use their CGO advisor as an advocate. The role of an advocate during the hearing process is only to provide emotional support. She or he may not at any time provide information or contribute to the Formal Trial. The advocate is bound by the same confidentiality rules as the students and ICC.
 - J. The jury will be comprised of eight (8) students and two (2) trained faculty advisors. The 8 student jurors will be drawn randomly from the student body; however, each academic class year must have 2 student representatives on the jury.
 - K. The presiding Officer of all ICC Formal Trials will be the ICC Vice President. The ICC Advisor must also be present at all ICC Formal Trials.
 - L. All officers of the accused CGO must be present during the Formal Trial. Admission of any additional persons to the Formal Trial shall be at the discretion of the ICC Vice President and the ICC Advisor. If the officers of the accused CGO fail to appear, the Formal Trial will proceed and a binding decision rendered after waiting a reasonable period of time. A single written record of all Formal Trials shall be kept and maintained by the ICC Advisor. The record shall cite the violation(s), the decisions, a brief statement of the facts upon which the finding is
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based, and the potential disciplinary sanction(s) if applicable. The following Statement of Student Rights apply at ICC Formal Trials.

Statement of Student Rights

Sweet Briar Students shall have the right:

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

ICC Formal Trial Procedures:

- A. Jury briefing occurs prior to the Formal Trial. The evidence is reviewed but not discussed.

Evidentiary Phase

- B. The ICC Vice-President calls the Formal Trial to order.
- C. The Formal Trial begins with the presentation of evidence by the ICC investigator(s). If the CGO in question is facing more than one charge,

then the evidence and witnesses will be presented on a charge-by-charge basis. Each charge will be completed before moving on to the next charge. The CGO should produce a rebuttal for each individual charge before the Formal Trial moves to the next charge.

- i. The admissibility of evidence is at the discretion of the ICC Vice President and Advisor based on “reasonability.” Consideration will be given to the admissibility of evidence based on the current club membership and whether they were involved in the club at the time of the evidence in question.
 - ii. The Associate Dean of Co-Curricular Life will represent the College if the College brings charges against a CGO.
 - iii. Questions can be asked by any party at all times.
- D. Investigators and parties in question may call witnesses. Student witnesses are guided by the Honor Principle, and may only give testimony to that which they know directly. The ICC Vice President, the ICC Advisor and the jurors may ask questions; admissibility is at the discretion of the ICC Vice President. All officers of the accused CGO and its advocate have the right to be present for the entire evidentiary phase of the Formal Trial. The Officers of CGO in question have the right to ask questions in turn of all witnesses, subject to limits of appropriateness and relevancy determined at the discretion of the ICC Vice President. Those witnesses who are not testifying or answering questions will not be allowed to be present for other portions of the Formal Trial.
- E. At the conclusion of the CGO’s evidentiary phase, the Vice President will ask for closing statements from both the Investigators and then the accused CGO.

Deliberation Phase

- F. After the closing arguments, the evidentiary phase of the Formal Trial ends. Only the jurors, the ICC Vice President and the ICC Advisor remain to deliberate.
- i. The standard of guilt is a “clear and convincing consideration of the evidence,” which means there is a high degree of certainty in the mind of the reasonable person that the violation occurred to find the group in violation of the *Policy on Hazing and Standards of Group Behavior*. This standard of determination is greater than a “preponderance of the evidence,” which requires only that the greater weight of evidence be considered, but is less than the familiar “beyond a reasonable doubt” required for criminal convictions. Factors the jurors should consider are intent, motive, opportunity, deception and malice.
 - ii. Voting by the jurors is by secret ballot, and there must be at least majority (6/10) vote to find the CGO in question responsible. A tie is not an acquittal.

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- iii. In the event of a tie, jurors shall redeliberate and vote by secret ballot until a majority of 6/10 is reached for either conviction or acquittal.

Sanctioning Phase

- G. If a CGO is found guilty, an appropriate sanction will be determined by a group discussion vote of the ICC Officers and the ICC Advisor in conjunction with the *Policy on Hazing and Standards of Group Behavior*. During consideration of sanctions, the ICC Officers and Advisor may consider the prior disciplinary record of the CGO, (no further than three years prior), as well as the actual or potential consequences of the incident. ICC also has the power to turn over documents in a hazing investigation to the appropriate legal authorities.
- H. The ICC Vice President, in conjunction with the ICC Advisor, is responsible for implementation and final evaluation of compliance with sanctions. Failure to comply with sanctions is a serious matter, and may result in immediate dissolution of a CGO.
- I. All members of the CGO in question have the right to be present for the outcome and sanctioning phase of the Formal Trial and are bound by the same confidentiality agreements stated in iii.A.2, Section 2 in the Student Handbook.

Appeals

- J. All proceedings shall remain strictly confidential as per a signed confidentiality form as stated in III.A.2, Section 2 of the Student Handbook. The President of the accused CGO may share the outcome and sanctioning with active club members only. The remaining student body will be informed via a campus posting to be posted by the ICC Vice-President only. Any breach of this confidentiality by anyone involved shall be considered an honor violation and is subject to the Judicial Committee.
- K. All CGOs have seventy-two (72) hours from the time of the decision to appeal guilty verdicts to the Judicial Chair for a Formal Trial of the Judicial Committee. In the event of an appeal, the case goes to the judicial court where the Judicial Committee will preside over the Formal Trial.

Section X: Amendments

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

Sweet Briar College Tap Club Council

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

Section II

The Honor System

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

The Honor Principle

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

Student Self-Governance

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

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

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

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

system being run by students elected by their peers, or selected by lot to serve as jurors and pass judgment and impose sanctions for violating the code.

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

Sweet Briar Honor Pledge

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

Introduction

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

I. The Judicial Committee

A. Jurisdiction and Power

All judicial powers of the Student Government Association, and the responsibility for administering the Honor Code, are the responsibility of the Judicial Committee. It is through the disciplinary process overseen by the Judicial Committee that all violations of the Honor Code Standards of Academic and Non-Academic Conduct are to be ultimately resolved.

At any point in the Judicial Process, at the discretion of and in consultation with the Director of Residence Life and/or the appropriate Dean, the Judicial Chair may refer cases to the Student Life Council or the Inter-Club Council as appropriate and all evidence will be shared.

The Judicial Chairs and the Director of Residence Life have the responsibility to establish and administer a hearing process for the enforcement and adjudication of minor infractions of the rules and regulations governing residential and social life, and to refer repeated or serious violations of these regulations to the regular process of the Judicial Committee for disciplinary action. The outcomes of this Hearing process should be published following the same procedures of the Judicial Committee as printed in Section F -

Public Notification. The Judicial Process is not a legal process. No attorneys are allowed to be present in or near Hearings or Trials.

B. Membership

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

1. Student Members

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

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

3. Administrators

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

4. Advocate

- a. Any Sweet Briar student, faculty or staff member. The student under investigation may seek the help or guidance of another student, faculty or staff member and will henceforth be referred to as “Advocate”. The Advocate may consult with and help prepare the accused before the Hearing or Trial, but upon entering the Hearing/Trial, He/She may only provide emotional support. The Advocate

is bound by the same confidentiality rules as the student and Judicial Committee.

C. The Honor Advisor

The Associate Dean of Co-Curricular Life will serve as Honor Advisor. The Honor Advisor is not a member of the Judicial Committee, but rather serves as an independent and impartial advisor to members of the community about the Honor System and supports the efforts of the student chairs to educate students and the community about the Honor System. The Honor Advisor can also respond to procedural questions related to the judicial process. In addition, the Advisor serves as a resource to the Director of Residence Life and the Dean of Co-Curricular Life regarding the training of the Judicial Committee. If the Associate Dean is involved in a Hearing or Trial, a designee will be assigned by the Associate Dean to serve in this role.

D. Internal Rules of Procedure

The Judicial Chair and Committee have the power to establish rules for the efficient operation of the system for that year, including the assignment of responsibilities among the student representatives. The Judicial Committee Policies and Procedures are not binding in subsequent years unless readopted by the Judicial Committee. A written copy of the rules must be filed by the Secretary and a copy kept with the Director of Residence Life and the Dean of Co-Curricular Life. These internal rules are available for review by any student or faculty/staff member.

E. Conflicts of Interest and Recusal

A Judicial Committee member that is the subject of an investigation must recuse herself from the Committee until the investigation is resolved. If a member of the Committee feels that she cannot act fairly and impartially in a situation she may recuse herself. In the case of the recusal of both the Chairs, the Deans have the authority to appoint a temporary Judicial Chair from the membership of the Student Government Executive Committee. A temporary Chair should, but is not required to have, previous Judicial Committee experience. In the event that a Dean recuses himself or herself, the Dean's designee will assume the role assigned to the Dean.

F. Speedy Replacement

In the event that a member of the Judicial Committee can no longer fulfill her duties she is to be replaced by another qualified candidate under the same original guidelines within a timely manner.

G. Student Rights in the Judicial Process

Sweet Briar students have the following rights :

- a. The right to an unbiased Hearing or Trial and one based on evidence presented at the Hearing or Trial.
- b. The right to remain silent; silence is not construed as evidence of guilt.

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

II. The Sweet Briar College Academic Judicial Process

A. Sweet Briar College Honor Code Standards of Academic Conduct

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

1. The following actions, among others, constitute a violation of the Honor Code Standards of Academic Conduct:
 - a. Intentional or accidental plagiarism (see also pages 74-76) in a formal academic exercise, which includes, but is not limited to:
 - i. direct or literal copying of a source without proper attribution;
 - ii. paraphrasing or constructing a "mosaic" of a source without proper attribution;
 - iii. use of an author's "apt phrase" without proper attribution;
 - iv. resubmission of one's own work in another academic exercise without the knowledge of both instructors;

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- v. submission of another's work in whole or part with intent to deceive.
 - b. Giving or receiving unacknowledged or unauthorized aid in a formal academic exercise; or intentionally violating the terms or rules of an academic exercise.
 - c. Intentional falsification of data or sources in a formal academic exercise.
 - d. Deceiving or lying to a Faculty or Staff member or Administrator concerning the compliance with the terms, conditions, or requirements of an academic exercise; or to gain release from an academic requirement, rule, or exercise.
 - e. Deceiving or lying to a member of the Judicial Committee in the investigation or adjudication of an issue before the Judicial Committee.
 - f. Failure to take "constructive action" after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Academic Conduct. "Constructive action" constitutes reporting the potential violation within 72 hours to a member or chair of the Judicial Committee.
 - g. Failure to perform or comply with terms of sanctions.
 - h. Blatant disregard of the fundamental rights of a faculty member; including but not limited to verbal or physical assault, persistent extreme tardiness, or any other action which results in an egregious disruption to the learning environment by other members of the class.
2. The act of submitting work or participating in a formal academic exercise constitutes an honor pledge on the part of the student to abide by the Sweet Briar College Honor Code Standards of Academic Conduct. To acknowledge her commitment to live by the standards of the honor principle, she is to sign "I Pledge" and her name to all work that she submits in a formal academic exercise.

B. Sanctions

A student with a pending allegation or sanction with Sweet Briar College or the judicial system, who takes a leave of absence or withdraws, remains subject to all the proceedings and outcomes of the Judicial Committee upon their return to Sweet Briar College.

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

- a. Official Warning: An oral or written reprimand that does not become a part of the student's record.
- b. Loss of Privileges: Denial of specified privileges for a designated period of time.

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- c. Fines: Established and published fines may be imposed which the student will need to pay within a designated period of time.
 - d. Restitution: Monetary compensation to an injured person for loss, damage or injury to such person.
 - e. Compensatory Service: Assignment to an appropriate work requirement related to the offense. A minimum number of hours would need to be completed within a specified period of time.
 - f. Referral: Referral to support services and/or educational programs.
 - g. Disciplinary Probation: The student is placed on probation for a designated period of time. Probation is defined as the middle status between good standing and suspension. If another violation is found to have occurred during the probationary period, the student will be subject to an additional judicial process and the outcome could result in additional and more severe sanctions.
 - h. Honor Probation: The student's honor privileges are revoked for a designated period of time, which is recorded on the student's transcript during the probationary period. If another violation is found to have occurred during this time, the student will face more severe sanctions. This could include the student being automatically suspended from the College. The revocation of honor privileges includes suspension of the pledge, which entails losing the validity of her signature temporarily in the Sweet Briar community. A student with a suspended pledge cannot take an unproctored exam or utilize charge privileges on campus.
 - i. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can rematriculate, but the suspension remains on the permanent transcript. Conditions for the student's return may be specified.
 - j. Dismissal from the College: The student is removed from the College and can return only after providing the Deans with satisfactory evidence that the student has complied with the conditions set for readmission. The dismissal remains on the permanent transcript.
 - k. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript.

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

- a. All of the above sanctions listed, a through k, if applicable.
- b. Deactivation: Loss of privileges, including College recognition and/or funding for a specified period of time.

More than one of the above sanctions listed may be imposed for any single violation.

The following interim sanctions and processes are available in emergency or extraordinary situations:

In certain circumstances, the Dean of Co-Curricular Life may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. The appropriate circumstances for an interim suspension may be imposed only as follows:

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

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

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

The Academic Judicial Procedure:

A. Investigation

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

In Academic Hearings and Trials, a Committee Representative is assigned to be the Student Investigator, who, with the advice and counsel

of the Dean or the Chair, gathers evidence, interviews witnesses, and investigates the potential violation .

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

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

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

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

B. Hearing

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

For a violation of the Standards of Academic Conduct, the Hearing will include the Judicial Chair, the Dean of the College, and, if appropriate, the Student Investigator, the Advocate and the faculty member or student accuser(s) involved.

For a violation of the Terms and Conditions of Residency, the session will be adjudicated by the Student Life Council (refer to page 80), which will adjudicate the incident according to the procedures established by the Judicial Committee Chairs and the Dean of Co-Curricular Life.

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

The student can admit to a violation and accept the sanction determined in a Hearing. The student also has the right to reject the determination, or forgo altogether a Hearing session, and request a Trial. The Judicial Chair and the Dean also have the right to proceed directly to a Trial if, in the discretion of either, the issue warrants it, or to call another Hearing if it would potentially resolve the issue. If the violation is serious and there exists the potential for suspension, expulsion, or dismissal from the College, a Trial is required, unless the student waives that right and accepts the sanction.

Please note that sanctioning and appeal information for Academic Hearings may be found in Articles II.D and II.E of the Academic Judicial Process.

C. Trial of the Judicial Committee

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

1. The Jury

For an Academic Conduct violation Trial, the jury will be four students and four faculty members.

Faculty jurors are the two members annually elected to the Judicial Committee by the faculty; the other two for Academic Conduct trials are to be selected by the Dean of the College. The faculty juror(s) may be excused by the Chair or Dean to avoid a conflict of interest. Replacements will be appointed by the Dean.

The student in question can choose one of two methods for selecting student jurors for her trial: jurors can be drawn randomly from a) the student body, or b) the Judicial and Executive Committees of the Student Government Association. Upon receiving the Trial notification, the student in question must inform the Secretary of the Judicial Committee which type of selection method she wants. Once the selection process is begun, the student in question cannot change the process, or refuse a properly impaneled jury.

If the student in question elects to have a jury selected from the student body, the Secretary will select student jurors plus a sufficient number of alternates randomly by lot. If the student in question elects to have a jury composed of members of the Judicial

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

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

2. The Presiding Officer

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

3. The Trial Process

Admission of any person to the Trial shall be at the discretion of the Judicial Chair and the Dean .

In Trials involving more than one accused student, the Judicial Chair, at her discretion, may permit the Trials concerning each student to be conducted separately.

If the student in question fails to appear, after waiting a reasonable amount of time the Trial will proceed and a binding decision rendered without her.

There shall be a single written record of all trials and hearings. The record shall cite the violation(s), the decision (responsible or not), a brief statement of the facts upon which the finding is based, and the disciplinary sanction(s), if applicable.

a . The Evidentiary Phase

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

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

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

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

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

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

b . The Deliberation Phase

At the conclusion of the student in question's presentation, the evidentiary phase of the Trial ends. Only the jurors, the presiding officer, and the Dean remain to deliberate — while all deliberate, only the jurors vote.

The standard of guilt is "clear and convincing evidence," which means that there is a high degree of certainty in the mind of the reasonable person that the student in question violated the Honor Code . This standard of determination is greater than a "preponderance of the evidence," which requires only that the greater weight of evidence be considered, but is less than the familiar "beyond a reasonable doubt" required for criminal convictions. Factors the jurors should consider are intent, motive, opportunity, deception, and malice.

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

c . The Sanctioning Phase

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

A faculty member who reports a violation of the Honor Code Standards of Academic Conduct retains the right to confidentially recommend a sanction to the Judicial Committee. She or he also has the right to take punitive action against the student in the class, but only after the resolution of the full judicial process. A student cannot withdraw or petition to change grade option in a class to avoid being sanctioned.

For a repeated or serious violation of the Terms and Conditions of Residency or matters referred by Campus Safety that remain unresolved by the Student Life Council, the Director of Residence Life or the Chief of Campus Safety can recommend a sanction to the Judicial Committee pertaining to the revoking of privileges or the imposition of fines, restitution, or compensatory work.

Implementation and final evaluation of compliance with sanctions is to be done by the respective Chair in conjunction with the Dean. Failure to comply with a sanction is a serious violation of the Honor Code.

4. Appeals

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

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

5 . Public Notification

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

6 . Preservation of Records

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

III. The Sweet Briar College Non-Academic Judicial Process

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

A . The Honor Code Standards of Non-Academic Conduct

1. The following actions, among others, constitute a violation of the Honor Code Standards of Non-Academic Conduct:
 - a. The repeated and/or serious violation of Co-Curricular Life procedures (see Section IV).
 - b. The intentional actual or attempted assault of another member of the College community.
 - c. The intentional unsanctioned use, abuse, taking, destruction, sabotage, misappropriation, or vandalism of the private property of other members of the SBC community, or of College property [such as, but not limited to SGA funds or accounts, IDs, keys, computer systems, and dining hall implements]; or the appropriation for exclusive personal use of community property.

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- d. The intentional disruption or obstruction outside the boundaries protected by the First Amendment of legitimate College operations and activities; giving false information to or defying a legitimate request of a College official; or failing to perform or comply with the terms of a sanction.
 - e. The intentional invasion of the privacy of another student, which constitutes:
 - i. the disclosure of confidential information including, but not limited to, that which is contained in another student's official College admissions, academic, computer, or disciplinary files or records; or accessing or disclosing private information such as bank records or; election results;
 - ii. a member of an honor jury or of the Judicial Committee discussing the specific identifying facts of a case outside of the formal hearing process or legitimate Committee business; anyone involved in Hearing or Trial may not disclose information at any time;
 - iii. a student who initiated a complaint discussing the specific identifying facts of the case with students other than members of the Judicial Committee;
 - iv. a student under investigation confronting the student who initiated the complaint or witnesses before onset of the hearing process or after the investigation or hearing are completed;
 - f. The violation of the officially published College policies such as alcohol, drugs, smoking, hazing, sexual harassment, anti-discrimination, the Terms and Conditions of Residency (see page 80).
 - g. Violating the Honor principle while representing Sweet Briar
 - h. The serious violation of Federal, State or local law, (including check fraud, and the sale of controlled substances). Membership in the Sweet Briar community does not mean privileged or immune status from local, State, or Federal laws. In situations involving the serious violation of state or federal law, the College reserves the right to proceed against the student in question independently of whatever actions are taken by governmental authorities.
 - i. Failure to take "constructive action" after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Non-Academic Conduct. "Constructive action" constitutes reporting the potential violation within 72 hours to the Judicial Committee Non-Academic Chair.
 - j. Deceiving or lying to a member of the Judicial Committee in
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the investigation or adjudication of an issue before the Judicial Committee.

2. If a student is involved with or formally contacted by the Judicial Committee concerning a judicial process or proceeding (i.e. mediation, witness, juror, student advocate) she is bound to confidentiality concerning any process or procedure. The accused may divulge the outcome but not the specifics or that of the names involved unless otherwise directed by the Judicial Chair or Deans.

B . Sanctions

A student with a pending allegation or sanction with Sweet Briar College or the judicial system, who takes a leave of absence or withdraws, remains subject to all the proceedings and outcomes of the Judicial Committee upon their return to the College.

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

- a. Official Warning: An oral or written reprimand that does not become a part of the student's record.
- b. Loss of Privileges: Denial of specified privileges for a designated period of time.
- c. Fines: Established and published fines may be imposed which the student will need to pay within a designated period of time.
- d. Restitution: Monetary compensation to an injured person for loss, damage or injury to such person.
- e. Compensatory Service: Assignment to an appropriate work requirement related to the offense. A minimum number of hours would need to be completed within a specified period of time.
- f. Referral: Referral to support services and/or educational programs.
- g. Disciplinary Probation: The student is placed on probation for a designated period of time. Probation is defined as the middle status between good standing and suspension. If another violation is found to have occurred during the probationary period, the student will be subject to an additional judicial process, and the outcome could result in additional and more severe sanctions.
- h. Honor Probation: The student's honor privileges are revoked for a designated period of time, which is recorded on the student's transcript during the probationary period. If another violation is found to have occurred during this time, the student will face more severe sanctions. This could include the student being automatically suspended from the College. The revocation of honor privileges includes suspension of the pledge, which entails losing the validity of her signature temporarily in the Sweet Briar community. A student with a suspended pledge cannot take an unproctored exam or utilize charge privileges on campus.

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- i. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can rematriculate, but the suspension remains on the permanent transcript. Conditions for the student's return may be specified.
 - j. Dismissal from the College: The student is removed from the College and can return only after providing the Deans with satisfactory evidence that the student has complied with conditions set for readmission. The dismissal remains on the permanent transcript.
 - k. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript.

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

- a. All of the above sanctions listed, a through k, if applicable.
- b. Deactivation: Loss of privileges, including College recognition and/or funding for a specified period of time.

More than one of the above sanctions listed may be imposed for any single violation.

The following interim sanctions and processes are available in emergency or extraordinary situations:

In certain circumstances, the Dean of Co-Curricular Life may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. The appropriate circumstances for an interim suspension may be imposed only as follows:

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

During interim suspension, the student may be denied access to the residence area and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. A determination of the appropriate circumstances and the extent of the interim suspension shall be made at the sole discretion of the Dean of Co-Curricular Life. In certain circumstances, the Director of Residence Life or Director of First Year Programs, under the direction of the Dean of Co-Curricular Life or designee, may impose a mandated room reassignment or other restrictions prior to a hearing before the Judicial Committee. Whenever interim sanctions

are imposed, a hearing shall be convened at the earliest possible time. The interim sanction may remain in effect until a final decision has been reached, including the appropriate appeals process.

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

The Non-Academic Judicial Procedure:

A. Investigation

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

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

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

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

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

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

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

B. Hearing

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

For a violation of the Terms and Conditions of Residency, the session will be adjudicated by the Student Life Council (refer to page 80), which will adjudicate the incident according to the procedures established by the Judicial Committee Chairs and the Dean of Co-Curricular Life.

For a violation of the Honor Code Standards of Non-Academic Conduct, the Hearing will include the Director of Residence Life, the Judicial Chair, a Judicial Secretary, one Judicial committee representative, the student accuser(s), and a designee of the Director for secretarial purposes.

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

The student can admit to a violation and accept the sanction determined in a Hearing. The student also has the right to reject the determination, or forgo altogether a Hearing session, and request a Trial. The Judicial Chair, the Director of Residence Life, and the Dean also have the right to proceed directly to a Trial if, in the discretion of either, the issue warrants it, or to call another Hearing if it would potentially resolve the issue. If the violation is serious and there exists the potential for suspension, expulsion, or dismissal from the College, a Trial is required, unless the student waives that right and accepts the sanction.

Please note that sanctioning and appeal information for Non-Academic Hearings may be found on pages 57 and 58 of the Non-Academic Judicial Process.

C. Trial of the Judicial Committee

The student in question is notified of the Trial of the Judicial Committee of the Student Government Association. The written notification

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

1. The Jury

For a Non-Academic Conduct Trial, the jury will be six students and two faculty members.

Faculty jurors are the two members annually elected to the Judicial Committee by the faculty. The faculty juror(s) may be excused by the Chair or Dean to avoid a conflict of interest. Replacements will be appointed by the Dean.

The student in question can choose one of two methods for selecting student jurors for her Trial: jurors can be drawn randomly from a) the student body, or b) the Judicial and Executive Committees of the Student Government Association. Upon receiving the Trial notification, the student in question must inform the Secretary of the Judicial Committee which type of selection method she wants. Once the selection process is begun, the student in question cannot change the process, or refuse a properly impaneled jury.

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

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

2. The Presiding Officer

The presiding officer of a trial for Non-Academic Judicial cases

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

3. The Trial Process

Admission of any person to the Trial shall be at the discretion of the Judicial Chair and the Dean.

In Trials involving more than one accused student, the Judicial Chair, at her discretion, may permit the Trials concerning each student to be conducted separately.

If the student in question fails to appear, after waiting a reasonable amount of time the Trial will proceed and a binding decision rendered without her.

There shall be a single written record of all Trials and hearings. The record shall cite the violation(s), the decision (responsible or not), a brief statement of the facts upon which the finding is based, and the disciplinary sanction(s), if applicable.

a. The Evidentiary Phase

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

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

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

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

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

appropriateness and relevancy determined at the discretion of the presiding officer.

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

b . The Deliberation Phase

At the conclusion of the student in question's presentation, the evidentiary phase of the Trial ends. Only the jurors, the presiding officer, and the Dean remain to deliberate — while all deliberate, only the jurors vote.

The standard of guilt is "clear and convincing evidence," which means that there is a high degree of certainty in the mind of the reasonable person that the student in question violated the Honor Code. This standard of determination is greater than a "preponderance of the evidence," which requires only that the greater weight of evidence be considered, but is less than the familiar "beyond a reasonable doubt" required for criminal convictions. Factors the jurors should consider are intent, motive, opportunity, deception, and malice.

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

c. The Sanctioning Phase

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

For a repeated or serious violation of the Terms and Conditions of Residency or matters referred by Campus Safety that remain unresolved by the Student Life Council, the Director of Residence Life or the Chief of Campus Safety can recommend a sanction to the Judicial Committee pertaining to the revoking of privileges or the imposition of fines, restitution, or compensatory work.

Implementation and final evaluation of compliance with sanctions is to be done by the respective Chair in conjunction with

the Dean. Failure to comply with a sanction is a serious violation of the Honor Code.

4. Appeals

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

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

5. Public Notification

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

6. Disciplinary Proceeding Disclosure

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

7. Preservation of Records

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

Section III

College Policies

Code of Conduct

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

Sweet Briar requires students to obey local, state and federal laws. The College also has regulations which it expects students to follow both on and off campus, and at College-sponsored events. Each student is reminded that, in her conduct off campus as well as on, she is a representative of the Sweet Briar community. She is charged with the responsibility to insure that at all times her conduct reflects creditably upon the good names and ideals of the College. The College reserves the right to take action against students whose behavior either on or off-campus blemishes the College's general image or reputation. Students whose off-campus activities have a direct bearing on the College or members of the Sweet Briar community could be subject to disciplinary action. If a student is involved in an illegal act off campus, the College reserves the right to initiate disciplinary action.

Alcohol Policy

The College's statement on the use and possession of alcoholic beverages has been developed to reflect the values of the College and to be in compliance with the Alcohol Beverage Control Laws of the Commonwealth of Virginia. Students are responsible for educating themselves about regulations and abiding by them. Students are considered adults, are expected to obey the law, and are held accountable for their own behavior and safety. As noted in the College's statement, only students of legal drinking age may possess and consume alcoholic beverages in student residences. Common containers (i.e. beer balls, kegs) are not permitted in student residences. Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Per Commonwealth law, alcohol is not to be consumed in public areas, including residence hall lounges, hallways, stairwells, bathrooms, etc.

Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Sweet Briar College is committed to maintaining a healthy living and learning environment that encourages the lawful and responsible use of alcohol and discourages alcohol abuse. The College's Alcohol Policy is based upon the following objectives and premises:

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

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

- That alcohol not be served to any person whom you know or have reason to believe is under 21 years of age; nor is permitted to consume any alcoholic beverage at a sponsored event.
- That alcohol not be served to any person whom is known or believed to be intoxicated.
- That the consumption of any alcoholic beverages by such person is not permitted at your event, and that you do not allow such person to remain in attendance at your event.
- That you acknowledge in your role as an individual host or organization host you can be held liable for alcohol-related accidents and/or injuries.
- That those who serve alcohol at your event must be 21 years of age or older.
- Virginia law does impose criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or College initiated sanctions.
- Publicity for an event may not include the availability of alcoholic beverages.
- When alcohol is present, the host (event sponsor(s) and/or resident(s) of a room) must be 21 years of age or older.

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

General Regulations and Guidelines

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

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

- Student residence rooms
- At registered and approved private events
- In The Bistro (alcohol not purchased at The Bistro may not be brought into these spaces)
- At College events where alcohol is served or made available

An Open Events/College-Controlled Public Spaces is defined as events that are open to SBC students, their guests, and students from other colleges, in areas on campus for which the College has obtained (or can obtain) ABC

licensing for the sale or service of alcoholic beverages. Areas included are the Bistro, Prothro Dining Room, outdoor dells, the Boathouse, and other areas as approved by the Dean of Co-Curricular Life, Vice President of Finance and Administration, or designee.

Regulations Governing Open Events/College-Controlled Public Spaces:

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

Regulations Governing Private/Social Events:

- Boathouse

Any approved student organization, College office or department, or any individuals or groups of students, staff, or faculty may sponsor private gatherings/social events in College-controlled public spaces (i.e. Boathouse, Dell). The facility must be reserved along with written approval received from the Dean of Co-Curricular Life.

When alcohol is to be served or made available, the event sponsors must obtain permission from the Dean of Co-Curricular Life, or designee, at least three days in advance, and agree to a system to control access to the event and for verifying a lawful process for the service and consumption of alcohol (e.g. picture IDs at door, use of stamp or bracelet, a viable way of designating those of legal age to drink). Alcohol consumption in designated areas can not occur unless a Boathouse or Dell Reservation and Use Agreement Form has been filed. The size, nature, and location of the event will be determined if a member of the Department of Safety should be present. Students wishing to serve alcohol are encouraged to use the service of SBC's Catering Department which provides bartender(s), supplies, and alcohol below cost and takes responsibility for checking legal drinking age (contact the Vice President of Finance and Administration for further information). No money may be collected at the Boathouse by student hosts. All events will be "spot checked" by an Officer.

The possession or consumption of any alcoholic beverage is not permitted in residence hall common areas, i.e. corridors, stairwells, and lounges.

These regulations are subject to an ongoing review and modification.

Drug Policy

The Drug-Free Schools and Communities Act Amendments of 1989, (PL101-226) require applicants for federally funded grants and contracts or student loans to implement a “program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Sweet Briar College fully intends to be in compliance with this law. Therefore, this notice sets forth the College policy regarding student drug and alcohol use and the unlawful possession of controlled substances. College policy is as follows:

1. Students are expected and required to be in appropriate mental and physical condition for pursuing a course of study. Students shall respect and maintain the campus as a drug-free, healthful, safe, and secure environment.
2. The unlawful manufacture, distribution, dispensation, possession, or use of narcotics, hallucinogens, depressants, stimulants, marijuana, other controlled substances, possession of drug paraphernalia, and underage alcohol consumption on College premises, at College activities, or while representing the College is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in an alcohol and drug abuse-counseling program, and may result in referral for legal prosecution. College disciplinary proceedings for student violations shall fall within the provisions of Article VI of the Constitution of the Student Government Association. Federal, state, and local laws also prohibit the conduct prohibited by this policy. Criminal and/or administrative penalties include suspension or loss of driver’s license, monetary fines and/or imprisonment. Particulars of these various laws are available from a local U.S. Attorney’s office, Commonwealth Attorney’s office, or law enforcement officials.
3. The College recognizes drug or alcohol dependency as an illness and a major health problem. The use of illicit drugs or abuse of alcohol poses physical, mental, and emotional health risks, such as increased risk of cardiac, renal, and liver dysfunction; pre, peri, and postnatal complications, depression, and suicide. The College also recognizes drug or alcohol abuse as a potential threat to the health, safety and security of other persons or property. The College will make the following drug and alcohol services available to students who wish or need help. These services may be obtained on a voluntary basis or through referral when performance or behavior suggests a problem.
4. Health care and counseling services are available to students through the Harley Health Center (381-6140). If the situation warrants, a referral can be made for long-term care at an in or outpatient facility.
5. The College Mental Health Counselor offers free and confidential counseling and referrals for students in dealing with substance abuse problems.
6. Students who are placed under observation, hospitalized and/or need

medical assistance due to substance use/abuse will be referred for an assessment.

7. Students convicted of any criminal or administrative drug or alcohol offense shall report it to the Dean of Co-Curricular Life within five (5) days after conviction. The College will not disclose any such report of conviction except as provided by law and this policy.
8. Students must abide by the terms of the above policy, as a standard for participation and completion of a program of study at Sweet Briar College.
9. The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions are consistently enforced.
10. Federal, state and local law enforcement officials, including the Department of Safety, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.
11. Due to the seriousness of the issue, this Policy is subject to change at any time, as Sweet Briar College may deem necessary for the protection of person or property.
12. Students found responsible for drug violations are subject to receiving a full range of sanctions as outlined on pages 51-52 in the Student Handbook determined through the Judicial Process outlined on pages 49-58 in the Student Handbook.

Smoking Policy

Smoking is **NOT** permitted in any College facility. Smoking is prohibited within 50' of any academic or administrative building.

The College community is encouraged to use common sense and common courtesy when smoking outside residence halls. In addition, please use caution when lighting, smoking, and extinguishing cigarettes or other smoking materials. Students/community members are liable for any injury to others and/or damage to property resulting from negligence.

Policy on Hazing and Standards of Group Behavior

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

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

Hazing is the abuse of power to degrade and diminish those who seek membership into a group. Hazing is antithetical to our historical mission. At the founding of the college in 1901, Dr. Mary Benedict took a principled stand

against hazing as divisive and regressive, preventing us from achieving our potential as an intellectual community.

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

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

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

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

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

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

I. Individual and Group Responsibility.

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

A. Consent.

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

B. Individuals.

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

C. Groups.

The Inter-Club Council will adjudicate violations of the hazing policy by an identifiable or recognized group. Sanctions will generally fall into one of three classes as described below in Section II, with the Inter-Club Council to make the decision as to which class or sanction within a class will administered as pertains to groups.

All college-approved clubs, groups and organizations (CGO) will annually review the *College Policy on Hazing & Standards of Group Behavior* with the Inter-Club Council and the Judicial Committee; both the advisor and the designated head of the organization are required to return an acknowledgment to the Office of Co-Curricular Life that they have read the Hazing Policy and discussed it with members of the group or organization. Each College-approved club, group and organization will include in its by-laws a statement about adherence to the *College Policy on Hazing & Standards of Group Behavior*. When appropriate, the organization must also include in its by-laws specific sanctions (in accordance to those general violations given below) which will be applied to violations of the group's own rules. These rules and violations will be drawn up and made part of the group's by-laws in consultation with Inter-Club Council.

D. Presidential Review.

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

II. Sanctions for Individuals and Groups.

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

A. Class 1 Violations:

Violations, which threaten no physical harm but affect the individual and which negatively impact the community standards and interfere with the academic mission of the College.

Class 1 Violations include, but are not limited to:

1. Forcing or coercing the use of inappropriate, profane or offensive language and/or behavior; verbal harassment; requiring or compelling the wearing, in public of apparel that is obscene of that negatively impacts on the academic mission of the College.
2. Explicit or implicit or coercion of a person to use her personal finances for ritual gifts or gusts.
3. Structuring initiation activities such that they interfere with a student's academic performance or readiness.

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4. Misleading prospective members in an effort to convince them that they will not become members, that they will be hurt during induction/initiation, or any other activity that would cause extreme mental stress or duress.

Sanctions for Class 1 violations include but are not limited to:

1. Compensatory service.
2. Suspension of an individual or group of individuals.
3. Written warning. *
4. Disciplinary action by the College, which may include official warning or disciplinary probation for an individual or individuals from the College.

* **Written warning** may, at the discretion of the Inter-Club Council, include sanctions not specifically stated in this College policy and may be tailored specifically to address or respond to particular situations which arise.

B. Class 2 Violations:

Violations, which threaten an individual's physical, mental, or emotional well-being and are in direct conflict with community standards, or significantly interfere with the academic mission of the College.

Class 2 Violations include but are not limited to:

1. Causing another person embarrassment or shame; causing another person to be the object of malicious amusement or ridicule, including verbal intimidation and threats; causing another person psychological harm or substantial emotional strain; or requiring or compelling exposure to uncomfortable elements.
2. Any forms of physical activity that are used to harass or are not part of an organized athletic or academic context and not specifically directed toward constructive work.
3. Blindfolding/hooding in public or private outside of an organization/approved athletic or academic context; binding or restricting any person's arms or legs in any fashion that would prohibit them from moving on their own; confining someone to an unsafe compartment (i.e. car trunk).
4. Spraying, painting, pelting, or anointing a person with any substance outside of an organized athletic or academic context.
5. Repeated violations of Class 1 violations, or Class 1 violations, which occur off campus.

Sanctions for Class 2 violations include but are not limited to:

1. Compensatory service, in the range of 20-30 hours.
2. Suspension or expulsion of an individual or group of individuals from the CGO; suspension or removal of the CGO from the College's approved list.
3. Limits placed on CGO activities.

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4. Revocation of CGO funds.
 5. Disciplinary action by the College, which may include disciplinary probation or suspension of an individual or individuals from the College.

C. Class 3 Violations:

Violations, which threaten physical, mental or emotional, harm and/or are in violation of federal, state and local law.

Class 3 violations include but are not limited to:

1. Forcing or causing another person to violate local, state, or federal laws, particularly regarding the use of alcohol and/or drugs.
2. Forced or coerced violations of the College's Honor Code Standards of Academic & Non-Academic Conduct. [Such violations include dishonesty, lying, cheating, stealing, disrespect of property (which includes illegal entry and/or "trashing" of another student's room), assault, or infringement of another person's privacy, including unauthorized listening to another student's voice-mail, using another person's password or access code, use of another person's e-mail account, and unauthorized use of keys].
3. Forcing nudity upon another person; or forcing compromised or coerced sexual activity.
4. Use of human or animal waste, or food not fit for consumption.
5. Any action, which puts another person in danger of peril.
6. Repeated Class 2 violations, or Class 2 violations that occur off campus.

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

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

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

Virginia State Law {§ 18.2-56} declares:

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

Any person found guilty thereof should be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

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

The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon

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

Sexual Assault

Sweet Briar College takes the issue of sexual assault very seriously. Education is provided to new students during Orientation and resources are made available to all students throughout their time at the College. Students are offered services through the Health and Counseling Center and/or referrals to off-campus resources. Victims of sexual assault are encouraged to make a report to Campus Safety and to local law enforcement. The earlier an incident is reported the more likely the collection of evidence can occur. This report does not obligate prosecution, but it does make legal action possible at a later date. If the situation involves Sweet Briar students, action may be taken through the campus judicial process. If the situation involves non Sweet Briar students, the Campus Safety office can facilitate reporting to another college, university, or state or local law enforcement process.

Sexual Harassment Policy

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

Definition of Harassment

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

Complaint Process

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

A student worker who believes that s/he has been subjected to harassment has the right to make use of all the established procedures of the College, including the filing of a complaint. This may be done in accordance with the Employee Complaints and Grievances Policy.

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

Please refer to the following when reporting harassment complaints concerning:

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

- Student complaint: Dean of Co-Curricular Life
- Faculty complaint: Dean of the College
- Staff complaint: Vice President for Finance and Administration

Confidentiality

Confidentiality will be maintained throughout the entire investigatory process to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with the persons involved in the case who have a need to know the information, which must include the complainant and the accused harasser.

For complete policy, please see www.hr.sbc.edu

Statement of Compliance

Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to our education program, to all employees therein and to admissions thereto save where excepted under subpart C86.15 (a).

Anti-Discrimination Policy

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

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

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- Student complaint: Dean of Co-Curricular Life
 - Faculty complaint: Dean of the College
 - Staff complaint: Vice President for Finance and Administration

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

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

Involuntary Administrative Withdrawal Policy

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

- engaging in, or threatening to engage in behavior that risks physical harm to herself or others
- failing to adequately care for herself or otherwise satisfy personal needs that reasonably could result in serious physical harm or death to herself or others or
- engaging in or threatening to engage in behavior that may cause significant property damage, may impede the lawful activities of others, or may interfere with the educational process and the orderly operation of the College,

then the student will be involuntarily administratively withdrawn from the College until such time as the student can satisfy the College that she is no longer a threat to self or others.

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

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

Grievances and Complaints

Students who wish to file a complaint or grievance pertaining to Sweet Briar policies, procedures or conditions may address their complaints in written form to the appropriate department head or official who oversees the area of concern. If in doubt as to whom to direct the complaint, the following officials may be contacted:

Student Life Concerns:

Housing – Kelly Kraft-Meyer, Associate Dean of Co-Curricular Life/
Director of Academic Advising

Financial Policies – Paul Davies, Vice President for Finance and
Administration

All other concerns – Cheryl Steele, Dean of Co-Curricular Life

Academic Concerns: Jonathan Green, Dean of the College

The grievance process is available when other avenues have not been effective at resolving a problem or concern. Students should first attempt to address an issue directly with the student, faculty or staff member involved. This may occur through mediation, which can be arranged by one of the staff members listed above.

Should a resolution at this level not be possible, a student can submit a written petition to the appropriate staff member outlined above which should include a detailed statement of the problem and rationale for pursuing a grievance. Either the student making the complaint or the staff member handling the process can request a meeting to discuss the statement and rationale in further detail. Within five working days after completing the investigation, the staff member will notify the student of his/her decision. If there is a need for an extension on this time line, the student will be notified. If a student wishes to appeal a resolution, she should consult the Dean of Co-Curricular Life or the Dean of the College.

Students are assured of confidentiality in the process; only persons who need to be made aware of a complaint in order to resolve it will be notified. Any form of retaliation against a person filing a grievance is unacceptable and will not be tolerated.

Section IV

Academics

Academic Offices

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

Jonathan Green, Dean of the College, Jill Granger, Associate Dean of Academic Affairs, and Kelly Kraft-Meyer, Associate Dean of Co-Curricular Life/Director of Academic Advising have offices in Fletcher Hall. The Office of the Dean of the College has responsibility for the following areas: academic advising and counseling; admission with advanced standing; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic advising for foreign students; independent study work; and internships.

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

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

Academic Policies

Class attendance

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

Pass/Credit/No Credit Grading Option:

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

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

Generally, students may present only two courses with this grading option toward a minor unless further restricted by the department. Some academic

departments have policies which further limit or prohibit the use of this grading option on courses that could count toward a major or minor. Consult the major and minor requirements listed under each department in the College Catalog for such restrictions.

Dropping and Withdrawing from Courses

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

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

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

Eligibility

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

For more information, please refer to the following Web site:

http://my.sbc.edu/academics/academic_policies

Academic Honesty

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

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

- A. Examinations and tests: All tests and examinations are given under the Honor System. The student's signature signifies that the information given on a test or paper is her own. It is regarded as a guarantee of honest work. All students are required to sign a printed pledge on examinations and "I PLEDGE" on all papers and tests. Only materials needed for examination may be brought into the examination room. For your own protection students are advised not to bring notebooks into classrooms where tests and examinations are held.
- B. Papers and Plagiarism
 1. The presentation of the works or ideas of another as one's own work is plagiarism. This applies to online and electronic sources as well as printed materials. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper

as though it were one's own is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the people who formulated or discovered them, and it is dishonest for the student to present such facts and theories as though they were her own, even if the student makes changes in phrasing from what the originator used to express them. The student may use another person's work only if due credit is given.

- a. Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.
- b. Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by the footnote or parenthetical citation specifying the source. Acknowledgment must be made even though the student expresses the ideas and facts in words different from the source.
- c. The exact source must be indicated. A quoted passage may range from a single word to a phrase, sentence, paragraph, or series of paragraphs.
- d. Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots (...) should be used to indicate the omitted portion.
- e. If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square ([]) brackets.

2. An example of the dishonest use of material follows:

The following is quoted in its entirety from *Writing Research Papers; A Complete Guide* by James Lester:

Original Material:

Wuthering Heights is the most remarkable novel in English. It is perfect, and perfect in the rarest way: it is the complete bodying forth of an intensely individual apprehension of the nature of man and life. That is to say, the content is strange enough, indeed baffling enough, while the artistic expression of it is flawless.

Student Version that constitutes plagiarism:

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

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

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

Please refer to the College Catalog and/or the College website for further information.

Academics and Classroom Dress

Co-Curricular Life encourages and supports student creativity. However, students are discouraged from wearing costumes in academic buildings and in the Library. As stated in the Faculty Rulings:

XVI. Faculty rulings on Non-Academic Matters

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

Policy on Confidentiality of Educational Records (FERPA)

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

1. **Annual Notice.** The College will annually notify students of their rights under the Act by providing each student a copy of this Policy or a summary thereof.
2. **Public Access.** Certain information is considered public, and the College may release such information at its discretion. Unless a student files with the Registrar's Office written notification to withhold disclosure, the College may release announcements of academic honors and awards, dates of attendance, current enrollment status, classification, major/minor field of study, degree earned or anticipated, date of degree conferral, date and place of birth, previous institutions attended, and participation in officially recognized activities and sports. Additional directory information including name, local and home addresses, associated telephone numbers, e-mail addresses, and photographs will be published in the College directory.
3. **Disclosure to Third Parties.** Except as described in paragraph 2 and this paragraph, the College will not release personally identifiable information from educational records to third parties without the student's prior written consent. The College may disclose personally identifiable information from educational records:

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- a. to College officials, including faculty, with a legitimate interest;
 - b. to certain federal, state, and local officials;
 - c. to organizations conducting certain educational studies or accrediting functions; to parents who submit documentation that the student is claimed as a dependent for income tax purposes;
 - d. in connection with a student's application for, or receipt of, financial aid;
 - e. pursuant to a court order or subpoena, upon reasonable attempt to give advance notice to the student;
 - f. in connection with a health or safety emergency necessary for the protection of the student or others; and
 - g. to organizations or individuals as authorized in writing by the student.
4. **Student Access.** A student may review her academic records by requesting this in person at the Office of the Registrar. The College will comply with a student's request to inspect and review other education records under this policy within a reasonable period of time, not to exceed 45 days from receipt of request.
5. **Limitations and Restrictions on Disclosure and Access.** The term "education records" as defined by law and as used herein does not include:
- a. records made and maintained by individual faculty or administrative personnel;
 - b. law enforcement records;
 - c. records that only contain information after an individual is no longer a student;
 - d. employment records; or
 - e. health and counseling records submitted directly to or maintained solely by the student health and counseling center, except a student may request in writing a release of records to another health care provider.
 - f. Student access to records that are not education records is strictly within the College's discretion. In addition, students are not entitled to inspect and preview certain records, including confidential records and recommendations (if a student has signed a written waiver) and financial records. The College may in its discretion, require payment of all delinquent tuition and other outstanding amounts prior to providing copies of records in connection with any other disclosure or access. Students also are responsible to pay reasonable copying charges.
6. **Records of Disclosure.** Except for access or disclosure under paragraphs 3(a), 3(d), 3(h), and 4 above, the College will maintain record of requests for access to and disclosure of personally identifiable information from education records, for a period of at least one year.
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7. **Types and Locations of Education Records.** The College maintains the following types of education records maintained at the locations indicated:

Type of Record	Location
Academic Transcript	Registrar's Office
Academic Folders	Dean's Office

8. **Requests for Amendment of Records.** A student may request the College to amend an educational record believed to be inaccurate, misleading, or in violation of the student's rights. Such a request must be directed to the Registrar of the College for academic records. Upon request, a student shall have the opportunity for a hearing to challenge the content of the education records on the grounds of information being inaccurate or misleading or in violation of the student's rights. If the student does not prevail at the hearing, the student may add a statement to the record describing the student's challenge. Students have a right to file with the U.S. Department of Education a complaint concerning noncompliance with the Act or regulations.

Library

The Sweet Briar College Library has one of the finest collections in Virginia. In addition, Sweet Briar has access to other library resources locally and throughout the country. Lynchburg Information On-line Network (LION) provides access to over 400,000 items held by Sweet Briar and Randolph College. Additional databases are available through the Internet and provide access to over 200 million items. Please refer to: www.library.sbc.edu for a list of resources.

Section V

Co-Curricular Life

Office of Co-Curricular Life

The Office of Co-Curricular Life is located on the second floor of Prothro Hall. Cheryl Steele, Vice President of Student Affairs/Dean of Co-Curricular Life, Kelly Kraft-Meyer, Associate Dean of Co-Curricular Life/Director of Academic Advising and Donna Boyd, Administrative Assistant staff this office.

Co-Curricular Life is comprised of the following departments and services: Residence Life, First Year Programs, Leadership Certificate Program and other leadership programs, Career Services, Campus Student Employment, Health and Counseling, Student Involvement and Programs, SWEBOP/Outdoor Programs, SGA and Judicial Affairs. For more information, please go to www.ccl.sbc.edu

Residence Life

Residence Life Staff

Co-coordinating the residence life initiatives is the Director of Residence Life and the Director of First Year Programs. Together they develop and implement programming, work with students and their housing assignments and oversee daily operations. The student staff consists of twenty-four (24) Resident Advisors and a professional staff of Resident Coordinators (RCs). RCs reside in the halls, are on call evenings and weekends, and have particular expertise and interest in providing personal support, assisting with individual or group problem solving, conflict mediation and promoting the development of community. The RCs are: Valerie Chambers, Betty Hendricks, Teresa Henley, Tory Oelfke and Debbie Thomas.

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

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

Terms and Conditions of College Residency

Residential living is an integral part of the College community. It is an opportunity to grow, learn and share; a time to establish meaningful relationships, to learn more about oneself through daily interaction with others, and to accept the responsibilities and privileges of group living in a college environment. Residential living on campus is more than a room in a building; it is an education.

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

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

General Conditions

The policies and guidelines that have been established are designed to promote and maintain a living environment, which enhances students’ opportunities to prosper academically and socially. Students and their guests are responsible for complying with all College policies and regulations included in this document as well as in the College Catalog and the Housing Agreement.

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

Reporting

Potential violations of residential policies are to be reported to the Director of Residence Life, the Director of First Year Programs or the Non-Academic Judicial Chairwoman. Upon receiving knowledge of a potential violation, a decision as to whether to adjudicate the matter through their offices or refer it to either the judicial process or Student Life Council will be made. For further information regarding the judicial process, please refer to Section II.

Student Life Council

The Student Life Council is comprised of self-nominated students of varying classes and Resident Coordinators. The students who serve a two-semester term are interviewed, selected and specially trained for this role. The purpose of the Council is to resolve general living issues such as, but not limited to,

peer communication and misunderstanding, non-evacuation of buildings during fire alarms, violations such as pet, noise and/or guest as well as any other general residential policy/guidelines.

The Student Life Council will establish an alternate week meeting time and place. This will be announced to the students by the conclusion of the second week of classes and publicized regularly during the academic year.

Residence Status

Students are not permitted to live off campus unless they are enrolled as a Turning Point student or are living at home with a parent or guardian in Amherst County, Nelson County, or the City of Lynchburg and are enrolled at the College as a Day Student. Students who turn 23 years of age prior to the fall enrollment are permitted to reside off campus upon written request to the Dean of Co-Curricular Life. International students who turn 23 years of age prior to fall enrollment and are requesting to live off campus are required to go through a review process that includes the Director of International Studies.

Married Students

Since campus student housing is not available for married couples, the student and her partner are responsible for making off-campus housing arrangements.

Room Assignments

Room assignments are made for the entire academic year. Residency must be for one academic year, unless the student is completing the requirements for graduation at the end of the fall semester, entering the College for the first time at the beginning of the spring semester, spending a semester abroad, or a housing vacancy has occurred which would permit occupancy for a shorter period of time. Returning students select rooms in the spring semester during the room selection process. New students are assigned a residence hall space during the summer, generally based on roommate compatibility. The Office of Residence Life reserves the right to change room assignments and/or consolidate spaces whenever necessary, without prior notification. New students are generally housed in double spaces with roommates. Students with questions should consult the Web site at www.ccl.sbc.edu/reslife for specific information.

Special Housing Accommodations Process

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

The Special Housing Accommodations Process is as follows:

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

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

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

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

Step 5: You will be informed via email about the outcome of your application. If approved, you will work with the Director of Residence Life staff regarding room availability. If your application is denied, you can appeal the decision to the Dean of Co-Curricular Life.

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

Kelly Kraft-Meyer, Associate Dean of Co-Curricular Life/Director of Academic Advising, is available to applicants as a resource during the process. She can be contacted via email at kraft_meyer@sbc.edu or by calling ext. 6134.

The Section 504 Officer for the College is Barbara Parker, Director of Human Resources, ext. 6510. In this role, she oversees compliance with federal law.

Information regarding Academic Policies on Disabilities can be found in the Sweet Briar College Catalog.

Reassignment/Room Changes

Students may not change rooms without prior permission. Roommates who experience difficulties should talk to each other and try to resolve concerns without a third party. If a compromise cannot be reached, students may opt for mediation with a trained staff member. An additional resource for students is the Student Life Council. Students who wish to move from their current space should speak to either the Director of First Year Programs or the Director of Residence Life, depending upon their class year.

Room Vacancies/Room Consolidation

When a vacancy occurs in a room designed for multiple occupancy the resident(s) has 48 hours to select a new roommate (contingent upon the time in the semester) or the Director of Residence Life or Director of First Year Programs will/may assign a new roommate without consulting the current resident.

Change of Status

Any resident who withdraws, takes a leave of absence, or whose course load is reduced to less than 12 credit hours is no longer considered a full-time student. If credit levels drop, the Dean of Co-Curricular Life must approve

a written request to remain in residence. In all instances, including the credit request denial, the student must remove their belongings and check out of residence within 24 hours or risk being charged with trespassing. If belongings remain behind, the College reserves the right to dispose of them as deemed appropriate without necessarily contacting the owner.

Quiet Hours/Courtesy Hours

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

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

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

Visitation/Guest Policy

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

A guest is any student who is not assigned to that space or is not a Sweet Briar student. For visits in excess of three consecutive nights approval must be obtained from the Office of Residence Life. This pertains to both male and female guests. Male visitors may be the guests of a Sweet Briar student in her residence hall room with the agreement of roommates and in accordance with the following regulations:

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

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

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

It is the responsibility of each student to abide by, know and support these hours. It is a student's responsibility to accompany her guest(s) at all times

when he/she is in the residence hall or entering/leaving the hall. Students must provide their roommate(s) with 24 hours advance notice when having/expecting an overnight guest, and receive the roommate(s) full consent. Should this consent not be offered, the student should utilize other alternatives, i.e. Guest Housing. Guests must comply with the policies established by community agreement for the use of residence hall showers and other facilities. Once defined, these policies will be posted.

Guest Overnight Housing Accommodations

Male guests can check with the Sweet Briar Elston Inn and Conference Center to arrange overnight accommodations in the College's guest house located on the lower level of the College's Health and Counseling Center, by calling 434-381-6207.

Vacation Procedure

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

Vacation Periods

Thanksgiving Holiday: Residence areas close Saturday, 11/21/09 at 8 a.m. and reopen Sunday, 11/29/09 at 1 p.m.

Semester Break: Residence areas close Saturday, 12/19/09 at 8 a.m. (Students must vacate campus within 24 hours following their last exam or by the closing day/time whichever comes first.)

Spring Semester: Residence areas reopen for residents returning for spring term on Tuesday, 1/19/10 at 9 a.m.

Spring Vacation: Residence areas close Saturday, 3/13/10 at 8 a.m. and reopen Sunday, 3/21/10 at 1 p.m.

End of Year: Residence areas close Thursday, 5/13/10 at 5:00 p.m. for underclass women. Graduating seniors are permitted to remain in residence through Commencement on Saturday, 5/15/10; the halls close at 5:30 p.m. The College is not responsible for any belongings left behind by a student. The College will enter the rooms for housekeeping purposes and will remove and/or discard any personal belongings left behind, as property of the College.

Care of Room

Residents are expected to keep their room and its furnishings clean and orderly. Each resident is responsible for damage to or loss of furniture, fixtures, equipment and effects, provided to her by the College. In the event that two or more persons occupy the same room and it cannot be ascertained who is responsible for the loss, damage or violation, the assessment and/or disciplinary conse-

quence shall be shared equally among those assigned to the space. The College is not responsible for lost, stolen or damaged personal items for any reason.

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

Common Indoor Living Spaces

Common spaces are defined as any mutual living area. On a residential campus, the majority of spaces within the residence halls are viewed as common. Residents of designed triples, quads and apartments need to be mindful of policies/guidelines and Virginia alcohol laws in particular when utilizing these areas, particularly with friends, roommates, quadmates and/or guests that may not yet be of legal age.

Health, Safety, and Well-Being

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

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

All residence halls are smoke free.

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

College Access to Student Rooms

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

Fire Drills

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

Fire Pits/Bar-b-ques

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

Fire Safety

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

Fire Emergency Instructions

A. In case of fire:

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

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

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

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

Insurance

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

Keys

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

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

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

1. Locate the roommate and have her unlock the door.

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

Outdoor Spaces

Breezeways, outdoor corridors, “Pebble Beach”, balconies, patios and the like should be used with care and common courtesy. Smoking is permitted, but please be aware that smoke travels and may be a disturbance to those who live near these areas. Alcohol is strictly prohibited from these public spots. Noise levels should be kept to a minimum. No storage of personal items is permitted on either side of the egress to those spaces. Portable bar-b-ques are also not permitted in these areas.

Pets

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

Weapons

Weapons of any kind are strictly prohibited in student residences and on campus. Any student, faculty or staff member who is aware of the presence of any type of weapon is to contact the Department of Campus Safety. (See also page 61 Health, Safety, and Well-Being).

First Year Programs

First Year Programs empowers new students to become engaged and confident learners by providing opportunities and resources for making meaningful connections and a successful transition to the campus community. Tory Oelfke, Director, can be reached at toelfke@sbc.edu or 434.381.6420.

First Year Programs incorporates the following interrelated components:

New Student Outreach, New Student Orientation, Academic programs, a Student Success Series, Residence Life as well as Parent and Family programs.

Student Leadership Programs

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

The Leadership Program opportunities include:

- Leaders – Emerging and Achieving Program (LEAP)
- Leadership Certificate Program
- Student Leadership Conference

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- Omicron Delta Kappa, The National Honor Society for Leadership (ODK)
 - Volunteerism/Community Engagement
 - Who's Who Among Students in American Universities and Colleges

For more information, please refer to the following Web sites: www.ccl.sbc.edu/leadership

LEAP: Leaders - Emerging and Achieving Program

LEAP offers individual leadership development and education through interactive learning and a common reading. The program focuses on theory, exploring values, ethics and integrity while identifying personal style. LEAP meets once a week in the fall and may be offered in the spring depending on interest. LEAP is required to successfully complete the Leadership Certificate. For more information, please contact Laura Staman, Director of Outdoor Programs at 434-381-6369 or go to: www.ccl.sbc.edu/leadership/leap

Leadership Certificate Program

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

The Leadership Certificate Program is a program that:

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

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

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

The Leadership Certificate Program is open to all Sweet Briar students with an interest in exploring and developing their leadership skills. Transfer students may participate if they can demonstrate that they have had similar experiences to those offered in Phase I at another institution. For more information, please contact Joan Lucy, Director or refer to the following Web site: www.ccl/sbc/edu/leadership/certificate

Student Leadership Conference

The spring Student Leadership Conference is a one-day conference, which mirrors a professional conference, with a keynote speaker and a variety of

professional workshops and sessions. Although primarily attended by Sweet Briar students, the conference also draws other college and university students as well as a few chosen high school juniors and seniors. For more information, please contact Joan Lucy, Director of the Leadership Certificate Program.

Volunteerism

Four aspects of volunteerism include: clubs/organizations; individual interests; internships and academic opportunities. New Student Orientation exposes students to a variety of volunteer opportunities, and students can experience community engagement through academic courses participating in the PACE program. The Student Involvement and Programs office and Chaplain's office regularly publicizes community volunteer opportunities to students. For more information, please contact Robyn Sanderson, Director of Student Involvement and Programs or go to: www.ccl.sbc.edu/leadership/volunteer

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

Sweet Briar College became a chartered member of this prestigious society in spring of 2004. This group recognizes and encourages scholarship, leadership and exemplary character shown by students in their junior or senior year. Faculty, staff, alumni and community members can also be inducted as members. Membership in ODK is a mark of highest distinction and honor. For more information, please contact Kelly Kraft-Meyer, Associate Dean/Director of Academic Advising or go to: www.ccl.sbc.edu/leadership/odk.html?leadership

Who's Who Among Students in American Universities and Colleges

This national organization honors students annually who have distinguished themselves in both scholastic and extra-curricular areas of higher education. All members of the campus community nominate Junior and Senior Sweet Briar students. A selection committee receives and reviews the nominations and sends their recommendations to the program for this award. A presentation and reception is held in their honor in early spring. For more information, please contact Kelly Kraft-Meyer, Associate Dean/Director of Academic Advising or go to www.ccl.sbc.edu/leadership/whos_who.html?leadership

Career Services

Career Services is located on the second floor of Prothro Hall. Wayne Stark, Senior Director of Career Services, Kristin Ewing, Associate Director, and Carolyn Brazill, Coordinator of Campus Student Employment staff the office.

The career-planning program offered through Career Services is open to all students and is designed to help women identify and achieve professional goals. Students are encouraged to participate in Career Services' activities, one-on-one counseling, and programs from the start of their college years. A comprehensive four-year plan introduces students to the concept of career planning. First-year students and sophomores engage in self-assessment and career exploration processes. Juniors and seniors focus on gaining experience and planning for life after college through internships, other experiential

learning opportunities and participation in a variety of career related events and programming. The full outline of the Career Services Four-Year Plan can be viewed at: www.ccl.sbc.edu/csc/FourYearPlan.html?csc

Career Management Series and Programs

Each semester the Career Services staff provides students with a full schedule of events and programs aimed at developing their readiness for life after Sweet Briar. The “Career Management Series Workshops” focus on various career and graduate school topics. Students can also network with potential employers and professionals from the various employment fields through field/major specific events, on-campus recruiting, career fairs and other special programs. Several career events are collaborative efforts with other Virginia schools: The CHALLENGE Career Fair, VFIC c2c Career Fair, graduate school and professional fairs, and a diversity career fair. The schedule for these programs and events can be viewed at: www.ccl.sbc.edu/csc/Events.html?csc

Internship Program

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

Campus Student Employment Office

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

Alumnae Network

Career Services works closely with alumnae in a number of capacities to provide students with an amazing network of connectivity. Alumnae are often invited to campus to participate in numerous career events, specifically the Field/Major specific career events, which focus on a particular career field or industry. Alumnae are able to provide invaluable expertise and advice to current students in a panel format with ample amount of one-on-one networking time as well. Career Services also is involved with facilitating networking

components of events with the Alumnae Advisory Council when they are on campus. Finally, Career Services attempts to work closely with students and alumnae to coordinate connections in order to provide networking opportunities for internships and full-time employment. Alumnae are encouraged to contact Career Services directly if they are interested in hiring a Sweet Briar student (<http://www.ccl.sbc.edu/csc/foralumnae.html?csc>) and Sweet Briar students are taught how to appropriately network with alumnae in their desired geographic location or career field. To learn more go to: <http://www.ccl.sbc.edu/csc/alumnaenetworking.html?csc>

Additional Services

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

Health and Counseling Center

The Mary F. Harley Student Health Center is supportive and integral to the academic mission of the College. Excellence in learning is optimized by health and a healthy lifestyle. Staff members include: Angela Ferguson, Nurse Practitioner; Dr. James Rodman, Campus Physician; Mandy Cocke, Registered Nurse; Susan Randolph, Mental Health Counselor; and Deborah Mays, Office Manager. The staff is dedicated to assisting students in making healthy lifestyle choices and accepting responsibility for their own health and well being. For more information, please go to: www.ccl.sbc.edu/health

Student Involvement and Programs

The Student Involvement and Programs office is located on the second floor of Prothro Hall. Robyn Sanderson, Director of Student Involvement and Programs and the Student Activities Representatives (STARs) staff this office.

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

Clubs, Groups, and Organizations

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

The Inter-Club Council is the student led group charged by the Student Government Association (www.ccl.sbc.edu/sga/index.html?sga) to provide guidance and governance for clubs and organizations. For more information, please go to: <http://www.ccl.sbc.edu/osap/clubs.html>. They can be contacted at icc@sbc.edu

Campus Events Organization

Campus Events Organization, a student-run organization, provides students with opportunities to expand their horizons and have fun by attending lectures and listening to musicians, or attending a concert, comedy event, or a wide range of student initiated programs.

Student events are planned and executed by the Campus Events Organization (ceo@sbc.edu) with guidance and support from the Director of Student Involvement and Programs. For more information, please go to: <http://www.ccl.sbc.edu/involve/ceo.html?involve>

Late Night Vixens

The Office of Student Involvement and Programs co-sponsors the Late Night Vixen program. Clubs, groups, organizations and/or campus offices apply and may be selected to host a Late Night Vixens event: a Saturday night, alcohol free program with any theme of their choosing. Please consult the Student Activities calendar online to find Late Night Vixen events.

The Student Business Office

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

Student Facilities

<http://www.ccl.sbc.edu/involve/facilities.html?involve>

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

The Boathouse

The Sweet Briar Boathouse is situated on one of the College's two campus lakes. The Boathouse is the site for many private student programs or parties and is available to all students for use.

Reid Pit: Student Activities Center/Media Center

Reid Pit, located on the lower level of Reid Hall, has access from the Student Commons Courtyard. Located in this center is a 62-inch television as well as complete array of audio-visual equipment. Reid Pit is also

a great place to play foosball, air hockey, pool, or to enjoy a board game. Also located in Reid Pit is the Media Center: the offices of the Briar Patch (yearbook), the Sweet Briar Voice (newspaper), Red Clay (literary journal), and WNRS (radio station).

The Vixen Den

The Vixen Den hosts many weekend programs and is also ideal for meetings, small theatre performances, and small performing groups.

The EB Room

The EB Room, located in the lower level of Dew Hall, is a large lounge area where students can be engaged in student programs and other activities. The area also features a full size kitchen.

SWEBOP/Outdoor Programs

The Outdoor Programs office is located on the lower level of Meta Glass Hall. Laura Staman, Director of Outdoor Programs and SWEBOP Student Instructors staff the office. The office has many resources including rental gear for personal adventures on and off campus. Students may participate in beginner and intermediate level trips in outdoor adventures such as climbing, hiking, kayaking, caving, skiing, and more. They may also obtain certification for the use of lake canoes and the outing cabin through SWEBOP.

Learning on the Land

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

SWEBOP Instructors

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

For more information, please contact the Director of Outdoor Programs and Student Leadership Training, x6369 or the Web site: www.ccl.sbc.edu/swebop

Section VI

College Services

Alumnae Association

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

An important part of our Alumnae Association is you, the student. Many of our alumnae programs celebrate the life of the College as you continue to shape it. Your input and participation is an integral part of Alumnae Association programming. The Student Relations Committee (SRC), a student committee of the Alumnae Association Board, was created to directly assist the Association in making programming decisions. The SRC promotes interaction between students and alumnae through publications and outreach during the academic year.

Several programs on campus are dedicated to the goals of the Alumnae Association and are coordinated—with the assistance of faculty, staff, and SRC—by the alumnae office. These programs include Advisory Councils, developed to enhance career networking and advising between students, alumnae, parents, and friends of the College; Homecoming Weekend, celebrating the current Sweet Briar education and lifestyle on campus as well as the accomplishments of alumnae with expertise in their field(s) of study; the Alumnae Admissions Representative program (AAR), connecting prospective students with alumnae in their club areas; and Sweet Briar Days, promoting Sweet Briar all over the nation with gatherings including prospective students and parents, current students and parents, alumnae, and friends of the College.

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

Athletics and Physical Education

At Sweet Briar, athletics and physical education are an important part of the education of the total student. Department faculty and staff are committed to enhancing the physical, mental and emotional well-being of all students as an integral part of their educational experience. The instructional program offers a wide range of activities allowing each student to develop skills and knowledge that will contribute to a healthy lifestyle.

The Intercollegiate Athletics Program provides opportunities for competitive excellence for students with advanced skills with the opportunity to succeed both as individuals and as team members. The new Fitness and Athletics Center which will open in the fall of 2009 is an exciting addition to these efforts and to the entire Sweet Briar community.

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

Athletic Physical Examination Policy

All entering students are required to have had a recent physical examination, with a copy of the report on file in the athletic training room. After the initial exam, any student participating on a varsity or club team is required to have annual “follow-up” exams, which are on file at the Health Center. This exam must be on file before any coach is permitted to allow a student athlete to practice or play with the team.

Please see the College Catalog for other policies pertaining to the Athletic Department.

Book Shop

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

Campus Safety

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

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

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

College Chaplain

The Chaplain’s Office is located on the lower level of Reid Hall. The office is staffed by Adam White, College Chaplain who resides on campus, Kristie

Munn, Secretary, and student interns (Sweet Spirits) who serve as peer counselors and mentors for students.

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

Communications

SBC*Telecom Services

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

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

1. Students in a residence hall room share the ultimate responsibility for all calls made from their room and for damage to the equipment in excess of normal wear and tear.
2. The cost for long distance calls will be comparable to or less than the basic AT&T direct-dial rate.
3. Payments for services are due upon receipt of bill. Delinquent accounts are subject to the College policies as stated in the SBC*Telecom Account Contract.
4. Fraudulent use of a Telecom Account will result in one written notice to the students assigned to the extension originating the fraudulent call. This notice will include the cost of the call plus a fine of \$15 per call. If not paid within seven days from receipt of the notice, or if further fraudulent calls or misuse of the card continues, a hold may be applied to the student's records, or charges may be brought through the College Judicial System as described in the *Student Handbook* or through an outside collection agency.
5. Students are prohibited from accepting collect calls in residence hall rooms, any public phone, or billing calls to any residence hall room or number at Sweet Briar College. Any room accepting a collect call will be billed \$10 plus the cost of the call. Any call billed to a resident hall room number will be billed \$10 plus the cost of

the call. The Telecommunications Department assumes no responsibility for determining which student actually accepted the call or billed the call to the hall room number.

Campus Communication

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

1. E-Mail
 - a. Official communication from the College is sent via a number of e-mail announcement lists; each student enrolled in the College is enrolled in these lists. These lists exist for each of the major administrative offices of the College. Each student is provided with a Sweet Briar email account. Students are responsible for the information sent through the official e-mail channels.
 - b. Responsibility includes receiving messages from faculty, campus employers, student government and clubs in which a student is active.
 - c. Other announcement lists exist for communication of events on campus—Babcock Season, Honors Program, Athletics, etc.
2. Telephone
 - a. Each student is provided with a telephone in her residence and that phone has voice mail. Students must activate their voice mail and are responsible for messages received on the phone. Information on activating voice mail is available in the SBC telephone directory.
 - b. Official communication sent via telephone includes notices of campus emergencies, communications from faculty and staff, and notice of weather events.
3. Postal Mail
 - a. Each student is provided with a U.S. Postal mail address and expected to rent a campus mailbox.
 - b. Communications from the College may be sent through campus mail and/or U.S. Mail.
 - c. Such communications may include, but are not limited to: course notices; grade reports; billing information; employment documents; faculty notices; and SGA and student organization notices.

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

Computer Services

The Computer Services Help Desk is located on the lower level of the Dorothy Sales Education Building, and can be reached from anywhere on campus

by dialing HELP (x4357), from off campus (381-6282), or online at **www.helpdesk.sbc.edu**. The Help Desk can assist students in connecting to the Sweet Briar network, configuring e-mail and Web browsers, and troubleshooting problems. Warranty repair service is available for Apple and Dell computers. Other repairs are available on a reimbursable basis.

Day/Turning Point Student Information

Day and Turning Point Students are important and valued members of the community and we encourage you to take advantage of the resources and opportunities at the College.

The Day and Turning Point Student Lounge is located on the lower level of Dew Hall and available for studying and relaxing. A kitchen is easily accessible as well. Keys may be obtained from the Office of Co-Curricular Life on the second floor of Prothro Hall. Wayne Stark, Senior Director of Career Services, serves as a primary resource and contact person to Day and Turning Point Students and can help students connect to other College resources and to other students. His office is on the second floor of Prothro, ext. 6463.

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

Vehicles should be registered in the Campus Safety office; the cost is \$20.00 per year. The Elijah, Guion, and Meta Glass parking lots are available for use.

Day and Turning Point students may also use the Guest House for overnight stays during the week. For the minimal fee of \$10.00, students can get clean towels, fresh linen, and a nice place to spend the evening. Please visit the front desk of the Florence Elston Inn to pay the fee and pick up the towels and bedding.

Emergency Response Procedures

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

e2Campus Emergency Communication System

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

Students are strongly encouraged to register; anyone with an SBC email account can opt into or out of the service. The service is provided by SBC at

no cost to students. Participants are responsible for messaging charges by their service provider. Student information is not shared with or sold to a third party. Participants can enter up to two phone numbers and two e-mail addresses. Those who wish to do so are encouraged list a family member or friend's phone number or e-mail address.

To sign up go to the mySBC web page and click "Campus Alert" at the top of the page and follow the easy instructions.

Food Services

Prothro Dining Facilities

The campus' main dining facility is one of the loveliest on any college campus. To assist Food Service in maintaining a consistent and quality food service program, cooperation and support of the following policies is requested.

Use of Dining Hall

The Dining Hall service area is open for meals at the following times:

Breakfast, 7-9:30 a.m., Continental Breakfast, 9:30 a.m.-11:00 a.m.,

Lunch, 11:30 a.m.-1:30 p.m., Lite Lunch, 1:30 p.m.-2:00 p.m.,

Dinner 5-7:30 p.m. Monday through Thursday, Friday Dinner 5-7 p.m.,

Saturday Breakfast 8:30-11 a.m., Lunch 11:30 a.m.-1:30 p.m.,

Sunday Brunch 9:30 a.m.-1:30 p.m., and Dinner 5-7 p.m.

The Dining Hall is not available between meals, or after hours when the College is closed, unless a request for a special event has been approved through Kevin Phelps, Director of Food Services, x6145.

Programs

In an effort to keep the atmosphere during meals congenial and compatible with pleasant dining, we restrict activities during meals to general announcements and student sponsored events that have been approved by the Director.

Visitors

Students are encouraged to bring their guests to meals and they are expected to ensure that guests' meals are paid for before entering the service area. Payment can be made at the hostess desk in the lobby.

Special Events

Campus groups/departments wishing to hold a special function in Prothro **should plan their event to start no earlier than 7:00 p.m.** so that Prothro can fully satisfy its primary function of student dining.

Alcoholic Beverages

In compliance with Virginia ABC Regulations, no alcoholic beverages are permitted in the dining hall.

Attire

Students, along with faculty, staff and guests are expected to dress appropri-

ately for meals, in consideration of other students and guests. Shoes must be worn. Sleepwear and bathing attire are not acceptable.

Off-Premises Meals

Food Service does not provide student meals, groceries or uncooked food for off-premise consumption. The only exceptions are bag lunches for special occasions.

Bag Lunches

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

Takeout Food and Snacks

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

The Bistro

Located in the new Fitness and Athletic Center, The Bistro offers a relaxed cafe atmosphere for the Sweet Briar community and a pub atmosphere during the evening hours offering light fare, alcoholic/non-alcoholic beverages and entertainment.

Extended Dining Option

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

Board Plus Plan

Students may purchase an extended plan where they can dine at The Bistro anytime Monday through Friday. The board plus plan is available as a supplement to the standard board plan.

Sweet Briar Card

The Sweet Briar card is the College’s official identification card issued to all members of the College community. It is required for identification, access to essential campus services, and functions as a convenient payment method (SweetCash) for services on campus. For more information, please go to www.sweetbriarcard.com

SweetCash is a prepaid spending account on students’ Sweet Briar Card that is accepted all around the Sweet Briar campus.

Removal of Equipment and Supplies

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

College Catering Services

The Food Service Department offers a catering service to all students, faculty and staff. Catering provides staff, food and beverages for many college events that take place in nonfood service facilities. Catering, at x6340, can assist in the planning, cost estimates and coordination of services. The College does not allow “off-campus” food companies or caterers to provide service on campus.

Guest Housing

Reservations or registration for Guest Housing takes place at the Information Center of the Elston Inn. Guests need to be in the company of a Sweet Briar student who will be responsible for them at the time of registration. Reservations may be made at the Information Center. The housing of a large group or a stay of a guest beyond four nights must be approved by the Director of Residence Life.

Mail Services

Post Office

The U.S. Post Office is located on the first floor lobby of Meta Glass. All students, including day and turning point students, are required to rent a post office box which is payable at the beginning of the College term or may be paid in advance. Hours are 8:30 a.m.-4:00 p.m. weekdays. Mail is delivered on Saturdays, but there are no regular window hours.

Intra-Campus Mail System

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

Physical Plant

Physical Plant is responsible for assisting with the maintenance of all campus buildings and grounds, renovations, restorations and construction projects, as well as responding to questions and concerns regarding conditions of daily living and learning environments. Every attempt is made to address emergency situations as soon as the Physical Plant staff is notified. To report an emergency, dial x6110 Monday – Friday between the hours of 7:30 a.m.-4 p.m. After hours, contact Campus Safety at x6144 or x6111. For assistance with non-emergency needs, a work order should be submitted by using the following address: <http://helpdesk.sbc.edu> Barring any unforeseen circumstance, routine work orders will be completed within five working days.

Section VII

Important Contacts

Academic Advising	x6206	www.dean.sbc.edu
Academic Support (ARC)	x6278	www.arc.sbc.edu
Bistro	x6292	
Campus Safety	x6144	www.police.sbc.edu
Chaplain	x6113	www.chaplain.sbc.edu
Co-Curricular Life	x6134	www.ccl.sbc.edu
Residence Life	x6420	
First Year Programs	x6420	
Leadership Programs	x6134	
Career Services	x6151	
Campus Student Employment	x6580	
Student Involvement and Programs	x6134	
SWEBOP/Outdoor Programs	x6369	
Student Government Office	x6991	
Campus Events Organization (CEO)	x6134	
Student Business Office	x6991	
Interclub Council (ICC)	x6134	
Volunteerism	x6134	
Computer Help Line	HELP = x4357	www.helpdesk.sbc.edu
Counseling	x6141	www.ccl.sbc.edu/health
Dining Hall Menu	MENU = x6368	www.dining.sbc.edu
Emergency	x6111	www.police.sbc.edu
Health Services	x6140	www.ccl.sbc.edu/health
International Studies	x6362	www.international.sbc.edu
Physical Plant	x6110	
Post Office	x6176	
Telecom	x6102	

2009-2010 College Calendar

Fall Semester 2009

August 22, 2009	New students arrive
August 26, 2009	Registration, Opening Convocation
August 27, 2009	Classes begin
September 24-26, 2009	Homecoming Weekend
September 25, 2009	Founders' Day
October 1-2, 2009	Reading Days
October 16-18, 2009	Families Weekend
November 4, 2009	Registration for Spring Term
November 20, 2009	Thanksgiving vacation begins at 5:30 p.m. (Residence Halls close Nov. 22 at 8 a.m.)
November 30, 2009	Classes resume
December 11, 2009	Classes End
December 12, 2009	Reading Day
December 13-18, 2009	Examinations
December 18, 2009	Winter Break begins at 5:30 p.m.

Spring Semester 2010

January 20, 2010	Spring Term begins
March 12, 2010	Spring vacation begins at 5:30 p.m. (Residence Halls close March 14 at 8 a.m.)
March 22, 2010	Classes resume
April 8, 2010	Registration begins for Fall Term
May 4, 2010	Classes end
May 5-6, 2010	Reading Days
May 7-12, 2010	Examinations
May 14, 2010	Class of 2010 Awards Ceremony, Baccalaureate Service
May 15, 2010	Commencement

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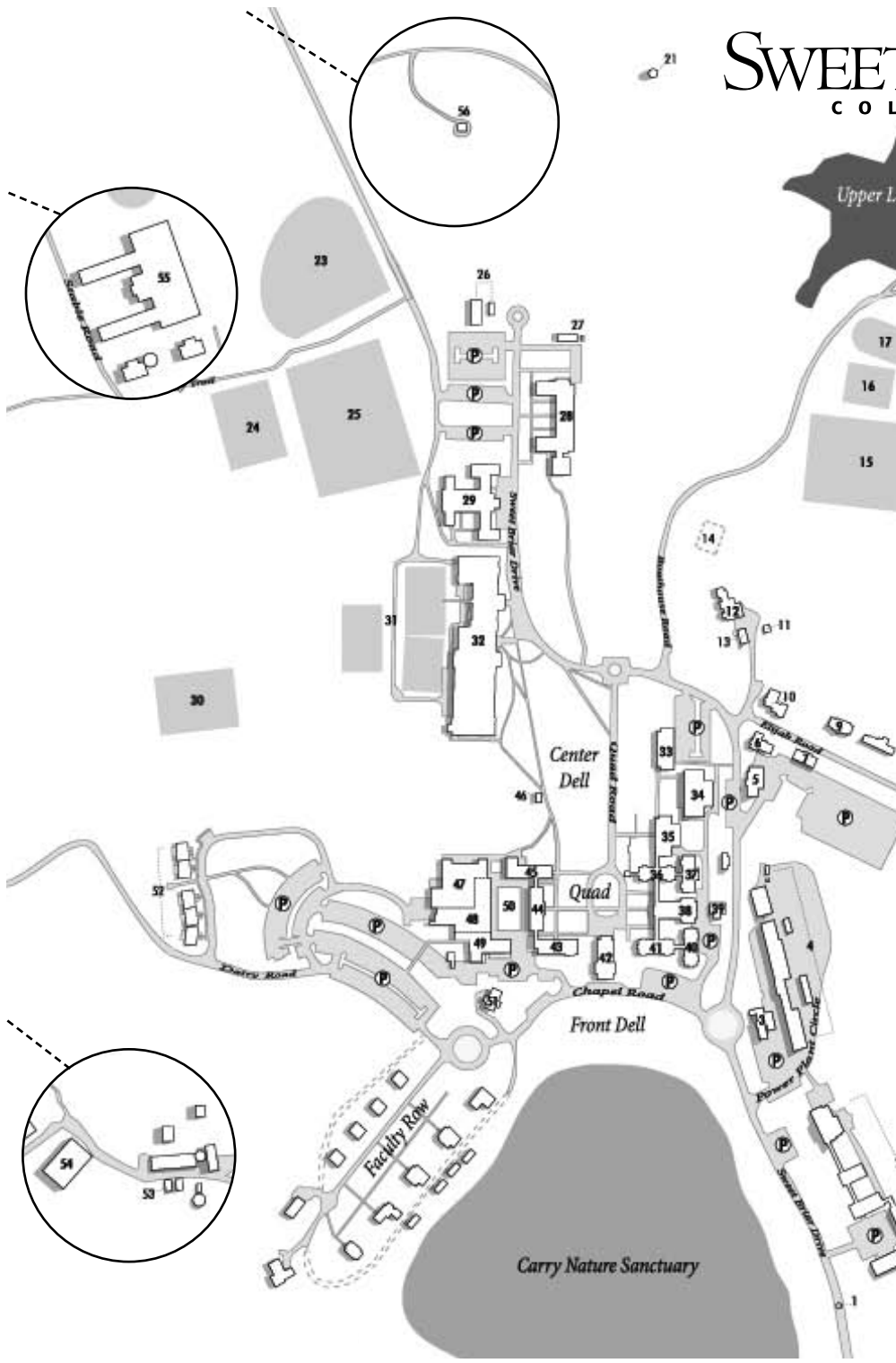
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English Road

Center Dell

Quad

Front Dell

Facility Row

Carry Nature Sanctuary



1. Gatehouse
2. Florence Elston Inn and Conference Center
3. Bistro (*moving to Fitness and Athletics Center Fall '09*), Vixen Den, Laundromat
4. Physical Plant
5. Dorothy J. Sales Building (*Honors Program, Education Program, upper level; Computer Center, lower level*)
6. College Relations, Development
7. Campus Housing
8. Campus School
9. Campus Housing
10. Boxwood Alumnae House (*Sweet Briar Museum, lower level*)
11. Slave Cabin Museum
12. Sweet Briar House (*President's Home*)
13. Mary Clark Rogers Garden Cottage
14. Future Site of Tusculum Institute
15. Hockey Field
16. Auxiliary Field
17. Riding Ring
18. Riding Hunt Course
19. Sweet Briar Plantation Burial Ground
20. Boathouse
21. Observatory
22. Auxiliary Field
23. Softball Field
24. Auxiliary Field
25. Soccer, Lacrosse Fields
26. Train Station and Caboose (*Environmental Science Center*)
27. Green House
28. Guion Science Center (*Heuer Auditorium, main level; classrooms, faculty offices*)
29. Babcock Fine Arts Center (*Murchison Lane Auditorium, Babcock Gallery, main level; dance studios, classrooms, faculty offices*)
30. Auxiliary Field
31. Tennis Courts
32. Fitness and Athletics Center (*Williams Gymnasium; Prothro Natatorium; athletic training, fitness and weight rooms; classrooms; faculty offices; new movie theatre, Bistro, indoor elevated track and field house will be completed Fall '09*)
33. Fletcher Hall (*Dean's Office, Finance and Administration, Human Resources, first floor; President's Office, Academic Advising, second floor; classrooms, faculty offices, third floor; Department of Safety, computer lab, lower level*)
34. Cochran Library
35. Benedict Hall (*Benedict Gallery, Tyson Auditorium, first floor; computer lab, lower level; classrooms, faculty offices*)
36. Gray Hall (*Archaeology lab, first floor; Center for Civic Renewal, second floor; classrooms, faculty offices*)
37. Carson Residence Hall
38. Anne Gary Pannell Center (*Pannell Art Gallery, main level; classrooms, faculty offices*)
39. Admissions House
40. Manson Residence Hall
41. Randolph Residence Hall
42. Memorial Chapel (*Junior Year in France, Junior Year in Spain, International Studies, Academic Resource Center, Woody Computer Lab, lower level*)
43. Grammer Residence Hall
44. Reid Residence Hall (*Chaplain's Office, Student Publications Suite, lower level*)
45. Dew Residence Hall (*Turning Point/Day Student lounge, lower level*)
46. Bandstand
47. Prothro Hall (*Prothro Dining Room and Atrium, first floor; Career Services, Residence Life, Student Activities and Programs, Volunteer Programs, second floor; Business Office, Financial Aid, Registrar, third floor*)
48. Book Shop (*Printing Services, Daisy's Café, first floor; Student Government offices, second floor*)
49. Meta Glass Residence Hall (*Post Office, SWEBOP, ATM, first floor*)
50. Student Commons Courtyard
51. Mary Harley Student Health Center
52. Green Village (*apartment-style student housing*)
53. Ceramics Studios
54. Studio Arts Barn
55. Harriet Howell Rogers Riding Center
56. Monument Hill

