

Guide to Nonacademic Policies

Basic Rule of Conduct and Judicial Procedures

Students are expected to conduct themselves in accordance with the Basic Rule of Conduct at all times. The Basic Rule text follows while CMC's judicial procedures are available on the CMC website or in a separate publication available from the Dean of Students.

The Basic Rule of Conduct

To maintain an environment which promotes its educational mission, the College expects its students to respect the persons and property of others, including members of the College community, the educational and administrative process of the College, and the activities of members of the College community conducted in accordance with this rule.

The term "Members of the College Community" means members of the Board of Trustees, academic and nonacademic personnel, administrative personnel, and students of the College, including any such persons when on the campus of or at a college function (including off-campus functions and programs) of any of the Claremont Colleges or the Claremont University Center, or other persons on the College campus or at a College function.

The following sections outline kinds of behavior which violate the "Basic Rule of Conduct."

1. Actions which cause the personal injury or death of another, or which threaten or endanger the personal safety or well-being of others. Such actions include, but are not limited to:
 - a. Participating in a riot or major disturbance.
 - b. Engaging in disorderly conduct.
 - c. Unlawfully using or threatening to use weapons or objects which can be used as weapons.
 - d. Unlawfully possessing or using explosives (including fireworks) or dangerous chemicals (unless authorized for an academic purpose).
 - e. Possessing or storing on campus firearms or ammunition.
 - f. Physically abusing, threatening to abuse, or intimidating another person.
 - g. Engaging in lewd, indecent or obscene conduct.
 - h. Engaging in physical or verbal actions which injure, degrade or disgrace another person, or tend to cause such effects.
 - i. Violating the Claremont McKenna College policy on sexual offenses.
2. Actions which damage or misuse property. Such actions include, but are not limited to:
 - a. Stealing, borrowing without authorization or knowingly possessing stolen property.
 - b. Abusing, mishandling or misappropriating property, equipment, materials, or accounts.
 - c. Damaging or destroying property without legal justification.
 - d. Entering, using or occupying College property without authorization.
 - e. Unauthorized access to computers, computer systems, and computer data.
 - f. Unauthorized altering of computer data.
3. Actions which violate or misrepresent agreements, contracts, documents, or relationships relating to the College and/or its activities. Such actions include, but are not limited to:
 - a. Providing false information on College forms and documents, or to College personnel.
 - b. Forging, altering or misusing College documents.
 - c. Falsely representing any person or organization as an agent or employee of the College.
 - d. Using the College name (including the shortened variants "Claremont McKenna," "McKenna" and/or "CMC") or seal except when authorized by the Board of Trustees, the President, the Dean of Students, or the General Secretary of the College.

4. Actions which hinder the College Judiciary Board or the Administrative Hearing Officer in the performance of their duties. Such actions include, but are not limited to:
 - a. Engaging in conduct which violates the instructions or procedural rules of the Board, or the Administrative Hearing Officer, or its effective adherence to the CMC Judicial Procedures.
 - b. Interrupting, or obstructing the Hearing or preventing deliberations of the Board or the Administrative Hearing Officer.
5. Actions which violate the Policy on Demonstrations at the Claremont Colleges.
6. Actions which violate the Claremont McKenna College Policy on Alcoholic Beverages.
7. Actions which constitute alcohol or substance abuse. Such actions include, but are not limited to:
Violations of federal or state laws governing the possession, sale and consumption of regulated substances.
8. Actions which violate an order of the President, notice of which has been given prior to such violation. Such an order, issued in unusual or emergency situations, will be given reasonable wide publicity and will have specified starting and expiration times. An order of the President which would subject a person violating it to possible suspension will so plainly state in the text of the order.
9. Actions which violate College administrative regulations (such as quiet hours, key policies, traffic and parking rules, residence hall rules and anti-litter rules).
10. Actions which assist, urge, encourage or solicit another person to violate College rules.
11. Behavior in violation of the Contempt Rule.

Summary Suspension

Each College President or his or her designated representative after due warning to the person(s) involved, and subject to later review by the duly designated judicial body of the College concerned, has the power on his or her own campus to suspend students of any of the Claremont Colleges who are engaged in actions which endanger the safety and/or property of Members of the Claremont Colleges, which cause damage to the property of the Colleges or which result in disruption or obstruction of the operation of the Colleges. In the absence of the President or his or her designated representative, this power shall be exercised by the chairperson of the Council of the Claremont Colleges, in his or her absence, by the chairperson designate.

Any student who is so suspended shall be given prompt notice of charges and a Hearing [before the duly designated judicial body of the concerned college] within ten (10) days of the imposition of the suspension. Such suspension shall be deemed a “Summary Suspension” and subject to the provisions of APPENDIX C., XVII (see the Judicial Procedures for more information).

Penalties

The maximum penalty for conduct which violates the “Basic Rule of Conduct” is Expulsion. Penalties for less serious violations may include Warnings, Fines, Restitution, Work Hours, Counseling, Removal of Activities or Privileges for a Specific Period, Involuntary Removal of Offending Cause, Involuntary Relocation, Suspension of On-Campus Privileges, Conduct Probation, Disciplinary Probation, and Suspension. Unless the President directs otherwise, supervision of penalties shall be by the Dean of Students.

Approved by the CMC Board of Trustees on the recommendation of the ASCMC Senate (March, 1998)

Access to Student Educational Records

The Family Educational Rights and Privacy Act of 1974, as amended, (FERPA) is a federal law which requires educational institutions to establish a written policy and to make available a statement of adopted procedures covering the privacy rights of students.

Claremont McKenna College shall maintain the confidentiality of education records in accordance with the provisions of the FERPA, and shall accord all the rights under the law to students who are or

have been in attendance at Claremont McKenna College. A copy of the Family Educational Rights and Privacy Act of 1974 is available upon request from the Registrar's Office.

Under the FERPA policy, a student has the right to inspect the information contained in his or her education records. Exceptions to this policy include, but are not limited to:

- a) Personal records kept by faculty or staff members.
- b) Employment records of individuals whose employment is not contingent on the fact that he or she is a student. Note: Employment records of persons who are employed solely as a consequence of College attendance, e.g., work-study students, are education records.
- c) Records maintained by Campus Safety solely for law enforcement purposes.
- d) Records created and maintained by physicians, psychologists, or other recognized professional or paraprofessional staff, if the records are used only for treatment of a student and made available only to those personally providing treatment.
- e) Alumni records containing information about a student after he or she is no longer in attendance at CMC and which do not relate to the person as a student.

Rights of Inspection

Students may inspect and review information contained in their educational records at the Registrar's Office.

Limitations on Students' Right of Access

Under the law, Claremont McKenna College reserves the right to refuse to permit student inspection or review of the following:

- a) Financial information submitted by parents.
- b) Confidential letters and/or recommendations to which students have waived right of access or which were placed in their files before January 1, 1975.
- c) Education records containing information about more than one student. In such a case, access will only be allowed to the part of the record pertaining to the inquiring student.
- d) Records connected with an application to attend Claremont McKenna College if the application was denied.
- e) Records excluded from the FERPA definition of education records.

Within the Claremont McKenna College community, only those members individually or collectively acting in a student's educational interest are allowed access to student educational records. These members include the Dean of the Faculty, Dean of Students, Registrar, and members of the faculty on a need-to-know basis.

Public Information

At its discretion, Claremont McKenna College may confirm or disclose "directory information" to the general public. The College defines "directory information" in accordance with the Family Educational Rights and Privacy Act as:

1. Name.
2. Campus address.
3. Major field of study.
4. Dates of attendance and classification.
5. Degrees and/or awards received.
6. Previous academic institutions attended.
7. Date of birth.
8. Campus e-mail address.

Under certain circumstances, home and campus telephone numbers and addresses may be released. The CMS Athletics Department may also release information about a student in compliance with normal practices for "team rosters," including height, weight, and hometown.

Withholding of Directory Information

Students may withhold directory information by notifying the Registrar in writing within two weeks of the first day of class for the fall term. Requests for nondisclosure will be honored for only one academic year; therefore authorization to withhold directory information must be filed annually.

Alcoholic Beverages Policy

California State Law makes it a misdemeanor for a person of any age to sell or give alcoholic beverages to persons under the age of 21 years. It is also a misdemeanor for anyone under the age of 21 years to purchase or possess alcoholic beverages. Furthermore, California court decisions have held institutions liable for damages ensuing from consumption of alcohol at sponsored events. College policy does not abrogate the personal responsibility of College members for their illegal actions or legal liability.

The irresponsible consumption of alcohol can result in antisocial behavior, personal injury, driving under the influence, damage to property, and alcohol addiction. Actions which encourage the irresponsible consumption of alcoholic beverages or produce the behavior noted above will not be permitted at CMC and are subject to judicial action.

The College expects students who choose to consume alcohol to do so in a responsible manner. Persons serving or consuming alcohol on the campus must comply with the following College guidelines.

1. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
2. Alcoholic beverages may be served and consumed only at private events limited to members of the College community and their invited guests. Alcoholic beverages may not be served or consumed at events open to the public, such as intercollegiate athletic contests, or outside the confines of a registered and fenced party area.
3. When alcoholic beverages are to be served at any event sponsored by a student group, the Office of the Dean of Students must be notified at least 48 hours in advance.
 - a. Two students, aged 21 or older, who are members of the sponsoring organization must assume responsibility for compliance with College policy on alcoholic beverages. The two upperclass students assuming responsibility must also be present throughout the duration of the event and must insure that students are being carded at the point of distribution.
 - b. For events held in locations other than residence halls, special arrangements must be approved by the Office of the Dean of Students.
 - c. The Dean of Students will review the adequacy of security for any proposed event.
4. The sale of alcoholic beverages is prohibited.
5. Advertising of alcoholic beverages is prohibited.
6. Nonalcoholic beverages and food must be provided at events where alcoholic beverages are served.
7. Student body fees mandatorily collected by the College may not be used to purchase alcoholic beverages.

Official action shall be taken against individuals and organizations involved in the failure to comply with the Policy on Alcoholic Beverages. Failure to comply will be considered grounds for serious disciplinary action.

Facts about Alcohol:

1. The average highball, glass of wine, or can of beer contain almost the same amount of alcohol.
2. The alcohol in one of these drinks can be burned up (oxidized) by the body in approximately one hour.
3. If a person drinks slowly and at the rate of one drink per hour, there is less likelihood of intoxication. A faster rate of consumption will produce buildup of alcohol in the blood; the result is intoxication.
4. Eating before drinking or preferably while drinking will slow down the rate at which alcohol is absorbed into the bloodstream.

5. Diluting alcohol with another liquid such as water slows down the absorption, but mixing with carbonated beverages increases the rate of absorption.
6. Nothing will accelerate the sobering-up process. The body oxidizes alcohol at a fairly constant rate. You can give a drunk person gallons of coffee, for example, and the result will not be sobriety, but a wide-awake drunk.
7. Alcohol is a depressant, not a stimulant. It depresses the central nervous system. The relaxed “high” people often feel from drinking results from the alcohol depressing upper levels of the brain that store learned behavior such as judgment and self-control. Higher levels of alcohol depress deeper levels of the brain producing increased impairment.

Drug Policy

The Drug Policy attempts to reconcile individual freedom and the community interest. To make reconciliation possible, every member of the community must accept the responsibility to refrain from any action that might be harmful to others.

Alleged violations of the drug policy will be referred to the Judiciary Board. Students found guilty of violating the Policy or the laws pertaining to controlled substances may face suspension or expulsion from the College. The illegal provision or distribution of any quantity of any drug for any reason is unacceptable at CMC. Individual possession or use of such drugs is also illegal and unacceptable. CMC will hold individuals accountable for any and all of these illegal activities. Moreover, the Omnibus Drug Initiative Act of 1988 gives courts the authority to suspend eligibility for Federal student aid when sentencing for an individual convicted of possession or distribution of a controlled substance.

CMC is concerned about the harm done to students who use and abuse drugs. Of particular concern are cocaine, LSD and other hallucinogens, PCP, heroin, “designer drugs,” and others that can cause immediate and serious physical harm. Confidential help for students using or abusing drugs is available at Monsour Counseling Center and at Baxter Medical Center.

CMC has a legal obligation to cooperate with law enforcement officials, including enforcement of state and federal laws regarding drugs. The assistance of law enforcement agencies will be requested in cases involving serious threat or injury.

To effectively reduce and control drug abuse at CMC all members of the community must cooperate. CMC has a strong support structure for students concerned about or involved in the abuse of drugs. This structure includes RAs, deans, sponsors, faculty members, counselors, chaplains and many others.

The following sections of the California State Health & Safety Code are included for students’ information:

Marijuana possession

Sec. 11357

Every person who possesses any marijuana, except as otherwise provided by law, shall be punished by imprisonment in the county jail for a period of not more than one year or the state prison for a period of not less than one year or more than 10 years.

Marijuana cultivation

Sec. 11358

Every person who plants, cultivates, harvests, dries or processes any marijuana or any part thereof, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of not less than one year or more than 10 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than one year in the state prison.

Possession for sale of marijuana

Sec. 11359

Every person who possesses for sale any marijuana, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of not less than two years or more than 10 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than two years in the state prison.

Transportation of marijuana**Sec. 11360**

Every person who transports, imports into this state, sells, furnishes, administers, or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport any marijuana shall be punished by imprisonment in the state prison for a period of five years to life and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than three years in the state prison.

Possession of drug paraphernalia**Sec. 11364**

It is unlawful to possess an opium pipe or any device, contrivance, instrument or paraphernalia used for unlawfully injecting or smoking (1) a controlled substance (as specified) or (2) a controlled substance which is a narcotic drug (as specified).

Unauthorized possession of controlled substances**Sec. 11350**

Except as otherwise provided ... every person who possesses (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, unless upon written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for a period of not less than two years or more than 10 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than two years in the state prison.

Sec. 11377

Except as otherwise provided ... every person who possesses any controlled substance (as classified) ... unless upon the prescription of a physician, dentist, podiatrist or veterinarian licensed to practice in this state, shall be punished by imprisonment in the county jail for a period of not more than one year or the state prison for a period not less than one year nor more than 10 years.

Possession for sale of controlled substances**Sec. 11351**

Except as otherwise provided ... every person who possesses for sale (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, shall be punished by imprisonment in the state prison for a period of not less than five years or more than 15 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than 2¹/₂ years in the state prison.

Sec. 11378

Except as otherwise provided ... every person who possesses for sale any controlled substance (as classified) shall be punished by imprisonment in the state prison for a period of not less than two years or more than 10 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for not less than two years in the state prison.

Transportation of controlled substances**Sec. 11352**

Except as otherwise provided ... every person who transports, imports into this state, sells, furnishes, administers, or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away or attempts to import into this state, or transport (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for a period of five years to life and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than three years in the state prison.

Sec. 11379

Except as otherwise provided ... every person who transports, imports into this state, sells, manufactures, compounds, furnishes, administers, or gives away, or offers to transport, import into this state, sell,

manufacture, compound, furnish, administer, or give away or attempts to import into this state, or transport any controlled substance (as specified) unless upon the prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for a period of five years to life and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than three years.

Possession with intent to manufacture methamphetamine (PCP)

Sec. 11383

Any person who possesses both methylamine and phenyl-2-propanone (phenylacetone) at the same time with the intent to manufacture methamphetamine is guilty of a felony and shall be punished by imprisonment in the state prison for not less than one year nor more than five years.

Statement on Harassment and Free Speech

Claremont McKenna College is committed to guaranteeing to all members of the CMC community freedom of speech, because this freedom is essential to the search for truth—the central purpose of any institution of higher education. Under our system of government, free speech includes the right to express opinions which are objectionable, even abhorrent, to the majority or minority. Freedom of speech must be accorded to the ideas we hate or ultimately it will be denied to the ideas we cherish.

The College condemns in the strongest terms harassment or discriminatory conduct on the basis of race, color, religion, sex, sexual orientation*, national origin, Vietnam veteran status, ancestry, blindness, or other physical disability. However, our Federal and State Constitutions limit when offensive speech or expressive conduct may be punished to those circumstances in which expressive activity materially disrupts or involves substantial disorder or invasion of the rights of others, amounts to “fighting words” that are likely to provoke imminent lawless action, are defamatory or obscene. Therefore, although the College strongly condemns any speech or conduct which stigmatizes, victimizes, or discriminates against any person, speech or expressive conduct may be subject to discipline for its offensive nature only in the following situations.

Words which are specifically directed to another person spoken under circumstances which create a clear and present danger that a violence will immediately erupt may be subject to discipline. Any behavior which materially and substantially disrupts classwork or involves substantial disorder or invasion of the rights of others may be subject to discipline. Defamatory or obscene speech may also be subject to discipline.

**Sexual orientation is defined by the California State Unruh Act, Section 51, Part 7 a & b, as heterosexual, homosexual, bisexual.*

Policy on Discriminatory Conduct

Harassment or discriminatory conduct may be subject to discipline under the following circumstances. Such conduct is defined as any physical behavior (specifically excluding speech or expressive conduct) which intentionally discriminates against an individual on the basis of race, color, religion, sex, sexual orientation*, national origin, Vietnam veteran status, ancestry, blindness, or other physical disability or any other arbitrary basis and that intentionally threatens an individual’s personal safety, or employment, or intentionally creates an intimidating, hostile, or demeaning environment for study, employment, or participation in college-sponsored extracurricular activities.

**Sexual orientation is defined by the California State Unruh Act, Section 51, Part 7 a & b, as heterosexual, homosexual, bisexual.*

CMC Policy Concerning Harassment

I. Statement of Policy

It is the policy of Claremont McKenna College (CMC) to maintain an environment for students, faculty, and staff that is free of sexual and other unlawful harassment. All members of the college community should be aware that the College is concerned about sexual and other unlawful harassment, and is prepared to take prompt remedial action to prevent and correct such behavior. Individuals who engage in sexual and other unlawful harassment will be subject to discipline, up to and including termination.

Retaliation against a person who properly reports, complains about, or participates in the investigation of sexual and other unlawful harassment is likewise prohibited.

CMC is committed to protecting the academic freedom and freedom of expression of all members of the college community. This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas, however controversial, in the classroom, residence hall, and, in keeping with different responsibilities, in workplaces elsewhere in the college community. Expression may be subject to regulation, however, to the extent that it does not enjoy the protection of federal or state constitutional guarantees of freedom of speech and expression and creates an unlawful hostile environment based upon sex, race, ethnicity, religion, age, sexual orientation, physical or mental disability in violation of Titles VII or IX of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the California Fair Employment and Housing Act, or other applicable state or federal law.

Information concerning an allegation of sexual and other unlawful harassment will be handled in a confidential manner insofar as possible. Any employee of the College who receives a complaint of sexual and other unlawful harassment or who otherwise learns of an alleged occurrence of sexual and other unlawful harassment has the responsibility to take prompt steps to ensure that the matter is addressed, even if the complainant refuses to be identified.

II. Harassment Defined

A. Harassment in General

Harassment includes verbal, physical and visual forms of harassment, and conduct related to sexual favors, based upon a person's protected status, including race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, physical and mental disability, medical condition, marital status, or other status protected by law. Physical harassment includes conduct such as assault, impeding or blocking movement or any physical interference with normal work or movement. Visual forms of harassment include derogatory posters, cartoons or drawings. Conduct related to sexual favors includes unwanted sexual advances, which condition an employment or other College benefit upon an exchange of sexual favors.

Sexual and other unlawful harassment is defined as unwelcome or unsolicited verbal or physical conduct of a sexual nature or other conduct prohibited under applicable Federal and/or State laws and/or regulations relating to harassment, such as:

1. Where submission is made an explicit or implicit term or condition of an individual's employment or education;
2. Where submission or rejection is used as the basis for making employment or educational decisions affecting an individual; or
3. Which is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions.

The conduct alleged to constitute harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and considering all the circumstances.

If possible, an individual who experiences sexual and other unlawful harassment should make it clear to the harasser that such behavior is offensive, unwelcome and contrary to the policies of the College. Whether or not the individual can confront the harasser, such behavior should be brought immediately to the attention of a designated individual identified in Section III. Under no circumstances is an individual compelled to report the sexual and other unlawful harassment to a supervisor or academic instructor who is accused of the harassment.

B. Sexual Harassment Further Defined

Sexual harassment does not refer to occasional compliments generally accepted as not offensive or other generally accepted social behavior. It refers to conduct which is offensive, not welcomed by

those to whom it is directed, and inappropriate to the educational or work environment. Examples of sexual harassment include such conduct as:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letter of recommendations;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity, an element of which may be repeated requests for private meetings without an academic purpose;
5. A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, or both, that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes or anecdotes;
6. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging, or brushing against a person's body; (2) remarks of a sexual nature about a person's clothing or body, whether or not intended to be complimentary; or (3) remarks about sexual activity or speculations about previous sexual experience;
7. Visual displays of suggestive, erotic or degrading sexually-oriented images; and/or
8. Letters, notes or electronic mail containing comments, words or images as described in (6) above.

C. Other Conduct Prohibited by the Harassment Policy

1. Reprisals
 - a. Against the Complainant: It is a violation of CMC's Harassment Policy to retaliate against a complainant for filing a charge of harassment. A complaint of retaliation may be pursued using the steps followed for a complaint of harassment.
 - b. Against the Respondent: Lodging a complaint of harassment is not proof of prohibited conduct. A complaint shall not be taken into account during reappointment, tenure, promotion, merit, or other evaluation or review until a final determination has been made that the College's Harassment Policy has been violated.
2. Knowingly false or malicious complaints. To file a knowingly false or malicious complaint of harassment or of retaliation is a violation of the Harassment Policy. A complaint of such conduct may be pursued using the steps followed for a complaint of harassment. A complaint under this provision shall not constitute prohibited retaliation.

III. Reporting, Investigation, and Discipline

Individuals who believe they are victims of, or witnesses to, sexual and other unlawful harassment are urged to report alleged incidents as soon as possible after the incident. Complaints involving allegations of sexual and other unlawful harassment should be filed as promptly as possible, but no later than 60 days following the incident, unless there are compelling reasons for further delay, except in case of sexual assault where charges must be filed within 12 months of the alleged incident. The alleged complainant may request the complainant's immediate supervisor, department chair, the supervisor or director of the department in which the accused harasser works, or in the case of students, the Dean of Students Office, for an informal resolution of the problem. If a formal complaint is desired, the incident should be reported to the applicable forenamed person(s). All reports of sexual and other unlawful harassment will be promptly and thoroughly investigated and, when warranted, disciplinary action, up to and including termination, will be taken against the accused harasser. Throughout the complaint and investigation process, every effort will be made to assure confidentiality to the fullest extent reasonably possible to protect against retaliation. Subject to applicable law, communication will be limited to a minimum "need to know" basis, coupled with a direction

not to discuss the matter outside the process. However, the investigation of such complaints will generally require disclosure to the accused party and other witnesses in order to gather pertinent facts.

In determining whether or not the alleged conduct occurred and/or constitutes sexual and other unlawful harassment, consideration will be given to the totality of the circumstances and context in which the alleged incidents occurred. In considering a complaint under the CMC Harassment Policy, the following understandings shall apply:

1. Harassment must be distinguished from behavior, which, even though unpleasant or disconcerting, is reasonably appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.
2. Instructional responsibilities require appropriate latitude for reasonable pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation.

The remedies for violation of this sexual and other unlawful harassment policy will depend on the nature of the offense and may include, but are not limited to, one or more of the following actions: filing of complaint(s) and hearing before the Judiciary Board (students), initiation of the CMC policy then in effect regarding “Procedures for Student, Staff, and Faculty Grievances Against Faculty Members, and for Faculty Grievances Against Academic Administrators” or “Procedures for Student, Staff, Administrators, and Faculty Grievances Related to Actions Taken by Staff or Academic Administrators”, required counseling, a verbal or written reprimand, a verbal or written warning, or suspension or termination of employment/enrollment. A proven occurrence of sexual and other unlawful harassment may result in severe disciplinary action, up to and including termination.

For more information, copies of the pertinent policies, or to report an incident you may contact any of the individuals listed below:

Jefferson Huang, Vice President for Student Affairs and Dean of Students, Heggblade Center, extension 18114.

Gregory Hess, Vice President and Dean of the Faculty, Bauer Center, extension 18117.

Nancy Castenbolz, Assistant Vice President of Human Resources, Bauer Center, extension 18490.

Robin Aspinall, Vice President for Business and Administration and Treasurer and Affirmative Action Officer, Bauer Center, extension 18116.

IV. State Enforcement Procedure

In addition to the internal remedies established by CMC, external remedies are available for employees and students through the California Department of Fair Employment and Housing at 322 West First Street, #2126, Los Angeles, CA 90012-3112, telephone: (213) 897-1997, or at 1845 S. Business Center Drive, #127 San Bernardino, CA 92408-3246, telephone: (909) 983-4711, the United States Equal Employment Opportunity Commission at 255 East Temple, 4th Floor, Los Angeles, CA 90012, telephone: (213) 894-1000, and the United States Office of Civil Rights at 50 United Nations Plaza, San Francisco, CA 94102, telephone: (415) 557-4400.

Procedures For Responding To Sexual Assault Cases On Campus

1. Policy

It is the policy of Claremont McKenna College to ensure, to the fullest extent possible, that any student, faculty or staff member who is the victim of sexual assault committed on the campus shall receive treatment, support, and information. “Sexual assault” is defined by the Education Code Section 94385 as including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

“Assault” is defined by California Penal Code 240 as an unlawful attempt to apply physical force to the person of another, where at the time of the attempt the person making the attempt had the present ability to apply such force and had the intent to commit an act, the direct and natural probable consequences of which if successfully completed would be the application of physical force upon the person of another. Sexual assault is an assault committed with the specific intent to commit rape, forced sodomy, forced oral copulation, rape by a foreign object, or sexual battery.

“Sexual battery” is defined by California Civil Code Section 1708.5 as committed when a person acts 1) with the intent to cause a harmful or offensive contact with an intimate part of another, or 2) with the intent to cause a harmful or offensive contact with another by use of his or her intimate part, and a sexually offensive contact with that person directly or indirectly results; or a person acts to cause an imminent apprehension of the acts described in category 1 or 2 of this paragraph. “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, or the breast of a female. “Offensive contact” means contact that offends a reasonable sense of personal dignity.

“Sexual battery” is also defined by California Penal Code Section 243.5 as committed when any person touches, against the will of the person touched and for the purposes of sexual arousal, sexual gratification or sexual abuse, an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice. “Touches” means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense. “Intimate part” means the sexual organ, anus, groin or buttocks of any person and the breast of a female.

Implicit in sexual assault is a lack of consent. “Consent” is defined as explicit agreement that an individual is willing to engage in an activity. However, if at any point, an individual indicates in a verbal or nonverbal manner that he or she does not want sexual contact to go any further, then any further interaction takes place without consent. An individual has the right to say that sexual contact should stop at any time regardless of how much sexual contact has already occurred, even if he or she had agreed earlier to more sexual contact. Sexual interaction with individuals who are prevented from resisting because of alcohol, controlled substances, or unconsciousness is sexual interaction without consent.

Claremont McKenna College will not tolerate sexual assault, whether directed at males or females or whether committed by a stranger or an acquaintance. We have an obligation to address the needs of the sexual assault victim as well as a responsibility to protect the other members of the campus community from potential sexual assaults. Referrals for treatment will be made and ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim will be maintained.

Claremont McKenna College will make the College community aware of any rapes or other sexual assaults by strangers on campus, and will judge the need of reporting acquaintance rapes to the community on a case-by-case basis. We are legally obligated to report to the federal government the number of sexual assaults that occur on campus each year. In the case of a stranger rape, the location of the incident will be made known in order to determine if the area itself is hazardous and needs attention by Physical Plant or increased security patrols. If, for reasons of safety, the campus community is to be notified of the occurrence of the assault, the victim will be informed prior to such notification. Members of the CMC community will be notified of assaults or rapes that occur on other Claremont Colleges campuses if that information is received by the Dean of Students or the Assistant Vice President of Human Resources.

2. General

Steps to follow in responding to notification of a sexual assault reported within 72 hours.

Step 1. Arrange for Treatment

Because sexual assault may involve physical trauma and is a crime, the campus individual first notified of the sexual assault should strongly encourage the victim to seek treatment. There are several options for treatment.

- Option 1 Pomona Valley Hospital Medical Center
Sexual Assault Response Team (SART)**
1798 North Garey Avenue
Pomona, CA 91768
(909) 865-9600

A victim will be examined and treated for any physical injury or sexually transmitted disease at the hospital. The Sexual Assault Response Team can also perform the forensic exam and evidence collection that may assist in the prosecution of the assailant if the victim chooses.

If the victim is willing to go to the hospital, the campus individual first notified will assist with the arrangements for transportation. The victim who goes to a hospital will be informed that he or she can have a friend accompany him or her to the hospital. If the victim is a male, he will be advised not to shower or change clothes. He should bring a fresh change of clothes with him. If he has already changed clothes, he will be advised to put the clothes he was wearing at the time of the assault in a bag and bring them to the hospital. If the victim is a female, she will be advised not to shower, douche, or change clothes. She should bring a fresh change of clothes with her. If she has already changed clothes, she will be advised to put the clothes she was wearing at the time of the assault in a bag and bring them to the hospital.

Option 2 Use Other Community Resources

Baxter Student Health Center has health care providers that can provide emergency contraception within 72 hours, STD testing and treatment, as well as follow-up care. SHS does not perform forensic exams or evidence collection; this service is provided by the SART at Pomona Valley Medical Center. (See OPTION 1.) All contacts at SHS remain private and confidential.

Baxter Student Health Services

175 E. Sixth Street

Monday, Tuesday, Thursday, Friday 8:30 a.m. – 5:00 p.m.

Wednesday 8:30 a.m. – 7:00 p.m.

24-hour telephone consultation through Campus Safety.

Step 2. Contact the College Representative

The victim or the campus individual first notified will contact the Dean of Students or the Assistant Vice President of Human Resources (hereafter referred to as the College Representative).

Jefferson Huang

VP for Student Affairs and Dean of Students

Heggblade Center

(909) 621-8114

Nancy Castenholz

Assistant VP of Human Resources

Bauer Center

(909) 621-8490

One of these individuals will provide ongoing case management, either directly or as a consultant, depending on the wishes of the victim. The College Representatives will serve as backups for each other. In the event the College Representatives cannot be contacted, call Campus Safety (909) 621-8170.

Step 3. Notification of Others that an Assault has Occurred

The College Representative will notify the President and Campus Safety Director that a sexual assault has occurred. The name of the victim of the assault will not be released unless the release is essential to the health and safety of the individual assaulted. The President is the only person who may authorize an exception to the rule of complete confidentiality regarding the name of the victim.

Step 4. Referral for Support

Verbal and written information about sources of support on campus and in the community will be provided to the victim directly by the College Representative or through the campus individual first notified of the assault. Referrals to the following will be included:

Baxter Medical Center	(909) 621-8222	Monsour Counseling Center	(909) 621-8202
Project Sister	(909) 626-4357	Rape Crisis Hotline	(909) 626-4357

Hospitals:

Pomona Valley	(909) 865-9500	San Antonio	(909) 920-4747
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Step 5.

The College Representative will provide to the victim directly, or indirectly through the campus individual first notified, information about criminal prosecution, civil prosecution, the College's disciplinary process, and the availability of mediation for the victim and the alleged assailant if they are both College employees and/or students. Sexual assault is a violation of the *CMC Basic Rule of Conduct*.

Step 6.

The College Representative will provide to the victim information about the status of any disciplinary hearings connected with the assault, and the results of any such actions if the alleged perpetrator is a member of the college community.

Step 7.

The College Representative, with the consent of the victim, will provide ongoing follow-up to the case, as soon as possible after the assault, regularly and then on an as-needed basis, as long as the victim is a student or employee of the College. The follow-up will consist of ensuring that the victim has access to the support services he or she needs. If the victim wishes to remain anonymous, the College Representative will serve as a consultant to the campus individual first notified and that person will provide ongoing support as needed on a case-by-case basis.

Steps to follow in responding to notification of a sexual assault reported after 72 hours.

Step 1.

The campus individual first notified, with the consent of the victim, will notify or assist the victim in notifying the Rape Crisis Hotline (909) 626-4357 or one of the following numbers to arrange for a meeting between the victim and a counselor.

- Baxter Medical Center (909) 621-8222
- Monsour Counseling Center (909) 621-8202
- Project Sister (909) 626-4357

Step 2.

The campus individual first notified will report the occurrence of an assault to the Director of Campus Safety. The name of the victim of the assault will not be released unless the release is essential to the health and safety of the individual assaulted or that of other members of the campus community. The President of the College is the only person authorized to make an exception to the rule of complete confidentiality regarding the name of the victim.

Step 3.

The campus individual first notified will contact the Dean of Students or the Assistant Vice President of Human Resources (hereafter referred to as the College Representative).

Jefferson Huang
VP for Student Affairs and Dean of Students
 Heggblade Center, (909) 621-8114

Nancy Castenholz
Assistant VP of Human Resources
 Claremont Boulevard Offices, (909) 621-8490

The College Representatives will serve as backups for each other. The College Representative, either directly or acting as a consultant to the campus individual first notified, will assess the situation and make known the following referrals:

- Baxter Medical Center (909) 621-8222
- Monsour Counseling Center (909) 621-8202
- Project Sister (909) 626-4357
- Rape Crisis Hotline (909) 626-4357

Step 4.

The College Representative will provide information about the status of any disciplinary hearings connected with the assault and the results of any such actions to the victim, if the alleged perpetrator is a member of the College community.

Step 5.

The College Representative will provide directly to the victim or indirectly through the campus individual first notified information about criminal prosecution, civil prosecution, the College's disciplinary process, and the availability of mediation for the victim and the alleged assailant if they are both College employees and/or students. Sexual assault is a violation of the CMC Basic Rule of Conduct.

Step 6.

Other administrative notifications about the occurrence of an assault will be made on a case-by-case basis.

Step 7.

With the consent of the victim, the case manager will provide follow-up on a case-by-case basis. If the victim wishes to remain anonymous, the College Representative will serve as a consultant to the campus individual first notified and that person will provide ongoing support as needed on a case-by-case basis.

The Claremont Colleges Intercampus Sexual Assault Policy Statement: Definitions and Procedures for Students

Sexual conduct which takes place on the campuses of The Claremont Colleges, or which involves a student, faculty member, or staff member, must be consensual. Sexual offenses will not be tolerated. It is common to all of The Claremont Colleges that a state of intoxication is not a justification for any conduct violation.

The definitions, rights, and obligations outlined herein pertain to this statement only, and are not intended to diminish, modify, or abrogate definitions, rights or obligations set forth in the sexual assault policies of the individual colleges in Claremont.

Definitions

1. “Sexual Assault” is defined by the California Education Code, Section 94385, as including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
2. Implicit in sexual assault is a lack of consent. “Consent” is defined as agreement that an individual is willing to engage in an activity. At any point, an individual may indicate in a verbal or nonverbal manner that he or she does not want sexual contact to go any further. An individual has the right to say that sexual conduct should stop at any time regardless of how much sexual contact has already occurred, even if he or she had agreed earlier to more sexual contact. Sexual interaction with individuals who are unable to give consent because of alcohol, controlled substances, or unconsciousness is sexual interaction without consent.
3. In this policy statement the phrase “Dean of Students” will refer to the Dean of Students or a Designee.

Reporting Procedures

1. Charges which involve sexual assault must be filed within twelve months of an alleged incident.
2. Students who suspect that a violation of this sexual offense statement may have occurred should contact a member of the Dean of Students staff at the college where they are enrolled.
3. Students are strongly encouraged to report suspected violations as soon as possible after they have occurred. If alleged criminal conduct is involved, students are strongly encouraged to file charges with local law enforcement officials. Students who wish to file a formal complaint may request assistance from their Dean of Students.
4. Students who wish to file criminal charges should not shower, change clothes, or douche in order to preserve evidence. The Pomona Valley Hospital Medical Center Emergency Room is equipped with rape kits for the collection of physical evidence. While not required, physical evidence can strengthen a case in both criminal and campus disciplinary proceedings.
5. The Dean of Students will provide victims with information about criminal prosecution, civil prosecution, college disciplinary procedures, and informal resolution options. Information about possible changes in academic or living arrangements may also be obtained from the dean.
6. Students who wish to have possible misconduct reviewed by a college judiciary board must prepare a written complaint. Assistance in preparing a complaint may be obtained from the Dean of Students. Discussions with a dean will be treated confidentially, insofar as the law allows. The Claremont Colleges have an obligation to report statistics on rape or sexual assault committed on campus.

Intercampus Procedures

1. The Dean of Students at the college where the complainant is enrolled will arrange an appointment in a timely manner with the Dean of Students at the college where the accused is enrolled.
2. The Dean of Students at the institution where an accused student is enrolled will investigate alleged misconduct with all due haste.
3. The Dean of Students will notify the President if the accused is a college employee. The College where the accused is employed will investigate, and if warranted, pursue disciplinary action in accordance with institutional procedures, and the remedy imposed will be commensurate with the violation.
4. Different procedures exist for the review of student, faculty, or staff conduct. The Dean of Students will explain which procedures apply. Informal resolution may be an option with the consent of both the complainant and respondent.
5. A case will be referred to the appropriate hearing body if informal resolution is pursued and a mutually satisfactory conclusion is not reached, or if the conditions of informal resolution are not honored.

Hearing Procedures

1. Members of The Claremont Colleges community who are charged with sexual offenses are subject to the jurisdiction of the institution where they are enrolled or employed.
2. Students (both complainants and respondents) who are parties to college judiciary hearings are entitled to be accompanied by advisors. Advisors may be students, faculty members, or staff members. The number of advisors present at any hearing may not exceed the number allowed by the procedures of the college where the case is being heard. Legal counsel will be allowed to serve as advisors only if the campus procedures where the case is heard so allow.
3. The hearing officer will report the disposition of the case to the respondent, the complainant, and other appropriate college officials no later than three days following the completion of the hearing.

Evidence

Information regarding prior sexual conduct of either the complainant or the respondent will not be considered relevant in a disciplinary hearing. The manner in which a complainant was dressed will not be admitted.

Sanctions

Members of the Claremont community found guilty of violating college policies on sexual assault may be subject to penalties up to and including: expulsion for students; and termination for employees.

Educational Programs

The Claremont Colleges provide ongoing educational programs for students, faculty, and staff in order to promote awareness about rape, sexual harassment, and other sexual offenses. These programs are designed to heighten community awareness and prevent sexual offenses. Programs may vary from college to college. In order to promote a safe campus environment, individuals who may be in violation of college policies on sexual offenses should be informed about their conduct. They may not be aware that their behavior is sexually offensive, threatening or hurtful. Education may remedy their behavior.

Campus and Community Resources

Resources that provide assistance to survivors of sexual offenses are available on each campus, through the Central Services, and from the community. They include:

Baxter Medical Center	(909) 621-8222 or ext. 18222
Campus Safety	(909) 621-8170 or ext. 72000
Claremont Police Department	(909) 399-5411
Dean of Students Staff	(909) 621-8114 or ext. 18114
Los Angeles Rape Hotline	(310) 392-8381
Monsour Counseling Center	(909) 621-8202 or ext. 18202
Project Sister	(909) 626-HELP

Policy on Demonstrations at The Claremont Colleges

Each College President or his or her designated representative after due warning to the person(s) involved, and subject to later review by the duly designated judicial body of the College concerned, has the power on his or her own campus to suspend students of any of The Claremont Colleges who are engaged in actions which endanger the safety of members of any of The Claremont Colleges, which cause damage to the property of any of the Colleges or which result in disruption or obstruction of the operation of any of the Colleges. In the absence of the President or his or her designated representative, this power shall be exercised by the chairperson of the Council of The Claremont Colleges, in his or her absence, by the chairperson designate.

Any student who is so suspended shall be given prompt notice of charges and a Hearing [before the duly designated judicial body of the concerned College] within ten (10) days of the imposition of the suspension.

CMC Demonstration and Response Policy

Demonstration Policy

Guaranteeing the rights of free speech and peaceable assembly is a basic requirement for any academic community. In addition, expressions of support or protest by members of the campus community which do not infringe upon the rights of others are encouraged.

To protect the rights of the community and the rights of individuals from any infringement, the College prohibits disruptive or nonpeaceful actions or participation in a disruptive or nonpeaceful demonstration on any of the grounds of The Claremont Colleges and their affiliated institutions.

Decisions as to when an action is nonpeaceful or disruptive may be difficult, but the following guidelines can be given:

- Nonpeaceful actions are those which endanger or injure, or threaten to endanger or injure any person or property. Disruptive actions are those in which there is a deliberate disruption or an impedance of access to regular activities of the College or of the College community, including those which restrict free movement on the campus.
- If people in a given area are told by a member of the College community that their collective actions are judged nonpeaceful or disruptive at that time, individuals remaining or subsequently joining those in the area specified may be charged by the member of the community with a violation of this policy.
- Any individual alleged to be acting in a nonpeaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual's behavior or of the collective behavior, with a violation of this policy. Charges may be brought in writing by an individual to the appropriate judiciary body.

In an emergency situation, any President, or a representative designated by the chief executive, or by the Board of Trustees of any of The Claremont Colleges is empowered by the Boards of Trustees to take appropriate action including summary suspension from the College. Any such action taken would be temporary, pending disposition of the matter by the regular judicial process.

Response Policy

In the unlikely and unfortunate event of a nonpeaceful or disruptive action the College would act on the following policies.

1. No negotiations with those involved in the action.
2. No negotiated amnesty for those involved in the action.
3. Use of summary suspension where appropriate.
4. Obtain a legal restraining order from the courts where appropriate.
5. Bill and/or file civil suits against all participants for damages to include, but not limited to, physical damage to the property, loss of use of the facility, compensation for individuals denied their place of occupation, costs of security, and punitive damages where appropriate.
6. Treatment of any material and substantial disruption as a violation of the Basic Rule of Conduct.

CMC Policy on Explosives, Firearms, and Other Weapons

1. Firearms may not be kept anywhere on the Claremont McKenna College campus. Firearms may be stored at the Campus Safety Office. The use of firearms in Claremont, Los Angeles County, or in the western portion of San Bernardino County is prohibited by law.
2. The State law, as well as Claremont McKenna College policy, prohibits bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans. Furthermore, gasoline-powered scooters and motorcycles cannot be stored in individual rooms or elsewhere in residence halls at any time. Vehicles found to be stored in unauthorized areas will be towed and stored at the owner's expense.
3. Illegal knives, switchblades, and other blades which violate California State Law are prohibited.
4. BB guns, pellet rifles, and other weapons which propel projectiles are also prohibited and are not allowed on campus. These items must be stored at Campus Safety.

Claremont McKenna College Computing Usage Policy

Claremont McKenna College's Information Technology Services department has certain rules guiding the use of its resources. These policies apply to all members of the College Community, as defined in the College's Basic Rule of Conduct and the Claremont Colleges Proper Use Policy.

The following sections outline the kinds of behavior that violate the College's Computing Policy.

1. Actions that constitute abuse of network, internet, or e-mail resources:
 - a. Engaging in behavior that impedes normal use of network, internet, or e-mail resources.
 - b. Attempting to gain unauthorized access to resources or information.
 - c. Using College resources in violation of federal, state, or local law.
 - d. Running servers that in anyway utilize College resources.
 - e. Using College resources for commercial purposes.
 - f. Presenting a misleading or false electronic identity.
 - g. Using College computing resources in order to circumvent or violate copyright law.
 - h. Deploying computing resources in a manner that violates the College Policy on Harassment and Free Speech.
 - i. Using computing resources to violate the College's Basic Rule of Conduct.
2. Actions that constitute abuse of College computer labs, equipment, or physical resources:
 - a. Engaging in behavior that impedes normal use of labs or equipment.
 - b. Use of tobacco products within labs.
 - c. Bringing alcohol into labs.
 - d. Failing to abide by posted lab policies or the instructions of Information Technology Services employees.
 - e. Using labs, equipment, or physical resources in a manner that violates federal, state, or local law.
 - f. Attempting to tamper with, misuse, or illegitimately access equipment, hardware, or software.
 - g. Using College equipment, software, or resources to circumvent or violate copyright law.
 - h. Leaving restricted accounts unattended or distributing secure logon information.
 - i. Behavior that violates applicable sections of the College's Basic Rule of Conduct.
3. As identified in the College's Basic Rule of Conduct (item 3-d), use of the College's registered names, seal, or other names or marks is not allowed in any format (including electronic formats) unless authorized by the Board of Trustees, the President, the Dean of Students, or the General Secretary of the College.

Information Technology Services reserves the right to summarily disable, pending investigation, accounts, access, or resources suspected of being used to break the College's Computing Policy and the Claremont Colleges Proper Use Policy. The College will pursue Computing Policy violations through the appropriate channels, including, but not limited to, bringing formal charges before the Judicial Board.

Claremont Colleges' Computing Policy

The Claremont Colleges' connection to the Internet is managed by CINE (the Claremont Intercollegiate Network Effort). Use of these services is governed by "General Guidelines for Appropriate Use of the Campus Computing and Network Resources" approved by the Council of Presidents in 1995; copies are available on your college's website. All faculty, staff, and students are urged to familiarize themselves with this document. Some of its key provisions, along with other important information, are described below.

The computer resources of any of The Claremont Colleges may not be used for commercial purposes. Faculty or staff who have questions about the legitimacy of a particular use should discuss this with the appropriate individuals on their campus. Campus computer resources—including individual desktop machines—may not be used to collect, store, or distribute information in violation of federal, state, or local laws. Since the laws about such matters as copyright, pornography, etc., are evolving, it is not possible to give definitive guidelines in all cases at this time. Caution and common sense usually are adequate guides but, if you are in doubt, you should seek advice before proceeding.

Your documents, files, and electronic mail messages stored on a networked computer or server are normally accessible only to you; they are protected from unauthorized "prying eyes." However, systems managers at CINE have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources.

Network maintenance may require that staff members run programs to scan all files on the network. Sometimes, as in the case of a suspected computer virus, even your local hard drive could be scanned by a campus IT staff. These measures are equivalent to accessing offices or dormitory rooms in the event of building maintenance problems or emergencies, and are implemented differently on each campus. They are rare, but necessary compromises to the privacy of your files when you work on a network.

From time to time, monitoring activities on the Claremont network may lead systems managers to identify individuals whose activities downgrade the performance of the network or appear to violate the General Guidelines for Appropriate Use of Campus Computing and Network Resources. In such instances, you may be asked by a staff member of the CINE staff or your own college's information technology staff to cease this activity. If the activity continues, or if illegal activities are detected, appropriate college authorities may be notified.

Emergency Procedures

A major emergency affecting a large number of people may occur at any time. Lives can be saved if people are prepared for emergencies and know what actions to take. The following emergency procedures are Claremont McKenna College's effort to provide guidelines to students, faculty, and staff.

Bomb Threat

1. Ask the caller questions: Where is the bomb? When is the bomb set to go off? What does it look like?
2. Take notes on everything said and be sure to notice any background noise, voice characteristics, etc.
3. Evacuate the building.
4. Report the threat immediately to Campus Safety at 72000 and your resident assistant.

Crime In Progress

1. **DO NOT** attempt to approach the criminal.
2. Call Campus Safety immediately—ext. 72000

Earthquake

1. Take cover under a desk or table, protecting as much of your body as possible, especially your head and neck.
2. Stay away from windows and objects that may fall.
3. **DO NOT** run outside.
4. If you are outdoors, stay in an open area away from trees, buildings, and overhead wires.
5. After shaking stops, evacuate to your designated evacuation area, on the address side of your building, and report to your resident assistant.

Evacuation

1. Calmly and quietly walk to the nearest exit.
2. **DO NOT** use elevators.
3. Report to your designated evacuation site and check in with your resident assistant.
4. Follow the instructions of your resident assistant or other emergency personnel.

Fire Safety

- To report a fire, call Campus Safety at ext. 72000. Campus Safety will contact the fire department and will direct them to the proper location.
- If you become aware of smoke or fire in your building, activate the nearest fire alarm.
- With the exception of very small, contained fires, do not attempt to extinguish fires yourself.
- Alert others in the area and evacuate the building.
- Once outside, check in with your resident assistant or Dean of Students representative so the College can account for everyone.
- If fire or smoke prohibits you from leaving your location, close the door securely and attempt to seal any openings through which smoke can enter. Open the exterior window and alert people that you are unable to get out. Do not panic.

All persons within a building are required to evacuate when an alarm has sounded. Persons who do not evacuate present a danger to themselves and a liability to the college and will be referred to the college judiciary board.

Fire Alarm Systems

The purpose of our fire alarm system is to signal the need for the evacuation of a building and to notify Campus Safety automatically.

False alarms and tampering with fire safety equipment is unlawful. The penal code provides that any person who sets off a false alarm is guilty of a misdemeanor punishable by a fine and/or imprisonment.

To preserve the integrity of the fire extinguishers placed in each building, residents, on the basis of the smallest identifiable group, will be charged a \$100 fine plus the cost of recharging the extinguishers.

Lockdown (Outside Threat)

1. Go to closest lockable location.
2. Communicate, once locked down, with authorities.
3. Remain locked down as long as necessary.
4. Cooperate with rescuers.
5. Plan on interviews with authorities after the incident.

Medical

1. Dial 72000 and report the nature of the illness or injury and the location.
2. Notify your resident assistant.
3. Provide medical care pursuant to any training you might have received.