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2012–2013 Student Handbook

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General Policies & Procedures

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Academic Procedures Committee and Policy

Academic Procedures Committee (APC) Petitions

The members of this committee include three faculty members, the Dean of Students, two staff members, and the Registrar. The main function of the Academic Procedures Committee is to consider petitions for exceptions to the Regulations adopted by the faculty.

The Committee approaches its deliberations with an assumption that the Faculty's academic standards should normally be followed. When considering exceptions, the Committee attempts to be fair and equitable (i.e., to give personal attention and respond to individual circumstances) and "flexible" (i.e., to give personal attention and respond to individual circumstances).

Petitions should include all relevant information, and be clearly articulated with appropriate detail. The Committee cannot fill in missing information; it is the student's responsibility to present the information. Students and the Academic Affairs Commissioner will be glad to talk to students who are having difficulty with their petitions.

Arguments which amount to a fundamental disagreement with regulation should be avoided. The Faculty only with making exceptions to regulations when such exceptions are justified by the circumstances.

The APC form is available in the forms section of the Registrar's Office website at www.pc.edu. If the form has been completed online, it needs to be forwarded via email to the student's advisor or the Registrar's Office with their comments. The Registrar's Office assembles the document for the Committee.

Examples of the kinds of requests which are handled by the Academic Procedures Committee are:

1. Course overloads
2. Registration changes after deadlines
3. Incomplete grades
4. Final exam time changes (unless the student has three exams in two days, in which case the final for another course, in which case the instructor offering the common final time, again, without APC approval)
5. Second major declarations (normally submitted after all five Breadth Areas have been completed)
6. Residency requirement exceptions
7. Requests to enroll for a 9th or later semester

If all parts of the petition are received by noon on Thursday, the APC will review your petition on Thursday. Results of the Committee's action are sent by the Registrar to the student via email. **the committee's decision is received, a student should take no action affecting his or her registration and continue going to class.**

Any student who has questions about a petition is invited to discuss these questions with the Dean or Registrar. The Dean is prepared to advise a student before his or her petition is submitted, or to provide feedback on the Committee's action or of other options available to the student after a petition has been denied. The student members of the Committee, including the student members, are also available for consultation.

Academic Standards Committee and Policy

The Academic Standards Committee reviews the academic standing of students. Its responsibilities include reviewing the academic standing of students with low grade point averages or problematic rates of progress toward a degree, or who are on academic probation.

those with low grade point averages or problematic rates of progress toward a degree, or by suspending them, or requiring their withdrawal from the College. The Committee meets at l

Three faculty members, the registrar, the Dean and Associate Deans of Students, represent Black Student Affairs, the Chicano Student Affairs Center, and the Asian American Resources Center to review the academic progress of students in the college.

In order to continue in good standing at the College, a student must:

- a. Receive at least a C-minus in the Critical Inquiry Seminar (ID 001); those who do not receive a C-minus are placed on probation. (This applies only to first-year students.)
- b. Achieve at least an overall "C" average each semester in courses taken under the College.
- c. Maintain normal progress toward a degree with an average of four courses passed per semester registration.
- d. Make suitable progress toward completion of all academic requirements, including

In some cases, the Committee may place a first or second year student who earns a C+ (or lower) on probation if the student completed fewer than four courses for that semester. Such an action facilitates support that helps a student to strengthen his or her academic performance.

The Committee normally expects any academic deficiencies to be reduced or eliminated in the case of students who did not receive at least a C- grade in the Critical Inquiry Seminar, the writing tutorial in the second semester and a writing intensive seminar before the end of the semester. Come off probation after the spring semester if spring semester grades warrant it.

The Committee urges students with any academic problems to seek assistance promptly. Deans of Students are the general academic advisors for the College and are prepared to work with students at any time. Students may also see their academic advisors, meet with staff at the Counseling Center or they may receive help from tutors or fellow students. The Committee has account evidence that a student has been making serious efforts to seek help and improve at the College.

The following actions are among those that may be taken with respect to students whose academic performance is inadequate. These actions do not represent a sequence which will be followed in every case; the course of action which seems most appropriate.

The College, through the Academic Standards Committee, may at any time require the withdrawal of a student if the quality and amount of his or her work seems to warrant such action.

1. **Warning.** This is the action most commonly taken when the academic deficiency is not severe. If the student does not show substantial improvement the next semester, the Committee will usually take more serious action.
2. **Academic Probation.** This action indicates that the Committee is deeply concerned about the student's performance at Pomona. It is usually accompanied by a firm set of expectations for the next semester.

Failure to meet these expectations may result in suspension or required withdrawal, especially if the student earns less than a C- grade in consecutive semesters. A student on academic probation is required to meet with the Deans of Students about his or her progress during the semester.

3. **Suspension.** This action is taken when, in the judgment of the Committee, the student probably will be best served by a period away from the College, or when the Committee believes that the student's successful completion of the College program is likely at a later time. After the period of suspension, the Committee will review the case and may authorize the student to return to the College. Reinstated students return to the College with the same academic standing as when they were suspended and plans to take college work elsewhere with hope of transferring to a later date is advised to secure approval in advance from the Pomona College Registrar. Reinstated students may be applied toward a degree at Pomona, but grade points so earned may not be applied toward a degree at Pomona.
4. **Required Withdrawal.** This action is taken when, in the judgment of the Committee, the student will be unable to meet graduation requirements. While it does not mean that the student will never return to the College, the Committee will not look favorably on a student who returns unless there is strong and compelling evidence of a change in the student's reading habits. A student will not be considered for re-admission by the Academic Standards Committee until a certain period of time has elapsed.

Appeals

Decisions of the Committee are normally final. However, if there is pertinent and compelling evidence available at the time of the decision, some actions may be appealed. An appeal must be requested by written notification of the Committee's action. Since notification will sometimes reach students after the request may be made by telephone with 48 hours and should be followed up in writing.

Only actions of Suspension or Required Withdrawal may be appealed. Relevant information should be provided to the Dean or Associate Deans of Students within the 48 hours period. If they agree that it is warranted, an appeal will be considered by a subcommittee of The Academic Procedures Committee.

Computing Policies

Computing and Network Resources Policy

Pomona College makes available computing and network resources for use by the College staff. These services are provided for educational purposes and to carry out the legitimate

Members of the college community are expected to observe Federal, State, and local laws telecommunications use, as well as the College's own regulations and policies.

The framework of responsible, considerate, and ethical behavior expected by the College computing facilities, network resources, and networks throughout the world to which elect provided by the College.

The College's computer and network resources are the property of the College, and any expectation of privacy when utilizing the resources. Files and computer usage n ordinary course of business or to determine compliance with the College's policies.

In addition, when there is reason to suspect inappropriate use of campus computing resources, authorized College personnel will take appropriate steps to investigate. T monitoring traffic on the network on any system which is connected to the network.

The following list does not cover every situation which pertains to proper or improper use c contain some of the responsibilities which you accept if you choose to use the College's c network access which the College provides.

1. You must not intentionally seek information about, browse, copy, or modify nonput people, whether at Pomona College or elsewhere.
2. You are authorized to use only computer resources and information to which you h granted access. If you encounter or observe a gap in system or network security, the manager of that system immediately.
3. If it is unclear whether you have permission to copy, compile or manipulate softwa may not.
4. The College's policies on harassment apply equally to electronic displays and corr more traditional means of display and communication. You must not display or tra sounds or messages to an identifiable individual or group of individuals.
5. Messages, sentiments, and declarations sent as electronic mail or postings must distribution or display as tangible documents.
6. You must not degrade computing or network performance in any way that will prev educational or college business goals.
7. The unauthorized duplication or distribution of copyrighted materials is prohibited. limited to software, printed or recorded music, movies, and works of art.
8. You must not create or willfully disseminate computer viruses, worms, trojans, or sensitive to the ease of spreading viruses and should take steps to insure your file

The Information Technology Service (ITS) Office may temporarily suspend service to an ir found to be significantly degrading the usability of the network or other computer systems vulnerability threat to the campus network. Inappropriate use will be referred to the appro further action may be taken.

Digital Millennium Copyright Act (DMCA) Policy/Procedures

The Executive Director of ITS shall serve as Pomona College's designated contact for all

Upon receipt of a notification from a bona fide copyright holder, or agent for the copyright h connected to Pomona's network is in violation of the provisions of the DMCA, public acce disabled according to the following procedures. The individual's network privileges will only infringing materials are removed from the site and the person agrees to abide by the Colle Campus Computing and Network Resources policy.

Following are the specific procedures to be followed by the ITS staff person responsible fo offending user.

1. Upon notification of the alleged offense and identification of the IP address in ques the Footprints ticketing system.
2. After establishing the port ID for the IP address Network Services sends the allege standard "take down" message along with a copy of the notice from the copyright h that the alleged offending material be removed within 24 hours of the date/time of t "Take down" messages will not be sent out on Friday, Saturday or Sunday. The De on the Footprints ticket when this action is taken.
3. Under the conditions noted above, the student has one (1) business day/24 hours and confirm back to ITS that the appropriate steps have been taken to remove the from his/her computer.
4. If the student does not comply, ITS will block network access from the offending c Students will be notified of the matter.
5. Network access for the offending computer will not be turned back on until ITS rec from the Dean's office.
6. Notice of subsequent infractions will trigger an automatic take down by ITS and a Dean of Students Office.
7. The block of a student's network access will only be removed by notification from

the Dean of Students must accept the only resolution by notification that the infraction has been addressed.

Disputed Grades Policy

The normal presumption in the administration of grades at Pomona College is that the instructor evaluate the academic work of a student in her or his courses and to assign grades to that Registrar's records, a grade may be changed only in one of two ways:

1. Upon the certification by the instructor that an error has occurred and with the approval of the Procedures Committee or the Associate Dean of the College.
2. By the procedures described below, when a student has substantial grounds for questions of the quality of the work, a particular grade was assigned in a manner that crucial evidence was not taken into account, the student should first discuss the

If the outcome of that discussion is not satisfactory, he or she should consult with the Dean or Associate Dean of Students. The Dean of Students or Associate Dean of Students will continue to will thereby attempt to bring the case to a satisfactory resolution.

If the claims of the student and instructor are still unreconciled following these discussions, the Associate Deans of Students, shall with the concurrence of the Dean of the College, appoint a hearing committee consisting of the chair of the department concerned as chair and two other faculty members from the department, one from another department.

When the limited size of the department or other special circumstances make this impossible, the hearing committee may be appointed from other departments, preferably in the same Division. If the department chair is unavailable, the Dean of the Students may appoint another faculty member as chair of the hearing committee. The hearing committee on the disputed grade shall be final.

A grade dispute must be brought to the Dean of Students or Associate Deans of Students within one week of the semester following the one for which the disputed grade has been given, and a final decision must be made by the end of that semester. In the event that extenuating circumstances prevent a student from meeting deadlines to be met, the Dean of Students, an Associate Deans of Students or the Dean of Students may postpone the process. Examples of such circumstances would be the temporary absence of the student from Claremont, or illness which makes it impossible for one of the participants to attend.

It is the responsibility of the student, however, to initiate the process as soon as possible, initially in writing rather than in person.

Grades Disputes in Cross-Registration

Situations:

1. Students charged with academic dishonesty in a course taken outside their home institution. Faculty at Pomona College accept the decision of the student's college, and may not impose a penalty should a hearing panel fail to find guilt. Any student grievance concerning a grade given by an instructor at Pomona College, or a hearing decision, will also be handled accordingly to the rules of the student's home institution.
2. All other grievances concerning grades are handled by the procedures of the college.

Disability Accommodations Policy

Pomona College complies with Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, as amended, and other applicable state and federal law prohibiting discrimination against individuals with disabilities. Conditions potentially covered by the law include, among others: Cerebral Palsy, Diabetes, Epilepsy, head injuries, hearing impairments, specific learning disabilities, Multiple Sclerosis, Muscular Dystrophy, psychiatric disorders, speech impairments, spinal cord injuries, and other physical or mental impairments.

The Pomona community includes students with disabilities who may require accommodations. Pomona College is committed to providing appropriate services and reasonable accommodations for students with disabilities. Parents/guardians are encouraged to speak to the College's specialist in disability accommodations, Marcelle Holmes (extension 72147 or marcelle.holmes@pomona.edu) regarding potential accommodations and the required paperwork. Other deans in the office can also offer advice and support.

During the admission process, each applicant is evaluated on the basis of academic achievement. Pomona College does not admit students who do not satisfy Pomona's rigorous academic standards. Applicants are not admitted to Pomona College with a disability that affects his/her participation in college life has enrolled at Pomona College should contact the Dean's office and provide documentation of the disability if accommodations are requested. **Students wishing to be accommodated for disabilities, students are required to provide documentation which identifies the disability, describes the challenges to participation it poses, and, if possible, recommends specific accommodations. All reports should contain the name, title, and professional credentials of the evaluator. All reports should**

be typed, dated, and signed, and should include information about what tests and/or results led to the determinations. This information is kept confidential unless the student specifically a

In the case of learning disabilities or attention deficit/hyperactivity disorder, a dean in Student Affairs may request documentation Pomona requires in order to grant academic accommodations and where such documentation has not been obtained. When documentation of specific learning disabilities or attention deficit/hyperactivity disorder is provided, the Office of Student Affairs will consult with the Office of Psychological Services before recommending accommodations.

Psychological Services before recommending accommodations.

The student should request accommodations for each semester the accommodation accommodations are only provided on a semester-by-semester basis. This is important disclosure of information that a student wishes to keep private. Additionally, students should request accommodations far in advance of when they believe they will need them. In many cases, this advance time is often crucial in order to provide the necessary accommodations.

At the student's request, the student's faculty members for a particular semester will be notified of academic accommodations, including faculty members and the Dean of Students at another college if the student is taking coursework there through cross-registration. Students with disabilities at Claremont consortium colleges who are taking coursework at Pomona through cross-registration should contact Pomona's Office of Student Affairs and request that the office obtain their accommodations from the student's home college. In the event of such a student request, and to the extent not already provided, Student Affairs will request that the student's home college provide Pomona and the student with 1) certification that the student is an individual with a disability who is entitled to an accommodation, 2) certification that the student has previously presented documentation of that status as above, and 3) a description of the accommodations that have been and are being provided at the home college.

The accommodations should maintain the academic integrity of the courses and the academic standards while attempting to meet the student's needs. Pomona College does not routinely waive academic requirements for students with disabilities. Rather, our policy is to assist the student in his or her efforts to meet requirements by making reasonable accommodations. As additional support, the Office of Student Affairs provides resources available to students, such as Monsour Counseling and Psychological Services and Pomona's peer tutoring program.

Examples of specific accommodations:

Accommodations for hearing impairments can include FM system, note takers and/or scribes, and written assignments, lab instructions, and demonstration summaries.

Accommodations for visual impairments include seating near the front of the class, large print assignments made available in electronic format, living space sufficient to accommodate a wheelchair, and equipment to enlarge screen characters and images.

Accommodation for specific learning disability and attention deficit hyperactivity disorder include note takers and/or photocopies of lecture notes, alternative exam formats, extended time and/or part-time enrollment, and use of a computer for writing.

Accommodations for mobility impairment can include locating classrooms, labs, field sites, and accessible locations, including moving such spaces in case of short-term mobility impairment. The injured students program, operated by the Center, can help students with mobility impairments. Please contact extension 18610 to request assistance.

Accommodations for psychiatric disabilities can include note takers, extended time on exams, a reduced course load, and assistive technology.

If a student is refused an accommodation that he/she believes is necessary, the student should appeal the decision to the Associate Dean of Students. If an agreement cannot be reached, the student should appeal the decision to the Dean of Students. Additionally, students may take allegations of discrimination to one of the College's offices.

Leaves of Absence

Purpose

In granting a leave of absence, the College recognizes the need of a student to interrupt his or her work for a period of time.

The particular reasons that make such an interruption desirable and the length of time of a leave vary from one instance to another. College policy is designed to meet these varying needs and to assist a student to discuss with a representative of the College the implications of a leave of absence. A student to interrupt his or her formal academic program at Pomona for a period of time may take a leave of absence if she follows the procedures outlined in this policy statement.

1. Academic Credit

For study in the United States while on leave, students are strongly advised to obtain approval for a program of study. If the program of study is approved in advance, credit will normally be granted if the program is completed with at least a C average. Without approval in advance there is no credit granted.

A maximum of eight Pomona course credits (or 32 semester units) will be awarded for a leave of absence in one academic year while a student is on leave. Academic credit will not be granted for more than one leave of absence.

2. Application Procedures

All students interested in leaves should consult with the Dean or Associate Dean of Students for an application form available in the Office of Student Affairs. The form includes a written statement of reasons why the leave is requested, the duration of the leave, and the plans for the student's return. Approval for a leave is given only after the application form is submitted to the Dean of Students.

The application form and the written statement are kept as part of the student's record to provide information about the period away from formal studies.

The leave should also be discussed with a faculty advisor to be sure that it will not cause complications in the academic program.

3. Time of Application

Requests for a leave of absence (or for an extension of a leave) for a given semester must be made before the end of the preceding semester. The fees deposit (\$500) will be forfeited if the student does not return to the College. The fall semester fees and disposition of courses in progress are arranged in compliance with college policy.

Leaves of absence, to be effective immediately, may be requested while classes are in progress. Fees and disposition of courses in progress are arranged in compliance with college policy.

4. Policy on Deposits

A student who participates in the residence halls room draw in the spring semester and applies for a leave of absence from the College before the fall semester forfeits his or her deposit. Any student, on or off-campus, who files a leave of absence form after June 15 for the spring semester forfeits the entire deposit. A student who has not returned to the College must again pay that deposit before he or she returns to the College.

5. Financial Aid

A student planning a leave of absence should make all arrangements in regard to financial aid with the Financial Aid Office and should meet all necessary financial aid deadlines. It is recommended that a student consult in advance of the leave regarding deferring of grants or loans and applying for California State Scholarship holders must file a separate leave request with the State Scholarship Office.

6. Extensions of Leaves

A leave of absence from the College may be requested for a semester, a year, or two years. Normally the College does not grant leaves for longer than two years. In extenuating circumstances, a student may address a letter of appeal to extend a leave beyond the two year period to the present it to the Academic Procedures Committee for consideration.

Students who do not appeal successfully to have their leave extended will be required to pay the College after a two year leave of absence. Withdrawal papers will be completed in the Office of Student Affairs. If the student later wishes to return to the College, an application for readmission must be filed with the Office of Admission.

A leave for one semester may be extended, on request, for additional semesters. To request an extension, a leave should be made in writing to the Office of Student Affairs, Alexander Hall.

7. Return to the College

If no specific restrictions have been placed on the leave of absence (see below), a student may return to the College after the period of the leave as long as he or she has given written notice of intent to return to the College for the fall semester (April 1 if priority course registration and campus housing are required) or for the spring (November 1 if priority course registration and campus housing are required). If a student's intent to return is received after June 1 for the fall semester or after December 15 for the spring semester, a student may return, if authorized by the College, but housing is not guaranteed.

8. Restrictions on Return to the College

Most leaves of absence have no restrictions on return, but in certain special cases there may be restrictions.

If a student takes a leave and is later considered by the Academic Standards Committee to have completed unsatisfactory academic work before the leave, a return to Pomona may require the approval of the Academic Standards Committee.

The Office of Student Affairs or a student requesting a leave will indicate when a leave is considered a medical leave.

Students who are on medical leave complete four steps prior to return: 1) Prepare a written statement of student's readiness to return to Pomona and schedule either a telephone interview with an associate dean in the Office of Student Affairs to discuss the student's return, or a meeting with the treating physician or therapist that informs the College about the treatment and state of readiness to return to Pomona, 2) provide a release of information to allow Deans of Students to discuss the student's readiness to return with the treating physician, 3) meet with a member of the Counseling Center staff or Health Center staff for a re-evaluation of the student's readiness to return from medical leave when it is clear that they are physically and psychologically ready to return to Pomona's rigorous academic program and are not likely to cause psychological or other difficulties for themselves or other individuals.

9. Rights and Responsibilities of Students on Leave, Medical Leave, and Suspension

Students on Leave have the same rights of access to the campus as would any student who may stay on campus for up to five consecutive nights each semester but not more than five per semester. The student on leave must have a current Pomona student as his or her host; the student may attend social events with the understanding that their host, as well as the student, is held responsible for the conduct of the student on-leave/guest. The student on leave must register with the Office of Campus Life and receive a guest pass, which entitles the on-leave student to attend events.

Students on Medical Leave must consult with the Dean or an Associate Dean of Students before leaving campus. If the health of the student permits, medical leave students will have the right to return to campus on leave.

However, in some cases, health concerns may lead the Dean or Associate Dean of Students to restrict campus or campus activities of a student on medical leave.

Students who have been Expelled or Suspended by the Judiciary Council or a Disciplinary Board are required to leave campus within 72 hours of the conclusion of the hearing. In extraordinary circumstances exist that should be considered in establishing an earlier departure, the agreement of the Judiciary Council Chair or Chair of the Board for A Student is required to establish a later deadline. Students who have been expelled or suspended are not allowed to attend social, cultural or other events on the Pomona campus nor may they be housed in residence halls without the explicit permission of the Dean of Students.

Involuntary Medical Leave Policy

A dean, faculty member or any other officer of the College may have reason to believe that the condition of a student is likely to result in psychological or physical harm to that student or to others if the student attends classes or remains on campus, or participates in specific academic programs or activities. Any such belief should be reported to the Dean of Students.

If the Dean concludes that physical or psychological harm to that student or to others may result, and if a member of the College medical or counseling staff or a physician, psychiatrist, or psychologist concurs, the Dean of Students or Associate Deans of Students may suspend the student from attending classes or remaining on campus, or right to participate in specific academic programs or extracurricular activities. At the discretion of the Dean of Students, the student's parents or other responsible relative may be notified and such information may be divulged to them.

A student who has been given a medical leave of absence or has been removed from participation in classes or activities at the request of the student or by the Dean of Students or Associate Deans of Students may be readmitted to the College by submitting to the Dean of Students or Associate Deans of Students a letter of recommendation by licensed physicians or psychologists attesting to the opinion of such professional personnel that the student is qualified to enroll at Pomona College or to participate in specific programs or activities. The Dean of Students or Associate Deans of Students may then require the student to be interviewed or examined by a member of the Counseling Center staff or the Student Health Center. The student may be required to give written authorization for the results of such an interview or examination to the Dean of Students or Associate Deans of Students. Final authority on such readmission rests with the Dean of Students.

Student Records Policy

Disclosure of Information from Education Records

Under the federal Family Educational Rights and Privacy Act (FERPA), as amended, students have the following rights in regard to education records maintained by the College.

1. Students have the right to inspect and review their education records, subject to certain exceptions. Education records are defined as records in any format that are directly related to the student's education at the College. The College maintains such education records in various offices throughout the College. The inspection and review of education records must be submitted directly to the office in whose custody the record is held. Education records do not include such things as medical treatment records made or maintained by a physician, psychiatrist, psychologist or other professional or paraprofessional; employment records if employment is not contingent on being a student, and the record is used only in records created and maintained by the College's law enforcement unit for law enforcement purposes; information (such as alumni records) obtained after the person is no longer a student; and personal notes or records about a student by a faculty member, administrator or staff, if the notes are not accessible or revealed to someone acting as a temporary substitute for the person who made the notes.
2. Students have the right to seek to amend their education records to correct inaccuracies. Individual offices have established procedures for amending education records. Students may also submit a written request for correction of a record to the Dean of Students. If a requested amendment or correction to the record is not made, the student may insert into the records a written statement respecting the contested contents. Disputed grades are not covered by these provisions. Students with concerns about the accuracy of their grades are referred to the Policy on Disputed Grades.
3. The College will not release personally identifiable information in an education record without the student's written consent. (Some examples of personally identifiable information are grades,

average, test scores (e.g. SAT, GRE), disciplinary status, birth date, gender, religion, ethnicity, marital status, social security number, and student identification number released to parents only with the student's written authorization (or if the parent is a dependent for tax purposes). Such authorization remains in effect until cancelled.

4. Students have the right to file a complaint with the Federal Policy Compliance Office, Department of Education, for any alleged violation of their rights under FERPA. Contact information: Family Policy Compliance Office, US Department of Education, Washington DC 20202-5920.

In compliance with FERPA, Pomona College has designated the following items of information that may be released without the prior consent of the student: name and student user name; address; local, cellular, and permanent phone number; e-mail address; major field of study; enrollment status; class level; expected date of graduation; degrees and awards received; institution attended; participation in officially recognized activities and sports; and the height of students on athletic teams. Students may request that the College restrict the release of directory information. Such restrictions remain in effect until cancelled in writing request to the Registrar's Office. Directory information required for course or classroom participation may not be withheld from students connected with the particular course. In addition, enrollment as a student and attendance at other College activities constitutes an agreement by the student to the College's use of student's image or voice in photographs, videotapes, audiotapes, and electronic reproduction of other College activities.

As permitted by FERPA, College officials have access to student directory and non-directory information for legitimate educational interest exists for specific education records. A legitimate educational interest exists for a College official who needs to know specific information to accomplish a task related to the College's educational mission. College officials may include employees, faculty, staff, trustees, counsel, and other personnel of the College, and contracted agents and agencies of the College. Pomona College may require the disclosure of information from education records. Providers of such services include the National Student Clearinghouse. College officials, including contracted service providers, who receive education records must comply with all FERPA regulations regarding re-disclosure and the privacy of such education records.

In addition, under FERPA, and in compliance with other federal, state and local regulations, information from education records to parents and to other third parties and entities in specific circumstances. Among these situations are the following: to officials of another school or institution of higher education if the student is or intends to enroll; in connection with the student's request for or receipt of financial aid; to government authorities in connection with the audit or evaluation of educational programs; to certain entities conducting studies or audits on behalf of the College; to professional and other organizations in connection with their functions; in response to court orders and subpoenas where health and safety are at risk, in order to protect the student and others; to the alleged perpetrator of violence (and in some cases, others), the final results of any College disciplinary proceedings; to the legal guardian of a student under the age of 21, any finding of violation of any law or College policy; or to the parent or guardian of a student who is a minor or who is in possession of alcohol or other controlled substances.

Other Policies

Claremont Colleges HIV/AIDS Policy

The Claremont Colleges do not discriminate on the grounds that a student has or is suspected of having HIV/AIDS.

This policy applies to the admission process, academic life, and co-curricular life including athletic and recreational facilities, student centers, and living arrangements.

The Claremont Colleges offer medical and counseling assistance on HIV/AIDS at the Student Health Center, and Health Education Outreach. Please contact the Dean of Students and counsel regarding questions pertaining to HIV/AIDS.

Missing Student Notification Policy

Students who reside in on-campus housing are encouraged to identify a person to be contacted if the student has been missing for more than 24 hours, and to register that person's emergency contact information confidentially, with the Office of Student Affairs and the Department of Campus Safety. If a student has been missing for 24 hours, the College and/or Department of Campus Safety will, with appropriate law enforcement agency, and, if the missing student is under 18 years of age, notify the individual, the College and/or Department will also notify a custodial parent or guardian. If the community believes that a student who resides in on-campus housing is missing, it should contact the Dean, and/or the Department of Campus Safety so that appropriate action can be taken.

Policy on Students with Dependent Children

Pomona College is committed to providing on-campus residences, if available, for student-parents with dependent children. The spaces available for such use will be determined annually by the Office of Campus Life. Children under the age of eight at the start of the academic year may apply to the Office of Campus Life for housing.

Housing assignments or lotteries for students with dependent children will take place in the form of housing lotteries. Prior to the beginning of housing selection, student-parents are invited to the Office of Campus Life to discuss available options. All student-parents will be included in the lottery, although preference will be given to parents who have disabled children or who are parents with more than one child, in order of the number of children.

parents with more than one child, in order of the number of children.

For all students with one dependent child, lottery numbers may be assigned that will determine select housing from the remaining rooms. Rooms not chosen will be returned to the regular parents may elect to be on or off the meal plan.

The college, annually, will set fees for the room and board of dependent children. This information request from the Office of Student Affairs or the Office of Campus Life.

Student-parents who live on campus are required to have medical insurance for their dependent children. Evidence of such insurance to the College prior to moving into the residence hall. Student-parents must monitor the behavior of their children.

Nothing in this policy shall be understood to constitute an exception to the College's policy.

Student Grievance Policy

A student may wish to present a grievance against a faculty or staff member or another student. A grievance cannot be resolved informally or by use of any other regular College procedures. A grievance is an alleged illegal or improper action not otherwise addressed in the policies.

These grievances may include religious or ethnic bias or other types of discrimination or irregularity within the jurisdiction of other College committees or for which existing procedures are not departmental student liaison programs, informal consultation with department chairs, etc.).

The student should first meet with the Dean or an Associate Dean of Students to identify the grievance. The student should present the complaint as promptly as possible after the alleged incident, but no later than one year of the occurrence of the incident.

The Dean or Associate Dean shall at this point suggest a course of action or alternate solution to the problem. Depending on the resolution sought, the student may ask to remain anonymous. The student may talk with faculty, staff or students, offer mediation, or take other steps as appropriate. No disciplinary action cannot be imposed under this policy.

Transportation for Injured or Disabled Students Policy/General Cart Policy

In many cases students who are injured (i.e. suffer a broken leg or a torn ligament or have a cast) and are unable to walk to class may be transported to class by means of a golf cart. To request a cart, contact the Smith Campus Center and Student Programs at 18610. The following are the guidelines to be used.

1. Carts may be used to transport injured or disabled students. This service is generally available to transport students to classes. The injured students program is available for Friday when classes are in session. Please call 18610 to arrange transportation. Carts also provide transportation when they are not engaged in other security work. Call 72000.
2. College employees are the only persons authorized to drive College carts. College employees must be on a regular payroll of the College, including student employees. All drivers must have a valid driver's license. The student must provide a copy of the driver's license and have it on file with the Office of Student Affairs prior to receiving keys to the cart.
3. At the time of hire, all student employees who will be driving carts will receive training information about the specific vehicle they will drive, how to secure the cart, etc. A student must be required to drive the cart as practice.
4. Golf carts and utility carts must be driven in conformance with all applicable state laws. Carts may not be over-loaded with equipment or supplies nor may a passenger ride on the cart. Carts must be operated at a safe speed at all times.
5. Any employee who is under the influence of or who is impaired by alcohol or drugs in violation of this 'zero tolerance' policy shall be grounds for termination.
6. All carts must be equipped with secure locking devices preferably a "club" or a heavy padlock. Carts must be secured in place any time they are left unattended. Carts must be secured with an object that will not be damaged by the chain or secured with a "club."
7. The maximum number of occupants for a golf cart or utility cart is the number of seats as specified by the manufacturer. No person may ride on the bed of a utility cart and no person may sit on the bed of a utility cart while moving.
8. No cart owned by Pomona College may be used to transport an intoxicated person.
9. Carts are to be driven only on College-owned roadways and city sidewalks, not on city streets, unless absolutely necessary (e.g., to cross Sixth Street or College Avenue to reach an area).
10. Carts should not be driven or parked on turf or other landscaped areas.
11. Any accident involving the cart, any cart damage, or any cart malfunction must be reported to the operator's supervisor as soon as possible, but no later than 24 hours from the occurrence.
12. Carts are not generally authorized for use as an individual convenience. Their use is authorized for transporting materials and people when such transport is necessary.
13. In some instances, students with injuries or illnesses may arrange privately to rent a cart to attend classes and meals. The Office of Student Affairs, based on medical documentation, must approve such cart rental. The cart must be driven only by the student (s) and must be in accordance with state laws and college policy. Approved students must have a valid driver's license and appropriate insurance. The cart must be securely locked each evening.

...ence and appropriate insurance. The car must be securely locked each evening
place when the student's principal use has concluded. Inappropriate use will result
campus and, in some cases, disciplinary action.

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