

# 2025 SLAI Policies and Code of Conduct

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# Introduction

Participation in the Summer Liberal Arts Institute brings pre-college students to Carleton College, and into the College community. At Carleton College, we celebrate individuality and a strong sense of shared community values. Participants who enter this academic and social community commit to healthy exchanges of ideas and acknowledge that living in a community requires tolerance, compromise, and sensitivity to others. Treating others with respect, dignity, and understanding is important to create a community where civility is valued. At times, participants may need to renegotiate personal boundaries and fit individual freedoms into the broader context of responsibility to the community and the values of the College.

Being a part of the Carleton and SLAI community is a privilege; with this privilege comes great individual responsibility. Carleton College is not an isolated sanctuary apart from the rest of society. Consequently, all participants are subject to local, state, and federal law and Students are expected to make sound decisions regarding the wellbeing, health, and safety of themselves and others.

SLAI participants are expected to familiarize themselves with this document. Participants are responsible for their behavior and the consequences of their actions, even when the conduct may have been influenced by their physical or emotional state (irrespective of any medical or clinical diagnosis.) The SLAI program and Carleton College expressly reserve the right to involuntarily and/or permanently separate a student from the program. Being unaware or not understanding SLAI rules, expectations, policies, or this code of conduct does not absolve a student or parent from being found in violation. As used throughout this document, the terms “student” and “participant” are interchangeable.

## Expectations of Behavior

All participants are subject to the Code of Conduct and all Carleton policies. These standards apply whether the conduct occurs on-campus, off-campus, or at college-affiliated functions. Below are broad categories of expectations and responsibilities to which all participants are expected to adhere. (Each category includes examples of prohibited behaviors; however, the list is not exhaustive.)

1. **Respect other community members by avoiding behavior that harms, endangers, or intimidates others.** Physical, verbal, or psychological abuse, harassment, assault, hazing, bullying/cyberbullying, fraud, intimidation, threats or other conduct that threatens or endangers health, wellbeing, or safety is prohibited.
2. **Conduct oneself in a way that balances self-governance and personal freedom with accountability.** In the exercise of personal choices, students assume certain responsibilities:
  - a. Taking ownership of their actions and expressions of opinion.
  - b. Ensuring that their actions do not infringe upon the rights of others or the fundamental integrity of the living and learning environment.
  - c. Respecting the rights of others to the same freedom of expression claimed for themselves.

3. **Conduct oneself in a manner that creates and facilitates a safe environment.** Prohibited behaviors include but are not limited to: violating lab, residential hall, and outdoor fire safety procedures; possessing explosive/dangerous devices or materials; possessing weapons, firearms, BB guns, explosives, knives or any other dangerous implements of any kind; misuse or tampering with fire or other alarm systems, fire extinguishers, or other security equipment; or compromising any College security system.
4. **Challenge oneself in the program, classroom, and daily life to test boundaries, take risks, and stretch oneself.** Overall, participants are expected to engage in a wide range of development tasks including:
  - a. Enhancing academic skills.
  - b. Defining and re-defining educational and career goals.
  - c. Formulating personal identity.
  - d. Adjusting to community/group living.
  - e. Developing appropriate self-management, health, and wellness skills.
  - f. Analyzing, forming or confirming values.
  - g. Developing a mature style of relating to others and exploring interpersonal relationships.
  - h. Accepting the consequences of one's actions.
  - i. Understanding and developing appreciation for cultural and lifestyle differences.
  - j. Developing a sense of fairness and compromise.
  - k. Developing skills to work effectively in groups and participate in an enterprise larger than oneself.
5. **Conduct oneself in a way that fosters an inclusive, engaging, and respectful learning environment.** Disruption of teaching, learning, and research are prohibited. Participants may not use cell phones during academic periods or during organized activities without the stated approval from faculty, staff, or student leaders.
6. **Engage in ethical behavior, including academic integrity and respecting intellectual property rights.** Students are expected to do their own work and act in a truthful, forthright, and ethical manner in their interactions with college officials, professors, and SLAI staff. The following are examples of prohibited behavior:
  - a. Cheating, plagiarism, misuse of library privileges, and/or unlawful duplication and/or distribution of copyrighted materials.
  - b. Using generative AI in a manner not approved by the instructor or unauthorized aids on assignments/tests.
  - c. Copying the work of another student or collaborating on an assignment without the instructor's explicit permission.
  - d. Taking work developed in another class for credit and submitting that work to SLAI without the instructor's explicit permission.
  - e. Knowingly providing false information.
  - f. Falsifying information, forgery, alteration, or misuse of documents, records, or identification.
  - g. Inappropriate use of copyrighted materials such as music, videos, and software or violating any additional policies of [Information Technology Services](#).
7. **Engage respectfully with all members and guests of the Carleton community.** For more detail, please refer to the following College statements and policies:

- a. The [College Statement of Non-Discrimination](#)
  - b. The [Policy Against Sexual Misconduct](#)
  - c. The [Community Standards Policy](#)
- 8. **Act with integrity and cooperate with college officials.** Prohibited behaviors include failure to provide valid identification to a Carleton staff or official, failure to comply with directions, lying, and/or intentionally furnishing false information.
- 9. **Respect others' privacy.** Prohibited behaviors include invading others' privacy and unauthorized sharing of content or images to which a person has a reasonable expectation of privacy.
- 10. **Respect the property of the College and others.** Prohibited behaviors include misappropriation, theft, damage, and destruction of personal, public, or Carleton property.
- 11. **Respect and abide by property access limitations and restrictions.** Prohibited behaviors include unauthorized entrance, trespassing, unauthorized use or possession of lock picks, keys, or keycard access. Students may not enter any residence hall to which they are not assigned to live during the duration of the program.
- 12. **Respect and abide by the outlined geographic boundaries and transportation safety.**
  - a. Students are permitted to leave campus with a peer buddy or staff member but must remain within the outlined [geographic boundaries](#).
  - b. It is prohibited to enter a vehicle and depart campus without permission from the SLAI Director or staff. This includes, but is not limited to, getting into a car with strangers, parents of other students, taking an Uber, Lyft, or other transportation service without notifying and receiving approval from the SLAI office in advance.
  - c. Personal vehicles are discouraged. Students may not use their own vehicles during the pre-college program. If a student transports themselves to the program, they will turn their keys over to SLAI staff for the duration of the program after they have parked their vehicle in a parking area designated by Campus Security. Permitting may need to be requested and paid for by the student.
  - d. Bikes, skateboards, scooters, and inline skates are permitted on campus. Students must remain within SLAI boundaries while using these items. Students are expected to abide by all campus and city rules and laws about these modes of transportation. SLAI is not responsible for lost, stolen, or damaged items.
- 13. **Respect and abide by policies related to alcohol, drug, and tobacco use.** Participants are prohibited from using these or other prohibited or unlawful substances, or attempt to purchase and/or use such substances.
  - a. **Alcohol:** The law recognizes alcohol consumption as a legal activity for persons over the age of 21. Nonetheless, alcohol use is prohibited by all participants in the program, regardless of age.
  - b. **Marijuana:** Marijuana possession or use is prohibited by all participants in the program, regardless of the legality of such use or possession.
  - c. **Drugs:** The use, possession, sale, transfer, distribution, manufacture or cultivation of any controlled substance, except prescription drugs used by the person for whom and for the purpose for which they were prescribed, is prohibited.
  - d. **Smoking:** The law recognizes smoking as a legal activity for persons over the age of 21. There is to be no smoking during the program. Smoking is an umbrella term that also includes vaping and e-cigarette use.

# Academic Programs

## 1. Class Attendance and Program Attendance

- a. Students are expected to arrive promptly and attend each class, unless they are excused by SLAI staff.
- b. Students are expected to arrive and depart campus on the designated arrival and departure days. Any student arriving outside of that time will need permission from SLAI staff and may incur an additional fee.
- c. Students should not expect to be excused from any part of the program for events or competitions outside of SLAI. If a student leaves the program (outside of designated visiting hours) SLAI reserves the right to withdraw the student from the program. No refund would be granted, as stated in our [cancellation/refund policy](#).
- d. Missing class may result in a loss of college credit. Please see our [attendance policy](#) for more details.
- e. Students may be prohibited from attending social functions, including due to missing class time that day or week for any reason.

## 2. Course Credit and Grades

- a. All students attending SLAI are enrolled in 6 credits, equivalent to one Carleton course.
- b. International students must have proper Visa documentation to be eligible to attend this credit-bearing program.
- c. At the end of the program, students will receive a grade of S (Satisfactory), CR (Credit), or NC (No Credit). The grade of S means the equivalent of at least C- work; Cr means D+, D, or D- work; NC means F work.
- d. Requests for transcripts must be submitted via the [Transcript Request](#) form on the Registrar's Office website.
- e. Credits from SLAI courses may transfer to other institutions. Each institution determines if the school will accept the credits. Carleton College cannot compel another institution to transfer credits.

## 3. Drop and Late Drop Policy: Whether voluntarily or involuntarily, if a student cannot complete the program, they will be dropped from their academic course. The notation of the course on a student's transcript will be recorded in the following ways:

- a. Drop before the program starts or by day 3 of classes for no notation on the academic record.
- b. Drop between day 4 and day 10 of classes will result in a "DRP" notation on academic record. DRP is a non-punitive attendance marker.
- c. Drop on or after day 11 of classes will result in a "NC" notation on academic record.

## 4. Online/Distance Learning: The SLAI program is not approved by the College to provide online or distance learning. Students must complete the program on campus, and may not be eligible for credit, if portions of the program are completed off campus.

## 5. Dual Enrollment: Enrollment in another course, program, learning opportunity, or competition is prohibited. Any student found to be dually enrolled during the program without prior SLAI Director approval may be subject to immediate dismissal.

## 6. Violation of [Carleton's Academic Integrity policy](#) may result in loss of academic credit, and NC notation on a student's transcript.

# Residential Programs

SLAI is a residential pre-college program that requires all enrolled students to live in assigned campus housing. SLAI's residential experience is reflective of the Carleton undergraduate residential experience and what is widely accepted as traditional American residence hall experience. While residential living can be challenging, it can also be one of the most enriching portions of a pre-college program. In order to provide a positive experience for all residents, students are expected to conduct themselves with respect and community courtesy in residential space.

## **1. Occupancy and Hall Conduct**

- a. Students are expected to contribute to developing community norms on their residential floor and room. It is not expected that students will agree 100% of the time; however, it is expected that students find ways to listen to, learn from, and compromise with those they live with.
- b. Each roommate has equal rights to inhabit the place and to have reasonable privacy and peace in that space.
- c. All students are expected to attend all floor meetings.
- d. Students may not enter residence halls in which they are not assigned to live unless it is for a program-sponsored event.
- e. Students are expected to sleep in the rooms they are assigned. Students must receive explicit permission from other students when entering their private residential spaces. No sleeping in the lounge or common spaces.
- f. A room change freeze is in effect during the duration of the program. Rooms may be re-assigned only by SLAI staff and are periodically reassigned in the case of a facilities/maintenance issue. SLAI staff will assess all other requests for housing reassignments, with the expectation that students participate in conflict resolution and restorative justice actions. Roommate changes will only be considered at the student's request, not at the request of a parent or guardian.
- g. Staff reserve the right to change housing assignments at any time and for any reason.
- h. Student residential spaces are subject to regular room checks by SLAI staff. Students must promptly clean spaces that do not meet safety or cleanliness standards. This includes interior bathroom spaces in suites. Custodial staff are not responsible for cleaning private student spaces.
- i. Students are expected to remove trash from their rooms in a timely manner.
- j. Students should only flush provided toilet paper down the toilet. Students may be financially responsible for plumbing damages caused by flushing items other than toilet paper, such as flushable wipes, pads, and tampons.
- k. Students may not place items on or climb out of residential windows. Students are only permitted on designated balcony spaces and may not go on roofs at any time. Screens on windows must remain in place at all times.
- l. Students may not shout through residential windows/screens, including communication from both inside and/or outside of windows. Students may not peep into residential windows.

- m. Upon the program's conclusion, participants must vacate their rooms immediately. They are expected to remove all belongings from the residence halls by the end of the program and follow the checkout procedures outlined in the final floor meeting.

## **2. Community Related**

- a. **Guests/Visitors in Residential Spaces:** Parents may assist students in moving in and out of the dorms on the first and last days of the program. However, guests, including family members, are not allowed in the residence halls outside of those designated move-in and out days.
- b. **Campus Visiting Hours**
  - i. On Sundays during the program, immediate family members are permitted to visit campus and take their student off campus during the designated visiting hours.
  - ii. Parents must remain in the Northfield area during Sunday visits.
  - iii. Parents are prohibited from taking any other student with them during visiting hours.
  - iv. Any visitors hoping to visit campus must have written permission to see the student by the student's parent/guardian.
  - v. Any violation of visitation policies, including visits from parents or guardians, outside of visiting hours, may result in the student's dismissal from the program.
  - vi. Students may only leave campus during the program with permission from the SLAI Director. The SLAI Director reserves the right to deny requests.
- c. **Animals:** Animals and/or pets are prohibited in student living spaces.
- d. **Curfew:** Students are expected to be in their residential halls by 10:00 pm Sunday - Thursday and 11:00 pm Friday - Saturday. If a student has a medical or other need to be out of the residential hall outside of those times, they must be accompanied by SLAI staff. Students must comply with check-in processes determined by supervising staff on each residential floor.
- e. **Quiet hours** in the residential halls are 11:00 pm Sunday - Thursday and 12:00 pm Friday - Saturday. During quiet hours, students may not play games, watch movies/devices, or have conversations in lounge spaces. Studying may occur with the approval of the supervising staff on the residential floor. In rooms, conversations are expected to be quiet, and music is low even when headphones are being used. General living noises, such as toilet flushing, washing face/teeth, and snoring, can be expected even during quiet hours.
- f. Students are expected to cooperate with staff acting in accordance with their duties. Students must produce their Carleton Summer identification card when requested by staff.

## **3. Care and Use of Facilities**

- a. Cleanliness in community spaces, including lounges, kitchens, and bathrooms, is expected as is treating custodial and maintenance staff with respect. The use of lounges and kitchens is a privilege that may be discontinued by SLAI staff if spaces are not kept clean and tidy.
- b. In spaces with temporary air conditioning, students are expected to abide by outlined ventilation and window closure expectations to ensure air conditioning units are not

unnecessarily overworked. Air conditioning units may never be moved by anyone other than maintenance staff.

- c. Students should not overload washing or drying machines. Students who incorrectly use machines may be assessed damages. Students are expected to remove clothing from washers, dryers, and residential laundry rooms in a timely manner.
  - d. Students are expected to report maintenance issues to Program and Community Assistants (PACAs). When a maintenance request is submitted by a student or submitted on behalf of a student, the student grants permission for facilities to enter their space after knocking.
4. **Emergency Notification:** Emergencies can happen at any time and without warning. Being prepared to handle accidents or disasters is an individual and an organizational responsibility. Carleton College has developed a tiered emergency response and evacuation program to alert participants in the event of an emergency on campus. Carleton's tiered system incorporates a written Emergency Response and Evacuation Plan, a text messaging and email system (CarlAlert), and web-based alerts via Carleton's home page. The campus warning system broadcasts alerts via a secure network that continues to operate during a disaster. All students will be required to sign up via CarlAlert Registrations Page.
5. **Keys/Lockouts**
- a. Lost keycards must be reported to SLAI staff. Students must pay \$15 for a replacement card.
  - b. Lost keys or failure to turn in a key when vacating a residence hall will result in a \$75 key replacement fee per key. If a student's residential space requires more than one key, they must pay for however many they lose or do not return.
  - c. If further damage to locks or needed re-keying is later discovered by Carleton's locksmith, the participant will be assessed charges for damages/replacement.
6. **Health & Wellness**
- a. There may be times when treatment of a student will require making an appointment at a local clinic or provider. SLAI staff may provide assistance by transporting them to local Urgent Care or the Emergency Room, when possible. Parents are expected to play a primary role in addressing students' health matters. This can include, but is not limited to, consultation with SLAI staff in the event of illness or emergency, making medical appointments for their student, and coming to campus to support their student in event of health issues.
  - b. If a student has appointments they must maintain while in Northfield it is their responsibility to schedule and communicate their appointment times with SLAI staff. It is highly recommended that students schedule appointments outside of class time (9:00 am - 4:00 pm). If a student needs a ride to a medical appointment, they must coordinate transportation through SLAI. Students are not allowed in public or private vehicles without staff permission.
  - c. SLAI follows the COVID-19 policies of Carleton College. Vaccinations are recommended but not required. Proof of vaccination will not be collected prior to the program, nor does testing need to be conducted prior to a student's arrival on campus unless communicated otherwise.



- i. Individuals who test positive for COVID-19 are expected to inform their faculty and supervisors of their illness and follow CDC guidance on isolation and masking. These individuals are also responsible for notifying any close contacts.
- ii. Students who test positive for COVID-19 will isolate-in-place during their illness. A limited number of dedicated isolation spaces will be available.
- d. Three meals per day are included in tuition. Students are encouraged to eat in the dining hall. Students may choose to purchase food in vending machines, local stores, or from delivery services but SLAI staff does not encourage these options.
- e. It is expected that students maintain good hygiene and do necessary laundry during the program. Laundry is free, and detergent for two loads of laundry will be provided by SLAI.

## Addressing Rules, Conduct, Policy Violations, Program Dismissal, and Information-Sharing

1. **Student Conduct Philosophy:** As outlined herein, SLAI participants should act responsibly and respectfully, and hold themselves and others accountable. Education and the development of the whole person is a guiding principle and recognizes students are developing skills and knowledge that should assist them to make positive life choices. SLAI, as described herein, has the authority to render decisions and apply conduct sanctions to participants found responsible for violating the Participant Code of Conduct or other applicable policies. SLAI will render decisions based upon the “preponderance of the evidence” standard (i.e., “more likely than not”).

SLAI takes a student-first approach when working with students on behavior interventions, corrections, and sanctions. SLAI staff address violations through a private, consistent, yet individualized process. SLAI staff will first communicate with students about infractions and sanctions related to conduct or policy violations. As appropriate, parents may be notified of student sanctions, especially when a student is at risk of dismissal.

SLAI may choose to apply sanctions, as necessary and appropriate, based on the facts and circumstances of the situation. SLAI makes every attempt to respond quickly to alleged violations of the Participant Code of Conduct, and acknowledges that in some cases, there may be grounds for criminal and/or civil charges. It is possible that the SLAI conduct process and any criminal or civil charges will proceed concurrently. The sanctions below may be imposed on a participant for violation of the Participant Code of Conduct. This list is illustrative, not exhaustive. These sanctions may be applied in any order and/or concurrently. Sanctioning decisions are at the sole discretion of SLAI staff.

- a. Verbal Warning
  - b. Program Director Verbal Warning
  - c. Disciplinary Probation/Limitation of Activities
  - d. Educational Sanction
  - e. Dismissal/Expulsion from the Program
2. **Parental & Counselor Notification**

- a. Though parental notification is permitted under law in most cases, the SLAI office prefers to communicate directly with students to process and solve most policy violations. Should a student receive a sanction or violate any previously stated policy, the SLAI office has the discretion to determine whether the student or a college official should notify parents or guardians about the situation. Staff must prioritize a variety of student needs at any moment. Parents will be contacted in the case of severe policy violations or dismissal.
  - b. SLAI staff are permitted to discuss academic and behavioral issues/concerns with parents because students are considered dependents for tax purposes. SLAI staff will communicate directly with students first and engage with parents/guardians as a secondary means to problem-solving. In the event SLAI discusses or discloses information to parents about their student, it can be assumed SLAI staff will share information about that conversation with the student.
- 3. Responses to Alleged Violations of College Policy.** The following outlines the general approach to alleged policy violations. It is not binding on SLAI or Carleton which has the sole discretion to respond to any situation as it deems appropriate.
- a. Incident reports are typically made by SLAI and Security staff. However, any member of the Carleton College community can email [summer@carleton.edu](mailto:summer@carleton.edu) with issues of concern to SLAI staff. The SLAI staff determines who will follow up with the student(s).
  - b. The system of response to allegations of student misconduct is generally an educational one. The very nature of the residential SLAI experience creates opportunities and challenges for students living in the community, some for the first time. It is not unusual for students in this situation to occasionally exercise poor judgment, act insensitively or without thinking, or engage in inappropriate behaviors. Consequently, many minor incidents (e.g., excessive noise, and roommate conflicts) are handled informally through conflict resolution, mediation, restorative justice, or simple agreements to cease certain conduct. Many minor incidents are resolved with the assistance of PACAs or SLAI staff. Such cases usually do not result in official sanctions but sanctions may be introduced later if patterns of unacceptable behavior emerge.
  - c. When it is neither possible nor appropriate to informally resolve a conflict or disciplinary matter, the alleged violation is forwarded to SLAI senior professional staff for action.
  - d. Students involved in the incident may be required to meet with the SLAI staff to discuss the incident and provide information leading to its resolution. SLAI staff may determine if the incident has violated any component of SLAI Code of Conduct or other applicable policies. Sanctions may be imposed if a student is found responsible for a violation.