BRYN
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COLLEGE

New Faculty Member Getting Started Guide

2024-2025

1. Welcome

Welcome to Bryn Mawr College! Our faculty members are valued members of our community. The Provost's Office is here to support you. This guide will help you get started on the Bryn Mawr College campus and direct you to helpful people, information, and offices.

2. Getting Set Up on Campus

2.1. Faculty Handbook

The Faculty Handbook is available for reference and review when on campus and while logged in to the VPN.

2.2. Human Resources

All new employees must make an on-campus appointment with Human Resources to complete the I-9 and other required employment forms and to be placed on the monthly payroll by contacting Maria Albano, Benefits and Data Coordinator, 610-526-5263 or malbano@brynmawr.edu.

In preparation for your appointment, visit New Hire Information. Human Resources administers all benefits programs for the staff and faculty of the College. After visiting Human Resources, you will be directed to the OneCard office to obtain your college ID and to Campus Safety for your parking permit.

2.3. International Faculty

Prior to meeting with Human Resources, new international faculty members must visit the Impact Center for Community, Equity, and Understanding to present the necessary immigration-related documents. Make your appointment with the Impact Center for Community, Equity, and Understanding by contacting Patti Lausch, Director of International Student and Scholar Services, 610-526-7390, plausch@brynmawr.edu.

2.4. OneCard

Your OneCard is your college identification and is needed for Library privileges, Bern Schwartz Fitness Center access, using copiers/printers, and making purchases from the Bookstore, dining halls, and more.

You can add money to your OneCard by going to the OneCard office and paying by cash, check or credit card. You can also add money by credit card online using the Get Funds website, or by completing a Bryn Mawr Express Account deduction form found on the Payroll Office web site.

2.5. On-Campus Parking

All vehicles parked on campus must be registered with Campus Safety. Parking applications and permits may be obtained from 8 am to 3:30 pm in person through Campus Safety. You can apply in advance (preferred). Once your application is approved, you can pick up your permit at Campus Safety at any time. You can register up to (2) two vehicles at no charge. Additional vehicles may be registered for $10 per permit. Faculty/Staff Parking Areas include the following: Benham Gateway; Erdman; Radnor (except along fence and blue dot areas); Campus Center, Athletics, Campus Safety, Merion; Upper Science; Lower Science; West House; English House; Russian Center; Rockefeller Courtyard; Rhoads; and School of Social Work. Faculty and staff with a Bryn Mawr College permit may park at Haverford and Swarthmore Colleges, in conformance with the regulations of the respective Colleges.

Campus Safety also offers free bicycle registration to members of the Bryn Mawr College community.

2.6. Mail

Your mail will be delivered to your department administrator when received and your department administrator can mark any outgoing mail with the appropriate department and project code. Postage for personal items may be purchased from the College Post Office, located on the first floor of the Campus Center, from 10 a.m.-4:15 p.m., Monday through Friday. Outgoing mail leaves campus once a day at 3 p.m.

Mail should be addressed as follows:

> Name
> Department
> Bryn Mawr College
> 101 N. Merion Avenue
> Bryn Mawr, PA 19010-2899

2.7. Office and Campus Phone Number

Your academic administrator will work with the Provost's Office to prepare your office for your arrival. You may obtain a key for your office from your department's Academic Administrative Assistant.

2.8. Academic Administrative Assistants

Academic Administrative Assistants

Leslie Diarra *(Old Library 103)*	Arabic	**Andrew Gallagher &** **Kim O'Connell** *(Park 290 & 291)*	Biology
	French		Chemistry
	German & German Studies		Environmental Studies
	Greek, Latin and Classical Studies		Geology
	Hebrew and Judaic Studies		
	Transnational Italian Studies	**Billie Jo Ember** *(Russian House)*	Russian
	Latin American Iberian and Latina/o Studies		Russian Language Institute
	Spanish		
	Comparative Literature	**Nina Fichera** *(Park 348)*	Computer Science
			Data Science
Darren Manley *(Dalton 114)*	Anthropology		Physics
	Sociology		Linguistics
	Health Studies		
		Daniel Parker *(English House)*	Creative Writing
Dawn Lord *(Dalton 114)*	Economics		Literatures in English
	Political Science		Emily Balch Seminars
	International Studies		Reading Series
Margaret Kelly (Old Library 235)	Archeology	**Pat Healy** *(Old Library 103)*	Africana Studies
	Film Studies		East Asian Languages and Cultures
	Growth and Structure of Cities		Gender and Sexuality Studies
	History of Art		History
			Philosophy
Alexis Dooley *(Old Library 235)*	Archaeology		
	Middle Eastern, Central Asian, and North African Studies	**Ann Ogle** *(Bettws Y Coed 112)*	Education
			Psychology
			Child and Family Studies
India Thorne *(Goodhart)*	Arts Program		
	Dance	**Tina Fasbinder** *(Park 357)*	Math
	Theater		
MaryAnn Schiller *(Schwartz)*	Athletics	**Lisa Kolonay** *(Old Library 154)*	Avignon
			Center for Visual Culture
			Provost's Office
Diane Dell'Arciprete *(GSSWSR)*	GSSWSR		

2.9. Campus Dining Services

[Faculty/Staff Meal Plans](#) for the dining halls are available for purchase at the Dining Services office in Cartref and provide significant discounts to regular cash prices.

2.10.   Uncommon Grounds

Uncommon Grounds is in the Campus Center and offers sandwiches, salads, and hot and cold beverages. You can order ahead for pick up to save time via the [GET website](#): https://get.cbord.com/bico/full/login.php

2.11.   Wyndham Alumnae House

The Wyndham Alumnae House is home to an award- winning restaurant, on-campus catering, and a Bed and Breakfast. Meals at Wyndham can be charged directly to your OneCard and several dining rooms can be booked for meetings, conferences, and events. Guests of the college may stay at the Bed and Breakfast at a reduced rate. For reservations or space booking details, see your department administrator.

2.12.   Vending Machines

Vending machines are located in all public buildings on campus with the exceptions of Goodhart, Guild, and Taylor.

2.13.   The Bern Schwartz Fitness and Athletic Center

Once you have an activated OneCard, you may access the Schwartz facility by swiping your OneCard in the card reader at the entrance. Information on the facility is available from the [Athletics Department](#).

2.14.   Faculty/Staff Fit Club

The Bryn Mawr College Faculty & Staff Fit Club Mission Statement is "The Bryn Mawr College Fit Club encourages employees to strive for higher fitness and improved overall health through nutrition and fitness education." The purpose is to promote wellness and a healthy lifestyle all while supporting a balanced community for our faculty and staff. Drop-in group exercise classes, and exercise and nutritional updates are organized on a regular schedule.

All faculty and staff are eligible to participate in Fit Club programs at no cost.

2.15. Faculty Spouses and Partners

Faculty spouses and partners may also use the Bern Schwartz Fitness and Athletic Center free of charge. To do so, the spouse or partner must complete the Gym/Library Application. The spouse or partner must submit the completed application form to the Office of Human Resources during weekday business hours and obtain a photo identification card from the Bryn Mawr OneCard office ($10 fee).

3. Campus Safety

3.1. Community Emergency Notification

In an effort to ensure that the community is fully aware of any safety issue or emergency that may take place, Campus Safety will activate the emergency notification system when deemed appropriate. Depending on the situation, emergency notifications will be sent via phone, text message, email, and/or posted on the College website.

3.2. Posting of Campus Safety Bulletins

A recorded message will also be placed on the Emergency Hotline, 610-526-7310. Information will also be posted on the College homepage. For weather related information please go to alert.brynmawr.edu for updates.

3.3. Campus-wide Voicemails, Text Messages, and e-mails

To ensure maximum communication, we encourage all faculty to join Everbridge. For more information, please refer to the Emergency Notification section of Campus Safety.

3.4. Campus Siren Alert

The College has also installed a siren. In the event of an immediate hazard or serious campus safety issue, a community alert siren will sound. The siren will be followed by instructions and when the crisis has passed, an all-clear will sound. For more information, contact the Office of Campus Safety at 610-526-7911. For more information, please refer to the Emergency Notification section of Campus Safety.

3.5. Medical Emergency

Campus Safety will provide transportation to nearby Bryn Mawr Hospital in case of an emergency. Dial 7911 from a campus phone or 610-526-7911 from a mobile phone. Bryn Mawr Hospital's Emergency Room can be reached at 484-337-3770.

4. Library & Information Technology Services

The [Library & Information Technology Services (LITS)](#) division provides library and technology resources to the Bryn Mawr College community. LITS supports the work of faculty, students, staff, guest researchers, alumnae/i, and prospective students by maximizing the benefits of information resources and technology for learning and scholarship in our liberal arts context, participating in national and international open access and open scholarly publishing initiatives, enabling administrative functions College-wide, and partnering with Haverford College and Swarthmore College to expand and improve access to campus resources and educational opportunities for the communities of all three institutions.

4.1. Account Information for New Community Members

New faculty members will receive an email from Tina Bockius, Faculty Administrative Coordinator (cbockius@brynmawr.edu), with username and password information. If you have any questions about your account or want to know more about offered services, contact the Help Desk (610-526-7440, help@brynmawr.edu), or stop by the first floor of Canaday Library.

The College uses Microsoft 365 for email, calendar, and cloud-based file storage (1TB per person). Official campus communications will come via this account so you'll need to check it regularly. Because student records are considered to be sensitive, you cannot forward this account to an outside personal account.

Two policies you'll want to be aware of are the College [Acceptable Use Policy](#) and the [Data Handling Policy.](#)

4.2. Information Security

Knowing how to recognize and respond to Information Security threats is everyone's responsibility at Bryn Mawr College. All faculty are responsible for completing the [College's Information Security Education Program.](#) New faculty are responsible for completing the program within 90 days of being hired. This online, self-paced program will help you master core competencies essential to protecting yourself and the College from threats online and beyond. The training is administered by United Educators; your user account will be created shortly after you get to campus. Contact the Help Desk with questions (610-526-7440, help@brynmawr.edu).

4.3. Bryn Mawr Computers for Faculty Members

New tenure-track, tenured, and CNTT faculty are eligible to receive new computers. LITS reaches out directly via email to the address you have provided with computer selection details, generally in the

spring. If you have not already received this, please email help@brynmawr.edu. Getting your order in quickly is critical to a smooth start.

Technology purchasing (computers, software, tablets, etc.) from grant, startup, and research funds also occurs through LITS. Request a consult via the Help Desk (610-526-7440, help@brynmawr.edu).

Interim faculty offices are assigned desktop computers on a one-per-office basis in conjunction with the Provost's Office.

4.4. Technical Support and Training

Documentation on the College's most widely used technical services and systems, such as email, calendaring, voicemail, wireless access, and security tools, is at https://askathena.brynmawr.edu/You can also get help with these systems by contacting the Help Desk at 610-526-7440 or help@brynmawr.edu.

LITS also provides all Bryn Mawr College faculty, staff and students with unlimited access to LinkedIn Learning, a leading online learning platform containing thousands of high-quality video tutorials and courses for developing software, business, and creative skills.

4.5. Learning Management System: Moodle

Bryn Mawr uses Moodle as its learning management system (LMS). Accounts and empty course "shells" will be created on Moodle for all academic courses and students will be enrolled automatically in these sites based on their registration information in BIONIC.

- **Moodle Username and Password:** Your Moodle username and password will be identical to the username and password you use to login to BIONIC or your email account.
- **Summer Assistance with Moodle:** If you would like to get a head start with Moodle during the summer, the Educational and Scholarly Technology team is happy to help! They can not only offer technical, "how-to" support and can share information about how faculty are using Moodle to streamline classroom management and to support pedagogical goals. You can request assistance via the Help Desk at 610-526-7440 or help@brynmawr.edu.

4.6. Digital Curriculum Support

Bryn Mawr is recognized as a national leader in using blended learning (i.e., the combination of online and face-to-face learning) to support liberal arts educational goals of individualized, student-centered learning and close faculty-student interaction. Bryn Mawr faculty also routinely develop digital course projects, such as web exhibits, podcasts, short videos, blogs, mapping, or data visualization. Our Educational and Scholarly

Technology team can help you identify technologies that meet your pedagogical needs, design technology-related assignments, and ensure you and your students can use technologies needed for courses effectively. Contact the Help Desk at 610-526-7440 or help@brynmawr.edu for additional information.

4.7. Digital Scholarship Support

Alice McGrath, our Senior Digital Scholarship Specialist, can help you integrate a broad array of digital methods into your research and your students' research. For more information about the Digital Scholarship Program, visit http://digitalscholarship.brynmawr.edu/. For questions about digital scholarship, email digitalscholarship@brynmawr.edu.

4.8. Accessibility and Assistive Technology Support

Instructors are responsible for making sure all of their course materials are accessible for students, per the College's Accessibility Policy for Classroom Instruction. The Accessibility Best Practices guide offers instructions on how to create accessible course materials. Grace Cipressi, Assistive Technology Specialist, is available for one-on-one consultations and to help you troubleshoot any accessibility issues.

4.9. Libraries

There are three libraries on campus: Canaday, Carpenter, and Collier Science Library. Use Tripod , the TriCollege library catalog, to find print and electronic resources. After receiving your Bryn Mawr ID, you will be able to request and borrow materials from Bryn Mawr, Haverford, and Swarthmore. EZBorrow and Interlibrary Loan provide access to materials not held in the TriCo Libraries. For information on borrowing privileges at regional universities like Penn, please contact circulation@brynmawr.edu.

Research and Instruction Librarians can help you locate resources and acquire books and videos needed for your research. Librarians can also work with you to enhance your classes by integrating information literacy instruction into your courses, creating online library research guides tailored to your classes, and assisting with research assignments. Contact your subject librarian directly, or email library@brynmawr.edu.

The libraries will buy electronic or print materials for courses. Print books and DVDs can be put on course reserve in each library.

4.10.   Classroom Technology

Almost all of Bryn Mawr College's classrooms have audio/visual projection equipment; a computer; cables for presenting from a laptop or tablet; and video cameras for lecture capture, videoconferencing and hybrid teaching. Region-free DVD players are available in certain rooms. Multimedia Services is happy to show new faculty and staff how to use this technology. Contact them at 610-526-7449, or via the Help Desk (610-526-7440 or help@brynmawr.edu) for an appointment.

4.11.   Special Collections

Bryn Mawr has extensive and important collections of art, artifacts, rare books, and manuscripts covering a wide range of time periods, topics, and regions of the world, as well as local College archives. The staff works with faculty across the college to make it possible for students to work with objects, either in single class sessions or for major course projects. Curators organize regular exhibitions on Canaday's Rare Book Room and Coombe Suite. Contact a curator to discuss collection holdings, possible acquisitions, class projects (610-526-6576 or SpecColl@brynmawr.edu) and visit the LITS website to see what's currently on view.

4.12.   Computer Classrooms and Group Workspaces

Bryn Mawr College has three general-use computer classrooms: Dalton 20 with 12 PCs, Canaday 315 with 24 PCs, and Park 246 with 14 Macs. In Canaday 315, these workstations are arranged at tables in groups of three. Each table has a large display, which can be configured to show either the instructor's or any workstation's screen. All rooms can be reserved for academic programs for the entire semester or occasionally through Bryn Mawr's room reservation system, EMS Web App. Contact your department's administrative assistant for help reserving rooms.

5. Preparing for Classes

5.1. Academic Calendar

The year at a glance and a five-year academic calendar is available online
at https://www.brynmawr.edu/inside/academic-information/registrar/academic-calendar

5.2. Textbook and Course Pack Ordering

The Bryn Mawr College Bookshop will facilitate all textbook orders for your classes. Please contact Jim
Huang, Bookstore Director at jhuang2@brynmawr.edu or 610-526-5323.

Faculty should follow accessibility guidelines in preparing all course materials, regardless of whether
there is a known student who requires such material. In addition, the Provost and the Undergraduate
Dean have urged faculty to consider pricing as they put together reading lists and select textbooks or other
course materials.

5.3. Dean's Office Recommendations Regarding Syllabi

Faculty members are encouraged to use the course syllabus to convey information that students need in
order to decide whether to take a class and how to succeed in the class. Clear information about the
following should be included:

- Office hours and contact information, including instructions for students who cannot attend office
  hours
- Attendance policies
- Grading policies
- Deadlines for all major assignments and assessments, with at least some information regarding the
  nature of the assessment
- Policies regarding submission of work, late work, extensions, and incompletes
- Nature of the final work in the class (i.e., exam or paper in lieu of an exam).

Syllabi should also include statements regarding Accommodations for Disabilities and the Honor
Code/Academic Integrity. We have included a sample for each below. Because accommodations for
disabilities are regulated by federal law, we highly recommend following this statement exactly!

5.4. Accommodations for Disabilities Sample Syllabus Statement

Bryn Mawr College is committed to providing equal access to students with a documented disability. Students needing academic accommodations for a disability must first register with Access Services. Students can email accessservices@brynmawr.edu to make an appointment with the Access Services office to begin this confidential process. Once registered, students should schedule an appointment with me, the instructor, as early in the semester as possible to share the verification form and make appropriate arrangements. Please note that accommodations for disabilities are not retroactive and require advance notice to implement.

Any student who has a disability-related need to tape record this class must first speak with the Access Services office and to me, the instructor. Because of laws within the State of Pennsylvania, class members need to be aware that this class may be recorded. More information can be obtained at the Access Services website.

5.5. Honor Code/Academic Integrity Sample Syllabus Statement

"I regard plagiarism as a very serious matter. In this class, plagiarism consists of work taken partially or entirely from an uncited source (online content, a peer, a published article, etc.) and assumed as your own. If I have reasons to suspect plagiarizing, I will ask that you report yourself to the Bryn Mawr Honor Board. See the Bryn Mawr Honor Code and Honor Board Hearing Process *in the Student Handbook for more information."*

5.6. Grading

The College uses a 4.0 scale, with 4.0 an A, 3.7 an A-, etc. It is important that faculty understand the distinction between merit grades (2.0 and above), below-merit (1.0, 1.3, and 1.7) and failing grades (0). Please note that courses with below-merit grades cannot be used to satisfy requirements, including major requirements. Below-merit grades can lead to a student being placed on academic warning or probation, required to change a major, or required to withdraw. Below-merit grades do still carry general college credit, and in that respect, it can still be important and helpful for a student to complete courses even with these low grades. Failing grades (0) carry no college credit.

If you prefer to use another system for grades during the semester, please include information on the syllabus about how that scale translates to the Bryn Mawr grading system.

5.7. Deadlines

Each faculty member is responsible for setting deadlines during the fourteen weeks of instruction. In doing so, you may want to be aware of the following:

- During the first week and a half of each semester ("shopping week"), students are still finalizing registration.
- Students must decide whether to sign up for a particular class credit/no credit by the end of the sixth week of each semester. Because of that, please **make every effort to arrange your syllabus so that your students will have one piece of graded work submitted and returned by that date.**
- While Bryn Mawr does not cancel classes for any religious holidays, it does respect the right of its students to observe holidays that are important to them. Absences around a religious holiday should be excused. Anything you can do to help students make up work they miss because of such absences would be appreciated. It makes life simpler for both faculty and students if tests and assignments are not scheduled on or very near holidays that you know many students will want to observe. Please refer to the [Dates for Religious Observances](#) listed on the Events web site.

5.8. End of Semester Deadlines

Faculty Rules set three (3) official college-wide deadlines: the deadline for written work, the deadline for exams and papers in lieu of exams, and the senior deadline.

1. **The Deadline for Written Work:** 5 p.m. on the last day on which classes are held. This deadline applies to all written work assigned in courses except final exams or a paper assigned in lieu of a final exam. All other essays, exercises, projects, reports, problem sets, and other forms of written work must be turned in at this time. The intention of this deadline is to ensure that students have **only one major commitment** in each of their courses during the exam period and to protect their ability to concentrate on their finals.
2. **The Deadline for Exams and Papers in Lieu of Exams:** Under faculty rules, all self-scheduled examinations and papers assigned in lieu of exams are due at **12:30 p.m. on the last day for exams.**
3. **Senior Deadlines:** The deadline for senior work in the spring is generally the Saturday of the first week of the examination period, in order to allow for review of work and processing of grades in time for Commencement. It is useful if you remind seniors of this early and often.

5.9. Final Work

At Bryn Mawr, professors may arrange for self-scheduled final exams, scheduled final exams, or take-home exams. All exams may be either closed-book or open-book. Professors may also elect to assign a paper (or project) in lieu of an exam. Final work is either due on the last day of classes or on the last day of exams. Faculty cannot set deadlines during the exam period.

If you have assigned students a final paper and no exam, **we strongly encourage you to make use of the exam period and set the due date for that paper as the last day of exams.**

Self-scheduled final exams, made possible by Bryn Mawr's Honor Code, are an important part of Bryn Mawr's academic culture. Students take the exam during one of the designated time-blocks and in a designated location. This allows students more flexibility, while freeing faculty from the responsibility of administering an exam during finals.

To arrange for a **self-scheduled final,** submit a copy of your exam to the Registrar before the examination period begins. The Registrar, assisted by the student curriculum committee and student volunteers, will then oversee the administration of your exam, which your students may take during any time block within the examination period. The Registrar will keep your completed exams until you come to pick them up.

If a class has a strong visual or auditory component (for example, History of Art or an elementary or intermediate language), a **scheduled exam** may be appropriate. The Registrar's office will assign you a date and location for the exam and will communicate that to you by mid-terms.

Certain other classes will sometimes elect to use scheduled exams in order to ensure that students have access to the professor if they have questions during the exams.

Some professors give **take-home exams**. This is most common when three hours is not sufficient time for an exam. In most other cases, a self-scheduled exam serves the same purpose of giving students flexibility and autonomy.

6. Class Rosters and the Opening of the Semester

6.1. Registration and Rosters Through BIONIC

BIONIC, the Bi-College Online Information Center is the Bi-College electronic records system for registration, grades, employee benefits and payroll information, and many administrative functions. Through BIONIC, you can view your class rosters and enter grades.

Use your College username and password to login into BIONIC to confirm your course schedule and to review your roster and classroom assignment(s). If your name is not listed as the instructor for the course(s) you expect to teach or a teaching time is not listed, first contact your department chair or department administrative assistant. Your official roster is in BIONIC and is updated in real time as students add and drop classes during the first week of the semester. The Registrar's Office in Guild Hall provides step-by-step instructions on BIONIC for faculty and can be contacted with any issues or questions about your roster, classroom assignment, or any other registration issue.

6.2. Rosters during "Shopping Week" (Add/Drop period)

Preliminary class rosters are created after returning students preregister the previous spring and are updated when entering students preregister in August. Class rosters are accessible online through BIONIC and Moodle. They will continue to change as students revise their registrations.

If you are teaching a limited-enrollment class that filled during preregistration and is thus closed, the Registrar's Office generates a list of **permission numbers** which are available in your BIONIC Faculty Center for you to use from the first day of classes **through the end of the shopping period** to manage enrollment as some students drop your class and others seek to add. Permission numbers are also used to allow students who do not meet official prerequisites to enroll in courses, with faculty permission.

If you are accustomed to systems that have first-come, first-served registration, a little background may be helpful. We use lotteries and permission numbers to manage enrollment in courses with an enrollment cap. During preregistration, although we display and record your class enrollment limit, an unlimited number of students are allowed to preregister for a given class. After preregistration concludes, the Registrar's Office contacts faculty members whose classes have overenrolled. If the course is overenrolled by only a handful of students, we normally simply close enrollment but allow all preregistered students to retain their spots. If it is heavily overenrolled, we run a lottery based on the criteria posted for the students during preregistration.

6.3. After Shopping Week/Add-Drop Period

The add/drop functions in BIONIC close at 5 pm on Wednesday of the second week of classes. After that, students may add classes only with permission of both the faculty member and the dean (see below for more details). Students are permitted to drop fifth classes up until the end of the third week of the semester. Faculty will be asked to check their rosters at the end of the third week of the semester**.**

If a student is still on the roster but not attending class, it is important that the Registrar's Office and the Dean's Office are notified.

7. Resources for Working with Students

7.1. The Undergraduate College Division

The Undergraduate College Division is committed to promote excellence, transformation, and social consciousness in all that we do. In collaboration with faculty, staff, and the broader BMC community, we support students to explore their personal and academic interests to become thoughtful contributors in an ever-changing world.

The Undergraduate College Division advocates for a holistic wellness approach, addressing multiple facets of student development. Our guiding principles shape our daily practice, work, and interactions within the broader Bryn Mawr community.

This Division includes the following areas:

Student Success
    Academic Support Services
    Access Services
    Class Deans
    Fellowships
    First-Year Experience
    Global Education

Campus Safety

Career & Civic Engagement
    Career Counseling
    Employer Relations and Internships
    Volunteer Programs

Student Life
    Counseling
    Health Services
Residential Life
    Student Engagement
    Title IX

The Impact Center for Community, Equity, and Understanding
    Intercultural Engagement
    International Student Support and Advising
    Religious and Spiritual Life
    Student Support and Belonging

Faculty work with the Dean of the Undergraduate College and members of the Dean's staff on matters ranging from curriculum and registration to the problems encountered by individual students. Each student is assigned to a Class Dean who serves as the primary advisor for students until they declare a major during their sophomore year. Once a student declares a major, they are assigned a major advisor; however, even after a student has a major adviser, a student's Class Dean continues to be a resource for them as they navigate the challenges and opportunities of college life. Your course roster will include the name of each student's Class Dean.

We especially want to highlight two programs that work specifically with first generation and/or low-income students: the STEMLA program (STEM in the Liberal Arts) and Breaking Barriers. Faculty candidates often ask about programs designed to serve such students, so we wanted to make sure you knew about them. Bryn Mawr also has a long-standing relationship with the Posse Program, a scholarship program for student leaders from urban public high schools. These programs all provide staff/faculty mentors and other services. Keep an eye out for more information when you get here.

7.2. Communication Between Faculty and Deans

During the **shopping period**, you may hear from a Class Dean who is helping an advisee manage difficulties finding an appropriate course schedule.

Immediately after the shopping period, you may hear from Class Deans regarding students who are seeking late drops or adds. Because of the complexities of our systems, students sometimes miss the deadline for adding a class. Students are asked to provide their Class Dean with some evidence that the instructor has approved their enrollment (an email, a permission number) and then the dean will approve the addition. Please keep an eye on your roster in the first weeks and let the Registrar's Office know of any concerns.

During the semester, the Dean's Office solicits periodic reports from all faculty regarding students who may be struggling. Resources designed to support these students include but are not limited to:

- Your office hours (along with instructions about how to set up a time to meet if office hours conflict with a student's class or work schedule).
- TA and review sessions
- Writing Center: Working in Canaday, peer writing tutors provide individual writing tutorials for every stage of the writing process and for all majors.
- Quantitative Center Working in Canwyll House (behind the Campus Center), peer Q mentors facilitate problem-solving sessions with small groups of students.
- Academic Support Academic coaches work with students in identifying and implementing techniques for more effective learning, studying, test-taking and note-taking. The Director also helps students explore effective techniques for time and stress management so that they feel confident and motivated in their academic work. Coaches also make referrals to other appropriate resources on and off campus. The Office of Academic Support collaborates with students to identify and adopt methods that utilize their unique strengths and promote success.
- Peer Mentoring Program Residentially based peer mentors are strong students who have been trained to help others improve their study skills and manage their time.
- Peer Tutors: Nominated by faculty, peer tutors provide subject-specific help for students enrolled in elementary and intermediate language courses and introductory science, math, economics, and

computer science courses.

- Access Services: During the semester, especially in the first weeks, you may have students present you with Verification Forms from Access Services, letting you know what accommodations they are entitled to under federal law. You must implement these accommodations immediately. If you have any questions or concerns, please reach out to the Access Services office directly. Additionally, if during the semester you have a student speak to you about having a disability - or if, based on performance and/or a description of difficulty, you believe a student may qualify as having a disability—please refer that student to Access Services (accessservices@brynmawr.edu) and contact the Director and/or Assistant Director yourself to get the process started. See below for more information.

If at any point a student seems to have stopped attending class, please notify the student's dean right away. Do not assume that the student has dropped or withdrawn. Not attending class can be a sign of significant struggles (mental health, financial, medical); it can also have significant consequences, especially for international students.

7.3. Individual Arrangements for Students Within the Semester

Temporary Absence Policy: We encourage faculty to include information about their attendance policy on their syllabus. However, during the semester a student may have a short-term situation that may result in a temporary interruption of a student's academic life.

Regardless of the type of temporary absence, it is important to note that faculty make the ultimate decision regarding excusing absences in their classes. Students are advised to consult their course syllabus, keep up with coursework as much as their health allows, and contact their individual faculty (beforehand or upon return to campus) to obtain information on how absences will be handled for each class or to discuss the possibility for make-up work.

The information below will minimize the impact and disruption to the educational process and ensure faculty are provided rationale for a student's absences while preserving the integrity of the delivery of academic coursework. The Dean's office website contains guidelines for faculty including the Temporary Absence Policy.

Please note that the Health and Wellness Center does not issue excuse notes, and the Class Deans cannot be in the position of routinely confirming that a student is ill.

Extensions during the semester: We encourage faculty to include information about their policies regarding late work on their syllabus. While classes are in session, students should talk with their professors directly if they need an extension. In cases of illness or other circumstances beyond a student's

control, penalty-free extensions are appropriate. In other circumstances, it is entirely up to faculty members to decide whether to grant an extension or not, as is the matter of whether or not to penalize extended work. It is helpful to remember that granting extensions involves both issues of justice to the individual requesting the extension and fairness to the other students in your class who may have struggled hard to meet the deadline.

Faculty may wish to involve a student's Class Dean in discussions of absences/extensions if there appears to be a pattern of missing class and turning in late work. Conversely, a Class Dean may contact a professor if students are missing class or need an extension for reasons they prefer not to disclose to faculty, when injury or illness prevents them from communicating directly, or when the condition is likely to be ongoing. These may include mental health issues, a concussion, or complicated family situations.

Withdrawing from a Course: Students have the ability to withdraw from a course, for any reason, by the Wednesday of the 9th week of classes. If a student is struggling in or failing a particular course(s), the institution believes it is in the best interest of the student to consider a withdrawal so they can devote time and energy, earlier than later, to their success in other courses. To successfully withdraw from a course, students must complete the following steps:

- Students must complete the course withdrawal form.
- Students receiving financial aid must speak with their Financial Aid Counselor to ensure withdrawing does not negatively impact their ability to receive financial aid.
- Students must meet with their Class Dean for approval prior to this deadline.

International students with an F-1 or J-1 visa who are dropping below 3.0 units (below full-time enrollment) must complete the following steps:

- Make an appointment to meet with Patti Lausch, Assistant Dean for International Student and Scholar Advising.
- Students must complete the course withdrawal form.
- Students receiving financial aid must speak with their Financial Aid Counselor to ensure withdrawing does not negatively impact their ability to receive financial aid.
- Students must meet with their Class Dean for approval prior to this deadline.

It is important to note that Bryn Mawr College is a full-time, academic, residential community. Students who have missed more than 30% of the course's scheduled meetings at the semester midpoint in 2 or more of their courses may be placed on an academic leave of absence from the college. Final decisions are made by the students Class Dean and the Dean of Student Success in consultation with the Dean of Student Life.

Extensions at the end of the semester: You have designed your course(s) to enable students to complete all but a final exam, paper, or project while classes are in session. To give students time during finals week to focus on the final pieces of work for their classes, students are expected to submit all other assignments by 5:00 pm on the last day of classes, known as the "deadline for written work." Occasionally, you may choose to offer a student permission to submit work during finals week. Students in this situation should work with you, as their instructor, directly to set priorities so that they can complete all work for the semester, including their work for finals, by the last day of exams. **Extensions into finals week do not require Class Dean approval.**

7.4. Incompletes at the end of the semester:

In the case of serious illness, mental health crisis, family emergency, or some other emergency that arises **during the final week of the semester or finals period itself**, students may be eligible for an incomplete. Students may be requested to provide documentation to support their request.

- Approval is needed from both the faculty and the Class Dean.

- The deadline for a student to complete all outstanding course requirements and an incomplete to be resolved will be no later than December 31 (Fall semester) and May 31 (Spring semester).

It is important to note that an incomplete is not applicable if:

- A student has completed less than 50% of course expectations prior to an incomplete request.

- A student has stopped attending class or has had very sporadic attendance beyond the 6th week of the semester.

- A student has fallen behind in submitting work beyond the 6th week of the semester without sufficient documentation to support late work.

- A student is interested in more time to earn a better grade in the course.

When seeking out approval for an incomplete:

- A student is required to first meet with their Class Dean.

- Following this meeting, students will be asked to complete a **Student Incomplete Request Form**, share this completed form with their faculty, and seek approval from their faculty.

- If the faculty approve, they should stipulate the work that remains to be completed in order for a final grade to be recorded.

Once Coursework Has Been Submitted:

- Outstanding coursework must be completed by the incomplete deadline (December 31 for the fall semester and May 31 for the spring semester).

- The faculty will review and grade the outstanding academic work and submit a final grade to the Registrar's Office no later than the first Friday of January (fall) or the first Friday of June (spring).

- If outstanding coursework is not submitted by the incomplete deadline, students will receive a "0" on those outstanding assignments and a final grade will be assigned.

Deferred exams: In the rare event that a student is prevented from taking an exam during the exam period by a medical or personal emergency, the exam can be deferred by the student's dean. **Exams deferred from May are taken the following June or September; exams deferred in December are taken the following January.** Faculty rules do not allow for any other kind of extension for scheduled or self-scheduled exams. Obviously, since deferred exams create a significant burden for the student, they are granted only in very serious circumstances.

7.5. Faculty-Student Interactions

The Dean's Office can provide faculty with up to 15 meal passes each semester to allow them to eat in the dining halls with students. The Dean's Office Entertainment Fund also provides some reimbursement if you host your students for a meal. For more information, see the "For Faculty" section of the Dean's Office website. To request meal passes, contact Caroline Northcutt in the Dean's Office at 610-526-5378 or cnorthcutt@brynmawr.edu. Faculty members who want to meet with their class elsewhere for a meal, movie, or other activity that will foster faculty-student interaction outside of the classroom, can be reimbursed up to $75 per semester. Complete the [Faculty and Student Entertainment Fund Request Form](#) on the Dean's Office website.

More generally, we urge you to take advantage of events and performances open to all members of the community. Your students may invite you to a performance or athletic event in which they are involved, and although you may not always be able to attend, know that when you do it will be meaningful to students. These sorts of informal interactions with their teachers and mentors enrich the College experience for students and build connections between curricular and co-curricular life, one of the particular advantages of a small residential college.

7.6. FERPA, Confidentiality and Privacy

The Family Educational Rights and Privacy Act (FERPA) requires all faculty and staff at Bryn Mawr to maintain the confidentiality of any student academic records in their possession, including course schedules and grades. FERPA guidelines allow for the exchange of information among college faculty and staff so that we can do our jobs, but they do not permit the release of a student's information to individuals outside the College without the student's written permission. The registrar and Class Deans are always available to answer any questions about FERPA or to provide advice when you receive requests for information about a student.

In your role as a course instructor or major adviser at Bryn Mawr, there is a small possibility that a student's parents or guardian may contact you directly with concerns about the student's grades, choice of major or preparation for graduate school. Please direct all third-party inquiries about an individual student's academic progress to the student's Class Dean. Your primary relationship is with the student, not their family, and by referring questions and concerns to the Dean's Office, you are not only protecting your students' privacy but also preserving the trust in your relationship with them.

Beyond legal obligations, please note that privacy is valued very highly by Bryn Mawr students, in part because of the student interpretation of the Honor Code. Your sensitivity and consideration will be greatly appreciated by your students. Hand back work in such a way that grades are not visible to other students. Make sure that difficult conversations are held where they cannot be overheard or seen by other students. Refrain from discussing one student's work or difficulties with another. Beyond these considerations, be aware that some practices common elsewhere are strongly discouraged here, such as posting actual grades (even in disguised form) or publicly identifying strong or weak performances. If you wish to help students see how their performance compares to that of classmates, consider posting an overall grade distribution.

7.7. The Honor Code

The Honor Code is an important aspect of both academic and social life at Bryn Mawr. You will learn more about the Academic Honor Code at orientation in August. Although the Honor Code does contribute some distinctive elements to Bryn Mawr academic life (such as self-scheduled exams) that may be unfamiliar to you, we hope you will bring to that orientation your own thoughts and experiences around complex questions of academic integrity: what it is, how it differs from discipline to discipline, how to teach it.

That said, you may find it helpful to know in advance that **at Bryn Mawr, instructors do not determine whether violations have occurred, nor do they impose penalties for suspected or proved violations.** The Honor Board, consisting of the Dean of Student Life, faculty members (chosen by the faculty as a whole through faculty governance), and students (elected as part of student self-governance), serves as the objective "third party" that determines whether an infraction has occurred and that decides the appropriate penalty and any other outcomes.

7.8. The Office of Access Services

Access Services works with students, faculty, and staff to ensure that students with physical, medical, learning, or psychological disabilities are provided with equal access to all college programs, activities, and services in accordance with the Americans with Disabilities Act (as amended) and Section 504 of the Federal Rehabilitation Act of 1973.

The Access Services office advises students about the College's policy, procedure, and resources, reviews students' clinical documentation, and collaborates with students, faculty, and staff to ensure that College requirements and procedures do not discriminate and/or have the effect of discriminating against individuals with disabilities. To that end, you are encouraged to review the policies on event accessibility, web accessibility, and especially the accessibility of course materials.

The office also helps to determine when individual accommodations are appropriate and to minimize, as much as possible, the limitations resulting from the disability. Accommodations are put in place and are designed to provide the individual with an equal opportunity to participate in College programs and activities. At the same time, however, the College is not required to make a modification that would pose a direct threat to the health or safety of others, cause substantial change in an essential element of the curriculum, cause a substantial alteration in the manner in which services are provided and/or create undue financial or administrative burden.

Typical academic accommodations may include extended time on tests, alternative formats for textbooks, elimination of physical barriers and/or a quieter room in which to take an exam. Faculty members are consulted in advance if there is any question about whether an accommodation will be a fundamental alteration of a program requirement. In such situations, the deliberative process is used to determine an outcome. Faculty members are also contacted in advance if a student's needs require additional preparation time (e.g., electronic course materials, captioning, etc.). Some course materials (e.g., electronic texts, recordings, Braille or tactile diagrams) can take weeks to arrange. For these classes, it is very important that faculty provide textbook and Moodle information to Access Services no later than December 1 for the spring semester and no later than June 1 for the fall semester. Faculty need to be

aware that, if accessible materials are needed but not available, then course materials cannot be used with any student in the class.

Faculty should be aware that they must contact the Access Services office if they have questions and/or concerns about an approved accommodation(s); they should not unilaterally fail to implement any accommodation that has been approved by Access Services and/or to negotiate an accommodation with a student. Any accommodation approved by Access Services must be provided to the student until the concern is resolved.

7.9. Verification Forms

Once a student has registered with Access Services and is found eligible for disability accommodation, the Office will prepare a formal Verification Form. Students are given copies of the form to share with each of their professors. Students are encouraged to arrange individual meetings with faculty members as soon as they receive the form, so that there is an opportunity to meet privately to discuss accommodation. Please be aware that disability status and accommodation are highly confidential. Do not share a student's information with others unless the student has given you explicit permission. Please know that at times, even after receiving a letter from Access Services, some students may elect not to pursue their accommodation.

Accommodations are not retroactive. Students must register with Access Services and submit appropriate clinical documentation of a disability prior to receiving accommodations. If eligible, accommodations begin immediately. Should a student approach you privately and share that they had accommodations in the past, it is extremely important that you direct them to Access Services before implementing any accommodations. Additionally, you should contact Access Services yourself and share the student's name and information with the Director.

7.10.   Confidentiality Note:

Disclosure of a disability is voluntary. Information about disability status and accommodations is highly confidential. It does not become part of the student's academic record at the College and is not released without written consent unless required or permitted by law. Information about a disability is shared with members of the campus community only with permission of the student, on a need-to-know basis. We are not able to share any clinical information except in cases where the student has provided explicit permission and where more information would be helpful in implementing accommodations.

If you receive a verification form from a student, please do not share information about a student's disability with others unless the student has given you permission to do so. Please avoid discussing accommodations in front of a student's classmates or other faculty and staff. We encourage you and the student to meet individually to discuss your course and any accommodation.

Important information regarding many of these topics can be found on the Access Services website. We especially direct your attention to the Frequently Asked Questions section.

7.11.   Policy on Accessibility of Course Materials

Bryn Mawr College is committed to ensuring accessible instruction and course materials for all individuals. "Accessible" means that every student is able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe, and with substantially equivalent ease of use. The following requirements and recommendations help ensure that the College meets this commitment.

The following are required of all faculty members in their classrooms and class-related activities:

- All syllabi must include the appropriate statement on accessibility. See a sample statement on accessibility.
- All videos (movies, DVDs, YouTube, etc.) shown in class must be captioned accurately and captions must be turned on and properly sized for the room when they are shown.
- For any class in which a guest speaker or student provides class content (including TA sessions and labs), faculty members must provide a copy of the requirements set forth in this document to the presenter(s) and inform them that they must provide their lectures/content in an accessible way.
- For all course materials:

  o All documents that are uploaded to Moodle and are part of the reading requirement for the course, must be accessible. This includes any scans of books or journal articles.
  o All books that are required reading must be available in a version that is compatible with text-to-speech software. Please note that e-books and online versions of textbooks are not necessarily accessible with text-to-speech software. If you are uncertain, check with Educational Technology Services or Access Services before making an e-book required reading for the course.
  o All videos (movies, DVDs, YouTube, etc.) expected to be screened outside of class as part of the course requirement must be captioned. If videos are shown in a group setting, captions must be accurate, turned on, and properly sized for the room.

- All websites, digital textbook supplements, and digital software or services that students are required to use in your course must meet appropriate web or software accessibility standards. Many educational publishers provide information about accessibility on their websites or upon request. If your publisher does not provide this information, Educational Technology Services can help you.

The following recommendations may be useful in ensuring that classroom instruction is accessible to all students, and will be required if determined by Access Services that such action is necessary as part of a plan to provide a reasonable accommodation to an individual student:

- Provide the course syllabus in an accessible digital format and post it on Moodle.
- Have an accessible digital version of all tests, handouts, problem sets, and/or homework available.
- If a test is not designed to measure students' basic skills, allow appropriate tools such as a calculator, dictionary, and/or other memory aids.
- To meet minimum standards for visibility:

  - Whiteboards: Use high-contrast markers (blue, black), unless other colors are necessary.
  - Blackboards: Use high-contrast chalk (white or yellow), unless other colors are necessary.
  - Whiteboards and blackboards: Use appropriate-sized letters/writing (2" minimum height and then 1" additional per 10' of usable classroom size beyond 20').
  - PowerPoint: Use high-contrast colors and Sans Serif fonts (Ariel) in 18 pt. or larger. The projected size of your PowerPoint text conforms to the same standards as that for whiteboards. Because there is a dynamic relationship between screen size, projector distance and resolution, and font size, judge your PowerPoints in the classroom and adjust font size if necessary.
  - All content presented visually: Narrate/describe what is written on the blackboard/whiteboard/PowerPoint or other format. Describe images and charts as you work through the material in class. Enlarge text as needed.

- Make available in a digital format any important, content-bearing images (diagrams, pictures, and other visual components of a class) that are used regularly and distribute them in time for class to augment or replace hand-drawn versions on the board.
- Use the microphone in classrooms large enough to require the use of one.
- Rephrase or repeat student questions and comments when addressing them for the group, especially when meeting in a room that requires a microphone and the student with the question/comment is not provided a microphone.
- Designate a class note-taker. This could be a rotating responsibility, shared by the class and/or could count as class participation/contribution. Notes can be posted for everyone after each class on Moodle or the class website.

- Provide an outline of class lectures to all students in advance of the class meeting, highlighting important topics that will be covered in that class. After class, add important material that is covered in class that was not set forth in the outline.
- Provide digital transcripts for videos in advance of showing them in class. Note, however, this does not supplant the captioning requirement.

7.12. Grants and Research

7.13. Office of Sponsored Research

The Office of Sponsored Research (OSR) is responsible for assisting faculty, staff, administrative personnel, and students in the acquisition of external funding to support research and other projects. The overall goal of the office is to maximize the opportunities for sponsored research and to support faculty members in their efforts to serve the teaching, research, and community service interests of the College. The OSR is composed of the Director, a Research Grants and Compliance Manager, and a part-time Grants Associate, all of whom also serve as liaisons between project directors, sponsors, and members of the administration and have oversight responsibilities for post-award administration. OSR subscribes to resources that can provide information about possible funding sources and programs and has a funding search request form available on their website. Please email grants@brynmawr.edu to opt-in to our monthly newsletter or schedule a meeting to discuss your grant seeking plans. For grant policies, benefit rates, and other grant-related information, click on the link above. Contact Sarah E. Robertson, PhD, Director of Sponsored Research, at 610-526-5496 or serobertso@brynmawr.edu for additional information.

7.14. Office of Institutional Grants

The Office of Institutional Grants works in collaboration with Bryn Mawr faculty and administration to secure external funding from foundations, corporations, and government agencies for institutional priorities and academic programs. Institutional grants to the College have supported student scholarships, faculty development programs, curriculum development, capital improvements, and many other initiatives that enrich the campus community. These grants often are collaborative efforts that reflect the interests and goals of many departments of the College. Services provided by the Office of Institutional Grants include identification of potential funding sources, guidance in the development of projects, and coordination of relationships with potential funders. The Office also prepares and submits proposals for institutional grants, provides stewardship, and assists faculty and staff in grant management.

Faculty members are encouraged to meet with the Director of Institutional Grants if they have ideas for projects that align with institutional priorities so that the Office can be of assistance in advancing these projects and securing the necessary institutional approvals.

7.15. Research Compliance Committees

All research involving human subjects must be processed through the review procedures outlined in the Institutional Review Board (IRB) policy on human subjects. The review process is initiated by submitting research protocols via IRB Mentor. Bryn Mawr College complies with the Public Health Service Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions. The Institutional Animal Care and Use Committee oversees all research involving animals. The Institutional Biosafety Committee (IBC) provides institutional oversight for all research involving recombinant or synthetic nucleic acids (rsNA) or other biohazards in compliance with the National Institutes of Health (NIH) Office of Science Policy.

Policies and forms for these areas of research are available on the Sponsored Research Office web site.

Contact Abby Gilman, PhD, Research Grants and Compliance Manager at 610-526-5126 or agilman@brynmawr.edu with any questions.

7.16. Provost's Office Faculty Support Staff and Areas of Responsibility

The Provost's Office is here to help you. Please contact a Provost's Office staff member with any questions or concerns. Staff members are listed below with their areas of responsibility.

Timothy C. Harte, Provost and Professor of Russian
Taylor Hall 103; 610-526-5167; tharte@brynmawr.edu
The Provost is the College's chief academic officer. He is a member of the Senior Staff and reports to the President. All academic departments and programs report to the Provost, as do Athletics and Physical Education, Health Professions Advising, and the Offices of Sponsored Research and Institutional Grants.

Michael Allen, Associate Provost and Professor of Political Science
Dalton Hall; 610-526-5327; mhallen@brynmawr.edu
Associate Provost Allen's work focuses on academic policy at the College, particularly in regard to social and racial justice and ways that the College is adapting to a new educational landscape in the 21st century; Curriculum Committee; and CPEAR.

Leslie Cheng, Associate Provost and Professor of Mathematics
Park Science Building; 610-526-5349; lcheng@brynmawr.edu
Associate Provost Cheng's work focuses on academic assessment, faculty development; NextGen Enterprise Evaluation Committee; and Institutional Assessment Committee.

Alice Lesnick, Associate Dean for Global Engagement
Taylor Hall 208; 610-526-7502; alesnick@brynmawr.edu
The Associate Dean for Global Engagement oversees Global Bryn Mawr.

Beth Shepard-Rabadam Associate Provost for Administration
Taylor Hall 101; 610-526-5164; bshepardra@brynmawr.edu
The Associate Provost for Administration assists the Provost with overseeing the academic division budgets, academic affairs staff, curriculum and staffing planning, interim faculty hiring, and works closely with the Academic Administrative Assistants; Accessibility Leadership Committee; Classroom Renovation Committee; Information Stewardship Committee.

Provost's Office Faculty Support Staff

Areas of Responsibility

Tina Bockius, Faculty Administrative Coordinator
Taylor 104; 610-526-5215; cbockius@brynmawr.edu

- Committee on Academic Priorities
- Course evaluations
- Emeriti Faculty
- External and Bi-Co Program Reviews
- Faculty CVs
- Research Associates
- Faculty Travel Pool
- New Faculty Orientation

Betsy Cancelliere, Executive Assistant to the Provost
Taylor Hall 103; 610-526-5055; ecancellie@brynmawr.edu

- Faculty Committees
- Provost's Calendar
- Supports the Chair of Faculty

Linda Butler Livesay, Faculty Appointments Coordinator
Taylor Hall 104; 610-526-5169; llivesay@brynmawr.edu

- Committee on Appointments
- Faculty Leaves
- Faculty Reviews
- Faculty Searches

Lisa Kolonay, Academic Administrative Assistant
Taylor Hall 104; 610-526-5984; lkolonay@brynmawr.edu

- Curriculum Committee
- IRB

Sarah Theobald, Academic Program Administrator
Taylor Hall 302; 610-526-5509; stheobald@brynmawr.edu

- 360 Program
- Science Posse