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About the 2016-2017 Student Handbook

The Washington College Student Handbook provides students with information about their rights, responsibilities and resources as members of the Washington College community. Upon accepting the College's offer of admission, each student agrees to follow the policies and guidelines established by the College. All students are expected to familiarize themselves with the material contained in the Student Handbook online so that their conduct within and beyond the classroom is in accord with established Washington College standards. When upheld by all members of the community, these policies foster a learning environment characterized by academic and personal excellence.

This Handbook will help locate important information about college policies and resources. Washington College publishes this handbook annually, but the policies and procedures are subject to change during the academic year.

Statement of Community Standards

At Washington College we celebrate both individuality and a strong sense of shared community values. Students who enter this community make a commitment to the healthy and respectful exchanges of ideas and acknowledge that living in a community requires tolerance, compromise, and sensitivity to others. Students are expected to treat other students, faculty, staff, or College guests with respect, dignity, and understanding in order to create a community where civility is valued. Students are expected to establish appropriate personal boundaries and to fit individual freedoms into the broader context of responsibility to the student community and to the values of the College. In addition, students must understand that Washington College is not an isolated sanctuary apart from the rest of society. Consequently, all students are subject to local, state, and federal laws, as are other residents of Chestertown, MD. Students are recognized as adults and therefore receive the respect and assume the responsibilities that come with this status.

Within our community, students are expected to:

- Develop a mature and responsible style of relating to others and exploring interpersonal relationships.
- Practice appropriate self-management, health, and wellness skills.
- Understand and broaden appreciation for cultural and lifestyle differences.
- Ensure that their actions or the actions of others do not infringe upon the rights of others or the fundamental integrity of the living and learning environment.
- Embrace the principle that all members of the community shall have access to its educational facilities, activities, and programs without regard to race, color, creed, religion, sex, national origin, marital status, sexual orientation, or disability.
- Create and sustain a climate of civility and ensure that all discourse is respectful of the individual, whether or not there is disagreement on matters of substance, taste, politics, or evidence.
- Uphold the standards of the Honor Code by respecting the ideas, well-being, and property of others.
Mission Statement
Washington College challenges and inspires emerging citizen leaders to discover lives of purpose and passion.

Core Values
We share these values of our founding patron, George Washington: integrity, determination, curiosity, civility, leadership, and moral courage.

We offer academic rigor and self-discovery in a supportive, residential community of well-qualified, diverse, and motivated individuals. We develop in our students habits of analytic thought and clear communication, aesthetic insight, ethical sensitivity, and civic responsibility.

Unhurried conversation and close connections with an exceptional faculty and staff complement a broad curriculum of study. A beautiful campus, ready access to exciting cities and the Chesapeake Bay, and engagement with cultures and communities locally and around the world afford our students ample resources and opportunities for personal exploration and shared challenges.

We prepare our students for rich and fulfilling lives; for myriad and unpredictable opportunities; for a lifetime of learning, leadership, and productive endeavor.

Vision Statement
The enduring values of Washington College—critical thinking, effective communication, and moral courage—move the world.

Commitment to Diversity, Tolerance, and Inclusiveness
Washington College accords students the opportunity to learn about life, to challenge their own values and the ideas and values of others, and in so doing, to become responsible members of the College community. The College believes that the diversity of its community is its greatest strength and that difference of race, color, national origin, sexual orientation, and religious belief are to be respected by all members of the community. While the College imposes no specific moral standard upon its students, each student is expected to uphold standards of civility and tolerance, and engage in constructive and reasoned discourse to express differences of opinion.

The Washington College Diversity Statement was approved by the Board of Visitors and Governors on December 2, 2006:

Washington College welcomes people of all backgrounds and beliefs who wish to participate in a diverse educational community. The College strives to be a place where all students, faculty, administrators, and staff are able to live, study, and work in an atmosphere free from bias and harassment. The College encourages civil debate and the lively exchange of ideas in the belief that such exchanges promote understanding that will grow beyond simple tolerance of difference to embracing and celebrating the richness of diversity. Our graduates acquire knowledge and learn skills that help them thrive in a culturally diverse world.
Policies and Procedures

Campus policies and regulations apply to all Washington College students and their guests, regardless of whether students live on or off campus. All students, both full-time and part-time, are expected to abide by the policies governing behavior both on and off campus. The College will be guided by the policies published here or in other official College publications, including the College Web site. On rare occasions, when college officials determine circumstances warrant (such as the need to maintain or restore an appropriate educational environment for students, faculty and staff), the College reserves the right to interpret, amend and differ from these policies without prior notice to students.

Washington College Honor Code and Student Conduct System

The Honor Code

We at Washington College strive to maintain an environment in which learning and growth flourish through individuals’ endeavors and honest intellectual exchanges both in and out of the classroom. To maintain such an environment, each member of the community pledges to respect the ideas, well being, and property of others. Thus, each member of the Washington College community abides by its Honor Code.

The Spirit of the Honor Code

The Washington College Honor Code was established by vote of the faculty and students in 1976 and reaffirmed in 1987. In 1994, the Honor Code was redrafted to reflect student and faculty sentiment that a single code should address both academic and social conduct.

The Washington College Honor Code sets standards for the entire College community. The intention of the Honor Code is to encourage honest academic achievement and the highest standard of social conduct in all members of the institution. Those who agree to this honor system promise to uphold it and abide by it. All students are required to sign the Honor Code upon enrollment at Washington College, signifying that they have read and understand the Honor Code, that they are willing to abide by its principles, and that they understand the sanctions they may incur if they violate the Code.

Purpose of the Honor Board

The Honor Board is charged with hearing cases of alleged student violations of the Washington College Honor Code. There are two kinds of violations: academic and social. The board hears cases of both academic and social violations. The Provost’s Office determines which academic cases are referred to the Honor Board and the Student Affairs Office determines which social cases are referred.

Structure of the Honor Board

The Student Government Association Review Board appoints nine students to serve as members of the Honor Board. The faculty elects six faculty members to serve as members of the Honor Board. At any given hearing, three students and two faculty members comprise the
hearing panel and determine whether a student is responsible for violating the honor code and if so, assign sanctions. In cases of alleged sexual misconduct, a subset of the Honor Board will hear those cases (see section below on Hearing Bodies). Advisory members of the Board are the Associate Provost, or designee, the Associate Dean of Students/Director of Residential Life, or designee, and the Honor Board Chair.

Chair 2016 – 2017: Madeline Farlow, ’17
The Chair of the Honor Board is a student nominated by the Review Board of the Student Government Association. The Chair presides over all meetings of the Honor Board and reports activities of the Honor Board to the Student Government Association. The Chair works with the Associate Provost and Associate Vice President to ensure that proper procedures are followed in the adjudication of all cases.

Vice Chair 2016 - 2017: Amanda Kramer
The Vice-Chair of the Honor Board is a faculty member elected by the other faculty members of the Honor Board and serves as a liaison between the faculty and the Honor Board.

The Associate Dean of Students/Director of Residential Life, as designated by the Vice President for Student Affairs and Dean of Students, has primary responsibility to coordinate all aspects of responding to social violations of the Honor Code, and refers cases to appropriate bodies for adjudication.

The Associate Provost, as designated by the Provost and Dean of the College, has primary responsibility to coordinate all aspects of responding to academic violations of the Honor Code and works with the Faculty Coordinator for Academic Integrity to refer cases to appropriate bodies for adjudication.

Normally, to proceed with a hearing, the Honor Board Chair, or his or her designee, three student members, two faculty members, and the Associate Provost and Associate Dean of Students/Director of Residential Life, or their designees, must be present. However, in some instances (with the consent of the student being brought before the Board), a hearing may proceed without a full board.

When classes are not in session, cases normally referred to the Honor Board may be handled by an administrative board as determined by the Associate Dean of Students/Director of Residential Life or the Associate Provost in consultation with the Honor Board Chair and Vice Chair, unless a student requests the case be heard by the Honor Board when classes resume.

**Other Hearing Bodies/Panels**

**Associate Provost** - The Associate Provost or the Faculty Coordinator can hear cases of alleged academic violations and makes decisions regarding the referral of those violations of the Honor Code to the Honor Board.

**Associate Vice President & Associate Dean of Students** - These members of the Student Affairs Office can hear cases of alleged social violations of the Honor Code and make decisions regarding the referral of those violations to the Honor Board.

**Other Administrators** - Administrators who have been designated by either the Associate Provost or the Associate Dean of Students/Director of Residential Life may hear cases of alleged violations of the Honor Code either individually or as members of an administrative hearing board.
**Conduct Meeting Panel** – A small group of Honor Board members or other administrators, faculty and students who have experience in adjudicating student conduct cases.

**Administrative Panel** - A group of administrators/faculty/students who have been designated by either the Associate Provost or Associate Vice President of Student Affairs and who have experience in adjudicating student conduct cases.

**Title IX Hearing Panel** – Panelists for Title IX cases are normally current members of the Honor Board. The panel hears cases of alleged sexual misconduct and sex discrimination/harassment. At each hearing, the panel will comprise three people: at least one faculty member of the Honor Board and at least one student member of the Honor Board. With the agreement of both the respondent and complainant, the faculty/student composition of the panel may be altered. Members of Title IX panels are specially trained to hear these types of cases.

**Definition of Terms**

**Administrative Hearing** - Judicial hearing conducted by a trained administrator, faculty, or students.

**Business Days** – Mondays through Fridays excluding days when the College is officially closed for business.

**Complainant** - Individual or group who brings initial notice of violation to the attention of College authorities.

**Hearing Body** - Refers to either an administrator who serves as a conduct hearing officer or hearing board such as the Honor Board or an Administrative Board.

**Honor Board** - The hearing board composed of students and faculty that hears alleged violations of the Honor Code and other college policies.

**More Likely Than Not** - The standard used at Washington College to find the respondent responsible. This means that the student is found responsible if the hearing body believes that it was more likely than not that the alleged violation took place.

**Respondent** - The student or organization charged with a violation of the Honor Code. The president and one other officer represent the respondent in cases involving an organization.

**Jurisdiction**

Students are responsible for observing applicable laws, regulations, and rules of the larger community as well as the Honor Code at all times. The College reserves the right to investigate reports of any student misconduct that occurs on or off campus, including during periods between semesters or breaks in enrollment. If the College becomes aware that a student has been arrested and/or charged with a crime or has engaged in other conduct that is detrimental to the interests of the College or the welfare of others, the College may choose to initiate disciplinary proceedings against the student.
Honor Code Violations - Academic

1. **Plagiarism**: Presenting the language, the ideas, or the work of another as one’s own, without proper attribution. Plagiarism can occur in all forms of academic work, including papers, lab reports, homework, computer programs, visual and creative arts projects, and other assignments.

2. **Dishonesty in Exams and Quizzes**: Cheating or in any way attempting to gain an unfair advantage in a quiz or exam. Examples include (but are not limited to) attempting to secure a copy of or information about a future examination or quiz without authorization from the instructor, copying another’s answers during an in-class or take-home examination or a quiz, using unauthorized materials, information or study aids during an examination or quiz, or communicating with other students, either through voice, written or electronic means, during in-class or take-home examinations or quizzes without authorization from the instructor.

3. **Falsification and Fabrication**: Perpetrating fraud or deceit of any kind in the course of the completion of one’s academic work or in one’s interactions with faculty or other college officials. Examples include (but are not limited to) inventing or falsifying information, such as citations or laboratory data, submitting identical or similar papers in more than one course without the permission of the instructors of both courses, and lying to a faculty member or other college official for the purposes of gaining an academic benefit.

4. **Aiding and Abetting Dishonesty in Academic Work**: Assisting or enticing another student to commit an act of academic dishonesty. This includes (but is not limited to) revealing the form or content of an examination or quiz, providing material, information, or other assistance to another person during an in-class or take-home examination or a quiz, or giving assistance to another person with written work that results in plagiarism.

5. **Bribes, Threats, or Favors**: Attempting to induce any member of the College community, through bribes, threats, or the offering of favors, to alter a grade, to change the evaluation of any academic work, or to gain any other academic benefit.

6. **Computing Fraud**: Participating in any kind of illicit or dishonest use of information technology. This would include (but is not limited to) gaining unauthorized access to academic or administrative records, tampering with computer programs or systems, or interfering with the use or availability of computers and computer systems.

7. **Interference with the Academic Work of Students or Faculty**: Engaging in activities that effectively interfere with, deny access to, or inhibit the academic work of either faculty or students. This includes (but is not limited to) physically or verbally disruptive behavior in the classroom or lab, altering the contents of someone else’s academic work without their knowledge, purposefully impeding someone else’s access to materials necessary for scholarly work, or stealing, damaging, or concealing materials or equipment necessary to the academic well-being of the College community at large, such as library books, computer files, and audio-visual equipment.
Honor Code Violations - Social

Behavior that harms or threatens the physical, emotional, or social well being of any member or guest of the College community is a social violation of the Honor Code. Such violations include but are not limited to the following:

1. Sexual Misconduct
   - For purposes of the Honor Code, sexual misconduct is defined as deliberate sexual behavior, contact, or the threat of sexual contact without the other person's consent.
   - Consent exists when a person freely or knowingly agrees, at the time, to participate in a particular sexual act with a particular person. There is no consent when force, threat, or coercion is used. In addition, consent cannot be given when a person is incapacitated due to consumption of alcohol or other drugs, or is unable to make a reasonable judgment because of sleep deprivation, or captivity.

Examples of sexual misconduct include, but are not limited to:

a. Non-Consensual Contact or Activity: Any intentional sexual contact or sexual activity with any object or body part to another person without their consent.

   Sexual contact includes: intentional contact with the breast(s), buttock(s), groin or genitals, or touching another with any of these body parts; making intentional bodily contact in a sexual manner.

   Sexual activity includes: intentional bodily activity that is sexual in nature and involves the breast(s), buttock(s), groin or genitals, or touching another with any of these body parts; or making another person touch you or themselves with any of these body parts.

b. Forced Sexual Contact or Activity: Any intentional sexual contact or sexual activity that is by force or against the will of the victim with any object or body part.

   Force includes the use of physical means, violence, threats, intimidation, or coercion.

   Sexual contact includes: intentional contact with the breast(s), buttock(s), groin or genitals, or touching another with any of these body parts; making intentional bodily contact in a sexual manner.

   Sexual activity includes: intentional bodily activity that is sexual in nature and involves the breast(s), buttock(s), groin or genitals, or touching another with any of these body parts; or making another person touch you or themselves with any of these body parts.

c. Non-Consensual Sexual Intercourse: Any sexual intercourse, including, anal, oral, or vaginal, with any object or body part by a person upon another person without their consent.

   Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth
to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

d. **Forced Sexual Intercourse:** Sexual intercourse (anal, oral, or vaginal) that is by force or against the will of the victim with any object or body part. Force includes the use of physical means, violence, threats, intimidation, or coercion.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

e. **Sexual Exploitation:** Occurs when a student takes non-consensual or abusive advantage of another for his/her own advantage or benefit or advantage, anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of exploitation include, but are not limited to:

   a. Invasion of sexual privacy;
   b. Prostituting another student;
   c. Non-consensual video or audio taping of sexual activity;
   d. Going beyond the boundaries of consent (such as letting your friends hide in the closet to have consensual sex);
   e. Engaging in voyeurism;
   f. Knowingly transmitting an STI or HIV to another patient;
   g. Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
   h. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
   i. Posting pictures of someone nude or in other sexually explicit positions on the Internet without their consent, or sharing that picture with others.

2. **Acts of Violence** - Any physical conduct directed towards another that causes physical harm to the targeted individual or group.

3. **Endangering the Well Being of Another** - Any conduct that jeopardizes the physical or emotional well-being of another person.

4. **Threat of Violence** - Any language or conduct that could be reasonably interpreted as an effort to intimidate or threaten another.

5. **Harassment Based on a Protected Class** - unwelcome verbal, written, or physical conduct based on a protected classification (race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, genetic information, or any other legally protected classification) that has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions, extracurricular activities, and social life); creating an intimidating, hostile, or offensive environment; or constituting a threat to an individual's personal safety. Sexual harassment includes sexual violence/assault. Additional information about sexual harassment (which includes sexual assault/violence) and sex discrimination and the
complaint procedures associated with these violations is described in the section on Discrimination and Harassment Policies.

6. Harassment Other Than That of a Protected Class - Unwelcome behaviors that are persistent or repetitive and create an unreasonably uncomfortable educational, work, or living environment for an individual, or unreasonably interfere with an individual's academic or job performance and opportunities.

7. Discrimination Based on a Protected Class – Behavior that discriminates on the basis of race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, genetic information, or any other legally protected classification.

8. Retaliation for Filing a Discrimination or Harassment Complaint- Retaliation against anyone for filing a complaint of discrimination or harassment, including sexual violence/assault, or participating in an investigation or hearing regarding such a complaint, is prohibited.

9. Disorderly Conduct - Any conduct that unreasonably interferes with the activities of individuals or groups in the College community.

10. Stealing, Vandalizing, Damaging, or Tampering with Personal or College Property.

11. Alcohol and Other Drug Violations - Any violation of the alcohol and other drugs policies including policies outlined in the Residence Hall or Social Event policies. For more information, see section on Sanctions for Alcohol and Other Drug Violations.

12. Violations of the College’s Residence Hall Policies - Any violation including (but not limited to): violations of the residence hall contract; unlawful discharging of fire extinguishers; excessive noise; unlawful entry into residence halls, suites, or rooms. For more information see section on Residence Hall Policies.

13. Unauthorized Presence or Forcible Entry into College Facilities

14. Misuse of the Internet or Other Electronic Resources - Misuse of electronic recording devices includes misuse of camera phones, digital and film cameras, audio recorders, etc., in such a way that violates the principles of academic honesty, personal respect, and the expectation of privacy of members of the campus community.

15. Failure to Comply with Sanctions or Requirements of the Honor Board

16. Failure to Comply with a College Official - Non-compliance with the directives of college officials, including but not limited to: Public Safety officers, administrators, faculty members, and residence hall staff or any other person who has been designated and authorized by the College to perform an institutional function within the scope of his/her responsibilities.
17. Dishonesty. Providing intentionally false or misleading information or statements to any College or community official.

18. Violations of any Local, State or Federal Statutes

19. Any Other Violation of a Standing Policy of the College

Role of Faculty in Upholding the Honor Code

The Faculty Coordinator of Academic Integrity
The Faculty Coordinator for Academic Integrity is a faculty member who works with the Associate Provost for Academic Services and the Associate Dean of Students/Director of Residential Life on oversight and facilitation of the Honor Code and the Honor Board. He or she serves as the designated contact person for all faculty for cases of academic dishonesty, advises faculty about policies and procedures for investigation, reporting, and sanctioning academic violations and maintains records of academic violations. When a faculty member reports a possible academic violation of the Honor Code, the Faculty Coordinator for Academic Integrity meets with the student(s) in question to discuss the situation and to explain the student(s)' options and the next steps that will be taken. The Faculty Coordinator for Academic Integrity also coordinates honor-code-related training and discussions among the faculty, the Honor Board, and the student body and is available to any students who have questions about the Honor Code or the Honor Board.

The Classroom Pledge
Faculty members are expected to discuss the implementation of the Honor Code at the beginning of each semester in every class. In addition, they are encouraged to have students attach the following pledge (or an abbreviation suggested by the instructor) to any credit-bearing work:

I pledge my word of honor that I have abided by the Washington College Honor Code while completing this assignment.

Reporting Violations
A faculty member who witnesses or learns of a violation of the Honor Code is expected to report the violation either to the Faculty Coordinator of Academic Integrity or the Associate Provost. If the violation occurred in the faculty member’s class, the faculty member is expected to discuss the violation with the student and report the incident to the Faculty Coordinator of Academic Integrity. If the student takes responsibility for the violation and has no previous academic or social violations on record, an Honor Board hearing will not be necessary and the Coordinator of Academic Integrity will issue a warning letter to the student. However, if the student has previously been found responsible for an academic or social violation, then the Faculty Coordinator of Academic Integrity will refer the case to the Honor Board for a hearing or other appropriate adjudication consistent with student conduct policies.

For all alleged violations (whether it is the student’s first or not) both the faculty member and the student have the option to request an Honor Board hearing. Additionally, in all cases the faculty member may assign sanctions he or she feels appropriate in the course.
Role of Students in Upholding the Honor Code

Reporting Academic Violations
A student who commits an academic violation of the Honor Code is expected to take responsibility for his or her actions and report that violation to the appropriate faculty member or to the Coordinator of Academic Integrity. A student who becomes aware of an academic breach of the Honor Code by another student is expected to inform the appropriate faculty member or the Faculty Coordinator of Academic Integrity of the violation. Students may also wish to discuss their concern with the alleged violator advise him/her to self-report.

Reporting Social Violations
A student who commits a social violation of the Honor Code is expected to take responsibility for his or her actions and report that violation to the Associate Vice President for Student Affairs, the Associate Dean of Students/Director of Residential Life, or the Director of Public Safety. A student who becomes aware of a social breach of the Honor Code by another student is expected to inform one of the above listed staff members. Students may also wish to discuss their concern with the alleged violator and advise him/her to self-report.

Honor Board Procedures and Guidelines
All students who are called before the Honor Board will be treated with respect and dignity. Students called before the Honor Board will be provided with information about the hearing process prior to the hearing.

Once a student conduct case has been referred for a hearing, the Honor Board will work to schedule the hearing as soon as possible. At least five business days prior to the hearing, the respondent will be notified in writing of the charges against him or her, as well as the date, time, and location of the hearing. In certain circumstances, with the agreement of the respondent in the case, the five-day notification policy may be waived. In cases where the student respondent is facing external charges filed by a law enforcement agency, he or she may request to postpone the hearing until after the external charges are resolved. The Associate Dean of Students/Director of Residential Life, in consultation with the Honor Board chair and/or Vice Chair, will determine whether to grant the request.

For matters involving sexual misconduct or sex discrimination/harassment, both the student filing the complaint (complainant) and the student who is the subject of the complaint (respondent) are equally entitled to participate in the hearing, receive written notification of the hearing date, time, and location and copies of materials, present witnesses and question witnesses through the Honor Board chair, and appeal the outcome of the hearing.

In cases involving more than one accused party, either/any party has the right to request a separate hearing. The administrator referring the case will decide whether or not to grant the request.

A student respondent may request that specific witnesses appear at his or her hearing. The request must be received by either the Honor Board chair or the administrator of the hearing at least four business days prior to the hearing. Prior to the hearing, witnesses will receive written notification that they are required to attend and will be expected to participate when summoned to appear before the Honor Board.
If a student chooses to have an advisor present at the hearing, the advisor’s name must be submitted prior to the hearing. With the exception of cases involving sexual misconduct or sex discrimination/harassment, the advisor must be a member of the College community (faculty, staff or student). In sexual misconduct or sex discrimination/harassment cases only, both the complainant and respondent may have one advisor of their choice attend the hearing with them and the advisor does not have to be a member of the College community.

The Honor Board’s decision regarding responsibility for Honor Code violations will be based solely on the information submitted during the hearing.

A student respondent's prior Honor Board or conduct record will be made available to the Board only if the student has been found responsible and only for the purpose of informing the sanction phase.

The Honor Board is committed to the principles of consensus when making decisions about a student respondent’s responsibility as well as any sanctions. On the rare occasion when a vote becomes necessary, four out of five votes will be required to find responsibility and to impose sanctions. Abstentions are not permitted.

Further information about the Honor Board hearing process as well as guidelines for student respondents, witnesses and advisors can be found online at: http://www.washcoll.edu/offices/student-affairs/honor-board-and-student-conduct.php

Sanctions

Normally, at the time of the hearing, the Honor Board or other hearing body will determine sanctions for those found responsible for Honor Code violations. Sanctions that the Honor Board is empowered to impose range from fines to expulsion.

Description of Sanctions for Honor Code Violations

Fines - the Honor Board or other hearing body may levy fines.

Official College Warning - This is a formal notice given to a student whose conduct is below standards of good behavior. This warning normally remains in the student’s record for the duration of the semester in which it is given although in some circumstances the warning may remain in the student’s records for a longer period designated by the Honor Board or other hearing body. If another violation occurs during this time period, it will result in a conduct review and the possibility of more serious sanctions.

Community Service Hours - Students may be assigned a specific number of supervised hours of work, either on or off campus, for violation of College policies. The Honor Board or other hearing body can assign community service hours.

Written Reflections - Students may be assigned to produce a written letter, reflection, paper, or other work that demonstrates an understanding of their violation and its impact on members of the community. The Honor board or other hearing body can assign written reflections.

Probation - Students may be subject to probation and the panel that hears the case will determine the terms of the probation. If a student placed on probation is subsequently found
responsible for violating any College regulation, (s)he may be subject to immediate suspension or expulsion from the College. Students may be placed on probation by action of the Honor Board or other hearing body. Probation may include (but is not limited to):

- Prohibition from attending any all-campus social events (e.g., dances, parties)
- Prohibition from pledging a fraternity or sorority
- Prohibition from going to the Student Center (including the Game Room)
- Prohibition from participating in intramurals
- Revocation of dining hall privileges
- Removal from campus jobs or re-assignment
- Removal from current residential assignment
- Removal from campus leadership positions
- Removal from SGA office, membership in the Senate, or other SGA appointed positions
- Removal from campus committees

**Suspension and Expulsion**

These measures are employed only in the most serious cases of violation of the Honor Code. Notification is normally sent to the student’s parents.

**Suspension** - Students suspended from the College must normally leave the campus within 48 hours of the time the suspension is imposed (unless otherwise instructed). A suspension can last for a minimum of the remainder of the semester for which it is imposed and as long as several semesters. The Honor Board or other hearing body imposing the sanction determines the start date and length of the suspension. Students suspended from the College will lose all academic credit for the semester for which the suspension occurs. Courses in which the student is enrolled will be marked “withdrawn” on the transcript. Students who have been suspended for a social or academic violation are normally not permitted to be on campus during the time of their suspension and must obtain permission through the Vice President for Student Affairs and Dean of Students’ office to return to campus for any reason. Students who have been suspended for social violations and who wish to return to the College must submit a request in writing to the Associate Dean of Students/Director of Residential Life (unless otherwise directed); students suspended for academic violations and who wish to return must submit a request in writing to the Associate Provost (unless otherwise directed). Such requests must normally be received by July 1 for a fall semester return and by December 1 for a spring semester return. Students who have been suspended should give evidence that the time away from the College has been used productively, perhaps at another college or university or at a place of employment. Students seeking to return will be required to provide supporting evidence.

**Interim Measures** - By decision of the President of the College, the Vice President for Student Affairs, or a designee of either, the person who is the subject of a serious conduct incident may, without prejudice, be removed from the campus or subjected to other forms of restrictions with regard to the complainant, pending a formal conduct review or criminal procedures, to avoid additional conflict within the community and /or to protect the safety of members of the College community.

**Expulsion** - Expulsion differs from suspension in that students who are expelled from the College are not permitted to return to the institution at any time.
Disclosure of Honor Board Proceedings
The proceedings and outcomes of an Honor Board hearing are confidential and may only be released by the College in specific circumstances. In cases of sexual discrimination or harassment (including sexual assault/violence), both the complainant and the respondent have the right to be informed of the outcome of the Honor Board proceedings and the outcome of any appeal.

Additionally, the College is required by federal law, upon written request, to disclose to an alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim’s next of kin (if the victim dies as a result of the crime or offence), the final results of any of the College’s disciplinary proceedings dealing with that crime or offense. The written request for this disclosure should be sent to the Vice President for Student Affairs.

Appeals

Making an Appeal
The respondent may appeal decisions made by the Honor Board, other hearing bodies, or administrators by submitting a request for review in writing within five business days of receiving written notification of the outcome of the hearing. In cases of sex discrimination or sexual harassment, including sexual assault/violence, the complainant also may appeal by filing a written request for review within five business days of receiving written notification of the outcome of the hearing. Only appeals that are based on one or more of the following grounds will be considered for review:

- Procedural errors by the hearing panel where the error prevented fundamental fairness;
- New information or evidence that was not available at the hearing;
- An imposed sanction that is excessively severe;
- The decision of the Honor Board is not supported by the information presented.

Students wishing to appeal decisions of the Honor Board should submit the appeal using the on-line appeal form which can be found at:

https://washcoll.co1.qualtrics.com/SE/?SID=SV_cGdgaxWayzyhi9D

The form will be forwarded to the Vice President for Student Affairs or designee (for social violations) or the Provost or designee (for academic violations). The Vice President for Student Affairs or designee, or the Provost or designee will determine whether or not the appeal meets the above criteria. If any of the criteria are met, the case will be referred to the appeal board; if the case does not meet one of the criteria, there will be no further review. In cases where a student appeals the sanction of suspension or expulsion issued as a result of a conduct review, the student may appeal to the President of the College following a decision by the Vice President for Student Affairs or designee, or Provost or designee not to refer the case to the appeal board, or after an appeal board affirms the sanction of probation or expulsion.

Appeal Board
The appeal board will hear cases that have been forwarded for review from the Vice President for Student Affairs or the Provost. For appeals of findings of social violations, the appeal board will consist of two members of the Honor Board who were not present at the original hearing as well as the Vice President for Student Affairs and Dean of Students or designee.
For appeals of findings of academic violations, the appeal board will consist of two members of the Honor Board who were not present at the original hearing as well as the Provost of the College or designee.

**Appeal Board Procedures**
An appeal board will review the case in a timely manner once a case has been referred by the Vice President for Student Affairs or designee, or the Provost or designee. After reviewing the case, the appeal board has the following options:
- to affirm the decision of responsibility and the sanction imposed by the Honor Board, administrator, or hearing body
- to affirm the decision of responsibility but ask that the sanction be reconsidered by the original hearing panel
- to affirm the decision of responsibility and modify the sanction
- to overturn the decision of responsibility
- to refer the case back to the original hearing panel to consider additional information
- to refer the case back for a full Honor Board hearing, administrator, or other hearing body, for a new hearing

Except in cases where a sanction of suspension or expulsion has been issued, decisions made by an appeal board are final and are not subject to further review. In cases where suspension or expulsion is issued as a result of a conduct review, and the suspension or expulsion sanction is upheld by the appeal board, a student may subsequently appeal to the President of the College following the review and finding of the appeal board. The appeal, submitted via the on-line appeal form, must be received by the President’s Office in writing within five business days of written notification of the decision of the Provost or designee or the Vice President for Student Affairs or designee or the appeal board. The President has the same options listed above in Appeal Board Procedures when reviewing any appeal.

**Appeals of Grades or Academic Coursework**
Appeals of grades or academic coursework are not reviewed through the above process. Those appeals must be made through a separate process as outlined in the Washington College Catalog at: [http://www.washcoll.edu/offices/registrar/catalog.php](http://www.washcoll.edu/offices/registrar/catalog.php)

**Summary of Campus Fines**
The Honor Board, a hearing body, or an appropriate campus official may assign fines. Issuance of a fine by a campus official does not replace or preclude disciplinary action by the Honor Board or other hearing body.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Violation</td>
<td>$50</td>
</tr>
<tr>
<td>Noise Violation</td>
<td>$40</td>
</tr>
<tr>
<td>Disruptive Behavior</td>
<td>$40</td>
</tr>
<tr>
<td>False Fire Alarm</td>
<td>$100</td>
</tr>
<tr>
<td>Discharging Fire Extinguisher</td>
<td>$100</td>
</tr>
<tr>
<td>Failure to obey a Fire Alarm</td>
<td>$50</td>
</tr>
<tr>
<td>Possession of a Multi-Quart Container</td>
<td>$100</td>
</tr>
<tr>
<td>Propping Entrance Doors</td>
<td>$100</td>
</tr>
<tr>
<td>Animal Policy Violation</td>
<td>$50</td>
</tr>
<tr>
<td>Littering</td>
<td>$50</td>
</tr>
<tr>
<td>Smoking Policy Violation</td>
<td>$50</td>
</tr>
</tbody>
</table>
Public Urination $50
Vandalism $100 (plus repair costs)
Failure to Comply with College Officials
- 1st offense $50
- 2nd offense $100

Campus Offices, Services and Facilities

Athletic Facilities
Thaddeus Moore, Interim Director of Athletics, ext. 7231

All Washington College athletic facilities (except athletic fields) are available to currently enrolled students, faculty, and staff, and, on a restricted basis, to those who purchase memberships through community access programs.

Athletic Fields
Use of the athletic fields are for varsity teams only. Absolutely no golf will be allowed on these fields. The Athletic Director must approve non-varsity use of these fields. Unapproved use can result in a campus citation for each person involved. Damage to the fields as a result of unauthorized use will be the responsibility of the person or persons found using that field, including bills for all necessary repairs.

The Recreation and Intramural Fields are located on the far, northwest corner of the campus, next to Kent Crossing Apartments and Route 291. The fields are available for club sports, recreation sports and general use, weather permitting. The fields may be reserved through Nicholas Moon, Coordinator of Campus Recreation, ext. 8307.

Cain Athletic Center
Athletic Department, ext. 7231
The Cain Athletic Center and Johnson Fitness Center are open for scheduled classes, scheduled team practices and athletic contests, and supervised recreational activity. Contact Nicholas Moon (ext. 8307) for scheduling. Contact Nicholas Moon (ext. 8307) in the Athletic Department for use of the Hall of Fame Lounge, Cain main gym and Cain dance studio.

The Benjamin A. Johnson Fitness Center
Monday - Thursday, 6:00 a.m. – 10:00 p.m.
Friday - 6:00 a.m. – 7:00 p.m.
Saturday - 11:00 a.m. – 7:00 p.m.
Sunday - 11:00 a.m. – 7:00 p.m.
(When the College is not in session, reduced hours will be posted.)
Jonnie Jenkins, Assistant to AD for Sports Performance and Campus Recreation ext. 7234
The Johnson Fitness Center Desk, ext. 7256
Weight Room, ext. 2658

The JFC is open for scheduled classes, recreational activity, and intercollegiate team practices seven days a week. The facilities available in the JFC include locker rooms, saunas, a three-lane jogging track, basketball, volleyball, and tennis courts, batting cage, lacrosse nets, two
racquetball and two squash courts, a dance studio, and a strength and conditioning room featuring lifetime fitness upright and recumbent bicycles, ellipticals, steppers, treadmills, and universal equipment, Kiser Spin Bikes, Jacobs Ladders and Hammer Strength Plate loaded machines, combo racks and free-weights. Contact Jonnie Jenkins (ext. 7234) for use of JFC field house and dance studio.

**The Casey Swim Center**
Monday - Friday, 7:00 a.m. – 9:00 a.m., 12:00 p.m. – 2:00 p.m., 5:00 p.m. – 7:00 p.m.
Saturday - Sunday, 1:00 p.m. – 5:00 p.m.
Kim Lessard, Director, ext. 7241

The Casey Swim Center is open for scheduled classes, intercollegiate team practices, and recreational activity seven days a week. Everyone who uses this facility must obey all posted regulations as well as specific instructions given by lifeguards or Swim Center staff. Those needing to take a swim test for using school boats should come to the Swim Center during scheduled recreational swim hours.

**Schottland Tennis Center**
M-T-Th, 8:00 am – 11 am
W-F, 7:00 am – 11:00 am
S-S, 9:00 am – noon
Contact Jason Ringstad, Director, ext. 7259, to schedule additional play time.

The Schottland Tennis Center is open for scheduled clinics, recreational activities and intercollegiate team practices 7 days a week. The facilities include 8 tennis courts, locker rooms and a club house. Players must provide their own rackets, balls and non-marking tennis shoes.

**The Lelia Hynson Boating Park**
Monday - Friday, 2:30 p.m.- 6:00 p.m.
Saturday - Sunday, Noon - 5:00 p.m.
Benjamin Armiger, Director, ext. 7242

The Lelia Hynson Boating Park offers such activities as sailing, kayaking, and rowing. The park is open for scheduled classes, team practices, and recreational activity seven days a week, weather permitting. The above hours are general; specific hours are posted each semester. Students wishing to take out college boats MUST first pass a swim test administered at the Casey Swim Center. In order to arrange a swim test, contact Kim Lessard at ext. 7241.

For information about the use of the Lelia Hynson Pavilion in the Boating Park, contact Ben Armiger (ext. 7242) and then the Director of Student Activities (ext. 7146) to clear the event on the Student Activities Calendar.

**Varsity Athletics**
Washington College offers 17 intercollegiate programs at the varsity level within the guidelines outlined by membership in Division III of the NCAA and the Centennial Conference. The opportunity to try out for an athletic team is open to all students who meet eligibility criteria. Students interested in a particular sport should contact the head coach of the sport. The names of individual coaches can be found on the athletic department website [http://www.washingtoncollegesports.com](http://www.washingtoncollegesports.com). Intercollegiate varsity sports for men include:
baseball, basketball, lacrosse, rowing, soccer, swimming, and tennis. For women, varsity sports include: basketball, field hockey, lacrosse, rowing, soccer, softball, swimming, tennis, and volleyball. There is also a co-ed varsity sailing team.

**Standard of Behavior**

At all campus social and athletic events, students are expected to conduct themselves in a manner consistent with the expectations for student behavior and College policy. Rudeness, belligerence, and intoxication will not be tolerated. Alcohol is NOT allowed at any athletic event. Students who do not conduct themselves in a proper manner will be subject to disciplinary action.

**Recreational Sports and Activities**

Nicholas Moon, Coordinator of Campus Recreation, ext. 8307

The focus of the Recreational Department is not only intramural competition but also leisure activities that promote the surrounding environment of Washington College. The Recreation Department's goal is to create exciting and enjoyable activities emphasizing and educating Washington College students on the art of living a healthy lifestyle. Lifetime wellness is an essential component of the Recreation Department's philosophy, and Recreation staff helps motivate and support students interested in lifetime wellness.

Intramural activities promote friendly competition and provide students with a healthy escape from classroom stressors. Yearly intramurals may include flag football, tennis, basketball, soccer, volleyball, racquetball, squash, dodge ball, floor hockey, and kickball. Recreational fitness classes offer a variety of free fitness options with top-notch instructors. Students can enjoy aerobics, Pilates, yoga, Zumba, meditation and several other classes that challenge the mind, body, and soul.

The Washington College Club Sports program, under the auspices of the Recreational Sports Program, promotes student participation in a variety of physical and athletic activities and gives students the opportunity to engage in the sport of their choice at various skill levels. The emphasis of the program is on student leadership and involvement. The Club Sports Program provides non-varsity competition in several sports, including: Equestrian, Trap and Skeet Shooting, Men's Lacrosse, Women's Lacrosse, Men's Rugby, Field Hockey, Soccer, Wilderness and Adventure, Volleyball, Cross Country, Wakeboarding and Water ski. Students interested in starting a sports club which is not currently active, please contact Nicholas Moon, ext. 8307

With the Chester River and the Chesapeake Bay close to campus, recreational boating and fishing are favorite options for Washington College students. The College’s Boating Park on the Chester River provides opportunities for a variety of water activities, including kayaking, canoeing, sailing, crabbing, fishing, wakeboarding, water-skiing, and tubing. The Recreational Department also provides seasonal opportunities for students to enjoy the outdoors. Seasonal trips include whitewater rafting, winter skiing, camping, rock climbing, cycling, sport clay shooting, and fishing charters among others.
Campus Offices
Campus offices are open Monday through Friday from 8:30 a.m. until 4:30 p.m. except where noted.

Bookstore and Campus Shop
Casey Academic Center, Gallery
Monday - Friday 8:30 a.m. - 4:30 p.m.
Saturday – 10:30 a.m. – 1:30 p.m.
Shannon Wyble, Director, ext. 7749

The Bookstore at Washington College is operated for the benefit of the students, faculty, staff, alumni, and friends of the College. Textbooks required and/or recommended for courses are located on the mezzanine level of the store and are available at the beginning of each semester. These books will be returned to the publishers starting at midterms.

Textbooks in the original condition may be returned for full credit for a limited time only; the dates vary each semester and will be posted. Otherwise selected books can be sold back to the bookstore for cash during examination week each semester.

Textbook Rental
At the campus bookstore, students can rent the textbooks needed for some semester, then return them at the end of the term.

How much do I save with textbook rental and how do I pay?
Renting textbooks saves more than 50% over the cost of purchasing a new, printed textbook. Most forms of payment currently accepted at the bookstore can also be used for rentals. Credit card information must be kept on file, even if payment is made with a different method. Should a book not be returned, the student will be charged the cost of the book (refer to section on Fees).

Why do you need a credit card if I am paying for the rental some other way?
If the textbook rental is returned after the due date, or is damaged, the credit card on file will be used to pay for a replacement book and processing fee, as described in the Rental Agreement.

If the bookstore accepts financial aid, can I use it to pay for a textbook rental?
Yes, financial aid can be used to pay for a textbook rental, however, a credit card will still be required to be on file in order to rent a book.

How long is the rental period and can I return books by mail?
The rental period begins the day the textbook rental is paid and continues until the day after the last day of finals, as shown on the Order Confirmation. All rented textbooks must be returned to the bookstore in good condition, by the Rental Return Due Date. Textbook rentals returned via mail must be postmarked by the Rental Return Due Date. Books can be returned by mail by using the prepaid return shipping label available online. If returning multiple books, please put them in one box and use one shipping label. Books can also be dropped off at the bookstore.
**How do I know which books are available as rental?**
The list of Textbook Rentals is posted on the bookstore website and in the bookstore and displayed in the bookstore. Online, the “Rental” option will display in the book list alongside “New” and/or “Used” (if available), check the box and follow the instructions.

**What happens if I drop a class?**
The drop/add policy for rented books is the same as for purchased books. Return the book to the bookstore within the allowed period along with drop/add documentation. If a book is returned via mail, it must be postmarked within the allowed drop/add return period, and must include a copy of the drop/add documentation along with the book.

**Can I get a refund if don’t drop a class?**
The same return policy applies to rented textbooks as to purchased textbooks. Textbooks must be accompanied by the receipt and returned in good condition, along with any components such as CDs, etc. included with the textbook when rented. If returned by mail, the rented textbook must be postmarked within the bookstore’s refund period.

**Can I buy my rented textbook?**
Students may decide to convert textbook rental to a purchase through the second week of classes without any additional charge. To do this, students must contact the bookstore. The bookstore will credit the rental charge and charge the student for the book. If the student returns the book by the Return Due Date, the student can decide to purchase the book at the used book price.

**Can I mark up the inside of the book with a highlighter or make notes in the margins?**
Normal use of highlighting and writing is permitted. The bookstore will use the same standards for determining acceptable condition of rental textbooks that it uses for determining condition of books sold back as used books.

**Can the bookstore refuse to accept my textbook rental when I return it?**
Yes, the bookstore can refuse to accept your rental book if it is not returned in good condition. Good condition will be judged by the bookstore alone, and means book spine intact, no excessive damage to cover or contents, all original pages intact, all original components present, and no excessive highlighting, writing or other markings. Normal-use highlighting and writing is permitted. If the bookstore determines a rental book is not acceptable for return, then the student will be charged for a replacement copy and a processing fee.

**What happens if I do not return the book by the due date or I lose it?**
The student will be charged for a replacement textbook along with a processing fee for any book not returned, regardless of the reason. The replacement cost and processing fee will be charged to the credit card on file. The student may keep the book if desired. These fees are in addition to the rental fee:
Replacement Cost is 75% of the selling price of the book at the time of purchase.
Processing Fee is 7.5% of the selling price at the time of purchase.

**What if I forget when the rental is due?**
As a courtesy, the bookstore will send a reminder notice to the email address the student provided during the rental checkout contained on the rental agreement. However, it is the student’s responsibility to return the book by the due date even if the student does not receive...
this email. Rental books are due back – or must be postmarked by – the day after the last day of finals.

In addition to textbooks, the Bookstore carries a wide range of goods: imprinted clothing, imprinted gifts, school supplies, greeting cards, general books, art supplies, computer supplies, snacks, and toiletries. Clothing may be tried on in the restrooms across the lobby by arranging to leave your student ID with the sales clerk.

Students who have activated and placed funds on their student ID card may charge at the Bookstore using their ID card. The student must present his/her ID to charge. The Bookstore also accepts cash, checks, Visa, MasterCard, Discover, and American Express. Barnes and Noble gift cards may also be purchased and used in the Bookstore.

Any item may be returned with receipt; textbooks must be returned by the posted date. If the original transaction was a charge, the amount will be credited to that charge. If it was cash/check, cash will be given. Any item without a receipt can be exchanged for another, excluding textbooks, if the item is in the original condition.

Please see the Bookstore’s Web site at washcoll.edu.bncollege.com for up-to-date and detailed information.

**Bursar’s Office**
Bunting Hall
Garden Terrace
Monday – Friday Office hours, 8:30 a.m. – 4:30 p.m.
(Please note the Bursar’s Office accepts payments 9a-3p)
Debra Bergen, dbergen2, Accounts Receivable, ext. 7266, option 8
Kristen Holocker, kholocker3, Assistant Accounts Receivable Manager, ext. 7736

Student IDs must be presented for all transactions. More information regarding the Business Office and how you can pay on your student account can be found at http://businessoffice.washcoll.edu.

**Office of Student Engagement**
Hodson Hall Commons Student Center
Nick Spicer, Director, ext. 7146

The Office of Student Engagement is responsible for sponsoring activities and events that support a healthy student social life and enhance the campus community. The Office of Student Engagement manages the operation of the Student Center, advises the Student Events Board and offers support to student clubs and organizations. The office promotes and encourages a deep and meaningful co-curricular experience by providing students with opportunities to learn, discover, lead and grow. More information about the Office of Student Engagement can be found at http://www.washcoll.edu/offices/student-engagement/
Hodson Hall Commons Student Center
Office of Student Engagement, ext. 6118

The Hodson Hall Commons Student Center is the heart of student activity on campus. Whether students are looking for a quiet, comfortable place to relax between classes, a friendly game of pool or the latest video game, a fun night of karaoke or meeting place for their club or organization they can find it in the Student Center. Comprised of four main areas: The Student Center Lounge, The Goose Nest, Office of Student Engagement and The Egg. The Student Center has something for everyone.

The Goose Nest offers comfortable high-top tables with seating for 48, a 70-inch, high definition television and a projector screen, which shows everything from movies to sporting events. The Goose Nest also features pool tables, ping-pong, foosball, air hockey and shuffleboard tables for student use. In the Student Center Lounge comfortable seating is available for group meetings, or just relaxing, watching television and playing video games on one of the four main gaming stations, each with a high-definition television, Play Station 4, Xbox One, Xbox 360, and Wii. The Egg. The main performance space in the Student Center, is host to dance parties, movie nights and open mic nights and much more.

If you have any questions about the Student Center or wish to reserve space, contact the Office of Student Engagement at student_engagement@washcoll.edu.

Center for Career Development
Old Fine Arts building (Larrabee), ext. 7890
Vicky Sawyer, Associate Director, ext. 7892
Lisa Moody, Assistant Director for Employer Relations and Outreach, ext. 7427

The Center offers a wide range of traditional and specialized services to assist students in defining their career goals. These services include individual counseling, career assessment, internship and job leads, alumni networking, alumni mentoring as well as graduate and professional school application assistance. The staff also helps students with career planning, résumé preparation, job and professional school interviewing practice and professional etiquette. The Career also hosts a wide variety of career programs and events, emphasizing internship and employment outcomes.

Student Employment
Center for Career Development, ext. 7890
Office of Human Resources, ext. 7260
Business Office, ext. 7251

Students interested in working on campus and in the local community will find a variety of options posted on the job search page on the Career Development site: http://www.washcoll.edu/offices/career-development/jobsearch/

Employment preference for on campus jobs will be given to students whose financial aid package includes a federal work-study award.
All student employees who work on campus are required to have completed the new employee Pay Pack and to have submitted the documents to the Business Office prior to reporting for work or within three days after beginning to work. The Pay Pack can be obtained by visiting the Business Office located at 515 Washington Avenue or available to download at https://www.washcoll.edu/offices/human-resources/student-employment-forms.php.

The Pay Pack includes the following:

- Federal I-9 Form
- Federal and State Withholding Certificate
- Authorization for Automatic Direct Deposit
- Acknowledgement of receipt of the following College policies: Confidentiality, Drug, Alcohol, Firearms, and Use of Property.

*Note:* Form I-9 requires a student employee to show proof of identity and eligibility to work in the U.S. A list of acceptable to complete the form I-9 may be found at https://www.washcoll.edu/live/files/1797-i9-2pdf. This document must be completed before the first day of work. Original documents must be presented to Payroll in the Business Office. Photocopies are not acceptable. A staff member of Business Office must review and verify the I-9 form.

Student employees must provide a voided check or a letter from the Bank, on Bank letterhead, with the Bank’s routing numbers and the student employee’s account information for automatic payroll deposit. The direct deposit authorization also includes an acknowledgement of College Student Employment policies and other information regarding student employment, which is available to you online at http://www.washcoll.edu/offices/human-resources/student-employment.php

Students are paid every two weeks and time sheets are to be completed biweekly. It is the student’s responsibility to turn in time sheets in a timely manner to the Business Office, with their supervisor’s signature, according to the posted pay schedule. A payroll schedule listing pay period ending dates, the dates time sheets are due to the Business Office and actual pay dates can be found at http://www.washcoll.edu/offices/human-resources/student-payroll.php

All student employees’ pay is automatically deposited directly to the checking or savings account designated on the Authorization for Automatic Direct Deposit on each payday. A payroll advice, detailing all payroll information, will be available on Web Advisor on the pay date. Instructions for accessing this pay advice can be found at http://www.washcoll.edu/live/files/1592-how-to-access-pay-advises-for-students

**Accommodations for Students with Disabilities**
Miller Library, second floor
Andrea Vassar, Director of Disability Services and the Office of Academic Skills, ext. 7883

The Office of Academic Skills is the College’s designated provider of accommodation services for enrolled students with documented disabilities. These services are in compliance with federal statutes as defined by the Americans with Disabilities Act (ADA), the Amendments Act (ADA AA) of 2008, and Section 504 of the Rehabilitation Act of 1973. If you are a student with documented disabilities and you would like to request accommodations, please review and follow the Disability Disclosure and Initial Accommodation Process found at
Students are encouraged to request accommodations as early in the semester as possible to ensure timely access to programs and facilities. If you need assistance with the process or have any questions or concerns, please contact Andrea Vassar, Director of Disability Services and Office of Academic Skills, at avassar2@washcoll.edu.

**Community Service**
Hodson Hall Commons Student Center
Nick Spicer, Director of Student Engagement, ext. 7146

The Office of Student Engagement offers students and student service organizations a point of contact and other resources for those eager to make a difference in the community, nation, and world. Working with the Community Service Intern as well as the Service Council student options for engaging in community service are endless. The office is also available to assist individuals and organizations with planning service projects or exploring other service opportunities. Whether working with children, preserving the environment, feeding the hungry, or brightening the lives of seniors, students will find plenty of opportunities to get involved in the surrounding community.

**Department of Public Safety**
Wicomico House, ground floor
Monday - Friday, 8:30 a.m. - 4:00 p.m.
Jerry Roderick, Director, ext. 7810

The Department of Public Safety is located on the ground floor of Wicomico House in Cullen Hall. Public Safety Officers are on duty 24 hours a day, 7 days a week, 365 days a year. Officers conduct foot, bike and vehicular patrols of the entire campus. The department aids in the enforcement of federal, state, and local statutes, as well as Washington College regulations. All officers work closely with the local and state jurisdictions and information on criminal activity is shared among agencies when appropriate.

The Department of Public Safety’s responsibilities include basic security for the entire campus, enforcement of all traffic regulations, including vehicle registration, coordination of fire safety programs, and distribution of all building keys, ID cards, and access control.

Public Safety Officers have full authority to enforce all College regulations. All members of the College Community should be aware that failure to comply with a reasonable request of a Public Safety Officer might result in a Washington College Campus Citation being issued, disciplinary action referral, or a criminal charge in the District Court of Maryland.

For assistance or to report a crime or emergency, dial ext. 7810 from a campus phone to speak directly with Public Safety personnel. Department of Public Safety Officers will respond to investigate all reports of criminal activity or emergencies. In the event of an immediate medical emergency or clear and present threat, dial 911 (Kent County Office of Emergency Services). Officers and/or trained dispatchers are available 24 hours a day to respond to emergency calls. People with hearing disabilities can access the Kent County Emergency 911 service by dialing 911 or 9-410-778-1241. The Kent County 911 Communications Center is equipped with a TDD service. The Emergency Center will convey your request for assistance to the Public Safety Office.
The Department of Public Safety recognizes that the current location of the office may not be accessible to people with disabilities. Anyone needing assistance can access Public Safety services by calling ext. 7810 to make arrangements for service or go to the Student Affairs Office during regular business hours.

Dining Services
Hodson Hall Commons Dining Services, ext. 7780
Donald Stanwick, Director, ext. 5753

The Dining Hall, which is located on the second floor of Hodson Hall offers an all-you-care-to-eat environment. The Dining Hall carries a variety of options to satisfy even the pickiest of eaters. My Pantry, has fresh, made-to-order omelets every morning along with made-to-order lunch options. Our Pizza and Deli station makes a variety of fresh pizzas and will custom make a hot or cold sandwich or wrap for you while you wait. My Kitchen features traditional entrees, sides and accoutrements for all, while the Grill is stocked with cooked to order burgers, chicken breast, fries and other fun foods. We also feature a vegan and vegetarian entrée daily, along with our avoiding gluten products. Finish your meal off with some soft serve ice cream or pick a dessert from our dessert bar.

The retail area, located on the lower level, showcases three food outlets: Java George featuring Caribou coffee, smoothies and freshly prepared baked goods, on the go foods and snacks; Create which features sandwiches and salads made to order. Martha’s Grill features grilled to order items, Tex-Mex and fried treats to satisfy any craving. Sophie’s Café, located on the first floor of the Miller Libraryalso offers Caribou coffee and a variety of on the go sandwiches and salads, along with snacks and cold beverage options.

Hodson Hall Commons – Dining Operation Hours
Dining Hall
Monday – Friday
Breakfast 7:00 am – 10:00 am
Continental 10:00 am – 11:00 am
Lunch 11:00 am – 2:30 pm
Mid-Meal 2:30 pm – 4:30 pm
Dinner 4:30 pm – 7:30 pm
Saturday and Sunday
Brunch 10:00 am – 2:30 pm
Mid Meal 2:30 pm – 4:30 pm
Dinner 4:30 pm – 6:00 pm

Create
Monday – Friday 11:00 am – 11:00 pm
Saturday and Sunday 4:00 pm – 11:00 pm

Martha’s Kitchen
Monday – Friday 11:00 am – 11:00 pm
Saturday -Sunday 4:00 pm – 11:00 pm

Java George
Monday – Friday 8:00 am – 7:00 pm
Saturday – Sunday 9:00 am – 4:00 pm

**Sophie’s Café**
Sunday 5:00 pm – 11:00 pm
Monday – Thursday 9:00 am – 11:00 pm
Friday 9:00 am – 4:00 pm
Saturday Closed

Hours are subject to change based on events that are happening and business.

A convenient option for on the go coffee and drinks located on the first floor of the Miller Library, featuring Caribou Coffee specialty drinks, freshly made salads and sandwiches, desserts and snack items.

**Meal Plans**
All meal plans begin with Saturday brunch and end with Friday dinner when the College is in session. Students entering the dining hall must have a valid meal plan or have activated the debit card feature of their Washington ID card allowing them to pay for a meal. You may only use 1 meal swipe per meal period, up to 3 meals per day up to the total number of meals you have. Cash and credit cards are also accepted at the door.

- **The Ultimate** — Unlimited meals per week + 100 Flex Dollars
  Also includes 12 guest passes and premium equivalency
- **Advantage 19** — 19 meals per week + $100 Flex Dollars
  Also includes 10 guest passes and premium equivalency
- **Advantage 14** — 14 meals per week + 100 Flex Dollars
  Also includes 8 guest passes and premium equivalency
- **Traditional 19** — 19 meals per week + 75 Flex Dollars
  Also includes 6 guest passes and traditional equivalency
- **Traditional 14** — 14 meals per week + $75 Flex Dollars
  Also includes 4 guest passes and traditional equivalency

**Premium Equivalency**
Exchange a meal swipe at Martha’s Kitchen or Create up to a value of $6.50 once per meal period, up to 3 meals per day. If your purchase exceeds $6.50 you may pay the difference with Flex Dollars, Debit Dollars or cash.

**Traditional Equivalency**
Exchange a meal swipe at Martha’s Kitchen or Create, up to a value of $5.50 once per day, after 8 p.m. Monday–Friday and after 6 p.m. Saturday and Sunday. If your purchase exceeds $5.50 you may pay the difference with Flex Dollars, Debit Dollars or cash.
Meal Plan Requirement Waiver Request – Review Process

Washington College’s food service is designed to meet a wide variety of student needs, including special dietary needs that may result from allergies or other medical conditions. Students residing on campus are required to enroll in one of the approved residential meal plans and exceptions to this policy are generally not granted. Waivers are not granted for reasons of non-essential food preferences or for financial reasons.

If a student believes there is a unique situation and would like to request a review of the meal plan requirement, the steps to submit a request are outlined below.

Step 1. Arrange an appointment to speak with the director of dining services about dietary needs to determine if the dining program can meet them.

   Possible outcomes - the director of dining may determine:
   • the dining program is able to meet the student’s needs and no release is granted;
   • the dining program is unable to meet the student’s needs and the director of dining will waive the meal plan requirement (this decision will be issued in writing only);
   • or determine there is not enough information provided and request additional information.

Step 2. If a request for release is not granted the student may appeal the decision. (Please be aware that disagreement with the director of dining’s decision is rarely sufficient reason by itself for appeal.) Appeals are most likely to be considered if there is additional information presented and unique or compelling circumstances exist.

The appeal form is available from the Office of Student Affairs. Please complete the form and submit it to the Meal Plan Review Group, in care of Student Affairs, Casey Academic Center. Appeals cannot be considered without a completed request form. Once the Meal Plan Review Group has received this form (and any other information it may request), it will consider the appeal and make a decision. The decision of the Meal Plan Review Group is final.

Intercultural Affairs
Caroline House, first floor
TBA, Director of Intercultural Affairs, ext. 7457

The Office of Intercultural Affairs promotes an inclusive environment essential for all students’ cultural development and academic success. In collaboration with student organizations, academic departments, the diversity committee, and other college offices, the office works to engage in dialogue on social justice issues domestically and globally through programs, speakers, and other campus initiatives. The office, which coordinates campus support and programming for the George’s Brigade scholarship program, also serves as a support system for historically underrepresented students to foster a sense of belonging, academic achievement, retention, and to assist in leadership development. Additionally, the office coordinates the College’s bias incident response program.
Health Services
Queen Anne House, Health Center
Hours by appointment only, ext. 7261; 410-778-7261
Monday - Friday, 8:30 a.m. - 12:00 pm and 1:00 – 4:00 p.m.

Lisa Marx, MSN, CRNP, Director
Vickie Anderson, Administrative Assistant
Lori Bunts, BSN, RN
Beverly Clarke, MSN, CRNP
Elizabeth Smith, PA
Deborah Gootee, CRNP, PMH
Linda Hallowell, CRNP, PMH
Andrew Ferguson, MD
Matthew King, MD
Patrick Shanahan, MD

Health Services is located between the Queen Anne and Caroline residence halls and is
staffed full-time by nurse practitioners, a registered nurse and local physicians are on site
several mornings per week. Appointments can be made at the Health Center or by calling ext.
7261 on campus or 410-778-7261, if you live off campus. Staff will try to accommodate student
schedules. Students must present their ID cards at the registration desk.

All services are confidential and information cannot be released to administration, faculty,
parents, etc., without your permission. Students requiring more extensive evaluation, testing or
admission are referred to the local hospital, University of Maryland Shore Medical Center at
Chestertown, adjacent to the campus directly behind Minta Martin residence hall. The
hospital’s address is 100 Brown Street, Chestertown, MD 21620; telephone number is 410-
778-3300.

Health Services has a self-help shelf in the entrance area. Students may stop in during normal
hours of operation and pick up over the counter cold remedies, thermometers or Band-Aids.
For minor illness, contact your Resident Assistant and if necessary, visit the Health Center the
next day. Each Resident Assistant has a basic first aid kit and the same over the counter
products supplied at the self-help shelf. For emergencies occurring when Health Services is
not open, students should go to the Emergency Department at University of Maryland Shore
Medical Center at Chestertown or call 911.

There is no charge for office visits with Health Services, however there are charges for
prescription medications, vaccines and some lab tests provided to you in the clinic. These
charges will appear on your student bill as “health services charge.” Students are also
financially responsible for the cost of any services performed outside of the College health
center for laboratory or radiology testing or prescriptions that need to be filled at a local
pharmacy. Students have a choice of receiving a written prescription to take to a local
pharmacy or to purchase prescriptions from Health Services. We encourage you to inquire
about the amount of the charge before medications, tests or vaccines are given. These
charges cannot be refunded after services are rendered. Please discuss your insurance type
with parent/guardians and where you may need to go for testing, as required by your insurance
and also what your out-of-pocket copay will be for any prescriptions you get filled at a local
pharmacy.
Counseling Services
Queen Anne House, Health Center, ext. 7261, By Appointment Only
Miranda Altman, Psy.D., LCSW-C, Director
Ida Dacey, MSW-LCSW-C
Appointments: vanderson2@washcoll.edu

The Office of Counseling at Washington College provides confidential individual counseling to current students who are dealing with personal, emotional, social or educational concerns. The counseling process can help students learn more about themselves, overcome obstacles, identify and develop coping strategies, and enhance self-confidence and personal wellness. The Office of Counseling staff are available to all students and parents by phone, email or letter to answer questions related to mental health resources, adjustment to college life or academic success.

Each year between 20-25% of the student body utilizes the services offered by the Office of Counseling. Some students come only once or twice, while others come on a more regular basis. There are no limits to the number of sessions a student may receive and there is no cost to the student for services.

The Office of Counseling is located at Queen Anne Residence Hall, 1st floor, and also provides 24-hour crisis intervention for psychological emergencies. Suicidal intent, risk of violent behavior, loss of emotional control, and impairment of thinking are examples of psychiatric emergencies.

Library and Academic Technology
Miller Library and William Smith Hall

Miller Library
Miller Library strives to stimulate and enrich the intellectual life of Washington College by providing a rich collection of resources and a variety of services to support students in all of their academic endeavors.

The librarians and staff are here to help students directly with all of their research and information needs as well as to encourage in them a sense of curiosity and a desire to explore a wide range of information, foster their critical thinking skills, and teach them how to acquire, evaluate, and organize information.

The Collection
Miller Library houses a dynamic, diverse collection of academic research materials that are available to students, staff, faculty, and the community. These resources include over 250,000 circulating volumes; more than 3,200 videos and dvds; over 200,000 eBooks; 425 non-circulating print subscriptions to periodicals and newspapers; and over 30,000 online periodical subscriptions.

The library is a selective depository for U.S. Government Documents, with approximately 50,000 print documents as well as electronic access to online documents.
The **Reference Collection** contains dictionaries, encyclopedias, and bibliographies, available in print (non-circulating) and online. More than 3,000 Washington College **student theses** are available, either online or in print.

Our unique **Maryland Collection** consists of books, documents, and online resources on state and local towns and counties, and is divided into reference materials and circulating and non-circulating materials.

The **Special Washington College** collection contains works by Washington College faculty, alumni, and friends.

The **Washington College Archives** is a part of Miller Library, and is housed on the ground floor. Students, faculty, staff, alumni, and other members of the College community may visit and conduct research in the Archives, where they will have access to an impressive collection of primary resource materials related to the College and the College community. Its students, staff, faculty, alumni, and community members have amassed these materials throughout the lifetime of Washington College.

**Services**

Librarians provide in-person reference and research assistance on an individual basis, and also teach students to navigate the information universe successfully through library instruction classes. Virtual reference service is available through the Ask A Librarian link located on the library homepage: http://www.washcoll.edu/offices/miller-library/.

The Information Commons on the library’s main floor currently provides 9 PC desktops, 4 Mac Pro desktops, 4 iMacs, and a 50" touch-screen SMART Board for student use.

Internet access to our online reference resources allows us to extend services to students studying abroad and to those residing off-campus. Interlibrary loan requests can be submitted, and electronic reserve materials can be viewed and downloaded remotely from the library homepage. ID card-accessed remote printing stations are located in the library, and wireless internet service is available throughout the building.

Sophie’s Café is located within the library, allowing students to take refreshment breaks with minimal disruption to their study and research.

Five spacious group studies, equipped with flexible seating and white boards, are located on the second floor of the library and are available to students on a first-come, first-served basis.

Students may check out materials by presenting their ID cards at the Circulation Desk. Materials such as reference books, print reserves, periodicals, microforms, and videos are for use in the library only. Removing these items from the library is in direct violation of the Honor Code, as is removing circulating materials without properly checking them out. Books are loaned for the semester; however, if a student, faculty member, or staff member needs the book, it may be recalled early through an e-mail notification. If a book is not returned as requested, or by its stamped due date, a $1.00 per day fine will be charged.

The library’s hours of operation are Monday – Thursday from 8:00 a.m. until 2:00 a.m.; Friday, 8:00 a.m. until 10:00 p.m.; Saturday, 10:00 a.m. until 8:00 p.m.; and Sunday, noon until 2:00
a.m.  Washington College students, faculty, and staff must have their ID card to obtain access to the library after 9:00 p.m.

Please visit Miller Library’s homepage for more information on any of the library’s collections or services:  http://www.washcoll.edu/offices/miller-library/

**Academic Technology**

Academic Technology works with faculty, students, and staff to promote the use of technology in and beyond the classroom. We provide support services as well as expert advice at the intersection of pedagogy and technology. Through classroom support, training, workshops, and in-class instruction, Academic Technology works to ensure that our students have the tools and skills they need to be successful both here and beyond. For more information please visit:  http://www.washcoll.edu/offices/miller-library/

**Client Support and Technical Services**

Client Support and Technical Services (CSTS) is responsible for the HelpDesk, computer repair (i.e. hardware and software) and software distribution.

As the first line of support, the HelpDesk provides answers and solutions to a variety of technology related questions and problems. Students can bring their computers to the HelpDesk for diagnostic evaluation and software repair. The HelpDesk will refer hardware problems to one of our certified computer technicians. The technicians can repair any non-warranty computer and are certified to repair Lenovo and Apple warranty systems. Fees may apply. Be sure to ask about these prior to your repair.

Students can visit the HelpDesk, Monday through Friday from 8:30 a.m. to 4:30 p.m., or e-mail the HelpDesk at helpdesk@washcoll.edu. Help is also available online by visiting:  http://www.washcoll.edu/offices/helpdesk/

**Educational Technology**

Educational Technology (ET) provides consultation and training in the use of technologies in the classroom and online to enhance learning. With working knowledge of multimedia, computing and online resources, ET fosters an environment where communication, collaboration and learning take place. To contact an Educational Technology staff member, call the HelpDesk at 410-778-7777, or visit the ET website at:  http://www.washcoll.edu/offices/educational-technology/

**Digital Media Services**

Digital Media Services’ (DMS) mission is to increase awareness of digital media use on campus, educate on industry methods, and provide production support for digital media in support of the College’s strategic goals. To achieve this, DMS provides programming initiatives, consulting and production services, and equipment and facilities to the campus community for the creation and dissemination of digital media. To contact a member of Digital Media Services, call the HelpDesk at 410-778-7777, or visit the DMS website at  https://www.washcoll.edu/offices/digital-media-services/.
Software and Online Services

**Software Discounts**
Microsoft Office is free! Download and install the latest version of Microsoft Office for free! Visit [www.office.com](http://www.office.com) and login with your WC user name and password. It is free for enrolled students. Contact the HelpDesk to learn more about accessing Microsoft Office at no charge. For information about other discounted software, please visit: [http://www.washcoll.edu/offices/helpdesk/software.php](http://www.washcoll.edu/offices/helpdesk/software.php)

**Online Survey Software**
The campus community can access Qualtrics, which is an online survey tool. All campus faculty, students and staff can use Qualtrics to create their own online surveys. Qualtrics is intuitive, and easy to use. To learn more about Qualtrics, visit: [http://www.washcoll.edu/oit/survey.php](http://www.washcoll.edu/oit/survey.php).

**Online Training Tutorial**
The campus community has access to Lynda.com, which is a library of online training videos authored by professionals on hundreds of training topics. If this is your first time using Lynda.com, you must register online. You can log in through Washington College using your username and password. Please visit: [www.lynda.com](http://www.lynda.com) today to get started.

**Computer Protection**
Washington College practices safe computing. To safeguard your computer from viruses, spyware, malware, and adware, it is important to install, run, and update your antivirus and anti-spyware programs. It is equally important to install and run periodic operating system updates. Washington College uses Microsoft’s Security Essentials for Windows systems and provides the campus with a site license for McAfee antivirus software for MacOS systems at no charge to students. To learn more about best practices for safe computing, visit the OIT Web site or contact the Help Desk at 410-778-7777.

**E-mail, Calendar and Document Sharing**
Washington College uses Outlook Online, a modern and robust communications and collaboration suite that includes e-mail, calendar, and document sharing. Students receive 50 GB of online storage for e-mail and 1 TB for document sharing. Once the quota is exceeded, the individual can continue to send email but can no longer receive new emails until they are within quota. To learn more about Outlook Online and managing e-mail accounts, please visit: [http://www.washcoll.edu/offices/helpdesk/](http://www.washcoll.edu/offices/helpdesk/) or contact the Help Desk at 410-778-7777.

**Canvas Course Management System**
Canvas is the College’s course management system (CMS). This cloud-based CMS makes it easy for faculty to create and manage their course website(s). Students can access Canvas using their username and password at [https://washcoll.instructure.com/login](https://washcoll.instructure.com/login).

**Student Computer Recommendations**
Washington College has partnered with Lenovo and Apple, Inc., which allows us to offer very good discounts on Lenovo and Apple computer purchases. We can make in-warranty repairs on many of these systems.
Washington College provides recommended system requirements to students and parents to aid in choosing an appropriate computer solution. Visit http://www.washcoll.edu/offices/helpdesk/computer-rec.php to view the College’s computer recommendations and/or to purchase an Apple or Lenovo computer. For questions, please contact the Help Desk at 410-778-7777.

Computing Labs and Related Services

**Newlin Room**
Miller Library, 1st Floor
The Newlin Room contains 21 iMac workstations. The computers are dual boot, which means they run the Windows and Macintosh operating systems. The Newlin Room contains the Microsoft Office suite, anti-virus protection, and software for academic courses.

**Information Commons**
Miller Library, 1st Floor
The Information Commons is also located on the first floor in Miller Library. It contains nine PC desktops and 11 iMacs. All of the computers have Adobe Creative Cloud, Microsoft Office Suite, and many other software programs needed for students.

**Multimedia Production Center**
Miller Library, Lower Level
The Multimedia Production Center (MPC) is located on the lower level of Miller Library. It is a one-stop-shop for the campus to support their multimedia needs. The MPC is outfitted with the latest hardware and software to support WC students’ academic or personal digital media projects.

Through the Digital Media Loaner Pool, students can borrow digital video, audio and photographic equipment for short periods of time. This is a free service; however, there are fines to students who do not return borrowed equipment on time. During the regular semester hours, The MPC is open seven days a week, with day and evening hours. You can reach the MPC Lab by calling 410-810-5800, or online at http://www.washcoll.edu/oit/LoanerPool.php.

**The Sound Studio**
Miller Library, Lower Level
The Sound Studio is located in the Multimedia Production Center (MPC). The Sound Studio is a space for small groups with ideal conditions for recording quality sound, or shooting photography or video. Its proximity to the MPC makes it easy for Sound Studio patrons to take advantage of the MPC’s available technology resources and consultants.

**The Beck Multimedia and Technology Learning Center**
Miller Library, Lower Level
The Beck Multimedia and Technology Learning Center (Beck Lab) is a full featured collaborative learning space that offers faculty, staff, and students a place to experiment with emerging technologies while also serving as a flexible teaching space for class workshops, presentations and more. With configurable furniture, dual boot MacBook Pro laptops and six
presentation screens, Beck can become exactly the space needed for a variety of presentations or projects.

Open Lab hours are offered in Beck Lab from 1:30 pm - 4:30 pm, every Monday. Students are encouraged to bring their multimedia projects or technology tasks for one-on-one help with staff experts.

You can reach the Beck Multimedia and Technology Learning Center by calling 410-810-5801 or online at http://www.washcoll.edu/oit/beck.php.

Office of Information Technologies
William Smith Hall Basement

The Office of Information Technologies (OIT) is Washington College’s Central IT organization. OIT advocates for information technologies that foster and support the enduring values of Washington College by providing technologies that enhance the learning and teaching experience and empower communications for the community. Some of what we do:

- Provide guidance in the development of IT standards and policies that facilitate and govern the College’s access and use of IT resources.
- IT Infrastructure, building and maintaining IT services including e-mail, Wi-Fi, networking, authentication, telecommunications and other IT systems that the community depends upon.
- Switchboard, coordinating telephone calls throughout campus Monday through Friday from 8:30 a.m. to 4:30 p.m. except for holiday or weather related closures. The switchboard personnel also provide campus telephone information.
- Administrative Computing, maintaining the college’s database of records for financial, human resources, donors and students.
- IT Acquisitions, purchases all College owned computers, mobile devices, and all other IT related hardware and supplies

Responsive professional IT services result in the campus community’s ability to access and use information technology effectively. To learn more about OIT services, visit our website at http://www.washcoll.edu/oit

Authentication Service

The authentication service provides password security for e-mail accounts, Wi-Fi and other networked IT services. Do not give your Washington College UserID password to anyone. The Washington College Office of Information Technologies, including the e-mail administrators or anyone affiliated with management of your UserID, password and accounts do not send e-mails asking for your password.

Password and account management for your Washington College UserID that enables access to e-mail, Wi-Fi, network and other IT resources is done through the Washington College Account Self Service website http://selfservice.washcoll.edu/self-service/

Be sure to complete the steps necessary to setup your account so if you forget your password you can complete password recovery.
Please do not fall for e-mails that appear to be from Washington College webmail administrators asking for your user ID, password or other personal information. These e-mails referred to as phishing, are illegal attempts to acquire sensitive information such as your user ID and password. They are designed to look convincing but no legitimate business or government agency will ever ask you to provide password and personal information in an e-mail.

If you believe that your user ID password combination has been compromised change your password or are ever in doubt about an e-mail that appears to be from a Washington College department, please contact the HelpDesk by telephone extension 7777 (off campus or using a cell phone 410-778-7777). You can also e-mail the HelpDesk at helpdesk@washcoll.edu

**WC-Wireless Wi-Fi and Ethernet Network Service**

Ethernet and WC-Wireless Wi-Fi network access is available in each dormitory room. Because Wi-Fi coverage is a shared network medium and it is subject to interference and performance issues during high utilization, if your computing device has an Ethernet port, utilize the in room Ethernet jack to connect for improved connection reliability and speed.

Network access control is provided by captive portal for both the Ethernet and Wi-Fi services. Connect and utilize your Washington College UserID and Password to login. If you need additional assistance utilizing this service, please contact the HelpDesk by telephone extension 7777 (off campus or using a cell phone 410-778-7777). You can also e-mail the HelpDesk at helpdesk@washcoll.edu

Additional information may be found at [http://www.washcoll.edu/oit/network-access.php](http://www.washcoll.edu/oit/network-access.php)

**Campus Telephone Service**

**Room Phone**

Pre-assigned telephone lines are not provided in each dormitory room but may be requested by contacting the Help Desk by telephone extension 7777 (off campus or using a cell phone 410-778-7777). You can also e-mail the HelpDesk at helpdesk@washcoll.edu

Each telephone line will include voice mail, making answering machines unnecessary. Washington College does not supply telephones for students. Students are responsible for bringing their own touch-tone telephone to campus. **Cordless DECT 6.0 telephones may be used but the 2.4GHz and 5.8GHz cordless phones cannot be used as they cause interference with the Wi-Fi service.**

**Payment**

Payment for student campus-billed telephone charges should be made directly to the Washington College Business Office located at 515 Washington Avenue.

**Student Telephone Authorization**

Washington College students that request a phone line will be issued a telephone authorization number that must be used to make off campus calls. The authorization number is entered on the telephone keypad prior to dialing the desired telephone number.
Policy on Release of Telephone Numbers, Campus Directory Information and 800 numbers

The College strives to protect students’ safety and privacy. It is against College policy for anyone in the College community to distribute a student’s telephone number, room assignment or personal information to any outside entity. An outside entity includes anyone who is not a verified current employee of Washington College. While a student can choose to share his or her personal information, students may not share someone else’s (another student’s) personal information. Only current employees of Washington College can receive this information.

The information in the Washington College Campus Directory is for internal use only. It is against Washington College policy to distribute the directory off campus or to share its content with anyone other than a current employee of Washington College.

The College’s incoming 1-800 number is not for faculty, student or staff personal use. Neither the Switchboard nor other campus offices will transfer calls from the 1-800 line to a student’s room extension.

Additional information may be found at http://www.washcoll.edu/oit/telephone.php

Mail Distribution Service and Central Services

Casey Academic Center, First Floor, ext. 7867
Monday-Friday, 8:30 a.m.-4:30 p.m.

Central Services distributes inter-campus and U.S. Postal Service mail to student mailboxes. Student mailboxes are located on the first floor of the Casey Academic Center and the first floor of Hodson Hall Commons. Mail is usually available after 1:00 p.m. daily. Packages too large to fit into a mailbox will remain at Central Services. Students will receive an e-mail notification when this occurs. To ensure incoming mail is received promptly, students should notify friends and family of the correct address below:

Student Full Name
WC Box _____
300 Washington Avenue
Chestertown, MD 21620-1197

Resident students are issued a key and box number at check-in. Mailbox numbers are assigned to students for their entire time at Washington College. Please put the mailbox number on all correspondence and make sure the box number appears above street address to insure proper delivery. Failure to provide this number may delay delivery of mail by several days.

Shipping Service, ext. 7871
Central Services provides shipping services through UPS, Federal Express and the US Postal Service including 2-3 day delivery service. For more information about shipping services, call ext. 7871. Individual postage stamps are available for purchase at Central Services.
Intercampus Mail
Please present all inter-campus mail to Central Services in mailbox number order. In addition, the minimum size of inter-campus mail is 3”x5.” Any items smaller than 3”x5” or not in box order, will be returned to the sender. Inter-campus mail received after 10:00 a.m. is distributed on the following business day. The mass mailing policy is outlined later in this handbook under The Student Life and Social Events Policies.

Copy Center
In addition to providing mail services, Central Services offers an in-house print shop for printing, copying and collating. The Central Services’ print shop offers poster printing and document folding at a competitive price. Central Services, call 410-778-7871, or visit their website at http://www.washcoll.edu/oit/central-services.php

Residential Life
Washington College educates its students in the broadest sense. Living in a residence hall is an educational opportunity, augmenting learning gained in the classroom. Living on campus also provides students with many opportunities to create rich and rewarding relationships with other students especially those formed by involvement in social and educational activities on the floors and buildings. Students have a unique opportunity to shape their community while living and learning with peers.

All students have the right to expect that residence halls will be reasonably quiet and well maintained. The College recognizes that a student’s residence hall is his/her “home away from home” and should be treated as such. The College assumes the responsibility for maintaining the buildings, and students must assume responsibility for reasonable usage of facilities and for establishing an atmosphere where all students may study, sleep and live. Students who violate the spirit of the residence hall system or violate the rights of other students are subject to disciplinary action.

Residential Life Staff
The residence halls are staffed with professional and paraprofessional student staff who provide supervision, guidance, and support to individual students and to floor and hall communities.

Assistant Directors of Residential Life are professional, full-time staff with masters level education and background in student learning and development. Assistant Directors of Residential Life provide direct oversight to two areas of the residential campus. Under the supervision of the Associate Dean of Students and Director of Residential Life, the Assistant Directors of Residential Life supervise the Resident Assistant (RA) and Resident Area Director (RAD) staff, address student well-being or behavior concerns, manage minor student conduct issues in their areas, and coordinate programming and events. The Assistant Directors of Residential Life hold regular office hours and are available to provide individual student assistance.

Student Resident Area Directors (RADs) are experienced, upper-class student leaders trained to provide additional support and supervision to the RAD staff. RADs serve as chairs of various Residential Life committees and assist in major departmental programs and initiatives.
**Resident Assistants** (RAs) are assigned to a floor or a residence hall. The RAs help build a community within the residence halls by getting to know residents, upholding policies and planning floor and hall activities. RAs understand the College’s mission, procedures, policies, and the Honor Code, and are instrumental in working with residents to shape community standards and respectful behavior.

**Residency Requirements**

All matriculating, full-time students are required to live on campus. Third and fourth year students with junior or senior credit standing and good academic and social standing may request an exemption to this policy by completing the Housing Exemption Request form.

Requests will be reviewed by the Off-Campus Review Committee. Circumstances where a student may be exempted include:

- An incoming transfer student with junior or senior standing.
- A student who is over the age of 23.
- A student whose home is within reasonable commuting distance to Washington College and will live at that home.
- Other compelling circumstances approved by the Off-Campus Review Committee.

Students requesting to move off campus should do so by the deadlines as detailed on the request form. Once the deadline for such requests has passed, only students with special circumstances will be considered for off-campus residency. Students who move off campus without permission of the Office of Residential Life Office or Off-Campus Review Committee will be billed for on-campus housing. Once the academic year has started, students wishing to move off campus must apply to break the housing contract.

Students approved to live off campus are required to provide the Office of Residential Life with contact information including local street address, phone number and landlord contact information. Students who have chosen to move off campus may apply to return to on-campus housing through the Office of Residential Life. Space may be limited and housing will be offered to students based upon availability.

The Housing Exemption Request form can be found on-line via the Residential Life webpage. Please note that housing contracts cover one academic year. Requests to cancel contracts mid-year will only be considered under exceptional circumstances. Exemptions to any of these deadlines will be reviewed at the discretion of the Chair of the Off-Campus Review Committee.

**Room and Board Contracts**

All students living in campus residence halls must accept a formal housing contract with the College. Students contracting for accommodations in the College residence halls assume the responsibility to abide by all College regulations. Students whose relationship with the College is terminated by withdrawal, suspension, or expulsion shall vacate the residence hall within 48 hours.
All students residing on campus, except in Kent Crossing Apartments, must select a full meal plan option. Dining services offers various meal plans to meet individual needs. Please check the Dining Services page on the website for more specific information.

Students must select a meal plan when completing their individual housing contracts. Students may change their meal plan choice within the first two weeks of each semester on their WebAdvisor account. All contract changes must be made within the first two weeks of classes each semester.

**Residence Hall Room Assignments and Rooms**

The room assignment procedure for the following academic year will be announced during the preceding spring semester. Students will receive e-mail notification about the room selection process and will find additional information online. The College reserves the right to change room assignments when necessary. No room changes may be made without the permission of the Office of Residential Life. Students should see their Resident Assistant or Assistant Director for Residential Life for assistance or questions about room change procedure guidelines.

At times, Residential Life may need to convert lounges and temporarily expand occupancy in some rooms to accommodate housing demands. Students placed in expanded occupancy rooms will be required to move to a standard placement as they become available.

Students studying abroad returning in the spring semester will be contacted in October regarding housing arrangements. Students returning for the following fall semester will be able to sign-up for campus housing through the lottery process during the spring semester.

**Themed Living Options**

Washington College offers several themed housing options allowing students to live with others who share their social and academic interests.

The International House, attracts students interested in learning about a wide range of cultures and global issues. Students from all around the world and gain insight from cross-cultural experiences while making friends that can last a lifetime.

Presidential Fellows Housing is an option for first year students selected as Presidential Fellows upon admission. Students enjoy planned and often informal opportunities to interact with each other’s faculty outside the classroom and participate in activities focused on leadership and campus involvement.

The Arts House provides programming and activities geared towards those students interested in the visual and performing arts. Students can participate in plays on the Middle Hall stage, or showcase their art in the annual student art show.

The Science House is an excellent option for students interested or majoring in one of the sciences. This program is designed to help students achieve their academic potential through study groups, social programming, and close interactions with faculty.

The Wellness House brings together students interested in learning and practicing wellness and healthy living. Students have the opportunity to interact with faculty and staff while learning
to enhance their personal wellness and academic success. This living option is substance free (alcohol, tobacco, non-prescription drugs).

**Occupancy of Room Assignment**

Dates and times that residents may occupy the residence halls are determined by the Office of Residential Life. The published dates and times for both move in and move out will be communicated to all residents. The residence period for each semester usually begins one day prior to the first day of classes and usually ends 24 hours after the student’s last final or on the day the last day of final exams, whichever comes first. For graduating seniors, the residence halls will close graduation day after commencement ceremonies. All residence halls are closed between the end of the fall semester and the beginning of the spring semester. Permission from the Office of Residential Life must be obtained to arrive before or stay after the above dates and times.

**Room Check in and Check Out**

Residents checking in and out of rooms must do so during the dates and times announced by the Office of Residential Life. Residents are required to complete a Room Condition Report with their RA upon checking in and out of their rooms. Students are responsible for cleaning their room, returning all furniture to the way it was at check-in and removing and placing trash in approved locations. Based on the room condition report, the room will be assessed for damages above and beyond normal usage and students will be assessed a charge for damages to the room. Additional charges may be assessed for reassembling furniture, removal of a resident’s belongings, trash, and cleaning.

**Room Changes**

Occasionally, students encounter difficulties with roommates and while a room change may be desired, students are first encouraged to resolve the conflict themselves by having a conversation with roommate(s) or suitemates. Resident Assistants are available for advice about how best to approach this conversation. If no resolution is reached, the resident should talk to the floor RA. The RA will discuss the situation with all roommates and explore options. If a room change seems warranted after this step, the resident will be asked to discuss the matter with the Assistant Director of Residential Life who will determine whether a room change is advisable and approved. All room changes are based on space availability or willingness of all participants to exchange rooms. Room changes can only happen at certain times during the academic year. Room changes will not be made during the first three weeks of each semester.

**Care and Furnishing of Rooms**

Students are asked to keep their rooms reasonably clean and orderly. The walls, doors, and ceilings of the rooms are not to be defaced. Nails, tacks, and adhesives (tape, glue, etc.) may not be used on walls and students may not paint walls or furnishings. Rooms contain beds, desks, chairs, dressers, closets, window blinds, and screens on the windows. Students may not move furniture from lounges or floor common areas to their rooms. Students need to provide their own blankets, pillows, desk lamps, towels, sheets, etc. Students may not remove furniture from their rooms and the College is unable to store room furniture. The repair or replacement cost of any items of room, suite or residence hall furnishings that are removed, damaged or lost will be charged to the assigned occupants. Students may not make their own repairs. The College reserves the right to make announced periodic room inspections in order to assess safety and damage. Students may make cleaning and repair requests using the
College’s on-line system found at http://maintenance2.washcoll.edu/mc_web/onsite/mc_login_mac.asp.

**Common Area Damage**
Residents of an area are responsible for all common area damage and resulting charges. Charges will be divided amongst residents of an area unless the responsible party comes forward or is identified by residents or staff within 7 days. Responsible party will then assume the full damage charge. Students are encouraged to report all damages they (or others) have been involved in or have knowledge of, in order to effect prompt replacement of repairs and appropriate billing.

**Damage and Cleaning Charges**
Resident students are responsible for common areas of their residence. Room and common area damages, including cleaning charges, will be assessed to the responsible student whenever possible; however, when the responsible person or persons are not identified, the cost for repair or cleaning will be divided among all occupants of the suite, floor or building (whichever is appropriate). Students should report damage to their RA or Public Safety immediately.

**Fire Safety**
Each semester, Public Safety will hold un-announced fire drills for all residence hall students. Students are expected to vacate their residence hall when they hear a fire alarm or are directed to do so by appropriate College staff. Failure to do so may be considered a violation of College policy.

Tampering with fire extinguishers or smoke detectors is a violation of College policy that may result in suspension.

Per state code, students are not permitted to store their bicycles or any personal property in building stairwells. Bicycles or property left in stairwells may be removed. Bicycle racks are provided outside most residence halls.

**Small Appliances**
A student may bring a small refrigerator to campus in good working order that does not exceed 5 cubic foot capacity. All electrical appliances must be UL approved. Additional items that may be brought include:

- Game Systems
- Fans
- Televisions (may not be mounted on walls)
- Small Closed-Element Electric Grills
- Popcorn Poppers
- Microwaves
- Hair Dryers
- DVD Players

Due to safety considerations, the following items are prohibited from the residence halls:

- Portable Heaters
- Halogen Lamps
- Hot Plates
- Toaster Ovens
- Propane Grills
- Incense
- Candles and anything with open flame
- Anything with an exposed heating element
- Multi-arm lamps with plastic shades

**Guests**
All visitors to a residence hall are the responsibility of the host resident who invited and/or admitted that visitor into the building, suite or room (visitors are those not directly affiliated with Washington College or Washington College students who are not residents of the building, suite or room). This means that students are responsible for the behavior of their guests
through the campus conduct process. Visitors must be escorted at all times by the host resident. Unescorted visitors may be asked to leave and both the host resident and the visitor may be subject to judicial action.

Residents allowing non-residents into the building are putting themselves and others at risk. Allowing nonresidents into the building means that person becomes the resident’s visitor and the resident’s responsibility. This includes a resident holding the door open for a non-resident behind them, allowing them to follow him or her into the building.

Overnight guests (students and non-students) are permitted in the residence halls within reason. Guests may only stay for two consecutive nights with the permission of the other roommate or roommates. Exceptions to this may only be granted by a professional staff member of Residential Life. Under no circumstances should a residence hall room or suite become the primary residence of anyone other than the assigned students.

**Quiet Hours / Courtesy Hours**
Residence Hall quiet hours are from 11:00 pm-10:00 am Sunday through Thursday and 1:00 am to 10:00 am Friday and Saturday. Courtesy hours” are in effect at all times. A student should expect to be asked to reduce noise that is audible beyond their room (especially if it can be heard in rooms two or three doors away). The student is expected to comply with any such request from either staff or other residents. Excessive noise is unacceptable at all times. Residents are responsible for ensuring noise levels do not disturb other students. A student who fails to respond to reasonable requests to lower or eliminate noise may face judicial action. During exam week, quiet hours are extended to twenty-four (24) hours per day. Quiet hours in Kent Crossing begin at 8:00 p.m. every night of the week, in accordance with complex policy.

Students who need to practice their music are encouraged to utilize the Gibson Center for the performing arts.

**Selling and Soliciting**
Selling, canvassing, or campaigning door to door in the residence halls is not permitted. Students are not permitted to operate a business or maintain inventory for a business from a residence hall facility. This includes businesses operated through the internet or phone.

**Smoking**
All residence halls, including entryways, are smoke-free. Students may not smoke in the building. Students choosing to smoke must do so outdoors a minimum of 25 feet away from any residence hall building. Students who smoke in their residence hall rooms can expect to be charged for cleaning and replacement of all furnishings, floor tiles, and paint in addition to facing judicial action.

**Outdoor Sports/Games**
Students and guests are not permitted to engage in any kind of sport in the residence halls (i.e. dribbling basketballs, throwing a frisbee, etc.) These activities can cause safety, noise and damage concerns for all residents. Individual or group behavior that causes damage, harassment, accident, or injury to an individual or group or to College or personal property is not permitted. Students responsible for behavior that causes damage, harassment, etc., will face judicial action.
Window Screens
Room window screens are not to be removed. Removing window screens or in any way changing or altering a screen or window may be considered vandalism and result in judicial action.

Pets
Pets are not allowed in any residence hall. Students violating this policy, either by having a pet or where there is evidence of a pet, may be subject to judicial action plus necessary repair, cleaning and/or fumigating charges where applicable. Exceptions are made for aquarium fish (in tanks of 10 gallons or less) and approved service or therapy animals. If a non-approved animal is discovered, the animal needs to be removed immediately by the student. Service or therapy animals must be approved by the Office of Disability Services and Academic Skills prior to coming to campus or risk immediate removal.

Keys/Access Cards
The Department of Public Safety is responsible for issuing all room, mailbox, and departmental keys, as well as ID/access cards. Please safeguard all keys and ID cards. Contact the Department of Public Safety with questions or concerns regarding keys or ID cards.

One room key and one mailbox key will be issued to each student residing on campus. Students residing off campus must make arrangements with the mailroom for mail delivery.

It is the responsibility of the student to carry his/her key, and ID card at all times. Students who are locked out of their rooms should first make contact with their RA to get room access. If the RA is not available, the student may contact Public Safety. Students given admission to their rooms will be asked to provide his/her key and ID card to the responding staff member. If the student does not produce the key, he/she will be directed to Public Safety to request a replacement. A continued pattern of lockouts or failure to request a replacement key, when asked to do so, may result in a referral to the campus Honor Board.

Keys lost or not returned in accordance with this policy will result in a replacement charge of $25.00 for a room key and $25.00 for a mailbox key. When necessary, Public Safety may change the key core at the student’s expense. This is in addition to the charges for replacing the key and/or lock.

Students are to return all keys at the end of their residency, but keep their ID card. The Office of Residential Life must approve requests for room assignments changes. If approved, the Department of Public Safety issues new keys after written notification is received from the Office of Residential Life.

ID Cards
New students will receive a Washington College Student ID Card which employs multiple technologies, one of which allows the ID to be used as an access card for certain residence halls, as well as access to other facilities (when requested by members of the faculty or staff). When cared for properly, the ID card should last for the entire period that an individual attends Washington College. The ID card should not be folded, bent, or punctured in any fashion. The cost of replacing a damaged or lost ID card is $15.00.
When accepting a key or ID card, students will comply with the following rules and regulations:

- All room, mailbox, and other keys and access devices issued by the College are the property of Washington College.
- When a key (or ID card) is lost or stolen, it must be reported to the Department of Public Safety.
- Keys and identification cards are assigned to students individually and are not to be given or loaned to anyone else.
- Keys are not to be duplicated.
- It is each student’s responsibility to return keys by the end of the semester or school year.
- Upon request, College keys and ID cards must be surrendered to Public Safety officials.

It is the responsibility of each student to return all keys (room, mailbox and departmental keys) at the end of their residency. Keys not returned within five (5) days after official departure from campus will be charged to the student’s account. Any requests for variance from this policy must be made in writing or by e-mail, and endorsed by the Department of Public Safety prior to a student’s departure.

**Expectations for Off Campus Behavior**

Washington College students can contribute greatly to the Chestertown community when engaged in positive activities and respectful relationships with neighbors.

As members of the Chestertown community, Washington College students are expected to comply with all town, state and federal laws and local ordinances. Students are also expected to demonstrate responsible citizenship off campus and behave in a manner that is considerate of their neighbors. Neighbors have a right to the peaceful enjoyment of their property and to protect their property investment. Any student who engages in disruptive, disorderly or destructive behavior off campus will be held accountable by Washington College.

If a citation is issued or a nuisance call/complaint is made regarding an off campus house owned, rented or leased by Washington College students, the tenants of the residence will be held accountable by the Washington College Honor Code in addition to the civic authority. All tenants, whether present or not at the incident resulting in a police, Public Safety response or neighbor complaint, are responsible for behavior that takes place at their dwelling.

**Individual Student Behavior**

Any off campus student who repeatedly violates community standards or is involved in a single serious incident may be required to move into on campus housing with all costs associated being the student’s responsibility. Students who already reside on campus will be held accountable for behavior off campus.

**Maryland Social Host Liability Law**

As of July 5, 2016, Maryland Court of Appeals has ruled that adults (18 and over) who knowingly and willingly furnish alcohol to someone under 21 will be held culpable. Also passed, “Alex and Calvin’s Law”, a bill that has stiffened the fines and jail time for adults who provide alcohol for underage guests.

All students hosting a party, gathering or individuals either on campus or off should be aware of the presence of alcohol when guests under 21 are present, control access to alcohol provided by host, and take steps to ensure safety of underage students.
Hosts are strongly encouraged by Washington College to monitor the behavior of all guests and take appropriate action to minimize behavior that will impact the host, the guest in question, other guests, and the neighborhood.

**Chronic Nuisance Properties**

Any off campus student who is a tenant of a house that is deemed a chronic nuisance property by the town will be required to move into on campus housing with all costs associated being the student’s responsibility.

- In accordance with Chestertown Ordinance:
  
  **59-4, Conditions Constituting a Nuisance**
  
  A disorderly house nuisance is a dwelling, as defined in this chapter, where any of the following has occurred within a 365-day period.

  (A) Two or more calls for police service that result in criminal arrests, criminal citations, criminal indictments, criminal warrants, criminal summonses, civil citations or civil summonses arising out of separate and distinct facts and disturbances (as defined by the statutes of the state and/or the ordinances of the town or of the county) which occur at a dwelling or on property in close proximity to a dwelling;

  (B) Two or more violations of Chapter 45 of the Town Code relating to alcoholic beverages arising of separate and distinct facts and circumstances;

  (C) Two or more violations of Chapter 68 or Chapter 117 of the Town Code relating to nuisances, arising out of separate and distinct facts and circumstances;

  (D) Two or more violations of Chapter 54, Chapter 135 or 159 of the Town Code relating to property maintenance, arising out of separate and distinct facts and circumstances;

  (E) Two or more violations of Chapter 170 of the Town Code relating to zoning, arising out of separate and distinct facts and circumstances; or

  (F) A combination of two incidents from any of the above categories, arising out of separate and distinct facts and circumstances.

**Policy and Expectations:**

**A. General care and upkeep of the residence:**

Care and maintenance of a rental property is expected to be consistent with and blend in with owner occupied homes in the neighborhood. Since many student-rented houses are in the historic district, this is particularly important.

**B. Behaviors that may be illegal, disruptive, and/or disrespectful.**

Students should be particularly aware of the following behaviors:

1. Use and misuse of alcohol
   - Use or possession of alcohol by underage students
   - Providing or distributing alcohol to underage students and non-students
   - Carrying open containers of alcohol on sidewalks and streets
   - Possession or use of fake ids
   - Excessive noise, associated with service of alcohol to large groups

2. Noise and/or disruption while traveling in and through a neighborhood
Chestertown is a pedestrian-friendly town and the proximity of the College to the center of town and other amenities encourages walking. As students travel through the various neighborhoods in town, they should conduct themselves in a manner that does not disrupt the area. Noise, littering, public intoxication and urination, etc. disturbs and creates an unsafe environment for residents.

The following behaviors may be disruptive and/or illegal:

a. When people travel in large groups, they typically become louder. Excessive noise associated with travel in large groups ads to the nuisance level. Conversing with raised voices, yelling and screaming at any time of day or night is disruptive.

b. Public urination

c. Littering

3. Parties at student owned or rented houses

Students hosting parties at off campus houses are responsible for the size of the party, the activities occurring at and associated with the location, and the impact on the neighborhood, particularly in regards to noise, trash and vandalism.

Parties at student houses can generate disturbances in the neighborhood and surrounding areas. In particular, excessive noise is often generated by people on the porch and/or an outside area of the house, and by large groups traveling to and leaving from the party.

“Progressive” or “around the world” type parties involving alcohol can, by their nature, be especially disruptive to neighborhoods. All housing participating as a host “stop” can be held accountable for planned excessive disruption to the neighborhood and surrounding area.

4. Noise:

Students residing off campus as well as students who reside on campus but are traveling through a neighborhood must abide by all Chestertown ordinances regarding noise. Specifically:

117-5: Noise generated from sources used for entertainment purposes or group noise purposes…

(A) Prohibited noise. (2) The noise created by groups or individuals in a building or other structure or outside a building or other structure on public or private property and the sound can be heard more than 50 feet away from the building or structure beyond the boundaries of the property surrounding such building or structure, whichever is greater or measuring above 65 decibels in the daytime or 55 decibels at night.

Noise generated by altercations, parties, social events, rallies, meetings or other celebrations are included in this section to the disturbance of the citizens residing in the area.

(C) Presumptions, (2): Where the source of the prohibited noise, as set forth in division (A) (2) of this section, is located in a building or other structure, the owner, occupant, resident, manager or other person in possession of the premises shall, if present, be presumed to have permitted the noise in violation of this section in the absence of evidence to the
contrary.

5. Trash/Litter
Students, either living off campus or passing through residential neighborhoods, are expected to follow town ordinances regarding garbage and litter. For off campus student rental or owned properties, it is expected that residents will collect and dispose of garbage as required by the town and maintain a property free of loose garbage, recyclables, or litter. This includes storage of items on porches, yards or driveways.

*Ordinance 85-1, “Trash”: Waste material or objects, including bulk trash and garbage, that has been discarded or apparently discarded by its owner and its existence on public and private property is subject to penalties prescribed in this and other town ordinances*.

a. Cans, bottles, cups, food containers and food should be disposed of in trash cans or recycled as appropriate. Improper disposal of food waste, including pizza, wings and their containers, invites pest animals to infest that home, yard and surrounding areas.
b. Residents should not store trash on porches, including household trash and indoor furniture such as couches and recliners.

6. Other
a. Vandalism to public and private property: Students who engage in vandalism of public or private property off campus will be held accountable.
b. Vehicles: Students living in or visiting need to follow all parking restrictions. Students should be aware that parking in some neighborhood streets is for residents only. Even on streets without such restrictions, students should be aware that the vehicles of their guests regularly parked on the street may be problematic for their neighbors. Also, at no time can one or multiple vehicles impede traffic or be parked in such a manner as to block the passage of another vehicle, including emergency vehicles.

*Ordinance 160-5 (A) All vehicles within the town shall be driven and parked on the right-hand side of the street, unless a street or avenue is designated by a sign to be for one-way traffic. At any time that it shall become necessary, the Mayor and Council may mark and designate areas which may become congested for parking restrictions, banning parking altogether if necessary. No automobile or other vehicle shall stop in any street, avenue, or highway in a manner so as to hinder or delay traffic or passage, and the Police Department is empowered to enforce this provision by impounding the vehicle.*
Student Organizations and Activities

The Student Events Board

Office of Student Engagement, Hodson Hall Commons Student Center, ext. 6118
Michael Luckert, President

As a component of the Office of Student Engagement, the Student Events Board is the primary student programming organization on campus responsible for providing events and activities that support and enhance campus social life. The Student Events Board gives students an opportunity to get involved in shaping their social experience, while offering an excellent leadership experience. The organization offers many different exciting events throughout the year, but is best known for traditional events such as: Welcome Week, Homecoming, Comedy Week, Birthday Ball, and other events that feature either nationally known bands or performing artists.

The Student Government Association

100 Hodson Hall Commons, ext. 8742 (8SGA)

The Student Government Association (SGA), established in 1919, includes all current Washington College students as members. The SGA is student-run and participates in campus administrative, academic, and social affairs. There are three main branches of the SGA: the Executive Branch, the Legislative Branch, and the Judicial Branch.

The Executive Branch is composed of three elected members (President, Vice President and Speaker of the Senate) and nine appointed members (Financial Controller, Chief of Staff, Secretaries of Academics, Student Services and Campus Properties, Social Life, Service, Diversity and Environment, and Management). All members of the Executive Branch, the Speaker of the Senate, the Honor Board Chair, and the Parliamentarian, as well as the SGA Faculty and Staff Advisors, meet regularly in Executive Board Meetings. All work to represent students in day-to-day affairs and each Executive Board member holds regular office hours in the SGA Office.

The Legislative Branch of the College, commonly referred to as the Senate, consists of elected residence hall Senators, Class Presidents, and the Speaker of the Senate. The Senate is the voice of the student body, evident in its control over the SGA Platform and other legislative affairs.

The Honor Board serves as the Judicial Branch. The Honor Board Chair and the student Honor Board members are all chosen by the SGA and work alongside appointed faculty and staff to promote and enforce the Washington College Honor Code.

To promote checks and balances of power and to insure fair appointment practices, the SGA uses a Review Board. This Board, chaired by the non-voting Parliamentarian, consists of the President, Financial Controller, Speaker of the Senate and the Honor Board Chair. The By-laws and Constitution of the SGA are available online at: http://sga.washcoll.edu/.
Office of the Student Government Association

Hours: Published each semester.

The SGA offers the following services:
- Club recognition, funding, requisition processing, and detailed club information (constitutions, histories, officers)
- Posting of student leadership information and opportunities; Referrals to Student Affairs and other campus services; Referrals to off-campus services
- Posting and distribution of SGA-and non-SGA-sponsored activities/events
- Academic resource information/ opportunities
- Copying for recognized student organizations, including the four classes
- Advocacy for student concerns and issues
- Student event programming
- Recognizing distinguished seniors for their efforts to provide a better college community

The SGA Office also serves as the work area and meeting room of the Student Government Association for use by the SGA Executive Board, Class Officers, Senate Committees, and other organizations and groups as approved by the President of the Student Government Association.

SGA Executive Officers and Staff
- Taylor Frey, President
- Audrey Utchen, Vice President
- Alex Smith, Financial Controller
- Thomas Brennon, Chief of Staff
- Samson Ramasamy, Parliamentarian
- Madeline Farlow, Honor Board Chair
- Benjamin Fizer, Speaker of the Senate
- Alex Kurtz, Secretary of Academics
- Amanda Tran, Secretary of Diversity
- Katie Walker, Secretary of the Environment
- Tim Regan, Secretary of Service
- Victoria Cline, Secretary of Social Life
- Pat Elliot, Secretary of Student Services and Campus Properties
- Lydia Lion, Director of Communications and Office Management
- George Spilich, SGA Faculty Advisor
- Nina Fleegle, SGA Staff Advisor

Students serve on the following College committees:
- Academic Resources
- Academic Standing and Advising
- Academic Technology
- Admissions and Financial Aid
- Campus Events and Visitors
- Curriculum
- Honor Board - nine student members.
- Off-Campus Study - three students; where possible, seniors personally experienced in off-campus study.
- Planning
• Review Board for Research with Human Subjects - One or two senior students, at least one of whom is majoring in the social or natural sciences.
• Student Life

Students serve on the following Board of Visitors and Governors committees:
• Buildings and Grounds
• Honors and Awards
• Student Affairs

Student Clubs
At the beginning of each semester, the Student Government Association will publish a list of all SGA-recognized clubs, listing their President and Treasurer. Copies of this list are available in the Student Government Association Office and on the College Web site.

Credit-Bearing Performance Groups

Washington College Chorus
J. Ernest Green, Director, egreen4
The WC Chorus will sing a variety of repertoire, including selections from classical, popular, American musical theater, and gospel. It is open to all female students who enjoy singing.

Washington College Symphonic Band
Keith Wharton, Director, kwharton2
This course is appropriate for the following instruments: flute, oboe, clarinet, bassoon, saxophone, trumpet, horn, trombone, euphonium, baritone, tuba, and percussion. Students should have played in concert band, jazz band, or in the brass, woodwind, or percussion sections of a full orchestra in high school.

Washington College String Orchestra
Kimberly McCollum, Director, kmccollum2
The String Ensemble studies and performs orchestral music from various musical periods. This course is appropriate for the following instruments: violin, viola, cello, and bass.

Washington College Jazz Band
Staff, Director, ext. 7836,
This course is appropriate for the following instruments: saxophone, trumpet, trombone, piano, guitar, bass, and drum set. Students should have played in concert band or jazz band in high school.

Washington College Japanese Music Ensemble
Jonathan McCollum, Director, ext. 6549, jmccollum2
By the Edo period (1603-1868), three instruments had emerged from various directions to become popular among the Japanese people. They are: the koto, a 13-string zither, the shamisen, a 3-string banjo-like instrument, and the shakuhachi, a Zen Buddhist bamboo flute. In this ensemble, students will be introduced to these instruments, have the opportunity to research and write about them, and learn how to perform on an instrument of the student’s choice. Students will also learn to read the unique notation systems of each instrument, as well as gain a deep understanding of Japanese traditional arts in relation to the social, ideological, and cultural development of Japanese traditional aesthetics.
Steel Pan Ensemble
John Leupold, Director, ext. 7837, jleupold2
The Steel Pan is a 20th century invention from the Caribbean island of Trinidad. Each individual pan is crafted from a 50-gallon oil drum and is tuned as a bass, tenor, alto, or soprano instrument. With its unique Caribbean sound, the Steel Pan Ensemble performs American pop tunes, as well as Trinidadian Soca music and Calypso songs.

Chamber Ensembles
Contact Jon McCollum, ext. 6549, jmccollum2
Various woodwind, brass, string and vocals ensembles (duets, trios, quartets, quintets) perform in recitals throughout the year. They are open to qualified students.

Student Publications

The Elm
The Editor-in-Chief can be contacted at: elm_editor@washcoll.edu
*The Elm* is the official, weekly campus newspaper.

Pegasus
The Project Manager can be contacted at: pegasus_editor@washcoll.edu
The College yearbook is an interactive, electronic record of the year's activities and events. In the autumn, The Pegasus hires two or three paid student interns to edit the yearbook.

The Collegian
The Editor-in-chief can be contacted at: collegian_editor@washcoll.edu
*The Collegian* is a creative writing magazine that publishes poetry, fiction, creative nonfiction, and art, several times each semester.

Washington College Review
*The WC Review* is a liberal arts journal that publishes undergraduate student writing and graphic art from all disciplines of the College.

Fraternities and Sororities
Nick Spicer, Director of Student Engagement, Ext. 7146

Fraternities and sororities at Washington College build community through activities centered in scholarship, social life, service and leadership. Under the guidance of the Director of Student Engagement, the Inter-Fraternity and Panhellenic Council are responsible for fraternity-sorority affairs including the promotion of community relations as well as recruitment for all chapters on campus. Washington College recognizes four national fraternities and three national sororities:

Inter-Fraternity Council (IFC)
Ben Fizer, President

Panhellenic Council (Panhel)
Julia Zheng, President
Fraternities
Kappa Alpha Order, Beta Omega Chapter
Mark Pugliese, President

Kappa Sigma, Omicron Phi Chapter
John (JT) Tieder, President

Phi Delta Theta, Gamma Chapter
Ian Briggs, President

Theta Chi, Beta Eta Chapter
Bryan Reilly, President

Sororities
Alpha Chi Omega, Beta Pi Chapter
Alexis Jordan, President

Alpha Omicron Pi, Sigma Tau Chapter
Katie Gordon, President

Zeta Tau Alpha, Gamma Beta Chapter
Nicole Blanco, President

In order to participate in Greek Life recruitment, a student must have been a full-time student at Washington College for one semester and meet the minimum academic standards as set forth by the Inter-Fratermal and Panhellenic Council’s as well as the individual fraternity or sorority.

Student Life and Social Events Policies

Respect and Care for All Campus Facilities
The Department of Public Safety officers patrol all buildings on campus and aid in securing them at closing times. Student employees monitor Hodson Halls Commons during evening hours. Each department of the College publishes its hours of business at the start of the semester. Most facilities are restricted to student, faculty, and staff use only, however, others such as the Miller Library and the Bookstore are open to the public. An adult or a College sponsor must accompany children under 18.

Student Organization and Student Worker Office Keys
Designated faculty and staff members may, from time to time, request that an individual student (or group of students) be issued keys for various areas on campus to facilitate special needs. Examples of some of these needs are music practice rooms, science or math laboratories, fraternity or sorority chapter rooms, publication offices (Elm, Pegasus, Collegian), art studios, and a variety of others. Keys are issued by the Department of Public Safety on a case-by-case basis, and replacement charges for unreturned or lost keys are also determined on a case by case basis. These keys must also be returned to the Department of Public Safety.
Student Social Event Policy

A student social event at Washington College is a student sponsored and student organized activity that complements and supports the academic and co-curricular mission of the College. These events supplement the in-class experience with meaningful out-of-class practical learning experiences that elicit personal growth and development. These events also foster an engaging and interesting campus climate that contributes to a rich, vibrant, and enjoyable student social experience at Washington College.

- Alcohol-free events may occur on any day of the week. Events involving alcohol may occur only Friday and Saturday, or on days that precede a day when no classes are scheduled, or with special authorization of the Director of Student Engagement (who will consult with other campus officials before granting authorization).
- Events must end by 11:00 p.m. Sunday through Thursday, and 2:00 a.m. on Friday and Saturday, unless the Director of Student Engagement approves an exception.
- Events may be scheduled until 12:00 a.m. on the Sunday before final exams.
- All events must be registered using an Event Registration Form and approved by the Director of Student Engagement a minimum of two weeks prior to the event date. Event registration forms can be found on the Office of Student Engagement website and in the Office of Student Engagement located in Hodson Commons. Forms that are not complete or turned in past the deadline will result in the event being postponed or cancelled.
- If your event requires a contract for a performer or other services rendered, the Event Registration Form must be submitted to the Office of Student Engagement to be reviewed and signed 3 weeks prior to the event. Washington College has a standard contract that is used for all performers and vendors. Only the Director of Student Engagement, who is an authorized representative to act and sign on behalf of Washington College, can sign contracts. No student should ever sign a contract.
- Events must end by 2:00 a.m. on Friday and Saturdays, and by 11:00 p.m. on all other days, unless the Director of Student Engagement approves an exception.
- Sponsoring student(s) or student organization(s) are responsible for all event clean up. Event clean up should occur as close to the ending of the event as possible but must be completed within 12 hours of the events end (unless previous arrangements for a shorter or longer time frame have been made). A clean up fee will be charged to any non-compliant group if not completed within 12 hours of the event (unless previous arrangements for a shorter or longer time frame have been established prior to the event.)
- Registered events must comply with all Washington College campus policies and procedures. Event sponsors are also responsible for ensuring that all event conduct is in compliance with state law and local ordinances.
- Student(s) and/or student organization(s) violating college policy may be subject to disciplinary action by the College or the Honor Board.
- All exceptions to the Student Social Event Policy are to be submitted as a request to, and are granted at the discretion of, the Office of Student Engagement.

In addition to the policies and procedures listed above, all events with alcohol must comply with the following policies.

- Permission for these events must be obtained from the Office of Student Engagement no less than 14 days prior to the event by completing the Alcohol Event Registration Form. The sponsoring group or organization must have an estimate of the expected number of attendees to allow the Director of Student Engagement to determine the layout of the event.
• Based on the estimated attendance, event servers, bartenders and event staff will be assigned to the event.
• All events where alcohol is available must have adequate food, as determined by the Director of Catering Services. Non–alcoholic beverages must also be available at no extra cost to event attendees.
• Wristbands will be used at all events where alcohol is available. Depending on the size of your event, the Director of Catering, in consultation with the Director of Student Engagement and the Director of Wellness and Prevention Education, will determine which type of wristbands will be used.
  o At historically large events, or newly introduced events with an anticipated large number of attendees, such as Homecoming, Birthday Ball, Final Exam event, attendees 21 years of age and older with a valid government issued ID will be given a wristband that will allow students to consume alcohol in a designated area. Events of this nature will have a pre-determined number of drinks allowed per person, not to exceed 6 [six] drinks per event. The Director of Catering, in consultation with the Director of Student Engagement and the Director of Wellness and Prevention Education, will determine the appropriate number of drinks.
  o At these historically large events, all attendees will be given the same wristbands with the number of tabs equal to the pre-determined number of drinks allowed per person. All “of age” attendees will pay for each drink as they go, and will be served at the discretion of the TIPS trained bartender.
  o At smaller events, including those held in the Goose Nest, non-tabbed wristbands will be used, as the bartender will have the discretion to serve. Students under 21 will be permitted to mingle with those over 21.
• It is the expectation that all students will conduct themselves appropriately during events where alcohol is available for purchase. It is also the expectation that students who are at least 21 years of age and who choose to drink will not share alcoholic beverages with members of the community who are under the legal drinking age of 21. Should a student be found in violation of this policy while attending an event sponsored by a student club or organization, or at the Goose Nest, the student will be removed from the event and may be referred for further conduct follow up.
• Students will be permitted to bring in no more than 2 guests per college ID. Guests of a Washington College student must show a valid government issued ID to enter the event. Washington College students will need to sign in all guests with Event Staff and will be responsible for the behavior of their guest at all times.
• Alcoholic beverages may not be consumed at either indoor or outdoor athletic events, including recreational sports and intramural events.

For questions regarding registering a social event contact Nick Spicer, Director of Student Engagement at ext. 7146.

**Student Mailbox Mass Mailing Policy**

This policy provides guidelines to comply with US mail facility policies, ensure appropriate use of the campus mail system, and allow mailroom workers to spend their time efficiently.

**Definitions**

A mass mailing constitutes a group of individual pieces of mail that are sent to at least five students utilizing the campus mail system (This includes advertisements or flyers sent by
recognized college organizations or campus departments). **Non-personal mail** is any mail that is not customized to a particular student and intended to convey general information to a group of students. **Personal mail** is any mail whose content is specific to a particular student.

**Requirements**
- Each piece of mail that is part of a mass mailing (personal or non-personal) must include a legible student name and student mail box number.
- All mass mailings must be organized by the student box number. All individual items in a mass mailing must measure no smaller than 3” x 5”.
- Recognized student groups planning to do a mass mailing of non-personal mail must request advance approval by submitting the document(s) being mailed to the Student Affairs Office. This should be done prior to making copies of the document for mailing so, if changes are required, paper is not wasted.
- Personal mass mailings (for instance, holiday cards) do not need approval from the Student Affairs Office but must still be organized by box number if there are more than five pieces of mail.

**Procedures**
Documents needing approval (non-personal mass mailing) should be brought to the Student Affairs Office or e-mailed to student_affairs@washcoll.edu at least 5 workdays prior to the anticipated mail date. If approved the person seeking approval will be notified by the Student Affairs office to pick up an authorization to present to the mailroom with the mass mailing.
- Recognized student organizations requesting mailing labels must make that request to the Student Affairs Office at least 10 workdays prior to the anticipated mail date. The Student Affairs Office can produce labels with student names (including certain subgroups of students) but will require that the group doing the mailing provide the labels.
- Recognized student organizations doing a mass mailing must present their approved mailing to the mailroom, along with the authorization card, at least 3 days prior to their anticipated mailing date.
- Recognized student organizations doing a mass mailing are encouraged to consider other forms of communication consistent with the College’s efforts to minimize our impact on the environment.
- Recognized student organizations doing a mass mailing are expected to clean up the area around the mailroom the day after their event (or a week following their mailing if not an event advertisement) to ensure that any pieces of their mail have been disposed of properly in the mailroom area in the appropriate recycling bins.

**Student Advertisement Posting Policy**
The purpose of this policy is to provide students, student organizations, and advisors information on how to appropriately and effectively advertise on campus, while maintaining and respecting the integrity of our facilities.

**General Campus Posting Guidelines:**
- Postings must include the name of the sponsoring organization, as well as, comply and respect Washington College policy and the Honor Code.
- The original flyer must be approved and stamped in the Office of Student Engagement, before copies are made.
• Events sponsored by academic/administrative offices or programs do not need to be approved if the letterhead or logo of the sponsoring office is clearly visible on the flyer.
• Posting may not contain references to, or pictures of, alcohol or drugs.
• Flyers may be posted up to two weeks (14 days) before an event. Banners may be hung no more than one week before the event.
• All advertisements must be removed within 48 hours of the event.
• Only blue painter's tape, thumbtacks, or staples may be used to post advertisements, depending upon your posting location.
• Only Washington College students, faculty, staff and recognized student organizations with an approved stamp may post on campus.
• Realtors and those wishing to post about property for sale may do so on the community bulletin board on the first floor of Hodson Hall Commons. One poster is allowed, and must be approved by the Office of Student Engagement before posting.

Posting is not permitted on the following:
• Finished (painted or varnished surfaces)
• Glass doors
• Suspended from light fixtures
• Exit signs, smoke detectors, or other forms of safety equipment
• Vending machines
• Windows
• Fire doors
• Trees, benches, light posts and exterior walls
• Posting in residence halls is coordinated through the Office of Residence Life and the Office of Student Engagement.

Banner Guidelines:
• Banners may be hung no more than one week before the event, and must be removed within 48 hours.

Banners may be hung in the following locations:
• Hodson Hall Commons balconies
• Hodson Hall Commons, first floor landing under stairs
• Exterior of residence halls (from window to window)
• Sponsors should monitor the condition of their banner.

Student Organization Chalking Policy
Chalking is permitted on campus for events sponsored by recognized Washington College student clubs and/or organizations and must be approved by the Office of Student Engagement. Chalk is allowed only on uncovered outdoor concrete and brick sidewalks. No chalking may occur on covered walkways or entry areas, buildings, or vertical structures. Chalking is permitted 72 hours (or less) before an event.

Failure to Comply
Organizations in violation of the College posting policy will be notified in writing by the Office of Student Engagement within seven working days of the violation, and can be assessed for any clean up and/or damages. The organization’s advisor will also be notified of the violation. All appeals must be submitted in writing within two days to the Office of Student Engagement. Violations may result in the following sanctions: warning, cleaning or damage charges,
replacement of damaged areas, other, as deemed necessary. Continued violations of this policy will result in the loss of posting privileges.

The Office of Student Engagement oversees the student posting and chalking policies. The Director of Student Engagement may make exceptions to this policy at his or her discretion. Please contact the Director of Student Engagement for further information about this policy or assistance.

**Policy Governing Student Fundraising Activities**

The fundraising policy allows recognized student clubs and organizations to conduct fundraising projects in support of the group and its objectives, consistent with the educational mission of the College. Student clubs and organizations considering fundraising projects should review this policy and the guidelines prior to planning the project. The Director of Student Engagement is available to discuss this policy, the proposed fund raising activity and answer any questions.

The College does not permit fundraising by outside organizations on campus unless the proceeds support the mission of a recognized College organization. In general, charitable organizations other than the College itself may not use campus facilities in order to solicit gifts. Explicitly exempted from these guidelines are the annual United Way solicitation of staff and faculty. All students and student clubs and organizations are expected to adhere to the following:

Student groups may raise funds either to support their own activities or a recognized external charitable organization. In both instances, an authorized member of the group must fill out the Office of Student Engagement Event Registration Form (available online at [http://www.washcoll.edu/offices/student-engagement/event-planning.php/](http://www.washcoll.edu/offices/student-engagement/event-planning.php/)) and submit it to the Office of Student Engagement at least two weeks (10 business days) prior to the event in order to receive authorization. (The Director of Student Engagement will consult with the Advancement Office on any proposed fundraising activity for a recognized external charitable or an activity that proposes soliciting parents, alumni or other external audience.)

Student groups are responsible for communicating with appropriate offices or staff members in accordance with all deadlines when reserving facilities, arranging for tables, chairs, food, and any other necessary equipment. Students coordinating the event and the sponsoring student organization are responsible for cleaning and restoring the facility to good order and the proper return of equipment used during the event immediately after the event’s end. Student organizations that fail to comply may be charged for any clean up or other work required to restore the facility to good working order.

Student fund-raising event requests may be denied if they are submitted after the two-week deadline or are proposed to coincide with major college events such as Reunion, Birthday Ball, Fall Family Weekend, Commencement, etc.

Student groups may only solicit funds or gifts from off-campus groups, individuals or businesses (including alumni and parents) after meeting with and receiving written authorization from either the Business Office or the Office of College Advancement. Students must contact and receive written authorization from either the Controller (for the Business Office) or the Director of Advancement Services (College Advancement) before making any
arrangements to solicit funds.

The above guidelines supplement the College’s fundraising policy and guidelines as determined by the Advancement Office. The College’s general policies and guidelines may contain specific information and restrictions which must also be followed by student organizations when conducting fundraising events and the application of these policies/guidelines will be determined by the Director of Student Engagement in consultation with the Advancement Office.

**Anti-Hazing Policy**

Washington College prohibits any form of hazing by Washington College students on or off campus. Hazing, as defined by Washington College, can apply to individuals as well as student groups and is:

Any action taken, created, or intended, to produce mental or physical discomfort, embarrassment, harassment, or ridicule that is directed at new or prospective members of a recognized student organization. Such actions may be perpetrated by an individual, an individual against an organization, or an organization against an individual. In case of violations, individuals and an organization as a whole may be subject to disciplinary action. In addition to Washington College’s Anti-Hazing policy, students must also comply with the Maryland Anti-Hazing law.

**Maryland Anti Hazing Law (§ 3-607) revised – effective October 1, 2015**

The State of Maryland also prohibits hazing and defines it as such:

- **Prohibited** — A person may not recklessly or intentionally do an act or create a situation that subjects a student to the risk of serious bodily injury or mental or emotional distress for the purpose of initiation into a student organization of a school, college, or university.
- **Penalty** — A person who violates this section is guilty of a misdemeanor and, on conviction, is subject to imprisonment not exceeding 9 months or a fine not exceeding $2,500 or both.
- **Prohibited defense** — The implied or expressed consent of a student to hazing is not a defense under this section.

The College’s anti-hazing policies apply to any and all student groups and organizations on campus. The consent of those being hazed will not be accepted as a defense for those who have been found to violate college policies on hazing.

**Examples of Hazing**

Note that this list is not intended to be all-inclusive. Please contact the Office of Student Affairs (ext. 7752) for clarification on any action that may be considered hazing.

- Forcing, requiring, or endorsing consumption of alcoholic beverages or any other drug use.
- Forcing, requiring, or endorsing the purchase of alcoholic beverages or any other drugs.
- Any action which would be perceived as inflicting physical abuse/harm to an individual, e.g. throwing things at students, paddling, etc.
- Requiring students to publicly wear apparel that is conspicuous or not normally in good taste.
- Morally degrading or humiliating games or activities such as requiring members to sing in public or act like animals.
• Requiring any personal servitude such as running errands.
• Requiring tattoos or brands.
• Requiring members to shave all or part of their heads.
• Requiring members to participate in “line-ups.”
• Requiring any activities that involve the deprivation of food, sleep, etc.
• Assigning or endorsing pranks such as borrowing or stealing items, vandalism to property, or harassing other individuals or organizations.
• Conducting activities that do not allow adequate time for study or sleep.
• Requiring calisthenics such as sit-ups, push-ups, running, or any form of physically abusive exercising.
• Verbal harassment, including yelling and screaming.
• Scavenger hunts, treasure hunts, road trips, kidnapping, drop-offs, or any such activities, if done in such a way as to violate the College hazing policy described above
• Requiring the ingestion of an undesirable, unwanted substance, or excessive amounts of any substance.
• Requiring the carrying of items (e.g. rocks, bricks, etc.)

**Reporting an Incident of Hazing**
Any individual student or student group found responsible for hazing or participating in hazing activities is subject to disciplinary action by the College as well as possible criminal prosecution under Maryland State Law.

Hazing incidents may be reported to any of the following:
  - Sarah Feyerherm, Vice President for Student Affairs, ext. 7752
  - Candace Wannamaker, Associate Vice President for Student Affairs, ext. 7752
  - Ursula Herz, Associate Dean of Students and Director of Residence Life, ext. 7752
  - Lauren Gibson, Director of Wellness and Prevention Education, ext. 7277
  - Jerry Roderick, Director of Public Safety, ext. 7810

**Responsibilities of Individual Students regarding Hazing**
All individual students have a responsibility to decline to participate in hazing activities and report hazing activities if they become aware of them.

**College Response to Allegations of Hazing**
Any allegations of hazing reported to the College will be investigated. If the investigation yields evidence of hazing, the College will then take appropriate disciplinary action against the individuals and/or organizations deemed responsible for the hazing. The Honor Board may hear charges against organizations and individuals. Disciplinary action may include both accountability sanctions (e.g. fines, loss of privileges, disciplinary probation, suspension or expulsion of the organization, loss of college housing) and educational sanctions (e.g. programs, workshops, community service).

Any retaliatory measures taken against a student who reports a hazing incident are prohibited and may result in additional sanctions taken against the group or individual responsible.

The College will also support any victim of hazing if he or she wants to speak to the local police about the possibility of pressing criminal charges.
Alcohol and Other Drugs: Expectations, Education and Policies

Alcohol and Other Drugs – Expectations and Education

Washington College is dedicated to promoting a safe and healthy living and learning environment for all students. The College recognizes that student alcohol use and abuse is an issue that confronts all colleges and universities. Alcohol or other drug abuse adversely affects student success in and out of the classroom and is an issue with complex physiological, social, psychological, and legal dimensions. The following guiding principles are used to shape the College’s alcohol and other drugs related programs and services as well as the College’s expectations for students.

Core values at Washington College include: honor, trust, integrity, respect, civility, service, responsibility, and citizenship. These values are expected to influence individual and group decisions involving alcohol and other drugs.

Washington College adheres to all local, state, and federal laws and legal requirements. Students are expected to do the same.

To make informed choices about alcohol use, students are expected to educate themselves about the social, physiological, psychological, and legal consequences of consuming alcohol or other drugs. As an institution of higher learning, Washington College will use education as its primary method to raise awareness about alcohol use and abuse and to guide student behavior. Students are also expected to understand that as part of this educational approach, the College will hold students accountable should their actions violate alcohol and other drug policies.

Members of the Washington College community are expected to take appropriate care of themselves and others in the community, a demonstration of respect and a commitment to individual and shared responsibility. All members of the Washington College community are expected to intervene when necessary. If a student is perceived to be at risk, the College will take the steps needed to ensure student safety.

In an effort to provide support or assistance, the College may choose to notify parents or legal guardians of students who have violated College policies related to alcohol or other drugs. The decision to notify parents or legal guardians will be made according to the professional judgments of appropriate staff. The primary goal of notifying parents or legal guardians is to promote the safety, health, and well being of the community and the student.

Expectations for Students

Students are expected to abide by applicable laws and College policies concerning the possession, purchase and consumption of alcoholic beverages and other drugs and to conduct themselves in accordance with guiding principles outlined above. Explicit in these expectations is that students are responsible for making their own decisions and accept the consequences of those decisions.
Expectations for Student Groups
Student groups considering sponsoring or hosting events at which alcohol may be served are expected to use the guiding principles in designing, planning, and conducting their events. Students are required to complete the registration process in advance and receive the appropriate written authorization for events at which alcohol may be served. Event organizers are required to take appropriate precautions to prevent the unlawful and irresponsible consumption of alcohol. This includes abiding by applicable laws and existing College policies governing the purchase, sale, service, possession, and consumption of alcoholic beverages. These expectations apply to all events or activities sponsored by student groups, whether the event or activity is held on or off campus.

Expectations for the College
The College is expected to:

- View the student’s first year as a transitional year and therefore be more likely to notify parents or guardians of dependent students of incidents that have the potential to affect a student’s health, safety, or academic performance.
- Intervene with appropriate measures when any student’s health, safety and/or academic success are perceived to be at risk.
- Provide individualized and timely support and intervention for students who display alcohol or other substance related problems.
- Maintain an alcohol and other drugs advisory group, composed of students, faculty and staff members.
- Implement a comprehensive alcohol education outreach effort informed by data collected from Washington College students about their alcohol related attitudes, knowledge, and behavior.
- Provide information at appropriate times during the academic year to assist student organizations make educated decisions about the risks of, and whether to serve, alcohol at their activities.
- Target programming efforts toward populations identified by campus research or the national research literature as more vulnerable to alcohol use and abuse.
- Offer lively, enjoyable, safe and readily available activities designed to support a campus social culture free of alcohol and plentiful social opportunities for students who do not use alcohol regularly or at all.
- Establish relationships with local vendors to promote compliance with policies and the law.
Policy Statement and Federal, State and Local Laws/Penalties

Policy Statement on Substance Abuse
The College is committed to fostering an environment free of drug and alcohol abuse through (1) education and counseling programs, and (2) the prohibition of illegal or imprudent use of drugs or alcohol. The College prohibits the unlawful manufacture, distribution, dispensing, possession and use of controlled substances. Controlled substances include, but are not limited to: narcotics, barbiturates, amphetamines, cocaine, marijuana, anabolic steroids and misused prescription or legal drugs or alcohol. As used in this policy, the words “substance” and “controlled substance” include alcoholic beverages. Those who use controlled substances or illicitly use or abuse legal substances, including but not limited to alcohol, are in violation of the law and of Washington College policy. Compliance with this policy is a condition of enrollment at the College. All Washington College students are expected to be familiar with and abide by the principles and details of this policy. This policy will be reviewed at least biennially to assess its effectiveness, to implement appropriate changes and to ensure that the disciplinary sanctions discussed are consistently enforced.

The Washington College policy on alcohol and other drugs exists within the context of local, state, and federal laws. The regulations contained in this policy are designed to comply with all applicable Chestertown and Kent County ordinances and the laws of Maryland and the United States, including the Drug-Free Schools and Communities Act Amendments of 1989. The illegal use and abuse of alcohol or prescription drugs and/or use of illicit drugs, violates the Washington College community standards and, when reported, will be handled in a serious manner.

Maryland State Laws and Penalties
- It is illegal in the state of Maryland for anyone under the age of 21 to purchase, possess or drink alcohol.
- It is illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume.
- It is illegal to purchase or otherwise supply alcohol to individuals who are under the age 21.
- Penalties for the above violations are a $500 fine for the first offense, and up to a $1000 fine for repeat offenses.

In the state of Maryland, a person may not drive or attempt to drive any vehicle while intoxicated or under the influence of alcohol. In Maryland, drivers are considered to be driving under the influence of alcohol when their blood alcohol concentration (BAC) is .08 or higher. An underage drinker with a BAC of .02 (approximately one drink) may be charged with a violation of restricted license, which will result in a suspension of the driver’s license. The driver may also face a fine of up to $500. An individual can still be charged with a violation despite possession of an out-of-state driver’s license.

In Maryland, a defendant in possession of marijuana is guilty of a misdemeanor and subject to imprisonment for up to one year and/or a fine of up to $1,000. However, pursuant to Chapters 193 and 194 of 2012, a person in possession of less than 10 grams of marijuana is subject to a reduced penalty of imprisonment for up to 90 days and/or a maximum fine of $500.
The use or possession of a controlled dangerous substance other than marijuana is a misdemeanor with maximum criminal penalties of four years imprisonment and/or a $25,000 fine.

**Federal Controlled Dangerous Substances/Illegal Drug Laws and Penalties**

Federal law states that it is unlawful for any person, knowingly or intentionally, to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance.

The penalties increase if the possession includes intent to manufacture, distribute or dispense a controlled substance, especially if done near a public or private elementary, vocational or secondary school, or a public or private college or university. Any person who violates this law shall also be liable to the U.S. government for an amount up to $10,000 in civil penalties.

It is also unlawful to drive while under the influence of any Controlled Dangerous Substance, whether legal or illegal (prescribed or unlawfully obtained.) An individual can be charged with a violation despite possession of an out-of-state driver’s license. Violations may result in suspension of the driver’s license.

**College Alcohol and Other Drugs Policies**

Washington College has several policies addressing the use of alcohol and other drugs. In addition to federal, state, and local laws, students are required to comply with College policies pertaining to alcohol use on campus.

**Alcohol Policy**

Students are required to abide by all Maryland and Kent County laws and Washington College regulations regarding the use of alcohol. These rules specify that persons under 21 years of age are prohibited from possessing or consuming any alcoholic beverage at Washington College.

Students who are 21 years of age or older may possess and consume alcohol on campus in accordance with the following:

- Alcohol may be consumed only within assigned rooms or suites. Open containers of alcohol are prohibited in common spaces, such as hallways and lounges, and in public areas, such as lobbies or outdoors.

- Students who possess alcohol on campus are responsible for its legal and responsible use. This includes taking reasonable precautions to prevent the possession of alcohol by underage students and guests.

- Kegs and other mechanisms or devices that permit purchase, storage, and distribution of alcohol in bulk quantities or that allow unregulated access to alcohol by any means, are prohibited.

- Students may not sell or distribute alcohol anywhere on campus. This prohibition includes, but is not limited to, cash bars, events to which admission tickets are sold or
for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchase access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.

- College funds allocated for hall activities and any college sponsored programming may not include alcohol.
- Students are responsible for the behavior of their guests, including any violation of policy.
- Students found to be in an intoxicated state on campus may be subject to mandatory medical or psychological intervention as well as appropriate disciplinary action (except as outlined in the Medical Amnesty Policy section found below).

**Marijuana Policy**
Marijuana is an illegal substance and is prohibited. Any student, who is found to be in possession of, or using marijuana, will face disciplinary action and possible criminal charges. Water pipes, bongs, hookahs, and other paraphernalia commonly associated with drug use are also prohibited.

**Policy for Other Controlled Substances**
The possession or use of narcotics and/or other controlled substances without a valid prescription is prohibited. Students are expected to obey federal and state laws regarding the use, sale, and distribution of controlled substances.

**Parent or Guardian Notification**
To provide support or assistance to students, the College may choose to notify parents or legal guardians of students under the age of 21 who have violated the alcohol or drugs policies. This decision will be made according to the professional judgment of appropriate staff and will be consistent with the application of privacy laws. The primary goal of notifying parents or legal guardians is to promote the health and well-being of the community and the individual student.

**MEDICAL AMNESTY POLICY**

It is imperative that someone calls for medical assistance when an individual experiences severe intoxication or a serious injury after consuming alcohol or other substances. People may be reluctant to seek help in such alcohol or other substance related emergencies because of potential conduct consequences for themselves or the person in need of assistance. Since these emergencies are potentially life threatening, the Medical Amnesty Policy reduces or eliminates disciplinary consequences for students who call for medical attention for an intoxicated student or guest, or even for himself or herself. Medical attention is defined by Washington College as being an assessment and/or treatment by a first responder, such as a Public Safety Officer, Paramedic, or Treating Health Care Provider at the hospital.

This policy is part of Washington College's comprehensive approach to reducing harmful consequences caused by the consumption of alcohol or other drugs. The Medical Amnesty Policy represents the College's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or substance-related emergency. The Medical Amnesty Policy also provides education for individuals who receive
emergency medical attention to reduce the likelihood of future occurrences.

**How does the Medical Amnesty Policy work?**
The Medical Amnesty Policy reduces or eliminates disciplinary consequences when a student actively calls for help as follows:

**Person in need of medical attention**
If an individual who actively calls for medical attention related to his or her consumption of alcohol or other substances completes a required educational follow-up at Health Services and/or with the Director of Wellness and Prevention Education, he or she will not be subject to judicial action for the following policy violations should they occur at the time of the emergency:

- underage consumption and/or possession of alcohol and illegal drugs
- disorderly conduct

A person in need of medical attention is eligible for medical amnesty on more than one occasion. The college reserves the right to use its best judgment in repeated cases of medical amnesty and may pursue conduct action in addition to educational and health and safety follow up appointments.

**Calling on behalf of someone else**
An individual who actively calls for emergency assistance on behalf of a person experiencing an alcohol-or other substance related emergency would not be subject to conduct action for the following policy violations should they occur at the time of the emergency:

- underage consumption and/or possession of alcohol
- provision of alcohol to an underage person

**Additional Details:**
An active call requires an individual to call 9-1-1 or a College Official, such as a Public Safety Officer or a Resident Assistant. Medical Amnesty will not be granted where there was no active call for medical assistance. Failure to complete the above requirements of meeting with designated educational follow up officials may result in the case being referred to the student conduct process.

For more information about the Medical Amnesty Policy, contact the Director of Wellness and Prevention Education at x7277.

**Sexual Assault Amnesty Protocol**
Washington College encourages the reporting of sexual misconduct by survivors. The College recognizes that students who have been drinking and/or using drugs (whether use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. A victim/survivor reporting sexual violence to College officials or a bystander reporting such violations, provided that their behavior did not place the health and safety of any person at risk, will not be subject to disciplinary action for violations of alcohol and other drug policies occurring at the time of the sexual misconduct.
Alcohol and Other Drugs Violations and Sanctions: What to Expect

The College’s response to alcohol or other drug violations will depend in part upon the level of the violation. For the purposes of this policy, there are two levels of violations, categorized by frequency and severity:

- first violation/low-level violation
- second or subsequent violation/serious first violation

Sanctions most likely to result from alcohol and other drug violations at these two levels are listed below. Please note, these are not exhaustive lists and provide only a range of typical sanctions; other sanctions not listed here may be assigned when appropriate. Designated college administrators or the Honor Board will make their decisions based on conversation with the student and a review of the student’s past actions, and consider what is most likely to effect a positive and lasting change in a student’s behavior when assigning sanctions for alcohol or other drug policy violations. Incident reports documenting behavior in violation of College policy, letters from College administrators and records from Honor Board or other administrative hearings are maintained in the student’s file located in Student Affairs.

Alcohol Violations

First violation/low-level violation

For a first low-level violation the most common outcome is a letter of warning kept in the student’s file for one year. Should a first low-level violation occur in conjunction with other alcohol or behavior related concerns, the student may be required to meet with a College administrator to discuss the concerns.

Possible sanctions that may be considered:

- Citation and fine
- Letter of Warning
- Educational conversation with College administrator documented in a follow-up letter to the student

Typical Notifications:

- If a student is a varsity athlete - Athletic coach and Athletic staff notification
- If a student is a Greek organization member - Director of Student Engagement notification

Second or Subsequent Violation/First Serious Violation

Second or subsequent violations or serious first violations will be reviewed by a College administrator and the Honor Board to determine appropriate educational and judicial follow-up. The case may be referred to the Honor Board for adjudication and/or the Director of Wellness and Prevention Education for educational follow up. Sanctions for a second violation or first serious violation may include a minimum one semester probation and demonstration of successful completion of alcohol education requirements or similar activity. Students placed on probation and later reported for a possible violation of College policy, especially a moderate or serious violation, will be referred to the Honor Board and may face possible suspension from the College.
Possible sanctions that may be considered:

- Official College Warning
- Probation for a semester or extension of existing probation
- Completion of an alcohol education program or community service followed by a reflection paper
- Required substance abuse evaluation by a substance abuse counselor
- Change in housing assignment
- Restriction to classes and class-related activities (prohibited from attending social activities, entering the Student Center, residence halls, etc.)
- Suspension from the College for a semester for a moderate to serious violation committed while on probation
- Suspension for two semesters or longer for repeated violations while on probation or for a very serious violation while on probation

Typical Notifications:

- Parent/guardian notification
- Associate Provost notification
- If a student is a varsity athlete - Athletic coach and Athletic staff notification
- If a student is a Greek organization member - Director of Student Engagement

Drug Use and Paraphernalia Violations

First Violation
A first violation will be reviewed by the Honor Board and may result in a minimum of one semester of probation and demonstration of successful completion of a substance abuse education requirement or similar activity.

Second or Subsequent Violation/First Serious Violation
Serious first violations will be reviewed by the Honor Board and may result in more serious sanctions including suspension for a semester or more, evidence of substance abuse counseling or other appropriate learning and development activity while away and a two semester or more period of probation upon return. Students reported for a second or subsequent violation of College policy during the period of probation will be referred to the Honor Board and face possible suspension or, for repeated or serious violations, expulsion from the College. In all cases, students should be aware that violations involving controlled dangerous substances (CDS) may be reported to local authorities who may file charges in the local court system independently.

Possible sanctions that may be considered:

- Probation for a semester or extension of existing probation
- Substance abuse education activity or community service followed by a reflection paper
- Change in the housing assignment
- Restriction to classes and class-related activities (prohibited from attending social activities, entering the Student Center, residence halls, etc.)
- Suspension from the College for a semester for a moderate to serious violation committed while on probation
- Suspension for two semesters or longer or expulsion for repeated violations while on probation or for a very serious violation while on probation
Typical Notifications:

- Parent/guardian notification
- Associate Provost notification
- If a student is a varsity athlete - Athletic coach and Athletic department staff notified
- If a student is a Greek organization member - Director of Student Engagement notified

In addition to the possible sanctions listed above, students should also be aware of other potential consequences of drug-related convictions through the court system. If a student is convicted of any offense involving the possession or sale of illegal drugs, under the Higher Education Opportunity Act of 2008 (HEOA), the student is ineligible for federal student aid funds. A drug-related conviction might also affect a student’s:

- Eligibility to participate in a study abroad program
- Eligibility for employment
- Ability to acquire certification to work in fields of education, recreation, and with senior citizens
- Ability to acquire professional licensure, i.e., counseling, law, health care professions, etc.

All students should be aware that current federal statutes permit notification of parents/legal guardians of a student’s violation of college alcohol policy. Both designated College administrators and the Honor Board may recommend to the Vice President for Student Affairs that parental/legal guardian notification occur. The Vice President for Student Affairs will make a final determination of the appropriateness of notification. The Vice President for Student Affairs may also notify parents/legal guardians without a designated College administrator’s or Honor Board’s recommendation when the situation warrants notification. Each student should be prepared that parental/legal guardian notification may occur if an underage student is reported for a violation of the College alcohol or other drug policies.

Health Risks
The use of drugs and alcohol has both physical and psychological repercussions. Such substances can interfere with memory, sensation and perception and impair the brain’s ability to synthesize information. Regular users develop tolerance and physical dependence. Psychological dependence occurs when the substance becomes central to the user’s life and decision-making. Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including physical attacks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described. Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of substance intake can produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Substance withdrawal can be life threatening. Long-term consumption of substances, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver. Women who use controlled substances during pregnancy may give birth to infants with fetal alcohol or drug syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.
Counseling
In order to promote an environment free of substance abuse, the College supports an active program of community awareness and education and also offers assistance with confidential counseling. Many of these counseling services are provided “in-house” at no charge to the student; other services are provided through direct referrals to outside service agencies and regional support network. A part-time program specialist provides education, counseling, and evaluation services related to drug, alcohol, and other substance. All services are confidential, and information will not be released without written authorization. A copy of the policy related to limits of confidentiality is available at Counseling Services. Students, faculty and staff are encouraged to refer students who appear to be troubled by drug or alcohol use to Counseling Services (ext. 7261). In addition to the College’s confidential counseling services, there are several national hotlines and websites available that provide information and referral.

Campus Resources
Health Services 410-778-7261
Counseling Services 410-778-7261
The Office of Wellness & Prevention Education 410-778-7277

Off-Campus/Community Resources
Alcoholics Anonymous www.aa.org
Al-Anon/Alateen www.al-anon-alateen.org
Marijuana Anonymous www.marijuana-anonymous.org
Children of Alcoholics Foundation www.coaf.org
Cocaine Anonymous www.ca.org
Narcotics Anonymous www.na.org
National Alcohol Abuse and Drug 24-Hour Helpline: 1 (800) 252-6465
Cocaine Abuse 24-Hour Hotline: 1 (800) 262-2463

Discrimination and Harassment Policies

Policy Statement on Discrimination
Washington College does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, marital status, disability, sexual orientation, genetic information, or any other legally protected classification in the administration of any of its educational programs and activities or with respect to admission and employment.

The designated coordinator to ensure compliance with Title IX of the Educational Act Amendments of 1972 is Candace Wannamaker, Associate Vice President of Student Affairs, Casey Academic Center, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, phone number (410) 778-7752.

The designated coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 is, Andrea Vassar, Director of Academic Skills, Clifton Miller Library, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, phone number (410) 778-7883.

For additional information and/or to file a complaint contact the Director of Civil Rights, US Department of Education, Office of Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, or local fair employment practices agencies.
Policy Statement on Harassment
Harassment in any form, whether based on race, sex, color, national or ethnic origin, age, religion, marital status, disability, sexual orientation, genetic information, or any other legally protected classification is unacceptable on the Washington College campus.

For purposes of this policy harassment means unwelcome verbal, written, or physical conduct based on a protected classification (race, color, sex, disability, etc.) that has the purpose or effect of unreasonably interfering with an individual’s work or education, (including living conditions, extracurricular activities, and social life) creating an intimidating, hostile, or offensive environment, or constituting a threat to an individual’s personal safety. Sexual harassment includes sexual violence/assault.

Policy Statement on Sexual Harassment
Washington College will not tolerate sexual harassment in any form. Sexual harassment includes sexual violence/assault. The goal of this policy is to create a community free of sexual harassment. Sexual harassment committed in connection with any College program, whether on or off campus, is prohibited. This applies to academic, educational, extracurricular, athletic, residential, and other College programs. Sexual harassment may be a violation of state and federal laws as well as a violation of this policy. Individuals who feel they have been sexually harassed may have the right to bring legal action, in addition to making a complaint to the College. Legal action and an internal complaint can be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation of sexual harassment, or pursues legal action is prohibited.

The essential importance of academic freedom is recognized and a standard of reasonableness will guide the College. Only when academic freedom is used to disguise, or as the vehicle for, prohibited conduct will it be questioned. Washington College believes that ideas, creativity, and free expression thrive and, indeed, can only exist for students, faculty, and staff in an atmosphere free of sexual harassment and assault.

Definition of Sexual Harassment
Federal Law (Title VII of the Civil Rights Law of 1964 and Title IX of the Education Amendments of 1972) provides that sexual harassment shall be considered a form of gender discrimination. Maryland Law also prohibits gender discrimination and sexual harassment.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with one’s academic or work performance or social world by creating an intimidating, hostile, offensive, or violent environment. Sexual violence/assault is also considered sexual harassment.

Examples of Sexual Harassment:
- Action of an individual in a position of institutional power or authority who misuses that position to subject an individual to unwanted sexual attention of either a verbal or physical nature when that conduct is either explicitly or implicitly a term or condition of a person’s employment or academic status.
- Demanding sexual favors accompanied by implied or overt threats or promises concerning grades, recommendations, or evaluations.
Inappropriate sexual conduct that interferes with an individual’s work performance or educational experience by creating an uncomfortable environment. This prohibition applies to all relationships at the institution between members of the College community.

Inappropriate conduct against an individual that interferes with an individual’s work performance or educational experience by creating an uncomfortable environment that would not occur but for the sex of the individual.

Consensual Relationships
Washington College policies prohibit unreciprocated and unwelcome relationships. However, persons in positions of power, authority, and control over others should be aware of and sensitive to problems that may arise from mutual relationships that are inherently unequal. Individuals in these situations are urged to examine such relationships before engaging in them, especially in terms of emotional health, self-esteem, and respect for the freedom of others.

Apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. The College particularly abhors the abuse potentially inherent in sexual relationships between faculty members and students and between staff supervisors and their student employees.

Reporting Discrimination or Harassment

Discrimination or Harassment Based on Disability

Examples of Harassment based on Disability:
- Lack of access to educational programs and facilities
- Denial of academic adjustments or accommodations.
- Offensive remarks, jokes, epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to a person’s disability;

Discrimination or Harassment Complaints
Washington College encourages anyone who has experienced any form of discrimination or harassment to report the incident promptly, to seek all available assistance, and to pursue remedies available through campus judicial or grievance processes. Complainants are also encouraged to report incidents to local, state and/or federal authorities or offices charged with handling unlawful discrimination or harassment.

Reporting a Complaint
Students, employees, or third parties who believe they have been subjected to discrimination or harassment, including sexual violence/assault, by a student or employee of the Washington College community or by another individual for whom the College is or may be responsible (e.g., applicants for admission or employment, alumni, independent contractors, vendors,
recruiters) should contact one of the following persons for assistance with resolving a complaint:

- Title IX Coordinator or Assistant Coordinator(s) – for matters involving discrimination or harassment based on sex or gender
- 504 Coordinator or Assistant Coordinator(s) – for matters involving discrimination or harassment based on disability
- Professional Staff in Student Affairs (Including Resident Area Directors/RADs)
- Department of Public Safety
- Human Resources Department

Complaints alleging sexual discrimination or harassment (including sexual assault/violence) should be submitted to Candace Wannamaker, Associate Vice President for Student Affairs and the College’s Title IX Coordinator, first floor Casey Academic Center, 410-778-7752.

Complaints alleging disability discrimination or harassment should be submitted to Andrea Vassar, Director of Academic Skills and the College’s Section ADA/Section 504 Coordinator, Clifton Miller Library, 410-778-7883.

When a Washington College student is the subject of a discrimination or harassment complaint, the matter will be referred to the Honor Board or other appropriate hearing body (see the Washington College Honor Code and Student Judicial System found earlier in this Handbook).

When a Washington College employee or third party is the subject of a formal written complaint, the matter will be reviewed by the Washington College Discrimination Dispute Resolution Committee (DDRC).

Students, employees, or third parties alleging discrimination or harassment may submit a complaint in writing using the Discrimination/Harassment complaint form. Complaint forms are available in Public Safety, Student Affairs, Human Resources and Title IX Coordinator’s Office or for download and printing from the College website at http://www.washcoll.edu/title-ix/.

**Interim Measures**
The Title IX Coordinator or 504 ADA Coordinator will determine with campus administrators appropriate interim measures to be taken during the investigation. Interim remedial actions can include, but are not limited to the following:

- No Contact Orders
- Interim Suspension
- Administrative Leave (Employee)
- Reassignment of Housing
- Reassignment of Job
- Class Schedule Change
- Prohibit or restrict participation in extracurricular activities
- Prohibit or restrict access to campus for third parties

**Investigating a Complaint**
All complaints of harassment or discrimination will be investigated in a manner that is adequate, reliable, and impartial. Investigations may be conducted by trained Public Safety staff, the Title IX Coordinator or Assistant Coordinators (for Title IX matters), the Section 504 Coordinator or Assistant Coordinators (for ADA/Section 504 related matters), Human
Resources staff, or another trained investigator appropriate to the situation and in accordance with all College policies and legal requirements.

For matters involving discrimination or harassment based on sex or gender (covered by Title IX), the Title IX Coordinator will ensure that the investigation complies with all Title IX requirements. For matters involving discrimination or harassment based on disability (covered by ADA/Section 504), the Section 504 Coordinator will ensure the investigation complies with all Section 504 requirements.

The responsibility to conduct an investigation shall not be altered by the fact that a criminal investigation of the incident is pending or has been concluded, although the investigation may be delayed or suspended at the request of law enforcement while the law enforcement agency is gathering evidence. In the event the investigation is delayed at request of law enforcement agency, appropriate steps will be taken to provide for the safety of the complainant and the College community and to prevent retaliation by any individual. The steps may include changes to the schedule, housing assignment or work location of the respondent or summary suspension/leave from the College issued to the respondent. The College will promptly resume its Title IX investigation as soon the College receives notification that law enforcement has completed the evidence-gathering process.

Investigation Process:
The Complainant will be contacted by a College administrator designated by the Title IX Coordinator or ADA/Section 504 Coordinator to schedule a meeting.
During the meeting, the College administrator will:
• Provide Complainant with an explanation of the campus conduct process.
• Give the Complainant the opportunity to submit a written statement and evidence.
• Give the Complainant the opportunity to list any witnesses who may have information pertaining to the complaint.
• Inform the Complainant to have no contact with the Respondent during the course of the investigation.
• Inform the Complainant that there will be follow-up meetings to discuss the case and status.

The Respondent will be contacted by a College administrator designated by the Title IX Coordinator or Section 504/ADA Coordinator to schedule a meeting.

During the meetings, the College administrator will:
• Provide Respondent with an explanation of the campus conduct process.
• Present the allegations and provided the Respondent the opportunity to respond.
• Give the Respondent the opportunity to submit a written statement and evidence to contest the allegations.
• Give the Respondent the opportunity to list any witnesses who may have information pertaining to the complaint.
• Inform the Respondent to have no contact with the Complainant during the course of the investigation.
• Inform the Respondent that there will be follow-up meetings to discuss the case and status.

Any person identified by the Complainant or Respondent who has information that pertains to the allegation will be contact by the investigator(s).
The person designated to conduct the investigation shall prepare a written report within fifteen (15) business days after completing the investigation, unless additional time to complete the investigation is required. In that case, the investigator shall report on the status of the investigation to the complainant, the respondent, and the Title IX or Section 504 Coordinator (or designee) as applicable at the expiration of the fifteen (15) day period and every fifteen (15) business days thereafter.

At the conclusion of the investigation, a designated College administrator will meet with the Complainant and discuss the written report and inform him/her of the next steps in the process.

The designated college administrator will contact the Respondent and review the written report and explain the next steps in the process.

The Complainant and Respondent may have a support person present during the investigation process. A support person is defined as a member of the College community (faculty, staff, or student). The support person is not permitted to participate in the meetings, but is there in support of the individual.

The written report is a summary of the investigation and will be forwarded to the appropriate administrator. The administrator will then forward the report to the Honor Board or the Discrimination Complaint Review Committee (DDRC) for review and any action deemed appropriate in accordance with the procedures of each.

Nothing in these procedures or in the procedures of the Honor Board or DDRC limits the right of any person to pursue other avenues of recourse which may include filing charges or a complaint with local, state and federal authorities responsible for addressing unlawful discrimination and harassment.

More information about the procedures of the Honor Board can be found in the chapter “Washington College Honor Code and Student Judicial System” found earlier in this Handbook.

Resolving Complaints
The Title IX Coordinator or Section 504 Coordinator or other appropriate College administrator will ensure that steps are taken to address and resolve any instance where an investigation and subsequent review (by either the Honor Board or the DDRC) concluded discrimination or harassment occurred. Resolution outcomes include actions to remediate the instance of discrimination or harassment and, where needed, actions to prevent future recurrence and to correct discriminatory effects on the Complainant and others.

Remedial actions include, but are not limited to:
- College Warning (Except in cases of Sexual Assault/Violence)
- Suspension/Expulsion
- Probation
- Termination of Employment
- Protection from Retaliation
- Counseling for the Complainant
- Other steps to address the impact of harassment or discrimination on the complainant, any witnesses and the College community.

Discrimination and Dispute Resolution Committee (DDRC)
The Washington College Discrimination Dispute Resolution Committee (DDRC) is used when the subject of a formal written complaint is an employee or third party. The DDRC will consist of
faculty and staff, trained to review matters involving discrimination and harassment. A hearing panel will consist of three members of the DDRC and is facilitated by the Director of Human Resources (or designee) for complaints against staff members or Provost (or designee) for complaints against faculty. Hearings where there is a staff Respondent will include two staff members and one faculty member on the hearing panel. Within 15 days after the hearing, the panel will issue a written decision that includes a review of the information relevant to the case and sanctions assigned if it is found to be “more likely than not” that the subject of the Complaint violated College policy. The DDRC will continue to function whenever the College is open even if classes are not in session.

In cases of discrimination and harassment, complainants may also obtain information and/or file a complaint by writing the Director of Civil Rights, US Department of Education, Office of Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, or local fair employment practices agencies.

**Records**

Records of complaint investigation and any corrective action will be entrusted to the Title IX Coordinator or ADA/Section 504 Coordinator and will be maintained in an electronic system accessible throughout the College on a confidential basis consistent with College’s legal requirements and appropriate legal requests for said documents.

**Making an Appeal**

The Complainant or Respondent may appeal decisions of the DDRC or Honor Board by submitting a written appeal request within five business days of receiving written notification of the outcome of the hearing. Appeal forms can be downloaded from the following website http://www.washcoll.edu/title-ix/. Only appeals that are based on one or more of the following grounds will be considered for review:

- Procedural error(s) that prevented fundamental fairness;
- New information or evidence that was not available at the hearing;
- An imposed sanction that is disproportionate to the violation and/or the conduct history of the respondent;

Letters of appeal for Honor Board decisions must be sent to the Vice President of Student Affairs (or designee). The Vice President for Student Affairs or designee will determine whether or not the appeal meets the above criteria. If any of the criteria are met, the case will be referred to the appeal board; if the case does not meet at least one of the criteria, there will be no further review. More information on the student appeal process can be found on page 19 of the Student Handbook. Letters of appeal for DDRC decisions must be sent to the President of the College (or designee). The President of the College (or designee) will determine whether or not the appeal meets the above criteria. If any of the criteria are met, the case will be reviewed and a decision made; if the case does not meet at least one of the criteria, there will be no further review. The appellant(s) and the other party, shall be notified of the outcome of the appeal. All appeals will be conducted in an impartial manner and by an impartial decision-maker.

**Retaliation**

All members of the Washington College community are advised that retaliation against anyone for filing a complaint of discrimination or harassment or for participating in an investigation of discrimination or harassment is strictly prohibited by law and by College policy.
Confidentiality
All parties involved, especially those charged with carrying out the above policies, are enjoined to work in confidence to the extent legally permissible and practically possible.

In cases of discrimination and harassment, Complainants may also obtain information and/or file a complaint by writing the Director of Civil Rights, US Department of Education, Office of Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107. Such complaints generally must be filed within 180 days.

Policy on Sexual Assault
When sexual misconduct or sexual violence in any form occurs, the standards of the community, and possibly criminal laws, are violated. When reported, the College will deal with these issues in accordance with its policies and procedures and as required by applicable laws. Sexual misconduct committed in connection with any College program, whether on or off campus, is prohibited. This includes all College programs including, but not limited to, academic, educational, extra-curricular, athletic, and residential programs.

Washington College urges individuals who believe they have been sexually assaulted to pursue criminal charges against the person or persons they believe to have committed the sexual assault. A criminal charge and an internal complaint can be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues legal action is prohibited and possible violations will be investigated and violations addressed in accordance with College policy and procedures.

In cases of sexual assault or other sexual misconduct, College authorities will inform a complainant of the option of criminal prosecution and medical assistance, as well as the complainant’s rights under the Crime Complainant’s Bill of Rights. This includes the right to assistance from the Maryland State Crime Complainants Reparation Board and the Maryland State Office of the Crime Complainant Ombudsman. A complainant will also be informed of the right to file a complaint of sexual harassment (which includes sexual assault/violence). Students or employees wishing to file a complaint should follow the procedures outlined in the “Reporting Discrimination and Harassment” section found earlier.

When a Washington College student is the subject of a sexual assault/violence complaint, the individual filing the complaint will be informed about the role of the Honor Board’s Sexual Misconduct Hearing Board in evaluating whether the student who is the subject of the complaint is responsible for violations of College policy (including policies addressing discrimination and harassment). When a Washington College employee or third party is the subject of a sexual assault/violence complaint, the individual filing the complaint will be informed about the role of the D or appropriate administrator in evaluating whether the individual who is the subject of the complaint is responsible for violations of College policy (including policies addressing discrimination and harassment).

College authorities, normally the Director of Public Safety, will notify the Chestertown Police of the sexual assault only at the request of the student or employee filing the complaint and will provide assistance in notifying any other law enforcement authorities or in preserving materials that may be relevant to the internal complaint process. At the direction of the Chestertown Police, College authorities will provide assistance in obtaining, securing, and maintaining evidence for criminal prosecution.
Consent is the equal approval, given freely, willingly, and knowingly, of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual misconduct case.

Consent to some form of sexual activity does not necessarily constitute consent to another form of sexual activity.

Consent to past sexual activity does not imply consent to future sexual activity.

Consent can be withdrawn at any time.

Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

Silence without demonstrating permission does not constitute consent.

Consent CANNOT be given if a person’s ability to resist or consent is incapacitated because of a mental illness or physical condition or if there is a significant age or perceived power differential.

Sexual activity with someone who the respondent should know to be, or based on the circumstances should reasonably have known to be, mentally or physically incapacitated (by alcohol or other drugs, unconsciousness, sleep, or blackout) is sexual activity without consent.

**Interim Measures**

By decision of the President of the College, the Vice President of Student Affairs, or a designee of either, the person who is the subject of a sexual assault complaint may, without prejudice, be removed from the campus or subjected to other forms of restriction with regard to the complainant, pending formal judicial action or criminal procedures, to avoid additional conflict within the community and/or to protect the safety of members of the College community.

**Resources for Victims of Sexual Assault**

There are many services established to assist individuals who have been sexually assaulted. Lauren Gibson, Director of Wellness and Prevention Education, ext. 7277, campus sexual assault advocates or other student affairs staff members (see list below under Education and Training) may be contacted to provide assistance or for any questions.

- Washington College Health Services, ext. 7261
- Washington College Counseling Services, ext. 7261
- “For All Seasons, Inc.” Sexual Assault Crisis Center, 1-800-310-7273 (A 24-hour confidential service that provides counseling, advocacy and support to survivors.)
- Office of Public Safety, ext. 7810

Two area hospitals have sexual assault response programs in place. Forensic Nurse Examiners are available 24 hours a day, 7 days a week to provide confidential medical examination, STI and pregnancy prophylactics. The programs work in conjunction with For All Seasons, Inc., to provide advocacy support to victims.

- University of Maryland Shore Medical Center at Chestertown, 410-778-3300 - located adjacent to Washington College
- University of Maryland Shore Medical Center at Easton 410-822-1000

A member of the Campus Department of Public Safety is available 24 hours a day and 7 days a week to transport the complainant to either hospital if requested. Volunteers from the For All
Seasons Sexual Assault Crisis Center are also available to provide counseling and assistance throughout this process.

The Director of Wellness and Prevention Education, serving as the sexual assault response coordinator, will inform complainants, at a minimum, of internal complaint options, availability of confidential counseling, mechanisms available to address concerns about physical safety, as well as the possibility of alternative housing assignments or classroom arrangements (where appropriate).

Education and Training

The Wellness and Prevention Education Office is responsible for developing and coordinating educational and training programs for students about sexual assault and sexual violence. To address issues of sexual assault and sexual violence proactively, the College will distribute these policies to and provide training for students and employees. In addition, these policies will be communicated at appropriate opportunities in classes, meetings, programs, and publications.

Sexual Assault Amnesty Protocol

Washington College encourages the reporting of sexual misconduct by survivors. The College recognizes that students who have been drinking and/or using drugs (whether use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. A victim/survivor reporting sexual violence to College officials or a bystander reporting such violations, provided that their behavior did not place the health and safety of any person at risk, will not be subject to disciplinary action for violations of alcohol and other drug policies occurring at the time of the sexual misconduct.

Sexual Assault Campus Climate Survey

In compliance with Maryland House Bill 571, Washington College conducted a sexual assault campus climate survey in March of 2016 and will do so every two years.

People to contact for more information:
Sarah Feyerherm, Vice President of Student Affairs, ext. 7752
Candace Wannamaker, Associate Vice President for Student Affairs/Title IX Coordinator, ext. 7752
Ursula Herz, Associate Dean of Students and Director of Residence Life, ext. 7752
Lauren Gibson, Director of Wellness and Prevention Education and Sexual Assault Response Coordinator, ext. 7277
Lisa Marx, Director of Health Services, ext. 7261
Miranda Altman, Director of Counseling Services, ext. 7289
Jerry Roderick, Director of Public Safety, ext. 7810
Lauren Gibson, 443-282-6060
Nick Spicer, Sexual Assault Victims Advocate 410-699-0061
John Beck, Sexual Assault Victims Advocate 315-729-5353
Bill Price, Sexual Assault Victims Advocate 410-920-0396
Andrea Vassar, Sexual Assault Victims Advocate 453-534-4923
Heather Calloway, Sexual Assault Victims Advocate 202-345-8600
Stephanie Harryman, Sexual Assault Victims Advocate 443-924-0843
Shane Brill, Sexual Assault Victims Advocate 410-322-5268

Computer and Technology Policies

Computer Related Policies

The general nature of a network is an open access, high-speed connection to the world through the use of technology. Because of the capabilities that result from such a powerful tool users of the Washington College network should be aware of several policies. The purpose of these policies is to preserve the integrity and accessibility of our network communications. Infractions of these policies and guidelines must be reported to the Office of Information Technologies’ (OIT) Chief Information Officer for investigation and referral to appropriate departments in the College. The OIT Web site directs users to the College’s network policies and guidelines which apply to all users of the College’s IT Resources, including all web and information servers operating on the Washington College Network. Any questions or concerns about these policies and guidelines should be addressed to the HelpDesk at ext. 7777. Policies posted on the OIT Web site are considered an integral part of the Student Handbook.

Acceptable Use Policy for Information Technologies Resources

Washington College (“the College”) provides computing facilities, an environment that encourages the sharing of information and access to local, national, and international information. The College provides its network, computing facilities, information databases, and Campus-wide information system in support of its academic mission and its administrative functions.

Within this document Washington College Information Technologies Resources (“WC IT Resources”) include, but are not limited to: all computer systems and software, interconnecting communications lines and hardware that are the property of Washington College, hardware that is privately owned when it is connected to the WC voice and/or data networks, all Internet Protocol (IP) addresses that are in the Washington College domain, the server computers and network systems, and voice and data networks provided by the College. Also included are the hardware and software associated with these systems and the information managed by these systems.

Approved uses of the WC IT Resources include, but are not limited to, educational applications, authorized electronic communications, administrative information exchange, presentation and promotion of the College to external audiences, research, faculty/staff professional development, and College-sponsored community outreach.

The following guidelines apply to ALL users of the WC IT Resources, including ALL of the Web and information servers operating on the Washington College Network. Infractions of these guidelines are to be reported to the Chief Information Officer for investigation and referral to the appropriate department of the College. If there is an immediate threat, for example, someone stalking or harassing by e-mail or other technological means, or threat of harm or violence, contact Public Safety immediately.
User Guidelines and Policies
Use of WC IT Resources is a privilege, not a right. The WC IT Resources may not be used in any manner prohibited by federal, state, or local law or disallowed by licenses, contracts or College regulations, including (but not limited to) general College policies contained in the Faculty Handbook, the Student Handbook, and the Staff Manual.

Legitimate use of WC IT Resources is limited to those persons who have all of the following: proper authorization, a NetworkID (NetID), and a valid password to use the resources. Authorization to use any WC IT Resource is granted by the owner of the particular resource. Use of WC IT Resources is further limited by restrictions set forth in College policy. Legitimate use does not extend to whatever an individual is capable of doing with a College IT resource. Although some rules are built into the system itself, those restrictions cannot limit completely what an individual can do or can see. In any event, each member of the community is responsible for his/her actions whether or not specific rules are built in, and whether or not the rules can be circumvented.

Academic or administrative use of WC IT Resources always takes precedence over recreational and non-institutional use.

Washington College email is the property of the college. There should be no expectation of complete email privacy. Administrators will have access to an email account in the event of a legal subpoena, if an employee is terminated for cause, or for investigations of misconduct. Supervisors may request access, from the CIO or designee, to an employee's email if the employee is on an extended absence as determined by Human Resources. For confidentiality and personal privacy reasons personal email should be conducted on an outside account, such as Gmail, Hotmail at Live.com, or any of the many other free email services.

Members of the College community, as defined in the College’s email policy, are expected to follow certain principles of behavior in making use of WC IT Resources. In particular they are to respect and to observe policies and procedures governing the Resources.

*College community members must respect the privacy of, or other restrictions placed upon, data or information stored or transmitted across computers and network systems, even when data or information resources are not securely protected.*

Violations of this policy section include, but are not limited to:

- accessing, or attempting to access, data or information from any system, e.g., e-mail, LDAP, Ellucian Colleague, a personal computer, without proper authorization regardless of the means by which this access is attempted or accomplished;
- disseminating in any form, to an entity, data or information obtained from any system regardless of whether or not one is authorized to access said data or information;
- giving someone else the means to access data or information that he or she is not authorized to access;
- providing your own password, obtaining, sharing, using, or attempting to use passwords or other information that pertain to someone else’s account;
- without proper authorization: inspecting, modifying, distributing, copying, or attempting to do so, data, mail, messages, or software;
- tapping or monitoring phone or data lines; or
• accessing files by circumventing privacy, security, or other legal restrictions.

*College community members must comply with the laws governing legally licensed software or shareware software, copyrighted materials, or other assets pertaining to computers or network systems, even when such software or assets are not securely protected.*

Violations of this policy section include, but are not limited to:

• making more copies of software than the license allows;
• duplicating someone else’s copy of proprietary software;
• inspecting, modifying, distributing, or copying data or software without proper authorization, or attempting to do so;
• giving another individual the means by which to inspect, modify, distribute, or copy proprietary data or software; or
• stealing network or phone services.

The United States Department of Education's document number DCL: GEN-10-08 addresses penalties for copyright infringement includes civil and criminal penalties. Specifically, anyone who is found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages of not less than $750 nor more than $30,000 per work infringed. For information on other fees that might be assessed see *Title 17, United States Code, Sections 504 and 505*

*College community members must respect the finite capacity of computers or network systems by limiting use of computers, game consoles, “gaming network activities” and network systems so as not to interfere unreasonably with the activity of other users. No level of user bandwidth is guaranteed.*

Violations of this policy section include, but are not limited to:

• knowingly tampering with, obstructing, or impairing the availability of WC IT Resources, using excess bandwidth, or attempting to do so;
• knowingly sending a crippling amount of data around a network; introducing damaging, self-propagating, or otherwise harmful software (such as computer viruses or worms) into a computer or a network;
• hoarding computer or network resources in ways that interfere with the normal operation of WC IT Resources;
• removing or modifying computer or network equipment or software without proper authorization, or attempting to do so;
• opening the College network to outside access by any means, for example by the connection of a personal wireless network access point or Ethernet switch;
• altering WC IT Resources’ equipment or software; or
• altering telecommunications wiring, telephone sets, or associated equipment.

*College community members must respect other policies, rules, or procedures established to manage computers or network systems, including those established to control access to, or the use of, computer data, files, or other information.*

Violations of this policy include, but are not limited to:
• using WC IT Resources without proper authorization or for unauthorized purposes, or attempting to do so;
• using WC IT Resources to violate College, local, state, or federal regulations;
• using copyrighted materials on WC IT Resources without the required authorization;
• posting pictures, video, audio, or personal information of or about a person or persons on a computer system without the express permission of the subject(s);
• posting or displaying material that is libelous or harassing in nature;
• supplying false or misleading information or identification in order to access WC IT Resources, or attempting to do so;
• deliberately trying to log on to an account that you are not authorized to use;
• sending electronic mail, messages, or facsimile transmissions in a threatening or harassing manner or using campus phones to harass or threaten others;
• using WC IT Resources for commercial purposes, political campaigning unrelated to academic or co-curricular activities, or any activity that would jeopardize the College's tax exempt status;
• establishing of any type of network service, e.g. Web servers or music servers, not authorized by the College's Chief Information Officer; or
• using campus phones for fraudulent purposes.

Violations
In the event of violations of the provisions of this document, the Chief Information Officer may immediately terminate all services accessible through the use of the violator's WC Network ID. Violators of College policies may be referred to the Washington College Honor Board and/or the employee’s supervisor for appropriate disciplinary action. Violators may also be subject to prosecution under local, state, and federal laws. Any decision to terminate service may be appealed to the President's Office.

Terms and Conditions Governing the Use of Washington College Network

Network ID
A WC Network ID (User Name) provides access to a variety of facilities and services managed by Washington College Information Technologies. Any use of a WC Network ID constitutes acceptance of the terms and conditions in this document. The College reserves the right to modify the provisions of this document and will announce all such modifications in appropriate College publications.

The facilities and services accessible by a WC Network ID will vary over time depending on changes in WC’s IT Resources and depending on the user’s relationship with the College. Some examples of these facilities and services are electronic mail, research databases, as well as access to certain information from the College’s databases, such as viewing grades. In addition, many College administrative systems rely on the WC Network ID and passwords for security and access.

Once an individual is granted access to data, that person is responsible for maintaining the security and confidentiality of that data.
Authorized Use
Use of a WC Network ID is subject to the following limitations:

- WC Network IDs may not be used for the solicitation of business, to conduct business, political campaigning unrelated to academic or co-curricular activities, candidate endorsement or illegal activities;
- Outside resources directly or indirectly accessed using a WC Network ID may have their own regulations or restrictions. It is the responsibility of the WC Network ID user to be aware of these regulations or restrictions, and abide by them;
- The use of a WC Network ID by more than one person is prohibited. Users are responsible for any consequences arising from the use of their WC Network ID directly or indirectly attributable to their actions. User passwords must never be shared.

Violations
In the event of violations of the provisions of this document, the Chief Information Officer may immediately terminate all services accessible through the use of the violator’s WC Network ID. Violators of College policies may be referred to the Washington College Honor Board and/or the employee’s supervisor for appropriate disciplinary action. Violators may also be subject to prosecution under local, state, and federal laws. Any decision to terminate service may be appealed to the President's Office.

Limitation of Liability
Although Washington College tries to provide a stable and accurate computing environment, from time to time hardware and/or software errors may arise. The College does not warrant the accuracy of its computers, network systems, documentation, or advice and consultation. Neither Washington College nor any of its agents shall be liable for any incidental or consequential damages, even if advised of the possibility thereof. In no event shall Washington College or any of its agents be liable for failure to deliver WC IT Resources’ services.

Computer Gaming Policy
Washington College Office of Information Technologies provides a gaming group on the College network. The group has unrestricted access to the network and to the Internet only for competitive interactive game playing purposes and for official College work. Because of the access level that is granted to this group several rules apply.

In order to be allowed into the gaming group on the Washington College network participants must agree to, and comply with, the following conditions:

- OIT will monitor the activity of the group to ensure compliance with the requirements and the conditions of the contract.
- Gaming may be used only on the wired (Ethernet) network. It will not work on wireless.
- All personal computers in the gaming group must have current antivirus software (available free from the HelpDesk) installed and running. Antivirus definitions must be set to automatically download and update regularly, at least once per week.
- All personal computers in the gaming group must be kept current with operating system (e.g., Windows/Macintosh) updates and patches. Operating system updates must be set to automatically download from the Web site appropriate to the operating system of the computer.
- All games played must be legally licensed to the user.
All persons accepted into the gaming group acknowledge that it is understood that no level of available bandwidth to the Internet is guaranteed.

Failure to comply with the rules stated above, for example, using Peer-to-Peer software such as Limewire, sharing copyrighted music, video, or game files, causing an outbreak of computer virus(es), etc., will result in immediate removal from the group.

Additionally, all Network (https://www.washcoll.edu/oit/network-access.php) and IT Resource (https://www.washcoll.edu/oit/forms-and-policies.php) policies of the College remain in effect for the gaming group. Any portion of this policy is subject to change. Student members of the gaming group may be notified in advance, but should be aware that changes to the policy can be implemented without prior notice.

**Chat Software Policy**

The Office of Information Technologies has evaluated the use of Chat software on the network at Washington College based on the following criteria:

- The College network is a shared, educational resource.
- Software using this resource must behave fairly and responsibly while on the network and when installed on users’ computers.
- Any software that limits network efficiency for others is undesirable.
- An acceptable software solution should be freely accessible for all users and provide a rich multimedia environment.

Based on this evaluation OIT recommends using the following free chat clients:

- AIM or iChat (Mac)
- Yahoo! Messenger
- Logitech Vid

For more information visit: https://www.washcoll.edu/oit/forms-and-policies.php.

**Student Health Policies**

The Health Center is an on-campus clinic that provides medical services by appointment to full-time matriculated undergraduate students. The Counseling Service is located within the Health Services building in Queen Anne’s Hall and offers a range of counseling resources related to college student mental health and well being, adjusting to college life or academic success for full-time, matriculated undergraduates. Washington College requires that all students have health insurance. The College offers a health insurance plan with a limited amount of coverage for accidents and sickness. All international students are required to purchase health insurance through Washington College. For more information about these insurance policies, contact Vickie Anderson at the Health Center, extension 7261. It is the student’s responsibility to give the health care provider complete and full information of health status and to cooperate in the treatment planning and follow-up care. The student’s responsibilities include asking questions, using materials made available for education regarding their own health concerns, showing the same respect for the health care provider that they expect to receive, keeping appointments, and following the treatment plan. Students failing to provide the health care provider with information may be refused treatment.
Class Attendance and Illness Policy
The Health Services staff will not write notes or excuse students from academic obligations, but may recommend what is in the student’s best interest regarding health and class attendance. At the first signs of illness, students should call or visit the Health Center early so an assessment can be made and treatment given.

A Class Missed Due to Illness
If a student misses class due to minor illness for a day or two, the student is responsible for informing professors of the illness and making arrangements for missed work.

If a student has a serious medical problem and must miss three days of classes or more:
  - Call Health Services to inform the staff about the problem. If appropriate, Health Services will notify the Associate Provost’s office of the anticipated length of the illness and absence. If an off-campus health care provider is involved, the student may be required to arrange that Health Services be provided with written verification from the provider.
  - As soon as the student is recovered, she or he should meet with each professor to make arrangements for missed work.
  - Please note that the Health Service staff will not notify the Associate Provost’s office unless the student arranges for documentation from an appropriate health care provider that the illness requires she or he to miss more than three consecutive days of classes.

Medical Leave Initiated Through the Health Services or Counseling Services
A student may find it necessary to take a medical leave of absence for conditions such as an extended illness, unexpected emergency surgery, mental health crisis, or injury. Students should contact Health Services or Counseling Services as soon as possible to request a medical leave. Students on medical leave will be mailed a form to be completed and returned by the health care provider who is treating the student for the health issue related to the need for medical leave. The form and guidelines for its completion are also available on the Health Service website at [http://www.washcoll.edu/offices/health-services/formsanddownloads.php](http://www.washcoll.edu/offices/health-services/formsanddownloads.php)

Involuntary Medical Leave
A student may be placed on Involuntary Medical Leave (IML) if it is determined that the student poses a direct threat to the health or safety of members of the College community due to the student’s physical or mental health condition. The Vice President for Student Affairs (or designee) will notify the student that an IML is under consideration and arrange for a conference with the student. The student may be required to undergo an evaluation by an appropriate medical practitioner within a specified time period and to forward the results to the College. The student may also be required to authorize the release of medical information in order to facilitate review of the need for a medical leave.

The Involuntary Medical Leave Committee is comprised of the Associate Dean/Director of Residence Life (or designee) who serves as convener and chair, the Director of Counseling (or designee), and the Director of Health Services (or designee). Other College officials may be invited to participate as circumstances warrant, as determined by the IML chair. The student will be notified of the review and will have an opportunity to meet with the Committee or with one or more members of the Committee.
The IML Committee will reach a decision and notify the student in writing. Should the Committee decide to place the student on an involuntary medical leave, appropriate conditions for return will be summarized in writing. The Committee may also establish conditions under which the student may continue at the College and procedures for enforcement of those conditions. A student whose behavior violates College policy may be subject to a review by the Honor Board before being permitted to return to the College prior to a leave, regardless of whether the student is placed on involuntary medical leave or allowed to stay under specified conditions.

The student shall have the right to appeal the IML Committee’s decision by sending a written request to the Vice President for Student Affairs explaining why the student believes the leave is unwarranted. The Vice President or a designee will make a decision within 5 days and notify the student in writing.

Prior to returning to campus, a student placed on involuntary medical leave must request permission to return and provide the appropriate documentation to the College Health or Counseling Services demonstrating that he or she has met the conditions outlined in the Committee’s letter. The recommendation to support or not support a return will be made by the Director of Health or Counseling to the Vice President for Student Affairs. The Vice President for Student Affairs will make the final decision based on information from the Director of Health or Counseling and other College officials, as the Vice President deems appropriate.

If a student’s behavior poses a significant danger of causing imminent harm or of directly and substantially interfering with the activities of others, the Vice President for Student Affairs (or designee) may administratively remove the student pending review by the IML Committee. If possible under the circumstances, the student will be notified of the proposed administrative removal and will have a right to a conference with the administrator assigning the administrative removal before imposed.

**Leave of Absence and Withdrawal Procedures**

These procedures apply to leaves of absence and withdrawals, including medical leaves of absence and medical withdrawals.

Staff in the Provost’s office and/or the Vice President for Student Affairs determines whether a student is on leave or withdrawn. They also make sure that the student and parents are informed of the student’s responsibility for contacting Financial Aid, the Business Office, Student Affairs, the Dean’s Office, and the Registrar to complete the Withdrawal/Leave of Absence form, and may help the student to do so, as outlined under “Withdrawal from the College” in the College catalog. In the case of a medical withdrawal, the Associate Provost writes a letter to the student confirming his or her withdrawal and the secretary to the Associate Provost e-mails this information to the relevant College offices. Staff in the Provost’s office and/or the Vice-President for Student Affairs office also determines whether a student is approved to return to the College from a leave or a withdrawal.

In cases of withdrawal or leave, campus contacts with students and parents are limited to designated staff members to prevent misunderstanding and make sure that students and parents have all the information they need to make decisions. The Associate Provost and the Associate Vice President for Student Affairs are the primary contact persons for students and parents. The Directors of Health Services, Counseling Services, Financial Aid, and the
Manager of Accounts Receivable are available to discuss matters in their specific areas with students and their parents.

Safety Related Policies

Password Security for E-mail Accounts and other Network Services
Do not give your password information to anyone! The Washington College Office of Information Technologies (including its e-mail administrators or anyone affiliated with the network and e-mail accounts) NEVER sends an e-mail that asks for your password.

All e-mails requesting password information or providing a link that asks for password information are fake. Do not fall for e-mails that appear to be from Washington College webmail administrators asking for your user ID, password or other personal information.

Examples of other fake e-mails:
- An e-mail that does not ask directly for password or personal information but provides a link to a site asking for password and other personal information.
- An e-mail that warns your e-mail account is over the storage capacity limit and requests your password and personal information to increase the limit.
- An e-mail that appears to be from the Internal Revenue Service or another government office, a credit card company, bank or other business that asks you to provide password information via e-mail.

All of these e-mails are designed to look convincing but no legitimate business or government agency will ever ask you to provide password and personal information in an e-mail.

Should you give out your password, it is not just your e-mail account that can be compromised but also your WebAdvisor, Canvas and other Washington College accounts containing personal and financial information. For those reasons do not share your password with anyone, including your best friend or roommate.

If you are ever in doubt that an e-mail is from Washington College’s Office of Information Technologies, or from any other department at the College, please contact the OIT HelpDesk by telephone extension 7777 (if off campus or using a cell phone 410-778-7777). You can also e-mail the HelpDesk at helpdesk@washcoll.edu.

Policy on Release of Telephone Numbers and Campus Directory Information
The College strives to protect students’ safety and privacy. It is against College policy for anyone in the College community to distribute a student’s telephone number, room assignment or personal information to any outside entity. An outside entity is anyone who is not a verified, current employee of Washington College. While a student can choose to share his or her personal information, students may not share another student’s personal information. Only current employees of Washington College can receive this information. Information in the Washington College Campus Directory is for internal use only. It is against Washington College’s policy to distribute the directory off campus or to share its content with anyone other than a current employee of Washington College.
Missing Student Notification Policy
In accordance with the Higher Education Opportunity Act of 2008, schools that provide on-campus housing must give students that live in campus housing the option to identify an individual that college officials can contact in the event a student is determined to be missing for more than 24 hours. On the Student Housing Preference Form, resident students are given the opportunity to provide this contact information, and the information can be changed or updated at any time by resubmitting this form. Please note that if a student is under the age of 18 and not emancipated, the College will contact their custodial parent or guardian. The missing student policy will be printed in the Annual Security and Fire Safety Report, published on October 1, 2015. It is also available on the Public Safety website.

Policy for Fireworks, Firearms, Ammunition, Explosives, or Other Weapons
The possession, storage, or use of fireworks, firearms, ammunition, explosives, weapon replicas, or other weapons, including any dangerous article or substance with the potential to injure or discomfort a person, including knives with blades of three inches or longer, is prohibited at any time for any purpose at any place on the campus or other property of Washington College. This regulation may be conditionally waived for temporary periods by the President of Washington College for authorized Public Safety Officers or official law enforcement officers in the line of duty, for College-sanctioned public fireworks displays presented and supervised by qualified groups and individuals, and for College-sanctioned athletic events supervised by the Athletic Department.

This regulation may also be conditionally waived for temporary periods by the President of Washington College under such conditions as may be prescribed to permit the exhibition and temporary storage on campus of such articles in connection with activities or events approved and sanctioned by the College.

This regulation does not prohibit an individual otherwise subject to its provisions from carrying or possessing Chemical Mace or similar chemical sprays or propellants on campus property provided that such carrying or possession would not constitute a crime under Maryland criminal law.

Smoking Policy
Due to health risks and fire hazards caused by smoking or the passive inhalation of tobacco smoke, ALL college buildings are designated as "smoke-free." Violations of this policy will result in a fine and/or disciplinary action.

Animal Policy
No animals may be kept on campus or brought into college buildings, other than those approved by the administration for medical (seeing eye dogs, or Emotional Support Animals-ESA, for example) or academic purposes. For health and sanitation reasons, animals are not permitted at College events and are not allowed to be off leash on the campus. This policy applies to all members and guests of the College community.

ID Cards Policy
All members of the College community are issued identification cards. Students are required to carry their ID cards at all times as they are an immediate source of identification both on and off campus. Students are required to show their ID cards any time when requested by campus Department of Public Safety Officers or officials of the College (including student employees acting in accordance with their job responsibilities). ID cards can be obtained from the
Department of Public Safety from 8:30 a.m. to 4:00 p.m., Monday through Friday. A $15 fee will be charged for replacing ID cards.

Motor Vehicle and Parking Regulations

All students are permitted to have automobiles or motorbikes on campus. All vehicles must be registered with the campus Department of Public Safety at the beginning of the school year. Failure to register carries a fine and possible loss of motor vehicle parking privileges on campus.

Motor Vehicle Registration
All students are required to register their vehicle(s) with Public Safety during the first week of the semester. Proof of registration is required when registering a vehicle with the Department of Public Safety. In the event that a student brings a vehicle to campus at some other time, the student is required to register it with Public Safety within three (3) class days. The registration fee is $70.

Student registration decals are valid for one academic year; consequently, all vehicles must be registered each year.

Parking Regulations
All vehicles must be parked in a lined parking space. All student parking spaces are lined but not marked as reserved. Faculty/Staff parking areas are reserved from 8:00 a.m. to 3:00 p.m., Monday to Friday, when classes are in session. All students are free to use the Faculty/Staff spaces before 8:00 a.m. and after 3:00 p.m. on scheduled class days and all day on weekends and holidays. This does not include the Faculty/Staff spaces behind Health Services, which are off limits at all times to anyone other than Health Services staff members.

The lack of a convenient parking space is NOT an excuse for violating parking regulations. Vehicles are considered parked when left unattended, with or without flashers on. If a registered vehicle is loaned to another person and a traffic citation is issued, the registered owner is responsible for the payment.

Any students exchanging their Washington College registration permits are subject to having their on-campus parking privileges suspended.

Off-Campus Students
Off-campus students using their vehicles to drive to campus must register with Public Safety and obtain a WC parking permit in order to secure campus-parking privileges. Once registered, off-campus students can park in student/open spaces.

Resident Assistant Parking
Resident Assistants will have reserved parking spaces in the vicinity of their assigned dormitories. These spaces are strictly limited to authorized vehicles with Resident Assistant Parking Permits. All others in these spaces will be ticketed.
Temporary/Visitor Parking
Parking spaces marked “Visitors” are reserved for official guests of the College. Visitor passes can be obtained from Public Safety. Temporary vehicle passes are issued to students, faculty, and staff who will have a vehicle on campus for a limited period of time. Full-time students must register their vehicles as student vehicles. Proof of registration is required when registering a vehicle with the Department of Public Safety. Only students who are full-time employees and part-time students, as verified by the Registrar’s Office, are allowed faculty/staff parking permits. 1782 parking permits are not to be used by students. On-campus handicapped parking permits, either long or short term, are available through the Department of Public Safety. A letter from a healthcare provider or from the College’s Health Services may be required.

If a student vehicle becomes disabled, it is the student’s responsibility to notify Public Safety of the details. Failure to do so will not be a valid excuse for violating parking regulations.

Fines are as follows:
- Reckless Driving $100
- Failure to Obey Traffic Control Device $50
- Impeding Traffic Flow $50
- Parked in Handicapped Zone/Hash Zone $50
- Driving on Lawn/Parking on Lawn $35
- Parked in Fire Lane $30
- Parked in Faculty/Staff, C-Tag, RA, or Visitors Space $30
- Parked in No Parking Zone $30
- Parked in Reserved Area $30
- Unregistered with Washington College $30
- Invalid Vehicle Registration $30
- Parked on Pedestrian Walkway $30
- Other $30
- Warning No Fine

Parking Ticket Appeals
The following are situations that are typically not accepted as valid circumstances for parking in violation of Washington College parking policy:

An appeal based on how long you were parked in violation
Parking officers will issue a citation to any vehicle parked in violation of regulations. An appeal that states that the vehicle was only parked for two minutes, five minutes, etc., is not considered valid.

An appeal based on your need to get to class/work/an appointment on time
It typically requires a few minutes to locate a parking space within the campus’ parking system. It is suggested that faculty, staff, and students plan their schedules such that there is sufficient time to find and park in a legal space.

An appeal based on lack of a parking space near your destination
Parking spaces in certain areas are limited, and the campus parking system does not guarantee a space in a specific lot. Faculty, staff, students, and visitors must park in a legal space.
An appeal based on your need to load or unload
With the exception of the beginning and end of the semester, parking illegally next to a building to load or unload is not a valid excuse.

An appeal based on not seeing the sign or line markings
It is the driver’s responsibility to comply with all posted signage, notices, and line markings.

An appeal from a guest/visitor unaware of parking regulations
Students, faculty, and staff are responsible for obtaining a valid parking permit for their guests from the Department of Public Safety. Visitor permits can be obtained at any time.

An appeal based on vehicle malfunction
Students who experience a vehicle malfunction and cannot move their vehicle should make arrangements with a service station to either repair or tow their vehicle. For compelling situations only, a student may receive short-term authorization to remain parked from the Department of Public Safety.

An appeal based on use of four-way hazard flashers
Four-way flashers are designed to warn other motorists that a vehicle may be a hazard. Use of four-way flashers does not allow you to park illegally for any period of time.

Penalties
Responsibility for payment of the penalties incurred rests with the student registrant, and if the registration has not been completed, it lies with the owner and/or operator of the vehicle. The person receiving the fine has the right to appeal the offense. Return the copy of the violation within ten (10) days from the date of issuance indicating a request for an appeal. No appeals will be taken after the deadline.

Any person who receives more than five (5) tickets in a given semester may lose all parking privileges for the remainder of that semester. Violators who continually violate Washington College traffic regulations and penalties may find their vehicles booted or towed at the owner’s expense and may be subject to disciplinary action. There is a $50.00 charge to have the boot removed from a vehicle, in effect regardless of whether the tickets are paid. Violation of this prohibition will cause further disciplinary action to be taken.

Indebtedness, as a result of the failure to pay fines, shall be the basis for the College to withhold grades and/or transcripts.

Community Parking
If you find the need to park in the community surrounding the campus, please follow posted signs indicating the town’s parking regulations and the Residential Parking Permit Zones.

Currently, there are parking restrictions imposed by the Town of Chestertown along the south curb of Campus Avenue, both sides of Mt. Vernon Avenue and Greenwood Avenue, as well as the north curb of Brown Street. These areas are designated for Chestertown Resident Parking only. Non-resident vehicles parked on these streets will be in violation of local ordinances and subject to enforcement. The College has no authority over these spaces and cannot intercede with town authorities on behalf of individuals who park illegally and receive citations. Additional restrictions might be imposed in the future, and the Town of Chestertown will post any such restrictions.
Students are asked to be considerate of the College’s residential neighbors and their parking needs.

**Vehicle Damage**
Washington College is not responsible for damage that may occur to vehicles while parked on campus. This damage includes (but is not limited to) foul ball strikes or objects cast by lawn mowers. Reports of damage can be made with Public Safety and reports will be given to the vehicle owner upon request.

**Billing and Payment Policies**

**Tuition, Fees, Room, and Board**
The College bills for tuition, fees, room, and board twice a year: in early July for the fall semester, and in late November for the spring semester. At the beginning of each semester, pending financial aid is allowed as a credit to the student’s account, and is counted as payment until September 30 and January 31 for the Fall and Spring semesters, respectively. Students who have not completed all necessary paperwork to finalize pending aid by that time are required to pay in full. If financial aid is later reinstated, the student will be given a full refund of any credit balance. This refund is available by contacting the Business Office. The due dates for each semester are indicated on the student statements. Generally, the due date will be two to three weeks prior to the first day of classes.

Students who have not paid in full, or who have not made satisfactory arrangements to pay in full using financial aid or the Official Payments plan, by the due date for the semester, will not be considered as having met their financial obligation. A late payment fee will apply and the student may be removed from class and housing assignments if payment arrangements are not made by the due date.

Fees and other charges are due prior to the beginning of each semester and must be paid by the published deadlines. All checks in payment of College bills are to be made payable to Washington College.

The amount of the late payment fee is $200 on any balance of $2,000 or more for undergraduate students and $80 on any balance of $800 or more for graduate students. A late fee is charged when a student:
- has not paid their account in full or made payment arrangements by the official posted due date for the current semester;
- has defaulted on a payment plan;
- has financial aid cancelled, in any manner.

Until this obligation has been met, students may not return to campus, attend classes, or obtain keys or a College ID card. Students may also be removed from class and housing arrangements. All students are required to complete the Financial Responsibility form found on the Student Web Advisor page under Financial Information.
Other Student Charges
The Business Office bills each month for fines incurred by the student. These include parking violations, Library fines, Honor Board fines, dorm damages and other assessed charges. Parents/guardians should first discuss questionable charges with the student and/or appropriate department head, before calling the Business Office. Students are notified in writing when any fines are levied.

Dorm damages are assessed after move out and are billed by June 15. All charges are due upon receipt of the monthly Student Statement of Account. Any charge that is outstanding for more than 30 days may result in grades not being sent, transcripts of academic credit not being issued, a diploma not being issued, and pre-registration for subsequent semesters may be delayed.

Students may view their student account through the Washington College Web site using WebAdvisor.

Prepaid Debit Card System
The College uses ManageMyID.com where students (and parents) can view and/or manage a student’s campus card account. It provides valuable information about account balances and spending history, while enabling deposits to the campus card account using a credit card. ManageMyID.com is always on, and funds can be added anytime day or night. The card can be used at retail venues throughout campus. Balances on the debit cards transfer from semester to semester and year to year. Balances for graduating seniors will revert to their College account the last week of May typically. Refunds for medical withdrawals must be approved by the Business Office, otherwise there are no refunds. Lost or stolen cards are reported by logging on to the ManageMyID site to submit a lost/stolen card report immediately removing all access and spending privileges from the card. The student will be instructed on what their next steps should be in order to obtain a new card. The link for ManageMyID is found on the Business Office website as well as the Student and Parent login pages on the college Web Site.

Payments
Washington College Business Office accepts cash, cashier’s checks, traveler’s checks, wire transfers, and money orders in payment of student accounts. Wire transfer information can be obtained by calling the Accounting Analyst I in the Business Office (410-778-7736). Personal checks are also accepted, unless there has been a previous incident of a check returned for non-sufficient funds. Once a non-sufficient fund check has been returned on a student’s account, future payments must be made using another acceptable form of payment. Post-dated checks are not acceptable. Credit card payment for student account balances may only be made via the Washington College Website. There is a convenience fee for this service. E-Check payment can be made via the Washington College Website. There is no fee for this service.

Personal checks submitted for payments on student accounts must have the student’s college ID number written on the face of the check.

To insure against the financial losses associated with the medical withdrawals after the beginning of classes all students are automatically enrolled in the DeWar tuition refund insurance for a premium of $132 per semester. Families who wish to opt out of this insurance coverage may do so in writing by sending an email including the student’s name
and student ID# to wac_trp@washcoll.edu requesting cancellation of coverage. Details of the tuition refund insurance can be found on the Business Office website under Student Services.

Official Payments, in partnership with Washington College, offers tuition installment payment plans. Tuition and fees may be paid in 10, 11, or 12 monthly installments under these plans. Information about the Official Payments Monthly Installment Plan is available at http://www.washcoll.edu/offices/business-office/. All payment obligations not included in the Plan must be paid in full by the due date for the semester. If Official Payments terminates the student’s plan for nonpayment, the student will be subject to a default penalty charge equal to the late check-in penalty.

Washington College offers a prepaid tuition plan that guarantees savings by protecting the student from future increases in the price of tuition. Tuition may be prepaid at the prevailing semester rate by multiplying the current semester rate by the number of semesters to be prepaid. The Prepaid Tuition Option covers tuition only; room, board, and other fees cannot be prepaid and will be invoiced according to the normal fall/spring billing cycle(s).

For additional information or questions, please contact Doryann Barnhardt, Director of Student Aid at 410-778-7214.

**Withdrawals and Refunds**

If a student withdraws from the College during a semester, the student will be responsible for all non-refundable amounts. When the student withdrawal results from a disciplinary action, the College makes no refund of any kind. Tuition refunds or credits will be allowed according to the following schedule:

- before classes begin - 100%;
- during the first two weeks of classes - 75%;
- during the third week of classes - 50%;
- during the fourth week of classes - 25%;
- after the fourth week of classes there will be no tuition refund.

Fees are generally not refundable after the start date of the semester. Residence hall spaces are assigned for the academic year; therefore, no refunds or credits for rooms are given for a student withdrawing after classes begin. Board refunds or credits will be determined on a pro-rated basis.

**Mandated Federal Policies**

The following policies are required to be published in the Student Handbook.

**Clery Act (formerly the Crime Awareness and Campus Security Act)**

The Annual Security and Fire Safety Report is published by the Department of Public Safety and may be obtained upon request. This report, which contains safety tips, our latest crime statistics, and other important information, is posted on or before October 1st each year. A link to this report can be found on the Department of Public Safety homepage.

**Copyright Policy**

All members of the College community are expected to comply with the Copyright Act of 1976 (Title 17, U.S. Code) and the Digital Millennium Copyright Act of 1998. The Copyright Act
provides protection to the authors of original works including literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished. Copyright is defined as the exclusive right of the creator to reproduce, prepare derivative works, distribute, perform, display, sell, lend, or rent his or her creations and to authorize others to do so. All tangible forms of intellectual expression are covered by the Copyright Act and include all print, digital, media, performances, and computer software.

The complete Washington College Copyright Policy can be found at http://www.washcoll.edu/offices/miller-library/copyright/. Students are expected to familiarize themselves with the policy and understand their responsibilities as established by the policy and understand their responsibilities as established by the policy, particularly in regards to downloading and sharing of media and data files.

Students whose actions violate the College’s Copyright Policy may be referred to the Honor Board for infractions of the Honor Code and also subject to civil and criminal action with the risk of significant penalties. Penalties for violation of federal copyright laws, which includes the Digital Millennium Copyright Act, are summarized below.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Copyright Act of 1976 (Title 17, U.S. Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees.

For more information, please see the website of the U.S. Copyright Office at http://www.copyright.gov/, especially their FAQ’s at www.copyright.gov/help/faq.

The Drug-Free Schools and Communities Act
The Drug-Free Schools and Communities Act requires any institution receiving federal funds to certify that the institution has adopted and implemented a program to prevent the use of illegal drugs and the abuse of alcohol by students and employees. Information about Washington College’s alcohol policies, health risks, and campus resources addressing alcohol or substance use can be found in the “Student Conduct and Judicial Procedures” section of this handbook.

Family Educational Rights and Privacy Act
(For the full content of the College’s Record Release Policy, please visit http://www.washcoll.edu/offices/registrar/record-release-policy.php

The Family Educational Rights and Privacy Act as amended (“FERPA”) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
A student should submit to the College Registrar a written request that identifies the record(s) the student wishes to inspect. The College Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar’s Office, the College Registrar shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College Registrar (or other College official who maintains the records in question, if the records are not maintained by the Registrar’s Office), clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, it will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Visitors and Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Washington College will honor such requests.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Students are encouraged to discuss their concerns with the College Registrar (as the College’s official custodian of records). Should the student decide to file a complaint against Washington College for a potential violation of their rights under FERPA, the name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
Changes to FERPA
As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security number, grades, or other private information – may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and State Authorities must obtain certain use-restrictions and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal and State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Directory Information and Privacy
Washington College students are granted an automatic expectation of privacy for their education records through FERPA. The law says that once a student begins postsecondary study, the College can only release his or her education records directly to the student, upon his or her written request. By law, the College may only provide information from a student's education records when requested by a parent or guardian if the student consents to that release in writing or if the parent or guardian provides us with proof of the student's financial dependency (usually substantiated by a certified copy of the most recent Federal Income Tax Form). All entering students will have the opportunity to opt in and provide blanket parental/guardian access to their education records at the start of their Washington College academic career.

Certain information from a student's education records is considered directory information under FERPA. The College may release the following directory information to parents, guardians, and/or third parties without prior consent from the student:

- Student name
- Graduation dates
- Awards
- Campus box number
- Expected graduation dates
- Honors
Release of this information to third parties is usually seen as a benefit to students. For example, the College can verify the current student status or graduation information to loan servicing organizations, potential employers or companies offering a student discount, or can share students’ honors and accomplishments with their hometown newspapers and other media outlets. Nonetheless, FERPA provides an opportunity for students to restrict the dissemination of directory information. Instructions on how to opt out will be supplied to all entering students. Should the student decide to withhold his or her directory information from release, all future requests from non-Washington College persons and organizations will be refused.

In general, the College does not honor blanket requests from third parties for directory information about its current student population. However, the College does publish in the online student directory each student’s name, email address, campus box number, and campus phone number. Access to this directory is restricted to members of the Washington College community.

Decisions made by entering students about allowing parental/guardian access or restricting the release of directory information remain in effect for the duration of the student’s matriculation at Washington College unless otherwise revoked by filing a written request with the Registrar’s Office. The College will honor each student's most recent privacy preference after he or she graduates or withdraws.

**Transcript Requests**

**Online**
Washington College is now using an online transcript ordering service. Students can visit [https://iwantmytranscript.com/washcoll](https://iwantmytranscript.com/washcoll) to order their official transcript. Among the many features of this online service is the ability to track every step of the transcript order, including delivery and opening of electronic transcripts by the intended recipient.

The transcript account creation process will require the student to supply their WC student ID number or their entire Social Security Number. If the student is uncomfortable sharing their SSN electronically and do not know or remember their WC student ID number, they may contact a member of the Registrar's Office staff at (410) 778-7299 during normal business hours to request assistance in looking up their WC ID number.

Federal Law requires a signed (pen to paper signature) Consent Form* be returned before orders can be processed by the school. Once received and approved, the Consent Form satisfies the account requirements and does not need to be re-submitted for future orders. The Consent Form is presented at the end of the order.
*The Consent Form authorizes this system to act as the ordering agent for the student and gives permission for their transcripts to be released as requested by the student.

The online ordering service is only for students who attended Washington College from 1987 to present. Any student who attended prior to 1987 and wishes to request a transcript should contact the Registrar's Office at 410-778-7299 or via email, registrar@washcoll.edu.

**In Person**

Students may visit the Registrar's Office in the basement of Bunting Hall to complete a Transcript Request Form. Transcripts ordered in person will be available for pickup by the student by 4:00 PM the following business day. Pick-up service is free of charge.

**Enrollment Verification Requests**

In compliance with FERPA, all enrollment verification requests must be made in writing, including a physical signature (pen to paper) of the actual requesting student. Students should print, complete, and mail or fax the Enrollment Verification Request Form on the Registrar's Office web page at [http://registrar.washcoll.edu/enrollment-verifications.php](http://registrar.washcoll.edu/enrollment-verifications.php). Alternately, students may submit the interactive form electronically by providing a digital signature and submitting the completed form from their @washcoll.edu email account.

The Registrar's Office will gladly write a letter to any third party stating the student's academic status and verifying any other information contained on the student's education record, provided it is factually accurate. Furthermore, Washington College has established a relationship with the National Student Clearinghouse (a non-profit resource funded by the Department of Education) to help respond to student enrollment verification and degree completion requests automatically. Students may request such verification themselves, or may direct third parties to [http://www.enrollmentverify.org](http://www.enrollmentverify.org) to obtain this verification.

**Student Handbook Notice**

While every effort is made to ensure the accuracy of the information provided in the Student Handbook as of its publication date on September 16, 2016, it must be understood that all information described herein are subject to change or elimination at any time without notice or published amendment to the Student Handbook. In addition, Washington College reserves the right to make changes at any time, without prior notice, to other programs, policies and regulations, procedures, fees and charges, and other information that is described in this Student Handbook or on any page that resides under the DNS registration of washcoll.edu.

Washington College provides its website, catalog, handbooks, and any other printed materials or electronic media for general guidance. Individuals assume any risks associated with relying upon such information without checking other credible sources such as the student's faculty advisor, the Provost/Dean of the College, the Vice President for Student Affairs, the Associate Provost for Academic Services, the Associate Vice President for Student Affairs, or the Registrar. In addition, a student's or prospective student's reliance upon information contained within these sources when making academic decisions does not constitute, and should not be construed as, a contract with the College.
Drug Conviction and Financial Aid

Under the Higher Education Opportunity Act of 2008 (HEOA), students become ineligible for federal student aid funds upon conviction of any offense involving the possession or sale of illegal drugs. Federal aid includes Pell grants, SEOG grants, Stafford loans, PLUS loans, Work-study, and Perkins loans.

The Free Application for Federal Student Aid (FAFSA) form asks if the student has ever been convicted of a drug-related offense. Failure to answer the question will automatically disqualify the student from federal financial aid. If a student is convicted while he or she is already receiving federal aid money, the student must notify the Financial Aid Office immediately, will be ineligible for further aid, and also be required to pay back any and all aid received after the conviction.

A conviction is a legal finding of guilt. If a case is dismissed, the prosecutor declined to prosecute, the case was put on the stet docket, or the student receives probation before judgment, these are not convictions and therefore, do not have to be reported on the FAFSA form or to the Financial Aid Office.

If a student successfully completes a qualified drug rehabilitation program, he or she will regain eligibility for student aid funds as of the day the student successfully completes the program. In order for a student’s aid eligibility to be restored, the rehabilitation program must include at least two unannounced drug tests, and be recognized as a federal, state, or local government agency run program. Washington College does not operate a rehabilitation program. A student who enrolls in a rehabilitation program to protect his or her financial aid status will have to do so at his or her own expense.

The following charts outline the length of time that a student may expect to lose financial aid because of a drug conviction:

### Possession of Illegal Drugs

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<tr>
<th>Offense</th>
<th>Length of Ineligibility</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>One year from date of conviction</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>Two years from date of conviction</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; &amp; Subsequent Offense</td>
<td>Indefinite ineligibility from the date of conviction</td>
</tr>
</tbody>
</table>

### Sale of Illegal Drugs

<table>
<thead>
<tr>
<th>Offense</th>
<th>Length of Ineligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>Two years from date of conviction</td>
</tr>
<tr>
<td>2nd &amp; Subsequent Offense</td>
<td>Indefinite ineligibility from the date of conviction</td>
</tr>
</tbody>
</table>

**NOTICE:** Knowingly providing false information on your FAFSA form is considered a crime and can carry a fine up to $10,000. In addition, students who provide false content on the form may also face College judicial sanctions.