Washington College

STUDENT HANDBOOK

2012-2013

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About the 2012-2013 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.
- Insure 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 insure 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.

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.

The Washington College Honor Code and Student Judicial 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 Vice President for 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 Vice President for Student Affairs, or designee, and the Honor Board Chair.

Chair 2012-2013: Brittany Weaver '14
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 2012-2013: Prof. William Schindler
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 Vice President of Student Affairs*, 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 Vice President, 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 Vice President for Student Affairs 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

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 and 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 Vice President for Student Affairs 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 Board - 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.

Sexual Misconduct Hearing Board - This group is a subset of the Honor Board and hears cases of alleged sexual misconduct. At each hearing, the board will be comprised of three people: at least one faculty member of the Honor Board and one student member of the Honor Board. In addition, at least one member must be male and one must be female. Members of the Sexual Misconduct Honor Board are specially trained to hear these types of cases.

Definition of Terms

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

Class Days - Days when classes are officially in session.

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 judicial 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. Examples include but are not limited to:
    - Crude, obscene or sexually offensive gestures.
    - Unwanted touching, fondling, or groping of a sexual nature or coercion to force someone else to touch, fondle, or grope.
    - Rape, forcible sodomy, or penetration with an inanimate object, sexual intercourse without consent.
    - Coercing a person to consume alcohol or other drugs for the purpose of inducing sexual activity.
    - Any act involving sexually-related behavior which places another person in a degrading, exploitative, abusive or humiliating situation including (but not limited to): placing photographs of a sexual nature on the Internet without permission.
    - Consent exists when a person freely and 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 unable to make a reasonable judgment because of consumption of alcohol or other drugs, sleep deprivation, or captivity.

    Specific 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. For more information

about support services for victims of sexual assault, please see the section on Policy on Sexual Assault - Available Resources for Victims of Sexual Assault.

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 a Member of the College Community** - Any conduct that jeopardizes the physical or emotional well-being of any member of the College community.

4. **Threat of Violence** - Any language or conduct that could be reasonably interpreted as an effort to intimidate or threaten a member of the College community.

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.

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. **Violations of any Local, State or Federal Statutes**

18. **Any Other Violation of a Standing Policy of the College**

Reporting Honor Code Violations

While the Honor Code is meant to encourage the highest standards of personal conduct, the College recognizes that well-intentioned people sometimes make mistakes. Therefore the College provides a grace period wherein, and a method whereby, students can acknowledge wrongdoing and take responsibility for their actions. Violators who do not report their wrongdoings within the grace period may be judged more severely than those who do.

Reporting Academic Violations of the Honor Code

Faculty members are asked to discuss the implementation of the Honor Code at the beginning of each semester in every class. In addition, they are expected 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.

A student who commits an academic violation of the Honor Code should report that violation to the appropriate faculty member or to the Associate Provost within 48 hours of the commission of the violation. Offenses committed and reported within this 48-hour period may not necessarily be referred to the Honor Board; the appropriate faculty member will resolve the case personally, unless the student has previously been found responsible for an Honor Code violation, or if, in the judgment of the faculty member, the infraction may warrant more severe sanctions than he or she is empowered to impose, or if the student chooses to have the case heard by the Honor Board. To ascertain that the accused student has committed no prior offense, the faculty member should check the record in the Associate Provost's Office. If the student has previously been found responsible for a violation of the Honor Code (either academic or social), subsequent offenses will be referred automatically to the Honor Board for review. A faculty member, having found that a student has violated the Honor Code, must forward the name and a brief description of the violation and sanction to the Associate Provost so that an accurate record may be kept of a student's history of compliance with the Honor Code.

A student who knows of an academic breach of the Honor Code is expected to inform the violator at the first opportunity that the violation has been discovered, and to advise him or her to report either to the appropriate faculty member or to the Associate Provost within 48 hours. At the conclusion of this 48-hour period, the student who knows of the violation should check with the appropriate faculty member or the Associate Provost to see if the alleged violator has reported his or her wrongdoing. If the alleged violator has not self-reported, it is the responsibility of the witness to inform the faculty member or the Associate Provost of the known violation. The faculty member or the Associate Provost will then refer the case to the Honor Board.

A faculty member who witnesses or learns of a violation of the Honor Code that has not been reported within 48 hours should report the violation either to the Associate Provost or to the Chair of the Honor Board.

Reporting Social Violations of the Honor Code

A student who commits a social violation of the Honor Code should report the offense within 48 hours to one of the following College officials: the Associate Vice President for Student Affairs, the Associate Dean of Students/Director of Residential Life, or the Director of Public Safety.

A student or other member of the College community who knows of a social violation of the Honor Code is expected to inform the alleged violator at the first opportunity that a violation has been discovered and advise him or her to report within 48 hours. At the conclusion of the 48-hour period, the individual who knows of the violation should check with the Associate Vice President to see if the alleged violator has self-reported. If the alleged violator has not self-reported, it is the responsibility of the witness to inform the Associate Vice President of the violation. Minor offenses committed and reported within this 48-hour period may not necessarily be referred to the Honor Board; the Associate Vice President has the authority to handle such cases administratively.

In all cases the alleged violator may request to have the case heard by the Honor Board rather than by an individual administrator, if the Honor Board is available or it is possible at the time the case is heard.

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 Vice President, in consultation with the Honor Board chair and/or Vice Chair, will determine whether to grant the request.

For matters involving sex discrimination based on gender and or sexual harassment (including sexual assault/violence), 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.

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://studentlife.washcoll.edu/honorcode.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 judicial 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 dismissal 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 Vice President for Student Affairs (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.

Expulsion - Expulsion differs from dismissal 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 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 nonforcible 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.

Summary Suspension

The President of the College, the Vice President of Student Affairs, or a designee of either, may summarily suspend a student and request that the Honor Board or another hearing body meet to review that student's suspension. Respondents 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. Students readmitted after an Honor Board or other judicial review are responsible for making up their academic work. Faculty members are not responsible for making exceptions.

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.

Letters of appeal must be sent to the Vice President for Student Affairs or designee (for social violations) or the Provost or designee (for academic violations). The Vice President of 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 judicial 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 of Student Affairs or the Provost. For appeals of findings of social violations, the appeal board will consist of one student and one faculty member from 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 one student and one faculty member from 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 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 judicial 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. That appeal 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.

Appeals of Grades or Academic Coursework

Please note that 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://catalog.washcoll.edu/academicregulations.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.

Violation	Fine Amount
Alcohol Violation	$50
Noise Violation	$40
Disruptive Behavior	$40
False Fire Alarm	$100
Discharging Fire Extinguisher	$100

Failure to obey a Fire Alarm	$50
Possession of a Multi-Quart Container	$100
Propping Entrance Doors	$100
Animal Policy Violation	$50
Littering	$50
Smoking Policy Violation	$50
Public Urination	$50
Vandalism	$100 (plus repair costs)
Failure to Comply with College Officials	
first offense	$50
second offense	$100

Campus Offices, Services and Facilities

Athletic Facilities

Bryan Matthews, Director of Athletics and Associate Vice President for Administrative Services

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 is 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 Field is located on the far, northwest corner of the campus, next to Kent Crossing Apartments and Route 291. The field is available for club sports, recreation sports and general use, weather permitting. This field may be reserved through Jonnie Jenkins, Director of Campus Recreation, ext. 7234.

Cain Athletic Center

Athletic Department, ext. 7231

The Cain Athletic Center is open for scheduled classes, scheduled team practices and athletic contests, and supervised recreational activity. Contact Rob Nugent (ext. 7258) for scheduling. Contact Susanne Kelly (ext. 7231) in the Athletic Department for use of the Hall of Fame Lounge. Contact the Registrar's Office (ext. 7413) for use of the classroom.

The Benjamin A. Johnson Fitness Center

Monday - Thursday, 6:00 a.m. – 9:00 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, Director of Campus Recreation and Johnson Fitness Center (JFC), 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, a three-lane jogging track, basketball, volleyball, and tennis courts, two racquetball and two squash courts, a dance studio, and a strength and conditioning room featuring Lifesteps, Lifecycles, treadmills, rowing ergometers, Paramount Performance circuit training equipment, and free weights.

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.

The Lelia Hynson Boating Park

Monday - Friday, 2:30 p.m.- 6:00 p.m.
Saturday - Sunday, Noon - 5:00 p.m.
John Wagner, 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 John Wagner (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 are listed in the campus directory and can also be obtained from the athletic department secretary at ext. 7231. 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

Jonnie Jenkins, Director of JFC, ext. 7234

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. Intramurals 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, Spinning 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, Women's Rugby, Men's Rugby, Field Hockey, Soccer, Wilderness and Adventure, Volleyball, Cross Country, Wakeboarding and Waterski.

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, waterskiing, 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.

Please visit **http://studentlife.washcoll.edu/recreation/** for more information regarding campus recreation and the Benjamin A. Johnson Lifetime Fitness Center.

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 - 11:00 a.m. - 3:00 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 the 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 a 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 loose 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 **http://bookstore.washcoll.edu** for up-to-date and detailed information.

Business Office

515 Washington Ave
Monday/Wednesday, 8:30 a.m. – 12:00 p.m.
Tuesday/Thursday/Friday, 8:30 – 12:00; 1:00 p.m. – 4:00 p.m.
(Additional hours will be posted during busy times)

Debra Bergen, Student Accounts, ext. 7266, option 8
Marla Thomas, Accounts Receivable Specialist, ext. 7736
Laurie Murchake, Accounting Manager, ext. 7821

The Business Office is open for student transactions during the above hours only. Student IDs must be presented for all transactions. **http://businessoffice.washcoll.edu.**

Office of Student Activities

Hodson Hall Commons Student Center
Office of Student Activities, ext. 6118
Heather Morris, Director, ext. 7146

The Office of Student Activities is responsible for providing activities and events that support a healthy student social life and enhance the campus community, operating the student center, advising the Student Events Board and the Birthday Ball Committee and offering 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 Activities can be found at: **http://osa.washcoll.edu.**

Hodson Hall Commons Student Center

Office of Student Activities, 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 resource for their club or organization, a competitive game of ping-pong or the latest video game, a fun night of karaoke or a performance by an up-and-coming band, they can find it in the Student Center. Comprised of four main areas: Office of Student Activities, Student Organizational Resource Center, The Game Center and The Student Government Association, the Student Center has something for everyone.

In the Student Center, students can find comfortable seating, a 50-inch, high definition television, and a projector screen on which the Office of Student Activities shows everything

from movies to sporting events. The Game Center features four gaming stations, each with a television, Play Station 3, X Box, and Wii. Pool, ping-pong, foosball, and shuffleboard tables can also be found in the Game Center.

If you have any questions about the Student Center or wish to reserve space, contact the Office of Student Activities (**student_activities@washcoll.edu**).

Center for Career Development

Caroline House, first floor, ext. 7890
Jim Allison, Director, ext. 7490
Vicky Sawyer, Associate Director, ext. 7892
Laureen Meyer, Office Manager/Events Coordinator, ext. 5773

The Center offers services to assist students define and achieve their future career goals. These services include individual counseling, career assessment, networking, and graduate and professional school information. The staff assists students with career planning, internship and job-hunting strategies, résumé preparation, as well as to prepare students for job and professional school interviews. The Career Development Library has information to help student's research and learn more about potential future options.

Student Employment

Natalie Story, Office of Financial Aid, ext. 7214
Jim Allison, Center for Career Development, ext.7890
Meredith Grussing, Human Resources, ext. 7260

Students interested in working on campus and in the local community will find a variety of options posted on the Student Job Hunters list serve. You can subscribe to this list serve by going to **http://list.washcoll.edu/cgi-bin/mailman/listinfo/student_job_hunters.**

Employment preference for on campus jobs will be given to students whose financial aid package includes a federal work study award.

All students who work on campus are required to have completed the following documents and to have submitted them to Human Resources prior to reporting to work or within three days after beginning work:

- Employment Eligibility Verification
- Federal Form I-9
- 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.

Students will be asked to complete these forms and provide appropriate documentation as part of new student orientation and will be eligible to work on campus as a student. Forms are available online at **http://hr.washcoll.edu/studentemployment.php.**

Note: If the student does not provide this documentation at new student orientation then she or he will be required to provide it at the time when hired to work on campus. Form I-9 requires a student to show proof of identity and eligibility to work in the U.S. Typically (1) a US driver's license and Social Security Card, or (2) a U.S. Passport, or (3) a Foreign Passport and Entry Visa that includes employment authorization are used. Photocopies are not acceptable. A staff member of Human Resources or the hiring department may sign the Employer's Certification at the bottom of the Form I-9, after examining the documents.

Students will also need a void check or savings deposit form 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 on line at **http://hr.washcoll.edu/studentemployment.php.**

Students are paid every two weeks on the second Friday after each biweekly pay period. Time sheets are to be completed biweekly. It is the student's responsibility to turn in time sheets to the supervisor according to the posted pay schedule (3:00 pm on Monday before each Friday payday). A payroll schedule listing pay period ending dates, the dates due to payroll and pay dates can be found at **http://hr.washcoll.edu/studentemployment.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 on the second page of the Authorization for Automatic Direct Deposit.

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 academic accommodation services for enrolled students with documented learning differences. These services are in compliance with federal statutes as defined by the Americans with Disabilities Act and the Rehabilitation Act of 1973. To begin the process, students must send updated copies of

appropriate documentation (within 3 years) to the Director of Disability Services and the Office of Academic Skills, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620. Documentation can be faxed (410-778-7884) or mailed (address above). Once the documentation is received, students can initiate their requests for academic accommodations by scheduling an appointment with the Director of Disability Services and the Office of Academic Skills.

Community Service

Casey Academic Center, second floor
Beth Anne Langrell, Director of Student Development, ext. 7277

The Office of Student Development's Community Service Council 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. The Community Service Council composed of student representatives, from service organizations, fraternities, sororities, and SGA representatives meet weekly on the first floor Sassafras Residence Hall. The Council also sponsors a Volunteer Fair in the early fall and is always available to assist individuals and organizations with planning service projects. Whether working with children, preserving the environment, feeding the hungry, or brightening the lives of the elderly, 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. For additional information, contact the Department of Public Safety.

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). 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
Zena Maggitti, Director, ext. 5753

The Dining Hall has many offerings for residential students, located on the second floor Hodson Hall Commons. Students, faculty, staff and guests will find: *Fresh Market*, with house made soups and fresh salads; *The Kitchen*, an ever-changing buffet style service with vegetarian entrees, specialties and ethnic foods; *Baker's Crust*, with classic deli favorites; *Hearthstone Oven*, with a brick stone pizza oven to prepare classic Italian dishes; and *My Pantry*, a place to call your own, where foods are prepared to order and special food requests stored in the cabinets.

The retail area, located on the lower level, showcases three food outlets: *Java George and Outtakes*, featuring Caribou coffee and smoothies; *Mondo Subs*; and *Martha's Kitchen*.

Hodson Hall Commons – Dining Operation Hours

Dining Hall

Monday – Friday

Breakfast	7:30 am – 9:30 am
Continental	9:30 am – 11:00 am
Lunch	11:00 am – 2:00 pm

Mid-Meal	2:00 pm – 4:45 pm
Dinner	4:45 pm – 7:30 pm
Saturday and Sunday	
Brunch	10:30 am – 1:30 pm
Dinner	4:45 pm – 6:15 pm

Mondo Subs

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

Martha's Kitchen

Monday – Thursday	11:00 am – 11:00 pm
Friday	11:00 am – 4:00 pm
Sunday	4:00 pm – 11:00 pm

Java George and Outtakes

Monday – Friday	8:00 am – 6:30 pm
Saturday – Sunday	10:00 am – 4:00pm

Miller Library Cafe

Opening this fall, hours to be announced

A convenient option for Outtakes grab and go selections, convenience foods, coffee drinks located on the first floor of the Miller Library, featuring Caribou Coffee specialty drinks, freshly made salads, desserts and sundry 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 Carl ID card allowing them to pay for a meal. Cash is also accepted at the door.

The Ultimate — Unlimited meals per week
- 12 guest passes
- Retail exchange and equivalency throughout the day—can dine as often as they like
- $6 equivalency
- $100 in flex dollars

Advantage 19 — 19 meals per week
- 10 guest passes
- Retail exchange and equivalency throughout the day

$6 equivalency
$100 in flex dollars

Advantage 14 — 14 meals per week
8 guest passes
Retail exchange and equivalency throughout the day
$6 equivalency
$100 in flex dollars

Traditional 19 — 19 meals per week
6 guest passes
Retail exchange 8:00-10:00 pm for the meal deal special
$75 in flex dollars

Traditional 14 — 14 meals per week
4 guest passes
Retail exchange 8:00-10:00 pm for the meal deal special
$75 in flex dollars

Multicultural Affairs

Casey Academic Center, first floor
Darnell Parker, Director, ext. 8466 and 7457
Title IX Coordinator

The Office of Multicultural Affairs serves as the principal office in promoting cultural and social justice programs for the Washington College community. In collaboration with student organizations and academic departments, the office works with faculty, staff, and students to engage in dialogue on social justice issues domestically and globally. The office serves as a support system for historically underrepresented students to foster a sense of belonging, academic achievement and retention, and assist in leadership development.

Health Services

Queen Anne House, Health Center
Hours by appointment only, ext. 7261
Monday - Friday, 8:30 a.m. - 12:00 pm and 1:00 – 4:00 p.m.

Lisa Marx, Director, MSN, CRNP
Vickie Anderson, Administrative Assistant
Carol Thornton, RN

Agnes Brown, MSN, CRNP
Andrew Ferguson, MD
Matthew King, MD
Anna Klumpp, MD (psychiatrist)
James Lacey, MD
Patrick Shanahan, MD

The Health Service is located between the Queen Anne and Caroline residence halls and is staffed by nurse practitioners and a registered nurse. 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 and in most cases, same-day appointments are available. Students must present their ID cards at the registration desk.

For emergencies occurring when Health Services is not open, students should go to the emergency department at the Chester River Hospital Center, adjacent to the campus. (100 Brown Street).

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 or Band-Aids. Health education materials are also available in the form of DVDs, books and pamphlets. For a 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.

Students with an illness requiring observation or bed rest for short periods of time can stay at the Health Service with nursing services provided during normal hours of operation. Those requiring more extensive nursing care or overnight treatment are admitted to the local hospital.

The College Health Services provides primary care services provided within the confines of the Health Center generally without fee. There is a charge for medications and tests provided at the Health Center. The cost of medications, hospitalizations, or services in the hospital (including x-rays, laboratory and emergency work) is not covered by Health Services and additional fees for hospital medical services are the responsibility of the student.

Counseling Services

Queen Anne House, Health Center, ext. 7261, By Appointment Only
Bonnie Fisher, PhD., Director
Edward Fisher, M.Div., Therapist
Ann O Connor, MSW-C, Therapist
Sarah Smith Putman, LC-ADC, Addictions Counselor

Licensed psychologists, a marriage and family therapist, and a clinical social worker provide counseling, evaluation, and consultation to students seeking assistance with personal, family, and college adjustment concerns. A program specialist provides educational, counseling, and evaluation services related to drug, alcohol, and other substance use to individuals and groups who are part of the campus community. Students receiving medication from the consulting psychiatrist must meet with a counselor at least twice a month. 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 the Center. A counselor is on call for emergencies after hours. Emergency contact with a member of the counseling staff can be made by contacting the Department of Public Safety at ext. 7810.

Office of Information Technologies

515 Washington Avenue

The Office of Information Technologies (OIT) is Washington College's Central IT organization. The Office of Information Technologies advocates for human development by supporting technologies that is integral to learning, fostering creativity and effective communication. OIT therefore implements well-chosen and innovative technologies that advance literacy and empower the community. We strive to remove the obstacles that can interfere with the campus communities' ability to use technology effectively. Therefore OIT provides and maintains a robust network architecture and infrastructure, ensures network security and provides guidance in the development of computer policies that govern the College's access and use of technology. We provide our clients with proactive, innovative and responsive professional services. Through our support services (i.e. helpdesk, computer repair, digital media learning opportunities, classroom technologies, software, etc.), OIT endeavors to promote and develop in our clients the ability to use technology to perform tasks and use content effectively in a digital world. OIT imbues its staff with the skills, knowledge and ability to deliver outstanding customer service with civility and effective communication. We value integrity and stand by our commitments. To learn more about OIT services, visit our website at **http://oit.washcoll.edu**.

Academic Computing and Support Services

Academic Computing and Support Services (ACSS) seeks to support, educate, and encourage the campus community's effective use of information technology. This is accomplished by providing faculty, students, and staff with exemplary academic and technology support services and programs that support the College's mission and enables OIT to help Washington College achieve eminence.

ACSS is composed of the Client Support and Technical Services, Educational Technology, Digital Media Services and Central Services. Below is a brief overview of each of these areas. To learn more about these areas, visit the OIT website at **http://oit.washcoll.edu.**

Client Support and Technical Services (CSTS) - CSTS is responsible for the HelpDesk, hardware and software computer repair, software distribution, the public computing center and supporting the audiovisual needs in the classroom and presentation spaces. This unit also recommends, configures, installs, distributes, and performs diagnostic and hardware repairs on all College owned computers. Additionally, CSTS provides computer repair for all faculty, staff and student owned personal computers. The CSTS staff are responsible for the majority of OIT's frontline services.

Educational Technology - Educational Technology (ET) provides consultation and training in using 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 ext. 7777 or visit the Educational Technology website at **http://mellon.washcoll.edu/it_main.html.**

Digital Media Services –Digital Media Services (DMS) mission is to increase awareness of uses, educate on industry methods, and provide production support for digital media in advancing Washington College's larger goals and objectives. 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 Digital Media Services website at **http://washcoll.edu/dms.**

IT System and Infrastructure

The office of IT Systems and Infrastructure is responsible for maintaining the College's administrative and public computer servers, the wired and wireless networks, and the telephone system, and also provides the copper, fiber and wireless infrastructure that supports the needs of the Washington College community. These groups represent the backbone of support for all IT services at the College.

The Administrative Computing group supports the financial, human resources, student and donor applications for Washington College. Infrastructure is responsible for the operation of the server systems that provide e-mail, Internet access, Blackboard, etc., for wired and wireless network and telephone services; and for all Washington College technology equipment purchases.

Monday - Friday, 8:30 am - 4:30 pm students can report network, e-mail, listserv, telephone, and CATV problems to the HelpDesk at ext. 7777.

The OIT HelpDesk
William Smith Hall, Room 2
410-778-7777 (from off campus) ext. 7777 (from on campus)

The HelpDesk endeavors to provide excellent customer service and support and strives to respond to inquiries in a timely fashion. As the first line of support, the HelpDesk provides answers and solutions to a variety of technology related questions and problems. OIT encourages the campus community to report telephone, cable TV, network and/or wireless access problems to the HelpDesk. Students can also bring their computer 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 they are certified to repair Lenovo and Apple warranty systems. If OIT determines there is a hardware problem, there may be a $25 per hour labor rate assessed for the cost of repair, plus the cost of any required parts. (Please note the technicians do not repair Blu-ray/DVD players or televisions). OIT does not install and troubleshoot network and Cable TV (CATV) connections for the College. If there are network or Cable TV problems, please connect to the HelpDesk.
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 the OIT Web site at **http://oit.washcoll.edu.**

Software, E-mail, BlackBoard and other Services
Software Support - Besides installing a standardized collection of software on the workstations in Miller Library and in the classrooms, Washington College provides faculty, students, and staff access to academic and other software applications through concurrent license control servers. The license control servers include the KeyServer® for general software, FlexLM for Maple and Sentinel for SPSS. Each server provides license control and usage monitoring for software applications available to networked Macintosh and Windows computers. Controlled applications include Dreamweaver, Photoshop, Maple, and SPSS. Students must install the mobile client on their laptop in order to use KeyServer controlled applications. For assistance installing the mobile client, please contact the HelpDesk. To learn more about keyed applications and the mobile client visit the OIT Web site at **http://oit.washcoll.edu/hd_software.php.**

Software Discounts - The campus community can save money when purchasing personal copies of Microsoft products from the College's e-Academy website. Through e-Academy

students can save up to 70% off the retail price for Microsoft Office. Prices are subject to change. For more information about e-Academy visit their website at **washcoll.e-academy.com**.

Safe Computing - 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. While McAfee runs on Windows and Macintosh workstations the College's site license only covers MacOS computers. Besides antivirus software, OIT provides students with software to protect their computers from spyware, malware, and adware. To learn more about best practices for safe computing, visit the OIT Web site or contact the HelpDesk.

E-mail, Calendar and Document Sharing - Washington College uses Zimbra, a modern and robust communications and collaboration suite that includes e-mail, calendar, and document sharing. Students receive 500 Megabytes of disk storage for e-mail and 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 Zimbra and managing e-mail accounts, please visit the OIT website at **http://oit.washcoll.edu/** or contact the HelpDesk at ext. 7777.

E-mail Lists - Washington College provides subscribed e-mail lists to the campus community. Students, faculty, and staff can join group e-mail lists for clubs and special interest groups. There are many lists available to the entire WC community including "Lost and Found," and the "Marketplace." Some e-mail lists are only open to members of a particular club, organization or group. Getting on the WC e-mail list is easy and only takes a few minutes to join. For more information about e-mail lists, please visit the OIT Web site at **http://www.washcoll.edu/oit/listserv_policy.php.** For more information, call or stop by the HelpDesk in William Smith, room 2.

Computer Recommendations - To benefit from the College's academic environment, students must have access to computers capable of supporting current software programs. Older systems that cannot run contemporary web browsers are not capable of accessing key services such as e-mail and course materials. When buying a new computer, it's important to choose a solution that will support a student's needs over the next 3-4 years. While OIT supports all computer systems, we strongly encourage purchasing a new Apple or Lenovo laptop system. Washington College has partnered with Lenovo and Apple, Inc., which allow OIT to offer very good discounts on Lenovo and Apple computers. Washington College

provides recommended system requirements to students and parents to aid in choosing an appropriate computer solution. Visit **http://oit.washcoll.edu/computer_rec.php** to view the College's computer recommendations and/or to purchase an Apple or Lenovo computer. For questions, please contact the HelpDesk at ext. 7777.

Blackboard Course Management System - Blackboard is the College's course management system. Blackboard makes it easy for faculty to create and manage their course website(s). Students can access Blackboard using their NetID and password. To access Blackboard, click on the "Log In" link on the College's homepage and then click on the Blackboard icon. To access the Blackboard website directly, go to **http://blackboard.washcoll.edu**.

Computing Centers, Labs and Related Services

Computing Center

Miller Library

The Newlin Room and the Information Commons are located in Miller Library. The Newlin Room contains 21 iMac workstations, an instructor workstation and a projector system. 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. Internet Explorer and Mozilla Firefox are installed on the Windows computers. Mozilla, Firefox and Safari are installed on the Macintosh computers. For a complete list of software installed in the computing centers visit the web address **http://oit.washcoll.edu/hd_software.php**.

In addition to the Newlin Room, the Information Commons is also located on the first floor in Miller Library. The Information Commons contains nine PC desktops, two Mac Pro desktops with 30" monitors, two Mac Pro desktops with dual 20" monitors, four iMacs and a 50" touch-screen SMART Board. There are also 10 MacBook Pro laptops that students can borrow for use anywhere in the Library. For information about Miller Library's hours of operation, please visit **http://millerlibrary.washcoll.edu/content.php?pid=98427**.

Multimedia Production Center

Miller Library

The Multimedia Production Center (MPC) is located on the lower level of Miller Library. The MPC 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. Adjacent to the MPC lab is the MPC Studio, a space for small groups with ideal conditions for recording quality sound, or shooting photography or video, with the advantage of available equipment resources and consultant guidance on hand.

The MPC offers instructor-led workshops in graphic design, video and audio production, and digital photography. These workshops are scheduled throughout the academic year and are usually 90 minutes in length. Some workshops take students off campus to practice and hone their multimedia skills in real world environments.

Additionally, the Center sponsors several "MPC Challenges" each year providing students with an opportunity to showcase their skills. Use the MPC consulting services to inquire about improving a project or process by incorporating multimedia technologies. Through the Digital Media Loaner program, 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. 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://mpc.washcoll.edu**.

The Beck Multimedia and Technology Learning Center

Miller Library

Located in the lower level of Miller Library, The Beck Multimedia and Technology Learning Center 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, MacBook Pro laptops and six presentation screens augmented by theater sound, 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.

The Digital Media Loaner Program - Students can sign out digital camcorders, photo cameras, and other equipment to complete class projects, record performances, and to create original works. For more information about this program, please stop by the MPC with your ID or visit **http://mellon.washcoll.edu/digitalmedia.html.**

Web Hosting Service - OIT offers a web/blog hosting service. This service provides students with server space for their personal web pages. Students interested in using the web hosting service should visit wacblog.washcoll.edu or contact the HelpDesk at 310-778-7777.

Information Technology Training - OIT offers training opportunities to help students make effective use of technology. Workshops cover popular software programs such as Photoshop, Dreamweaver, editing digital video, and several photography related topics to name a few.

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. Postage stamps are available for purchase at Central Services. Students can purchase individual and books of stamps.

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.

Telecommunications: Telephone and Switchboard

William Smith Hall, lower level, Room 2, next to the HelpDesk

Switchboard Extension 0

What is the Switchboard and what do they do?
The switchboard office coordinates telephone calls throughout campus. The switchboard personnel also provide campus telephone information.

When should I call the Switchboard?
The Washington College Switchboard is available Monday through Friday from 8:30 AM to 4:30 PM except for holiday or weather related closures. For local and long-distance directory assistance students are encouraged to use an online directory such as **www.superpages.com** to help find the business or personal number needed. If the number cannot be located, then one of the staff operators may be able to help. To reach Washington College's telephone operators, dial zero (0).

Report telephone problems and repair requests to the Washington College Help Desk by calling extension 7777 (410-778-7777 from off campus) or by e-mailing the Help Desk at **helpdesk@washcoll.edu.**

Room Phone
Each residence hall room is supplied with one telephone line that is shared by all of the room residents. Each telephone line includes per-room 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 telephones may be used, but 2.4GHz phones should be avoided as they can cause interference or interruptions to the campus wireless network. 5.8GHz cordless sets are recommended. Additional information may be found at **http://oit.washcoll.edu/telecommunications.php**.

Payment
Payment for student campus-billed telephone charges should be made directly to the Washington College Business Office located at 515 Washington Avenue. Please call extension 7272 or e-mail **telcom_engineer@washcoll.edu** for questions about a phone bill.

Student Telephone Authorization
Washington College students are 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. Authorization codes are given to students in their Web Advisor accounts.

Current Telephone Rates

Washington College charges 9 cents per local call and 9 cents per minute for any long distance call made within the US, including Alaska and Hawaii, any time and any day. International rates vary by location. Please check the current international rates at the following webpage: **http://oit.washcoll.edu/callrates.php.**

Local Calling Area

The College's local calling area includes the upper Easter Shore of Maryland covering from the Sassafras River to the Choptank River. Some of the towns in the local calling area include Galena, Trappe, Easton, Grasonville, Denton, Centreville, Stevensville, and Chestertown. Do not dial "1" for long distance telephone exchanges in those areas, as you may be charged long distance rates, i.e., $.09 per minute rather than the local rate of $.09 per call.

Telephone Features

Call waiting, call transfer, three-way calling and per-room voice mail are telephone features available in the residence halls.

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 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.

Residence 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. From finding “study buddies,” to participating in hall council, students have a unique opportunity to shape their community while living and learning with peers.

The College residence program, under the supervision of the Office of Residence Life, provides students with opportunities and experiences to help them to develop responsibility, both to themselves and to their fellow students. With the guidance and support of the Area Directors, Resident Area Directors, and Resident Assistants, residents work together to define and implement a set of community standards that support a healthy and respectful living environment and the educational mission of Washington College.

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 establishing an atmosphere where all students may live, study, and sleep. Students who violate the spirit of the residence hall system or violate the rights of other students are subject to disciplinary action and removal from campus housing.

Residence Life Staff

The Residence Halls are staffed with professional and paraprofessional student staff who provides supervision, guidance, and support to individual students and to floor and hall communities.

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

Student Assistant Area Directors (AADs) are experienced, upper-class student leaders trained to provide additional support and supervision to the RA staff. AADs serve as chairs of various Residence Life committees and assist in major departmental programs and initiatives.

Resident Assistants (RAs) are assigned to a floor or a residence hall. The RA helps build a community within the residence halls by getting to know residents 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 off-campus exemption request form; requests will be reviewed by the Off-Campus Review Committee. Other 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.
Other compelling circumstances approved by the Off-Campus Review Committee.

Students requesting to move off campus should do so by the deadlines as outlined below. 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 Residence Life Office or Off-Campus Review Committee will be billed for on-campus housing.

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

The off-campus exemption request form can be picked up in the Office of Residence Life, located in the Student Affairs office suite, or on line. All requests for exemptions from the housing requirements by first-year students must be received by July 1st. Requests for exemptions by returning students must be received by March 1st for the next academic year. 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 sign a formal housing contract with the College. A $300 deposit must be paid to the College before campus housing will be assigned. 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 immediately.

All students residing on campus must select a minimum of a 14 traditional meal plan. Dining services offers various meal plans to meet individual needs. Please check the website for more specific information at: **http://www.dineoncampus.com/ wc/?cmd=Residents**.

Students must make their meal plan choice known on 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 (i.e. drop/ add date).

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 Student Affairs Office. 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.

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 Residence Life. Students should see their Resident Assistant or Area Director for assistance or questions about room change procedure guidelines.

Theme Living Options

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

The Language Suites, housed in Chester Hall, provide the opportunity for students to enhance their language skills by speaking the language of study, 24 hours per day (to the best of the student's ability), with others living in the suite. Students also enjoy themed activities such as watching foreign films (without the subtitles!) and learning to cook foods from other countries.

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

The Presidential Fellows Program, housed in Kent House, is an option for first year students selected as Presidential Fellows prior to admission. Students enjoy planned and often informal opportunities to interact with faculty outside the classroom and participate in activities focused on leadership and campus involvement.

The Arts Program, housed in Middle Hall, 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, housed in West, 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, located in Queen Anne, 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.

Occupancy of Room Assignment

Dates and times that residents may occupy the residence halls are determined by the Office of Residence Life. The publisehd 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 Associate Dean of Student / Director of Residence 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 Residence Life. Residents are required to complete a Room Condition Form 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 (including unbunking beds) and removing and placing trash in approved locations. Based on the room condition form, the Buildings and Grounds department will assess any room damages follow the student's departure 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 Area Director 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, must be approved and can only occur at certain times during the year. .

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 shades, and screens on the windows. 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. The College reserves the right to make announced room inspections in order to assess damage.

Damage and Cleaning Charges

Resident students are responsible for common areas of their residence. Room and common area damages, including clearning charges, will be assessed to the responsible student whenver 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.

Small Appliances

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

Radios	Fans	Televisions (may not be mounted on walls)
Stereos	Clocks	Small Closed-Element Electric Grills
Microwaves	Hair Dryers	DVD Players
Pop Corn Poppers		

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	

Window Screens

Room window screens are not to be removed. Removing window screens or in any way changing or altering a screen or wind may be considered vandalism and result in judicial action.

Pets

Because of sanitation and health concerns, pets are not allowed in any residence hall. Students violating this policy 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 or less) and guide dogs.

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 connected to Washington College or Washington College students who are not residents of the building, suite or room) . 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 allowing someone to follow him or her into the building through the opened door.

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 a professional staff member of Residence Life.

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. During all times, "courtesy hours" are in effect and should a student be asked to reduce noise heard beyond their room (especially if it can be heard in rooms two or three doors away), the student is expected to comply with the request. Excessive noise, including loud stereos, is unacceptable at all times. During exam week, quiet hours are extended to twenty-four (24) hours per day. Residents are responsiblefor ensure noise levels do not disturb other students. A student who fails to respond to reasonabl requeststo lower or eliminate noise may face juidical action.

Musical Instruments

Musical instruments are not to be played in the residence halls at any time. Students who need to practice their music are encouraged to utilize the Gibson Center for the perfroming arts.

Selling and Soliciting

Selling, canvassing, or capaigning 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.

Outdoor Sports/Games

Students and guests are not permitted to engage in any kind of outdoor sport or game activity in the residence halls (i.e. dribbling basketballs, throwing a frisbee, etc.) These activities can cause safety, noise and damage concernsfor 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.

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 Office 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.
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. The charge covers the expense of replacing the key and/or lock.

Students are to return all keys to the Department of Public Safety at the end of their residency (but keep their ID card). Requests for changes in room assignments are submitted to the Residence Life Office. If approved, the Department of Public Safety issues new keys after written notification is received from the Office of Residence Life.

ID Cards

Incoming freshmen and transfer 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 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 to the Department of Public Safety 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) to the Department of Public Safety 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.

Student Organizations and Activities

The Student Events Board

Office of Student Activities, Hodson Hall Commons Student Center, ext. 6118
Olivia Kittel '13, President

As a component of the Office of Student Activities, 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 Back Week, Homecoming, Comedy Week, Birthday Ball, May Day, 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 four elected members (President, Vice President and Financial Controller, and Speaker of the Senate) and eight appointed members (Secretaries of Academics, Student Services and Campus Properties, Social Life, Service, and Diversity, Environment, the Parliamentarian, and the Director of Communications and Office 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 Advisor, meet regularly in what are known as 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

Zachary Pandl, President
Carly Ogren, Vice President
Nich Tremper, Financial Controller
Jeffery Sullivan, Parliamentarian
Brittany Weaver, Honor Board Chair
JM Wilkins, Speaker of the Senate
Smaa Koraym, Secretary of Academics

Amanda Venable, Secretary of Student Services and Campus Properties
Sophie Gassman, Secretary of Service
Alex Shull, Secretary of Social Life
TBA, Secretary of Diversity Affairs
Genevieve Murphy, Office Manager
Dr. Donald McColl, SGA Faculty 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

Doug Byerly, Director (Contact Kenneth Schweitzer, kschweitzer2@washcoll.edu)

The WC Chorus will sing a variety of repertoire, including selections from classical, popular, American musical theater, and gospel. It is open to all students who enjoy singing.

Washington College Jazz Band

Kenneth Schweitzer, Director, ext. 7836, kschweitzer2

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 Early Music Consort

Jonathan McCollum, Director, ext. 7834, jmccollum2

The Early Music Consort is a vocal and instrumental ensemble, which performs music from the Middle Ages, Renaissance, and Baroque periods on period instruments. Membership is open to all students by audition.

Washington College Concert Band

Jonathan McCollum, Director, ext. 7834, jmccollum2

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 Ensemble

Donald Buxton, Director, dbuxton2

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.

Chamber Ensembles

Jonathan McCollum, Director, ext. 7834, jmccollum2

Various woodwind, brass, and string ensembles (duets, trios, quartets, quintets) perform in recitals throughout the year. They are open to qualified students.

Student Publications

The Elm

Maegan Clearwood, Editor-in-Chief, elm_editor@washcoll.edu

The Elm is the official, weekly campus newspaper.

Pegasus

TBA, Media Interns, 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 a paid student intern to edit the yearbook.

The Collegian

Abigail Schwartz, Editor-in-chief, collegian_editor@washcoll.edu

The Collegian is a features/arts magazine that is published several times each semester.

Washington College Review

Alissa Vecchio, Student Editor

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

The Colophon

Editors, TBD

The Colophon is a combination literary magazine, blog, and writer's workshop. Students submit creative works to be posted online, where their peers can post comments, opinions, and constructive criticism.

The Codex

Valerie Dunn, Editor

The Codex is the yearly Literary Magazine of Washington College's Writers' Union and accepts poetry, fiction, photography, and artwork.

Greek Life Fraternities and Sororities

Beth Anne Langrell, Director of Student Development, ext. 7277

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 Development, the Inter-Fraternal and Panhellenic Councils 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 four national sororities:

Inter-Fraternal Council (IFC)

Jeffrey Nutting, President

Panhellenic Council (Panhel)

Carrie Dodd, President

Fraternities

Kappa Alpha Order, Beta Omega Chapter
Trent Lesh, President

Kappa Sigma, Omicron Phi Chapter
John Nicholas Tremper, President

Phi Delta Theta, Gamma Chapter
Brendyn Meisinger, President

Theta Chi, Beta Eta Chapter
Liam Dempsey, President

Sororities

Alpha Chi Omega, Beta Pi Chapter
Campbell McNicol, President

Alpha Omicron Pi, Sigma Tau Chapter
Nora Burns, President

Zeta Tau Alpha, Gamma Beta Chapter
Isabell Blakey, 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-Fraternal and Panhellenic Council's as well as the individual fraternity or sorority. Students on academic or disciplinary probation during a given semester will not be permitted to participate in the recruitment process that semester.

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 most areas available for student use 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.

- Events may occur on any day of the week, with the exception of events that include alcohol. Events involving alcohol may occur only Friday and Saturday, or on days that precede a day when no classes are scheduled, except with authorization of the Director of Student Activities (who will consult with other campus officials before granting authorization).
- Events may be scheduled until 12:00 a.m. on the Sunday before final exams.
- Events must be registered using an Event Registration Form and approved by the Office of Student Activities a minimum of two weeks prior to the event date. Event registration forms can be found on the Office of Student Activities website.
- 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 Activities 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).
- Sponsoring student(s) or student organization(s) are responsible for ensuring that all event conduct is in compliance with state law, local ordinances, and College policy.
- All registered events including alcohol must follow all campus alcohol policies.
- Alcoholic beverages may not be consumed at either indoor or outdoor athletic events, including recreational sports and intramural events.
- Student(s) and/or student organization(s) violating college policy will 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 Activities.

For questions regarding registering a social event contact Heather Morris, Director of Student Activities 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.

Posting Policy:

Postings must:

- include the name of the sponsoring organization
- comply and respect Washington College policy and the honor code
- be hung using blue painter's tape.
- be removed by the sponsoring individual/organization within 48 hours of the event

Posting may not:

- be posted or hung from any finished (painted or varnished) surfaces, on glass doors or suspended from light fixtures, exit signs, smoke detectors, or any other types of safety equipment.
- contain reference to, or pictures of, alcohol/drugs.
- remain longer than 30 days before an event, unless the posting is for an ongoing event or event series.

Student Organization Chalking Policy

Chalking is allowed for recognized student club/organization sponsored events only (the name of organization must be included with all chalking unless otherwise approved by the Office of Student Activities). Chalking may only occur on College property and only on outdoor sidewalk and brick walk areas exposed to the weather. No chalking may occur on covered walk or entry areas, buildings, or vertical structures. There is no limit to the amount of chalking allowed. Chalking may occur only 72 hours (or less) before an event.

The Office of Student Activities oversees the student posting and chalking policy. The Director of Student Activities may make exceptions to this policy be removed by the sponsoring individual/organization within 48 hours of the event. at his or her discretion. Any student organization or club found in violation will have their advertising removed and may be referred the Honor Board or appropriate College office. Please contact the Director of Student Activities 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 Activities 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 Activities Event Registration Form (available online at **http://osa.washcoll.edu/pdf/eventregistration.pdf)** and submit it to the Office of Student Activities at least two weeks (10 business days) prior to the event in order to receive authorization. (The Director of Student Activities 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 Activities 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)

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 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 6 months or a fine not exceeding $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 Beth Anne Langrell, Director of Student Development, ext. 7277, 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:

Mela Dutka, Vice President of Student Affairs and Dean of Students, ext. 7752
Sarah Feyerherm, Associate of Vice President of Students, ext. 7228
Carl Crowe, Associate Dean of Students and Director of Residence Life, ext. 7235
Beth Anne Langrell, Director of Student Development, 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 polices 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 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. A blood alcohol concentration (BAC) of between .04 and .08 may result in a charge of Driving Under the Influence (DUI); a level of .08 or higher may result in a Driving While Intoxicated (DWI) charge. Drinking and driving charges are not restricted to these BAC limits. 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.

Federal Controlled Dangerous Substances/Illegal Drug Laws and Penalties

Federal law states that it is unlawful to possess any controlled substance, including marijuana, cocaine and heroin. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from five to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least $1,000 and/or imprisonment for up to three years.

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. In addition to federal laws, violations of state of Maryland laws regarding the distribution, manufacturing and possession of controlled substances may result in penalties of up to $25,000 and imprisonment for up to 20 years for a first offense. 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 judicial 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 obtain medical help for an intoxicated student or guest or even for themselves.

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 medical help is obtained for an intoxicated student as follows:

Person in need of medical attention
If an individual who receives emergency 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 Student Development 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.

Calling on behalf of someone else
An individual who calls for emergency assistance on behalf of a person experiencing an alcohol-or other substance related emergency would 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
provision of alcohol to an underage person

For more information about the Medical Amnesty Policy, contact Beth Anne Langrell, the Director of Student Development, **blangrell2@washcoll.edu**.

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 Development notified

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 Student Development 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 for a semester.

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
- Suspension from on-campus housing

- 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 Development notified

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) will 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
- Suspension from on-campus housing
- 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 Development 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/Dean of Students that parental/legal guardian notification occur. The Vice President for Student Affairs/Dean of Students will make a final determination of the appropriateness of notification. The Vice President for Student Affairs/Dean of Students 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

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, handicap or 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 Darnell Parker, Director of Multicultural Affairs, Casey Academic Center, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, and (410) 778-7457.

The designated coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 is the Director of Academic Skills, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620.

Policy Statement on Harassment

Harassment in any form, whether based on race, sex, color, national or ethnic origin, age, religion, marital status, handicap or 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, 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. When sexual harassment occurs at the College, the standards of the community are violated. 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. Therefore, 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 l964 and Title IX of the Education Amendments of 1972) provides that sexual harassment shall be considered a form of sex discrimination. Maryland Law also prohibits sex 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. In addition, 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

Students who believe they have been subjected to discrimination or harassment, including sexual violence/assault, by another Washington College student should contact either a member of the Student Affairs staff (including Residence Life Area Directors) or Public Safety. When a Washington College student is the subject of a discrimination or harassment complaint by any member of the College community, the matter is referred to the Honor Board – see the Washington College Honor Code and Student Judicial System found earlier in this Handbook.)

Students who believe that they have been subjected to discrimination or harassment (including sexual violence/assault) by an employee of the College or by another individual for whom the College is or may be responsible (alumni visiting campus, contract vendors providing a campus service, etc.). should contact one of the following to file a complaint: the designated Title IX Coordinator, Assistant Title IX Coordinators, Vice President for Student Affairs and Dean of Students, Provost and Dean of the College, Director of Public Safety, and the Director of Human Resources.

All complaints of discrimination or harassment will be investigated promptly, thoroughly, and impartially. The College will take appropriate action to prevent the recurrence of any discrimination or harassment and to correct their effects on the complainant and others, if appropriate.

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, 330 Independence Avenue SW, Washington, DC 21001, or local fair employment practices agencies. Such complaints generally must be filed within 180 days.

Retaliation

All members of the Washington College community are advised that retaliation against anyone for filing a complaint of discrimination or harassment, including sexual violence/assault is prohibited. Members of the community should be equally aware that knowingly making false

allegations of harassment or discrimination is itself a violation of College policy and the individual involved will be subject to disciplinary action.

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.

Policy on Sexual Assault

When sexual assault or sexual violence occurs in any form at Washington College, the standards of the community, and possibly the criminal laws of the state of Maryland, 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 assault 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 student complainant will also be informed of the right to file a complaint of sexual harassment (which includes sexual assault/violence).

When the alleged perpetrator is a Washington College student, the student filing the complaint will be informed about the role of the Honor Board's Sexual Misconduct Hearing Board in evaluating whether the alleged perpetrator 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 complainant and will provide assistance in notifying any other law enforcement authorities or in preserving materials, which are relevant to the internal complaint process. College authorities will, at the direction of the Chestertown

Police, provide assistance in obtaining, securing, and maintaining evidence for criminal prosecution.

Summary Suspension

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

If you, or someone you know, are a survivor of sexual assault, the following campus and community resources are available for assistance. Sexual assault survivors are encouraged to speak with the College's Sexual Assault Response Coordinator for support and to obtain assistance in accessing campus or external resources or procedures (even if the sexual assault is not recent). The Sexual Response Coordinator will review with the survivor procedures to file an internal complaint or grievance or an off-campus complaint, the availability of confidential counseling, and steps the College can take to address concerns about physical safety including changes to housing or classroom arrangements if needed.

CAMPUS RESOURCES

- Sexual Assault Response Coordinator - Beth Anne Langrell, Director of Student Development, 410-778-7277
- Gerald Roderick, Director of Public Safety, 410-778-7810
- Dr. Bonnie Fisher, Director of Counseling Center, 410-778-7260
- Lisa Marx, Director of Health Services, 410-778-7261

COMMUNITY RESOURCES

- Local Emergency, Police, Fire and Ambulance – dial 911 (or 9-911 from a campus phone)
- For All Seasons, Mental Health and Rape Crisis Center, 1-800-310-7273 – a free 24-hour confidential hotline provides crisis support to individuals and groups. Advocates are available to meet sexual assault survivors at the hospital and support them during any time spent at the hospital. To learn about on-going counseling and support to survivors, contact 410-822-1018.

HOSPITALS

- Chester River Hospital Center, 410-778-3300 – located adjacent to Washington College
- Memorial Hospital in Easton, Maryland, 410-822-1000

Each hospital has Forensic Nurse Examiners available 24 hours a day, 7 days a week to provide a confidential medical examination as well as sexually transmitted infection and pregnancy testing and treatment. Forensic Nurse Examiners work in Conjunction with For All Seasons, Inc. to provide advocacy support to survivors. Chester River Hospital Center and the Memorial Hospital in Easton have a Sexual Response Assault Team program that includes the "Jane Doe" reporting option. Jane Doe reporting allows survivors to have an exam using a rape kit without informing law enforcement but while still preserving the option to notify law enforcement at a later time. 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.

Education and Training

The Student Development Office is responsible for developing and coordinating educational and training programs for students. To address issues of sexual assault and sexual violence proactively, the College will distribute these policies to and provide training for students, staff, and faculty members. In addition, these policies will be communicated at appropriate opportunities.

People to contact for more information:

Beth Anne Langrell, Director of Student Development, ext. 7277
Mela Dutka, Vice President of Student Affairs and Dean of Students, ext. 7752
Sarah Feyerherm, Associate Vice President of Student Affairs, ext. 7228
Carl Crowe, Associate Dean of Students and Director of Residence Life, ext. 7235
Lisa Marx, Director of Health Services, ext. 7261
Bonnie M. Fisher, Director of Counseling Services, ext. 7289
Jerry Roderick, Director of Public Safety, ext. 7810

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 e-mail is the property of the College. There should be no expectation of complete e-mail privacy. Administrators will have access to an e-mail 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 e-mail if the employee is on an extended absence as determined by Human Resources. For confidentiality and personal privacy reasons personal e-mail should be conducted on an outside account, such as Gmail, Hotmail, or any of the many other free e-mail services.

Members of the College community, as defined in the College's e-mail 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, Datatel, 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 including 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 under Title 17, United States Code, Sections 504 and 505 and for the complete Washington College Copyright Policy go to **http://copyrightwashcoll.edu/policy.php**.

College community members must respect the finite capacity of computers or network systems by limiting use of computers and network systems so as not to interfere unreasonably with the activity of other users.

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 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;
- 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 sharing of a WC Network ID is prohibited. Users are responsible for any consequences arising from the use of their WC Network ID directly or indirectly attributable to their actions.

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 or 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 (**http://oit.washcoll.edu/networkaccess.php**) and IT Resource (**http://oit.washcoll.edu/pdfs/oit_itresources.pdf**) 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: **http://oit.washcoll.edu/chatsoftware.php**

Student Health Policies

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 adjacent to Health Services 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 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 is 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://washcoll.edu/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 of 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 Service (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 prior to the leave violated College policy may be subject to a review by the Honor Board before being permitted to return to the College, 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 of 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 Service 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 of Student Affairs (or designee) may summarily suspend the student pending review by the IML Committee. If possible under the circumstances, the student will be notified of the proposed summary suspension and will have a right to a conference with the administrator assigning the summary suspension before the summary suspension is 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 determine 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

their parents. The Directors of Health Services, Counseling Services, and 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. These e-mails are all fakes.

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, Blackboard, 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, 2012. 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, 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 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. 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.

Temporary registration: When permanent registration is not applicable (guests, visitors, or vehicle to be used on campus for less than two weeks) a temporary permit will be issued without charge by Public Safety.

Parking Regulations

All vehicles must be parked in a marked parking space. The responsibility of finding a legal parking space rests with the vehicle operator. The lack of space is NOT a valid excuse for violating parking regulations. Vehicles are considered parked when left unattended. Faculty/Staff parking areas are reserved from 8:00 a.m. to 3:00 p.m., Monday to Friday when classes are in session.

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.

Vehicles left in “tow zones” or parked in such a way as to constitute a hazard in the judgment of Public Safety, or that impede vehicular traffic operation of emergency equipment, or the hindering of essential services or repairs, will be towed at the operator’s expense. (Once the tow truck is summoned, the owner/operator will be held responsible for the charges even if they move the vehicle before the arrival of the tow truck.)

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

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 shall 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.

Parking on Residential Streets

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.

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 Tuition pay payment 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 $150 on any balance of $1,500 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 and submit to the Business Office an Information Release/ Responsibility Form. This form serves as consent for Business Office personnel to discuss questions regarding the student's account with the indicated parties. Only those persons listed may be given information regarding the student's account.

Other Students 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 **ManageMYID.com** 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.

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 Accounts Receivable Specialist 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 Web site, there is a convenience fee for this service.

E-Check payment can be made via the Washington College Web site, 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.

Parents wishing to insure against the financial losses associated with medical withdrawals after the beginning of classes may purchase insurance through the College. (Contact the Business Office for more information.)

Sallie Mae Tuitionpay, 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 Tuitionpay Monthly Installment Plan is mailed to all current and accepted students and can be obtained through the Business Office. All payment obligations not included in the Plan must be paid in full by the due date for the semester. If Tuitionpay 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 Jeani Narcum, 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 crime statistic report is located in the Department of Public Safety and may be obtained upon request. The annual and published crime statistics for the prior calendar year will be posted on line annually in October as a link 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://copyright.washcoll. edu/policy.php**. Students are expected to familiarize themselves with the policy and understand their responsibilities as established by the policy.

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 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 details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at 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.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 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 record within 45 days of the day the College receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The 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 College official to whom the request was submitted, that official 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.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. This request should be delivered to the Registrar, who will forward it to the proper College official. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

An exception, which permits disclosure without consent, is 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; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); 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 responsibility.

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Transcript Requests

In compliance with FERPA, all transcript requests must be made in writing with the signature of the inquiring student. Please print, complete, and mail the Transcript Request Form or send a letter with the following information to the Registrar's Office:

Full name at the time of attendance
Social Security Number
Dates of attendance or year of graduation
Degree program and major(s)
Home address and telephone number
Address where the transcript should be sent

Transcripts are generally sent out within 24 to 48 hours. Additional time may be required during registration, grading periods, and holidays. Transcript requests may be accepted via fax or scanned e-mail attachment but must carry the signature of the actual requesting student in order to be valid. The Transcript Request Form is available in the Registrar's Office or on its Web page.

Students who are in financial arrears with an office of the College (Business Office, Library, Bookstore, etc.) will be unable to have transcripts sent out until payment or until satisfactory arrangements have been made to clear debts.

Enrollment Verification Requests

In compliance with FERPA, all enrollment verification requests must be made in writing with the signature of the inquiring student. The Registrar's Office will gladly write a letter to any third-party stating the student's academic status and any other information contained on the student's education record, provided it is factually accurate.

Directory Information and Privacy

Washington College students are granted an automatic expectation of privacy for their education records through FERPA. However, certain information is considered directory information under this law. The College may release the following directory information without prior consent:

Student name	Graduation dates	Awards
Campus box number	Expected graduation dates	Honors
Campus phone number	Previous institutions attended	Honor Societies
Hometown and State	Cell phone number	
Permanent address	Home phone number	For Athletes:
Email address	Major(s) and Minor(s)	Participation in officially recognized sports
Class year	Concentration(s)	Photograph
Dates of attendance	Specialization(s)	Height
Full/part-time status	Degrees	Weight

The College also publishes in the student directory each student's name, email address, campus box number, and campus phone number.

FERPA provides an opportunity for students to restrict the dissemination of directory information. Information on how to restrict the dissemination of their directory information is supplied to all entering students, along with a waiver in which the student may choose to allow specific access to education records by parents/guardians. Should the student decide to withhold Directory Information, all future requests from non-Washington College persons and organizations will be refused (e.g. requests from future employers, discount ticket agencies, loan or credit card companies, hometown newspapers, and insurance discount programs). The decision made at this stage remains in effect for the duration of the student's status at Washington College unless otherwise revoked by filing a written request with the Registrar's Office.

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, ACG grants, SMART grants, Stafford loans, PLUS loans, work study, and Perkins loans.

Question 23 on 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 outline the length of time that a student may expect to lose financial aid because of a drug conviction:

Possession of Illegal Drugs

1st Offense	One year from date of conviction
2nd Offense	Two years from date of conviction
3rd & Subsequent Offense	Indefinite ineligibility from the date of conviction

Sale of Illegal Drugs

1st Offense	Two years from date of conviction
2nd & Subsequent Offense	Indefinite ineligibility from the date of conviction

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.*