



WASHINGTON COLLEGE

## WASHINGTON COLLEGE POLICIES

### WASHINGTON COLLEGE HONOR CODE AND STUDENT CONDUCT SYSTEM

#### The Honor Code

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

#### The Spirit of the Honor Code

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

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

#### Purpose of the Honor Board

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

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

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

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

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

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

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

### **Jurisdiction**

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

### **Honor Code Violations – Academic**

1. **Plagiarism:** Presenting the language, the ideas, or the work of another as one's own, without proper attribution. Plagiarism can occur in all forms of academic work, including papers, lab reports, homework, computer programs, visual and creative arts projects, and other assignments.
2. **Dishonesty in Exams and Quizzes:** Cheating or in any way attempting to gain an unfair advantage in a quiz or exam. Examples include (but are not limited to) attempting to secure a copy of or information about a future examination or quiz without authorization from the instructor,

copying another's answers during an in-class or take-home examination or a quiz, using unauthorized materials, information or study aids during an examination or quiz, or communicating with other students, either through voice, written or electronic means, during in-class or take-home examinations or quizzes without authorization from the instructor.

3. **Falsification and Fabrication:** Perpetrating fraud or deceit of any kind in the course of the completion of one's academic work or in one's interactions with faculty or other college officials. Examples include (but are not limited to) inventing or falsifying information, such as citations or laboratory data, submitting identical or similar papers in more than one course without the permission of the instructors of both courses, and lying to a faculty member or other college official for the purposes of gaining an academic benefit.
4. **Aiding and Abetting Dishonesty in Academic Work:** Assisting or enticing another student to commit an act of academic dishonesty. This includes (but is not limited to) revealing the form or content of an examination or quiz, providing material, information, or other assistance to another person during an in-class or take-home examination or a quiz, or giving assistance to another person with written work that results in plagiarism.
5. **Bribes, Threats, or Favors:** Attempting to induce any member of the College community, through bribes, threats, or the offering of favors, to alter a grade, to change the evaluation of any academic work, or to gain any other academic benefit.
6. **Computing Fraud:** Participating in any kind of illicit or dishonest use of information technology. This would include (but is not limited to) gaining unauthorized access to academic or administrative records, tampering with computer programs or systems, or interfering with the use or availability of computers and computer systems.
7. **Interference with the Academic Work of Students or Faculty:** Engaging in activities that effectively interfere with, deny access to, or inhibit the academic work of either faculty or students. This includes (but is not limited to) physically or verbally disruptive behavior in the classroom or lab, altering the contents of someone else's academic work without their knowledge, purposefully impeding someone else's access to materials necessary for scholarly work, or stealing, damaging, or concealing materials or equipment necessary to the academic well-being of the College community at large, such as library books, computer files, and audio-visual equipment.

### Honor Code Violations – Social

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

1. **Sexual Misconduct** – For purposes of the Honor Code, sexual misconduct is defined as deliberate sexual behavior, contact, or the threat of sexual contact without the other person's consent. 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. Additional information about sexual harassment (which includes sexual assault/violence) and sex discrimination and the complaint procedures associated with these violations is described in the section on Discrimination and Harassment Policies.

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

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

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

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

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

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

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

**13. Unauthorized Presence or Forcible Entry into College Facilities**

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

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

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

**17. 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://washcoll.edu/offices/student-affairs/honor-board-andstudent-conduct>.

## **Sanctions**

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

### **Description of Sanctions for Honor Code Violations**

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

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

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

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

**Probation** - Students may be subject to probation and the panel that hears the case will determine the terms of the probation. If a student placed on probation is subsequently found responsible for violating

any College regulation, (s)he may be subject to immediate suspension or 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.

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

**Expulsion** - Expulsion differs from suspension in that students who are expelled from the College are not permitted to return to the institution at any time.

### **Disclosure of Honor Board Proceedings**

The proceedings and outcomes of an Honor Board hearing are confidential and may only be released by the College in specific circumstances. In cases of sexual discrimination or harassment (including sexual assault/violence), both the complainant and the respondent have the right to be informed of the outcome of the Honor Board proceedings and the outcome of any appeal.

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

## **Appeals**

### **Making an Appeal**

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

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

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

### **Appeal Board**

The appeal board will hear cases that have been forwarded for review from the Vice President for Student Affairs or the Provost. For appeals of findings of social violations, the appeal board will consist of 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 to the original hearing panel to consider additional information
- to refer the case back for a full Honor Board hearing, administrator, or other hearing body, for a new hearing

Except in cases where a sanction of suspension or expulsion has been issued, decisions made by an appeal board are final and are not subject to further review. In cases where suspension or expulsion is issued as a result of a conduct review, and the suspension or expulsion sanction is upheld by the appeal board, a student may subsequently appeal to the President of the College following the review and finding of the appeal board. 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**

Appeals of grades or academic coursework are not reviewed through the above process. Those appeals must be made through a separate process as outlined in the Washington College Catalog at: <http://www.washcoll.edu/offices/registrar/catalog.php>

### **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.

<b>Violation</b>	<b>Fine Amount</b>
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	
1 <sup>st</sup> offense	\$50
2 <sup>nd</sup> offense	\$100