



Washington & Jefferson College
Student Handbook

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Welcome to the W&J Student Handbook!

Introduction

Students are subject to the rules and regulations contained in this Handbook. The College reserves the right to make changes in these regulations at any time.

Washington & Jefferson College does not discriminate in its educational programs or activities on the basis of race, color, religion, age, sex, sexual orientation, disability, national origin, veteran status, or other protected status in accordance with applicable state and federal laws. In addition, W&J complies with applicable state and federal laws governing nondiscrimination in employment. Inquiries may be directed to the Affirmative Action Officer, Washington & Jefferson College, 60 South Lincoln Street, Washington, PA 15301. Phone: 724-503-1001 ext.3012

Academic Life

For information about academic life at Washington & Jefferson College (W&J), including full descriptions of the academic policies at W&J, visit our College Catalog website at www.washjeff.edu/catalog.

Accommodations for Students with Disabilities

Washington & Jefferson College is committed to providing reasonable accommodations to students with disabilities who are admitted through our regular admission process. The College fully supports the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act. The College's goal is to make its programs and facilities available to all students so that students with disabilities can be integrated as completely as possible into the W&J community.

For students with physical disabilities, the College provides accessibility within its facilities and programs and will, within the spirit of reasonable accommodation, adapt or modify those facilities and programs to meet individual needs on a case-by-case basis. Although not all facilities and programs are accessible, students with physical disabilities can expect classes or activities to be moved to accessible buildings, adaptive environments to be created, or auxiliary equipment to be allowed on an individual basis and in a manner reasonable for both the student and the College. Accommodations for students with physical disabilities will be based on documentation (prepared by an attending physician) that meets the College's standards.

For students with learning and psychological disabilities, the College accommodates on a case-by-case basis. W&J's goal is to work with students in order both to provide reasonable accommodations and to help students develop learning strategies that will enable them to succeed in the world beyond W&J. Accommodations for students with such disabilities will be based on documentation (prepared by a psychologist or other qualified professional) that meets the College's standards.

W&J does not offer a specialized curriculum for persons with disabilities. Instead, the College works with the student to provide reasonable accommodations within the W&J curricular framework. Such reasonable accommodation may involve curricular modifications only if they do not substantially alter course content or requirements essential to the academic program. While W&J is committed to working in partnership with students with disabilities, the College reserves the right to make educational decisions on a case-by-case basis about what are the most reasonable accommodations.

What is a disability?

According to the Americans with Disabilities Act, a person with a disability is one who

- has a physical or mental impairment that substantially limits a major life activity;
- has a record or history of such an impairment, or
- is regarded as having such an impairment.

Some major life activities include caring for oneself, performing manual tasks, learning, seeing, moving, hearing, and speaking.

Disabilities can be divided into three categories:

Learning

The 1975 Education of All Handicapped Children Act, Public Law 94-142 defines a learning disability as "a disorder in one or more of the basic psychological processes involved in understanding or in using language, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. Such term includes conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. Such term does not include a learning problem that is primarily the result of visual, hearing, or motor handicaps, of mental retardation, of emotional disturbance, or of environmental, cultural, or economic disadvantage."

People with learning disabilities often have average to above average intelligence. They often face difficulties with spelling, writing, reading comprehension, math computation, and organizational and time management skills. Sometimes a disability may manifest itself in elementary school, disappear for a time, and then reappear in college.

Physical

Physical disabilities include congenital conditions, mobility impairments, injuries, and chronic medical conditions.

Some examples are asthma, blindness, deafness, diabetes, cerebral palsy, chronic fatigue syndrome, epilepsy, muscular dystrophy, multiple sclerosis, and paralysis.

Psychological

Psychological disabilities include emotional, cognitive, and behavioral disturbances, as well biochemical/structural brain differences. People with psychological disabilities may require medical treatment or counseling.

Some examples are anxiety disorders, Asperger's Syndrome, autism, bipolar disorder, depression, and schizophrenia.

Accommodations Process for Students with Disabilities

NOTE: Housing accommodation requests are handled differently than the procedure listed below. Students seeking such accommodations must complete the College's Housing Accommodation request form, which is found on W&J's Housing and Disability Services Web pages.

1. Self-Disclosure or Referral

The College encourages students to self-disclose early in their academic careers, though students may self-disclose at any time. It is recommended that freshmen disclose the summer before the start of the fall term if possible.

To do so, students must contact Ms. Catherine Sherman, Assistant Dean for Academic Advising and manager of disability services at W&J. She can be reached at 724-503-1001 ext. 6008 or csherman@washjeff.edu. Her office is located on the second floor of

Thompson Hall. She will meet with students in a room with elevator access or on the ground floor if requested.

Services are not retroactive, so early disclosure is essential. Faculty and staff may refer students with suspected disabilities.

2. Submission of Documentation

Students requesting support services and/or reasonable accommodations from Washington & Jefferson College are required to submit a Disability Self-Disclosure form and supporting disability documentation to Ms. Sherman. Students should keep copies of this documentation for their own records.

Supporting documentation is required to verify eligibility under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and W&J policies. The College does not provide testing for disabilities. The student is responsible for obtaining necessary documentation. A school plan, such as an Individualized Education Plan (IEP) or a 504 Plan, is not sufficient documentation.

Documentation Guidelines:

The documentation must be on official letterhead and clearly state the diagnostician's name, title, professional credentials, place of employment, areas of specialization, and contact information. The diagnostician's signature must be in ink.

Documentation must be no more than three years old.

The documentation must provide a specific diagnosis with clear evidence to the nature of the impairment/disability, its expected duration, and appropriate accommodations. Vague terminology, such as "learning differences," does not constitute a diagnosis.

Professionals that may provide supporting documentation include clinical/school/neuropsychologists, psychiatrists, physicians, counselors, and learning disability specialists. The diagnostician cannot be a family member.

DSM-IV stands for the *Diagnostic and Statistical Manual of Mental Disorders*, 4th edition.

Submission of documentation is not the same as a request for services.

Learning Disabilities Documentation

The diagnostician should have comprehensive training and direct work experience in the assessment and treatment of learning disabilities.

Diagnostic Tools

Assessments must include a measure of both aptitude and academic achievement. Documentation must include test dates and all test results. The College will make the final determination of reasonable accommodations. Acceptable tests include the following:

Aptitude Testing (IQ and Information Processing Testing)

Accepted testing instruments include, but are not limited to

- Wechsler Adult Intelligence Scale, 3rd edition (WAIS-III)
- Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Cognitive Ability (WJ-R)
- Stanford-Binet Intelligence Scale, 4th edition

Academic Achievement Testing

Accepted testing instruments include, but are not limited to

- Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Achievement (WJ-R)
- Stanford Test of Academic Skills
- Wechsler Individual Achievement Test (WIAT)

Diagnostic Report and Summary

The diagnostic report must include the following:

- Specific diagnosis of a learning disability based on DSM-IV criteria.
- Examples of how the learning disability substantially limits major life functions.
- Summary of assessment procedures and evaluation instruments used to make the diagnosis.
- Summary of evaluation results; quantitative information must be in standardized scores or percentiles.
- All relevant family, medical (medication history), psychological, behavioral, and academic information. How current medication impacts the student's academic/personal functioning should be included.
- Specific recommendations for reasonable accommodations. Recommendations must be based on significant functional limitations and supported by the diagnostic assessment.

Attention Deficit/Hyperactivity Disorder (ADD/ADHD) Documentation

Professionals rendering a diagnosis of ADD/ADHD must have comprehensive training and direct experience working with adolescents and adults with these conditions. The College will make the final determination of reasonable accommodations.

Diagnostic Report and Summary

The diagnostic report must include the following:

- Specific diagnosis of ADD/ADHD based on DSM-IV criteria.
- Examples of how the ADD/ADHD substantially limits major life functions.
- Summary of assessment procedures and evaluation instruments used to make the diagnosis.
- Summary of evaluation results; quantitative information must be in standardized scores or percentiles.

- All relevant family, medical (medication history), psychological, behavioral, and academic information. How current medication impacts the student's academic/personal functioning should be included.
- Specific recommendations for reasonable accommodations. Recommendations must be based on significant functional limitations and supported by the diagnostic assessment.

Physical Disabilities Documentation

Documentation must be submitted by a physician. The College will make the final determination of reasonable accommodations.

Diagnostic Report and Summary

The diagnostic report must include the following:

- Clear statement of the medical diagnosis, time of onset, and expected duration.
- Summary of present symptoms.
- Examples of how the condition substantially limits major life functions.
- All relevant family, medical (medication history), psychological, behavioral, and academic information. How current medication impacts the student's academic/personal functioning should be included.
- Specific recommendations for reasonable accommodations. Recommendations must be based on significant functional limitations and supported by the diagnostic assessment.

Psychological Disabilities Documentation

Documentation must be submitted by a psychiatrist, psychologist, counselor, or social worker. The College will make the final determination of reasonable accommodations.

Diagnostic Report and Summary

The diagnostic report must include the following:

- Specific diagnosis of a psychological/mental disorder based on DSM-IV criteria.
- Summary of present symptoms.
- Examples of how the condition substantially limits major life functions.
- Summary of assessment procedures and evaluation instruments used to make the diagnosis.
- Summary of evaluation results; quantitative information must be in standardized scores or percentiles.
- All relevant family, medical (medication history), psychological, behavioral, and academic information. How current medication impacts the student's academic/personal functioning should be included.
- Summary of current treatment plan.
- Specific recommendations for reasonable accommodations. Recommendations must be based on significant functional limitations and supported by the diagnostic assessment.

Head/Traumatic Brain Injury Documentation

Documentation must be submitted by a physician, neurologist, psychologist, or psychiatrist. The College will make the final determination of reasonable accommodations.

Diagnostic Report and Summary

The diagnostic report must include the following:

- Clear statement of the head/traumatic brain injury diagnosis, probable site of lesion, date of accident, expected duration of disability, and present symptoms.
- Examples of how the injury substantially limits major life functions.
- Summary of assessment procedures and evaluation instruments used to make the diagnosis.
- Summary of evaluation results; quantitative information must be in standardized scores or percentiles.
- All relevant family, medical (medication history), psychological, behavioral, and academic information. How the medication impacts the student's academic/personal functioning should be included.
- Summary of current treatment plan.
- Specific recommendations for reasonable accommodations. Recommendations must be based on significant functional limitations and supported by the diagnostic assessment.

3. Review of Documentation

Ms. Sherman will review the documentation.

4. Meeting to Discuss Accommodations

Ms. Sherman and the student will meet to discuss the documentation and recommended accommodations.

5. Accommodation Preparation

Ms. Sherman will prepare materials in support of the student's request for accommodations, including a recommendation letter and an Accommodation Agreement form.

6. Student and Instructor Meetings

The student will give each instructor a copy of the recommendation letter and Accommodation Agreement form. The student should do this at the start of the term. The student and instructor will discuss the requested accommodations and reach an agreement. The student and instructor will both sign the Accommodation form, noting the agreed-upon accommodations. It is the student's responsibility to return the signed and completed form to Ms. Sherman. The instructor may keep the recommendation letter for his/her records.

The student and professor should reach a clear understanding on how testing accommodations will be handled—well in advance of the first test.

7. Follow-up

Ms. Sherman and the student will meet as needed to discuss the student's progress.

Grievance Process

If a student believes that his/her accommodation needs have not been met, he/she should

- speak with the course instructor to address possible misunderstandings and to seek recourse or
- speak to Ms. Sherman.

Ms. Sherman may direct concerns to the Dean of Academic Affairs, Dr. Jan Czechowski, for further consideration.

Confidentiality

Information related to disabilities is treated like medical records and only shared on a need-to-know basis. The College will inform students who request accommodations what information will be shared and with whom. A student signature is required for the release of information. Only in compelling circumstances (e.g. the possibility of a student harming him/herself or another student, a court order, etc.) will the College release confidential material. A student is not required to disclose information about a disability/impairment.

Campus Life

Athletic Facilities

Henry Memorial Center includes the main gymnasium with a seating area for 2,400 spectators and the swimming pool. The main gym floor is used for competition by the basketball teams, the wrestling team, and the volleyball team. It is also extensively used for intramural sports and recreation.

The swimming pool has a separate racing pool, diving pool, and a pool gallery for 500 spectators. The pool is home to the men's and women's swimming teams and the water polo teams. The Henry Memorial Center also provides a small back gym, two racquetball courts, and two squash courts.

Swanson Wellness Center - 6:00 a.m. - 10:00 p.m. (Monday thru Friday)
Noon - 9:00 p.m. (Saturday and Sunday)

Henry Memorial Gym Hours - Daily: 6:00a.m. - midnight (Monday - Friday)
Noon - 9:00p.m. (Saturday and Sunday)

Pool Hours - Noon - 2:00p.m. and 7:00p.m. - 9: p.m. (Monday thru Friday)
Noon - 1:30 p.m. (Saturday and Sunday)

****Gym and pool may not be available on certain days/times due to varsity athletic games and practices****

In the fall of 2002, a new fitness center opened in the Old Gym. It contains strength and conditioning equipment as well as an extensive aerobic area. Hours are posted each fall.

Cameron Stadium is located at the intersection of South Main Street and Park Avenue. Recently resurfaced with Real Grass Matrix, an artificial surface, with a seating capacity of approximately 5,000 this is the site of intercollegiate home football games and field hockey. The multifunctional facility has an eight-lane, all-weather track for use by the track teams. There are also intramural activities held on this field.

The home site for the Washington & Jefferson College softball team, Brooks Park, underwent major renovations in 2004. It is dedicated solely to the use of the softball team and has been revamped into one of the most impressive sites in Division III. Brooks Park is enclosed by an outside fence and is handicapped accessible with ramps leading to the bleachers. The dimensions of the field are 200 feet down the lines marked by foul poles and 205 feet to straight away center field. It has a bullpen on both the home and away sides of the field. It has a sport-specific scoreboard and a flag pole that is located behind the right field fence.

The field has dugouts for both home and away teams and has a storage facility on the end of the left field dugout. Brooks Park also has a press box located behind home plate from which the scoreboard and the new public address system are operated.

The most recent addition to the athletic facilities at Washington & Jefferson College are Ross Memorial park and Alexandre Stadium. Alexandre Stadium host the College's men's and women's soccer teams in the fall and men's lacrosse team in the spring season while Ross Memorial park serves as home to the W&J baseball team.

The playing surface is entirely made of FieldTurf. A FieldTurf representative indicates that Ross Memorial park and Alexandre Stadium combined represent the largest continuous artificial playing surface in the world. The 233,000 square foot playing surface accommodates two full soccer/lacrosse fields. When not in use for soccer or lacrosse, this facility can be converted for use by W&J baseball. The baseball outfield overlaps one of the two soccer fields. By erecting a removable fence and revealing the base areas, the facility can be converted for use by baseball for games and practices.

Four hundred chair back seats surround Ross Memorial Park in addition to a press box, state-of-the-art scoreboard, and public restrooms. Also, behind the backstop of the baseball field is a two-level structure that houses public restrooms on the bottom level while the upper level boasts a training room, press box area, and a president's box. Alexandre Stadium also has chair backed seating for 200.

Barista Café

Conveniently located on the lower level of The Commons, the Barista Café is simply the best place on campus to grab a fresh cup of coffee or espresso. The Café features freshly baked pastries, gourmet specialty sandwiches, and a variety of cold bottled beverages. Specially blended gourmet coffees are ground fresh daily. Students may use their debit dollars, W&J Points, or cash.

Barista Café Hours

(subject to change)

Monday-Friday: 7:30 a.m. - 1:00 a.m.

Saturday & Sunday: 9:30 a.m. - 1:00 a.m.

Extended hours during exam week

Bookstore

Hours: Normal hours are 9 a.m. to 6 p.m. Monday through Friday. The store is open additional hours for special weekends and events on campus and during rush.

Textbooks: The store carries all of the texts required for W&J courses as indicated by your professors. Should a text be sold out, it will be specially ordered and fast-shipped to the store. These special orders are typically available in a couple of days.

Returns: You may return textbooks to the store within the first week of classes with a W&J College Bookstore receipt. The condition of the returned textbook affects the amount of the refund.

- Unused book: Full purchase price refund
- Used book: (marked, highlighted, etc): Half price refund
- Damaged book: Refund considered
- After the one week period only national wholesale Bluebook price

Book Buy-Back: The Bookstore does buy back textbooks that will be used in future courses at the College or at other colleges. The buy-back process is held during finals week of the fall and spring semesters.

Other items: The Bookstore carries a wide variety of school supplies, clothing, imprinted

items, Greek items, sundries, greeting cards, paperbacks, snacks, beverages, and package shipping service. Books and other items can be special-ordered with a 50 percent deposit.

Payment methods: Cash, checks (for the amount of purchase), College purchase card or a charge card (Visa, MasterCard, Discover and American Express). A College ID is required for check or credit card. The store will cash personal and third-party checks at the store's discretion. There is a limit of \$100.00 for check-cashing and a College ID is required.

Please see our W&J Bookstore on-line at www.washjeff.edu/store/bookstore.

Campus Security

The Department of Protection Services is staffed 24 hours per day. Private police officers and security guards patrol the campus and respond to calls from the College community. Only the police officers are sworn and have full arrest powers. The Department is supervised by the Director of Protection Services. The Department of Protection Services has an excellent working relationship with the local police departments and the Pennsylvania State Police.

The Department encourages students to inventory all personal items they bring to campus and students may borrow an engraver from the Security Office through "Operation ID" for purposes of marking their property. Individuals with security concerns may contact Campus Security at 724-503-1001 ext. 6032 or visit the office located in Old Main.

There are many emergency phones located throughout campus. The caller may speak to an officer on the phone or remain in the area until the officer arrives. Once activated, an officer will respond to that location. The department will also provide student escort services anywhere on campus.

Career Services

The Career Services office is located on the lower level of the Rossin Campus Center and offers career counseling and information to students of every class level and major. Students can participate in a wide variety of workshops designed to help in identifying career opportunities, job search preparation and transitioning from W&J to the next stage in their life. Also available to help in career planning are career assessment tools, a career library, and one-on-one career counseling. In addition to career planning and job searching, Career Services can help students find internships and learn about graduate school programs and placement tests. Career Services offers a new online system through College Central Network (CCN). CCN will allow students and alumni to access full-time, internship, part-time, and summer opportunities. Students and alumni will be able to connect with employers, post resumes and cover letters, and create portfolios. There are typically over 50,000 national postings and numerous postings specific to W&J. New jobs are added daily, including entry-level jobs from nearly 150 newspapers. College Central also features over 1,000 career articles written by industry professionals to help guide students in career exploration.

Also available on-line and in the Career Corner 24/7 are booklets on Resume Writing, Interviewing Basics, Job Search Strategies, and Job Search Correspondence, Networking, Pre-Health Portfolios, as well as other publications. For an up-to-date events calendar, access to CCN, a list of useful links, plus much more, go to the Career Services Web site at www.washjeff.edu/careerservices.

Career Services is open Monday through Friday from 9:00 a.m. to 5:00 p.m. with extended hours available by appointment.

Dining Services

Washington & Jefferson College offers a variety of meal plans to meet the diverse needs of our students. Resident students are required to purchase a meal plan. The Dining Services Department encourages each student to take full advantage of the dining hall features. We ask only that students eating in The Commons conduct themselves as they would in polite company.

While dress is a matter of personal preference, students are expected to meet the standards of good taste and cleanliness. Athletic gear, for example, is inappropriate in the dining room. Bare feet are not permitted in The Commons, George & Tom's, or any public building. Upon completion of each meal, students are expected to carry their dishes to the designated area.

Students who require a special diet can present such diets to the Dining Services Department for their review and the Department will strive to provide menus for those students with special dietary needs. The kitchenettes in the residence halls and fraternities are not intended for daily cooking of meals, but are provided for snack preparation only. Students who request non-participation from board status must submit explanatory documentation to the Office of Student Life.

Food, beverages, and utensils may not be removed from the dining hall. Students are to use only those doors designated for entrance and exit. **Upon entering The Commons, only students presenting properly encoded identification cards or students who purchase an individual meal by cash or points will be admitted into the dining area. ID cards may not be shared. All W&J meal plan meals are nontransferable.** Guests of students must pay for a meal to be admitted to the dining area. The W&J Student Government Food Committee serves as a liaison between the student body and Dining Services. This group welcomes suggestions for improving services.

Students must choose their meal plan option during the pre-registration period and will be required to remain on the chosen plan for the entire semester to which the pre-registration applies. Those students desiring to change meal plans may do so only at the next pre-registration period for the following semester. Intersession meals will be governed by the option the students selected for the fall term.

Dining Hours

(Subject to change)

The Commons

Monday-Friday

Breakfast 7:15 a.m. - 9:30 a.m.

Continental Breakfast 9:30 a.m. - 11:00 a.m.

Lunch 11:00 a.m. - 2:00 p.m.

Afternoon 2:00 p.m. - 5:00 p.m.

Dinner 5:00 p.m. – 8:00 p.m.

Late Night 8:00 p.m. - 11:00 p.m.

Saturday and Sunday

Brunch 10:30 a.m. - 1:30 p.m.

Dinner 4:30 p.m. – 6:30 p.m.

After Dark 6:30 p.m. - 11:00 p.m.

George and Tom's

Monday-Friday 7:30 a.m. - 11:00 p.m.

Saturday and Sunday 11:00 a.m. - 11:00 p.m.

Science Center Café

Monday-Friday 7:30 a.m. - 2:00 p.m.

Barista Café (subject to change)

Monday - Friday 7:30 a.m. - 1:00 a.m.

Saturday and Sunday 9:30 a.m. - 1:00 a.m.

Extended hours during exam week

Diversity Programs & Multicultural Affairs

The Office of Diversity Programs & Multicultural Affairs assists in fostering a community that contributes to the successful recruitment, retention, and graduation of underrepresented students at Washington & Jefferson College. The Office of Diversity Programs & Multicultural Affairs enhances the academic and social experience of all students through outreach and support. In keeping with the mission of the College, the Office works in a partnership with faculty to promote lifelong learning one student at a time.

Actions of the Office of Diversity Programs & Multicultural Affairs are to:

- Assist in the academic enhancement of each student.
- Foster a community which values diversity and creates an awareness of each community member's personal worth and responsibility.
- Affirm the inclusion of underrepresented populations in the institutional community.
- Provide the resources necessary for the personal growth of underrepresented students, which prepares students for leadership in a pluralistic world.
- Enhance the collegiate experience through collaboration with internal and external areas of the institution.

The Office believes that diversity strengthens the community and enhances the collegiate environment. Through collaboration, the Office of Diversity Programs & Multicultural Affairs initiates, develops, and implements multicultural education in the areas of policies, services, and programs for the entire student body. Creating a more intelligent, respectful, diverse, and connected community is our challenge. We ask that you join us in this commitment. The Office of Diversity Programs & Multicultural Affairs is open Monday through Friday, 9:00 a.m.-5:00 p.m.

Financial Aid

Enrolled students interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) each year by the priority processing deadline of March 15th. Pennsylvania residents who wish to be considered for the PA State Grant must have this application completed by May 1st. For those who file a FAFSA, an award letter indicating financial aid eligibility for the academic year is sent in early June. **Students selected for verification will not receive a financial aid package until this process is complete. Student must also maintain satisfactory academic progress as explained in the college catalog.** If unexpected or unusual financial problems arise, students are encouraged to make their situation known to the Office of Financial Aid as soon as possible.

Students interested in applying for financial aid for the summer term should complete a Summer Aid Request Form in addition to filing the FAFSA. Please note that not all aid programs are available during the summer months.

Any student who is considering studying abroad for a term or academic year should meet with a financial aid representative to discuss the aid programs available and the paperwork required.

More information on financial aid programs and policies is available in the college catalog.

Fraternity and Sorority Life

The Office of Fraternity and Sorority Life is located on the Upper Level of the Rossin Campus Center. It offers support to all students who are members of fraternities and sororities at the College, and those students who are interested in joining a Greek-letter organization.

Mission Statement

The Office of Fraternity and Sorority Life at Washington & Jefferson College is dedicated to the intellectual and personal development of students through membership in Greek-letter organizations. We encourage all members of our community to avail themselves of the scholarship, leadership, brotherhood/sisterhood, and philanthropic opportunities of fraternity and sorority membership. In doing so, we strive to compliment the mission of the College and produce men and women of competence and maturity who will contribute to the world in which they live.

Greek-letter Organizations

Men's Organizations

Alpha Tau Omega
Beta Theta Pi
Delta Tau Delta
Phi Delta Theta
Phi Gamma Delta
Phi Kappa Psi

Women's Organizations

Delta Gamma
Kappa Alpha Theta
Kappa Kappa Gamma
Pi Beta Phi

Governing Bodies

Interfraternal Council
Panhellenic Council

Greek Honoraries

Gamma Sigma Alpha (Academic)
Order of Omega (Leadership)

Greek Judiciary

The Office of Fraternity and Sorority Life handles matters involving Greek policy violations and College policy violations by Greek-letter organizations. It deals with fraternities and sororities as a whole rather than with individual fraternity and sorority members. The Greek Judiciary has its own appeal process and impacts the judicial system only when it refers a case to the assistant dean of judicial affairs as being beyond its jurisdiction.

*For more information on Fraternity and Sorority Life policies, refer to the Greek Life Policies and Procedures Manual, or to the W&J Fraternity and Sorority Life Web site at www.washjeff.edu/greeklife.

Health Services

Health Services is located on the Ground Floor of New Res Hall. Staffed by two part-time College physicians and two full-time nurses, it is open from 8:00 a.m. to noon and 1:00 p.m. to 10:30 p.m., Monday through Friday during the fall and spring semesters. The service is essentially for primary outpatient care of students during the academic year while the student is in attendance at the College. A physician is available for consultation; call daily for an appointment time. During the weekends, the nurse is available by telephone for necessary medical consultation. If the student is unable to reach the nurse by phone, call the Security Office at 724-503-1001 ext. 6032 and they will page the nurse.

At times when serious and immediate medical attention is required, a student may be transported to the emergency room of The Washington Hospital where the student's condition is evaluated. The student is then either treated and released, or admitted, at the discretion of the attending physician; whenever possible, the College physician is consulted. Students are always free to seek medical attention on their own initiative, either in the community or outside the community. When a student is referred to a specialist, the family physician, or someone of his or her own choosing, the patient-physician relationship is shifted to the attending physician and the student is released from the College physician's care. In certain cases, students are required to provide an assessment from their health care professional prior to their return, so that adequate provisions may be made for continued care.

Health Services provides appropriate physical examinations for all W&J students planning to participate in intercollegiate athletics. The staff is on duty at home football games and other intercollegiate athletic events requiring the presence of medical services. The physicians and nursing staff will, upon request, act as a resource for health education programs sponsored by the College. All students are required to provide a medical history, a physical examination, and proof of required immunizations in order to be financially cleared to attend classes. The medical history must indicate any existing chronic conditions, congenital anomalies, and physical or emotional conditions which might restrict a student's normal activities. This is considered highly confidential information.

Hospital and Emergency Ambulance Service

Emergency ambulance service is available upon request. Students are charged for this service by the ambulance company. The Ambulance and Chair Service of Washington charges a minimum rate of \$535 for a trip to The Washington Hospital from the College premises. Students should note that this user fee may not be covered by health insurance. It is recommended that use be restricted to emergencies. Students should also note that treatment at The Washington Hospital Emergency Room may not be covered by their health insurance plan. The cost would generally exceed well over \$100 a visit.

Intercollegiate Athletics and Intramurals

At W&J College there is athletic activity for all who want to participate. An extensive intramural program provides events ranging from tennis to flag football. Varsity sports provide men and women with opportunities to take part on 24 different College teams including: football, men's and women's soccer, men's and women's cross country, men's and women's water polo, field hockey, volleyball, women's tennis; men's and women's basketball, wrestling, men's and women's swimming; baseball, softball, men's tennis, men's and women's track, men's and women's golf, and men's and women's lacrosse.

Please see our Athletics website at www.washjeff.edu/athletics.aspx for events details.

Mailroom

The Campus Mailroom is located on the lower level of the Rossin Campus Center. A mailbox with a combination lock is provided for each day student and will be used exclusively by that student during his or her years at Washington & Jefferson College. Intercampus mail is sent to the student's box during the academic year; therefore, all students are expected to check their mailboxes on a regular basis. All U.S. Mail sent to students should include the name and box number and be addressed to **50 S. Lincoln Street, Washington, PA 15301-4812.**

U.S. Mail will be received at the W&J Campus Mailroom. All other delivery services, such as United Parcel Services, etc., are received by the distribution office which is located in the Physical Plant Building. Student parcels are then forwarded to the mailroom and are available Monday through Friday, 1:00 p.m. to 4:00 p.m. A U.S. Post Office mailbox for outgoing mail is located outside the Rossin Campus Center.

All first-class mail for continuing students is forwarded during the summer.

If a student desires mail to be forwarded to an address other than that listed in the current student directory, the student must notify the mailroom personnel in writing no less than seven days prior to the intended change. The U.S. Post Office will NOT accept a change of address card from the student's College address. Students are responsible for making their own arrangements to have any papers, magazines, etc., forwarded to a designated address.

The student regulations for receipt of mail are as follows:

- Students cannot receive any mail from the worker inside the mailroom;
- Students must sign out (and present ID) for all packages; and
- Students may only receive mail that is addressed to them.

Student Mailroom Hours:

Open Monday through Friday 1:00 p.m.-4:00 p.m. (packages)

9:00 a.m.-5:00 p.m. (Normal hours of operation)

Open Saturday 10:00 a.m. - 2:00 p.m.

Maintenance Request

All requests for room repairs should be reported to the resident assistant responsible for the room where the repairs are needed. The resident assistant will then submit an on-line maintenance work order request.

Parking

It is important that holders of campus parking permits find spaces in the assigned lots.

Permits

A parking permit is required to park in all College owned or leased parking lots. Visitors are not required to have permits. Permits are issued to resident seniors, juniors, and sophomores in that order on a first-come, first-served basis. Due to the limited number of spaces, freshmen are not encouraged to bring vehicles to school. Freshmen who decide to bring a car to campus will be issued permits by class seniority. Freshman will be assigned to park in the Taylor parking lot.

You may park in any student lot (with the exception of Freshmen) and that is where you are to park 24 hours a day, 7 days a week. **Student lots will not be open after 5:00 PM or on weekends.**

Lots

Lots adjacent to Dieter-Porter and Henry Memorial Gym are reserved for faculty, staff, handicap and visitor parking.

Lots adjacent to the Admission House and the Howard J. Burnett Center are reserved for handicap and visitor parking. There is no parking at Rossin Campus Center. The Campus Center is for **drop off only**. There is no parking at any time. Any vehicle must be accompanied by a driver at all times.

Parking Lot	Type
Theme Housing Parking	Student parking
College Street	Student parking
Commuter Lot East Lot (behind Wade Hall)	Day only, no night/weekend Student Parking
Grant Street 1	Faculty & Staff
Grant Street 2	Faculty, Staff, & Students
Library Lot	Faculty & Staff

Lincoln Lot	Student parking
Taylor Lot	Student, overflow & visitors
Visitors Lot	Day visitors & Handicap Only
Tech Center	Faculty, Staff & Students
West Lot	Student parking

All handicap parking, with the exception of the Visitors and Campus Center lots, are open to faculty, staff, & students with properly displayed plate or placard.

Fine Schedule

When a vehicle is parked in violation of regulations, citations will be issued as follows:

First Citation	\$50
Second Citation	\$50
Third Citation	\$50
Fourth Citation (vehicles booted or towed, and loss of parking privileges)	\$50
Parking on Grass	\$75
Parking in Fire Lanes	\$100
Handicap (1st citation)	\$100
Handicap (2nd citation & subsequent tickets)	\$100

Vehicle Immobilization

When a vehicle is immobilized by the use of a boot, notice will be placed in one of three locations:

- On the driver's side windshield
- On the rear windshield
- On the driver's side window

Vehicles may be booted or towed for any of the following reasons:

- Four or more citations have been issued according to the fine schedule
- Vehicle is blocking a dumpster, fire lane, driveway, roadway, loading dock, or any subsequent handicap parking violations
- To facilitate College operations such as construction, maintenance or emergency service
- Vehicle is parked in an area that is not usually restricted, but is labeled with signs designating restriction

Only by the Department of Protection Services, upon the payment of a \$50 boot fee and any outstanding parking citation fines, may remove boots. Owner will be responsible for cost of repair or replacement of boot if an attempt has been made to remove it. College is not

responsible for damage to vehicles.

Towing: As per charge by contractor

Storage: per contractor

Booting: \$50

Vehicles Without a Permit

Violators will be identified through the Pennsylvania Department of Transportation. The owner/operator will be charged double fines according to the fine schedule.

Liability

Washington & Jefferson College assumes no liability or responsibility for damage to any vehicle parked in a College parking lot (leased or owned) or any vehicle parked on the grounds.

Department of Protection Services Terminology:

- "Campus" refers to all property owned or leased by Washington & Jefferson College.
- "Visitor" refers to any individual other than a student, faculty, or staff member of W&J.
- "Booting" means to immobilize a vehicle through the use of a device that is designed to be attached to the tire which renders the vehicle inoperable.
- "Commuter" refers to a student not residing on campus. Permit for commuter only lot
- "Resident" refers to a student residing in on campus housing.

Religious Activities on Campus

Washington & Jefferson College is an independent institution subject only to the control of its Board of Trustees. The atmosphere and ideals of the College are Christian without being sectarian, and individual students enjoy complete freedom in their religious beliefs.

The College offers opportunities for religious inquiry through courses within the Religion Department and recognizes the value and place of religious activities in its educational program. While no provision is made for denominational worship on campus, students are encouraged to worship with the many congregations that are immediately available in the local community.

The College pastor directs a program which includes religious convocations, advising student religious organizations and counseling of students. Students are afforded opportunities for religious expression through these activities. The Religious Activities Advisory Board may be convened to assist in planning, coordinating, and implementing the religious program at the College and to enhance ecumenical cooperation and communication between student religious organizations.

Student religious organizations are expected to support educational, as well as social and/or religious functions. They are to conduct their meetings in approved locations under the guidance of the College pastor. These organizations, like other recognized campus organizations, are responsible to the Student Government, the faculty, and the administration.

The College Chapel and the Chapel/Meditation Room are available for meetings, private prayer and meditation, as well as approved services such as weddings and memorial services.

Implementation Procedures for Religious Activities

1. Students organizing for religious activities are encouraged to make this known to the College pastor.
2. Recognized religious organizations must have a College approved advisor.
3. Student religious organizations are expected to conduct their meetings in appropriate locations designated by the College, not to include residence halls, fraternities, and sororities. Requests for reservation of a College facility are limited to availability of space and of appropriateness of location and must first be cleared through the College pastor.
4. Outside speakers (or guests) invited on campus for any religious meetings should come at the invitation of a recognized campus organization with guidance from the College pastor to insure compliance with all College procedures pertinent to such events.
5. Recognized religious organizations on campus are responsible to the College pastor and, through him, to the vice president for student affairs.

Rossin Campus Center

The Rossin Campus Center serves the College in many capacities. Student organizations schedule meetings in the seminar rooms. Lounges are available for special student programs and as informal meeting places. The Allen Ballroom, a multipurpose venue, hosts the Homecoming Dance and large social gatherings for the College community. In addition to serving organizations, the Campus Center may prove useful for various activities such as studying and socializing. Commuting students, or anyone wanting to use a locker, are provided free locker space daily and are encouraged to use the Center as their base of operations. Administrative offices for residence life, career services and college relations are located in the Center.

Campus Center Hours

Monday through Friday 7:00 a.m.-Midnight

Saturday & Sunday Noon-Midnight

George & Tom's

Monday through Friday 7:30 a.m.-11:00 p.m.

Saturday and Sunday 11:00 a.m.-11:00 p.m.

Scheduling Events – Reserving Facilities

Requests for reservations for the use of campus grounds and facilities may be made by contacting the Office of Conferences and Events. Academic building reservations may be made through the Office of the Registrar.

Ski Lodge

The student lounge, a.k.a. Ski Lodge, is located on the lower level of The Commons, next to the Barista Café. Its fireplace, comfortable couches, and overstuffed chairs create a Ski Lodge environment and an inviting place for students to meet with classmates, study groups, and faculty. Faculty and staff often hold casual meetings in the lounge while enjoying a Barista treat. The warmth and comfort of the Ski Lodge makes it suitable for

many of the College's special events held throughout the year.

Special Programming Interests

Students identifying special program interests should address them to the director of student activities, involvement, and leadership located in The Hub building, email sail@washjeff.edu, or call 724-503-1001 ext. 5139. Some of the areas of interest might include alcohol and drug education, leadership, and academic enhancement activities.

Student Activities, Involvement, and Leadership

The Office of Student Activities, Involvement & Leadership (SAIL) is the students' main resource for a variety of services relating to social, educational, cultural and recreational events. These events are developed by students themselves through the Student Government Association, programming boards, and clubs. It is through these activities that SAIL emphasizes the development of leadership skills in all W&J students, both at the College and in the community.

Entertainment Committee

This Student Government committee is primarily responsible for planning the Homecoming Weekend Dance, the annual concert, and special student programs throughout the year. Membership on this committee is open to all W&J students.

Student Activities Board (SAB)

The Student Activities Board (SAB) is a student organization which is open to all interested campus students. The SAB has an executive board and directorships including Monticello Coffee House, George & Tom's Pub, recruitment, campus night life, off-campus trips, publicity and main events/street fair. General members can participate under any of the many categories. All new ideas are welcome! SAB wants students to take an interest in their campus life and make it as exciting as it can be. Any new student wanting to initiate a new activity is encouraged to contact the SAB. The office is located in The HUB or at sab@washjeff.edu.

2010-11 SAB Officers

President Mike Ferraro
Vice President KD Bacher
Treasurer Mike Nemchick
Secretary Brandi Sellinger

Monticello's Coffee House

Monticello's Coffee House offers a fun, exciting, substance-free environment most Friday and Saturday nights. Monticello's is run by the Student Activities Board and is located in The Hub. Monticello's provides free food, beverages, and games. Several times throughout the year live entertainment is also provided.

More information is available on the SAIL Web site at www.washjeff.edu/SAIL.

Student Activities Development Transcript (SADT)

The Student Activities Development Transcript (SADT) is an official account of your undergraduate record of achievement in student activities. The SADT documents your

undergraduate accomplishments and co-curricular happenings. The transcript may be used as a supplement to your resume and also serve as a ready reference by College personnel to identify candidates for honors and awards. A copy of the SADT may be obtained from the Office of Student Activities, Involvement & Leadership, located in The Hub building or accessed on the OSA Website under Student Clubs and Organizations.

Student Counseling Services

Student Counseling Services (SCS) offers professional, confidential counseling to all students at no cost. Each student may attend up to twelve counseling sessions per academic year. Students may use the counseling services for help with a variety of concerns including, but not limited to:

Relationship issues	Stress Management
Depression	Sexual assault
Anxiety	Adjustment to college life
Issues with alcohol and other drugs	Sexual orientation
Eating issues	Grief and loss

Student Counseling Services Hours

9:00am – 5:00pm, Monday through Friday during the academic school year. Call 724-503-1001, ext. 6107 to schedule an appointment.

Student Counseling Services Walk-In Hours

You may also stop by during our first-come first-served walk-in hours. Please check the student counseling services website each semester for current walk-in hours.

Student Counseling Services Location

SCS is located on the Ground Floor of New Res Hall at the corner of College and Beau Streets.

After Hours Emergencies

For After Hours Emergencies call 724-503-1001, ext. 6032

Student Employment

Students have the opportunity to work part-time on-campus to offset educational expenses. The Office of Financial Aid administers the Student Employment Program (SEP) for the College and also lists student jobs available through employers from the Washington community.

Preference for campus jobs is given to students awarded federal work study, a work program supported by the federal government and the College. Jobs that demand special

skills do not require work study eligibility. **The Office of Financial Aid works with both students and offices to fill employment positions.** The SEP Program is administered in compliance with Federal Title IV regulations.

All students must have a Work Authorization Form issued by the Office of Financial Aid each year before being hired for any position. Students awarded a campus job as part of their financial aid package will have their Work Authorization Form in their campus mailbox at the beginning of the academic year.

Off-campus jobs are advertised through the use of an "off-campus employment directory" which is maintained by the Office of Financial Aid.

Any student who is employed on-campus must complete federal tax forms available in the Human Resources Office and provide proof of eligibility to work in the U.S., i.e., government-issued picture identification, and/or birth certificate, Social Security Card, etc. If not a U.S. citizen, students must provide a passport or visa. Students are paid semi-monthly and paychecks are sent to campus mailboxes.

Student Government

The Washington & Jefferson College Student Government exists to promote standards of student freedom and maturity and the individual interests of the student body. It is organized to give guidance and support to all student organizations and accordingly allocate student activity funds. Legislative power within the Student Government is vested in an assembly of representatives who are elected within three weeks following the first week of classes. All students are represented in the governing body through residence or commuter status.

The Student Government Office is located in The Hub building and encourages students to contact their Student Government officers or representatives whenever the need arises. Contact the Student Government office at 724-503-1001 ext. 5131 or by email at sga@washjeff.edu.

2010-2011 Student Government Officers and Committee Chairs

President: Katy Rowley
Vice President: Brian Norville
Secretary: Brendan Kelley
Treasurer: Shane Jones

Student Government Advisor:

Ms. Billie B. Eaves
Phone: 724-503-1001 ext. 5139

Student Organizations

Involvement in activities outside the classroom is a valuable piece of the liberal arts college experience. Over eighty student organizations exist at W&J and the majority of students are actively involved in extracurricular programs.

For a complete listing of student organizations, please visit the Student Activities, Involvement, and Leadership website at www.washjeff.edu/SAIL.

Volunteer Programs

The Office of Volunteer Programs coordinates requests from the surrounding area seeking students to volunteer for community projects. W&J Students interested in volunteerism should contact the campus office at 724-503-1001 ext. 3086. Washington & Jefferson College's Office of Volunteer Programs (OVP) is home to student service groups and a professional staff engaged in solutions to local and national problems through direct, hands-on volunteer service. The OVP is filled with the inspired energy of students, whose hopes and dreams for a better world find practical outlets in a myriad of community service projects. The connections to neighbors outside W&J become a vital one for these students and a significant factor as they make plans for the future.

Directories

Emergency Services

Addictive Diseases Information	724-222-7150
Emergency Number-Fire, Police, Medical	911
Family Health Counsel	724-228-7113
Legal Aid Society	724-225-6170
Mental Health Clinic	724-225-6940
Planned Parenthood	800-426-4636
Student Counseling Services	724-503-1001, ext. 6107
The Washington Hospital	724-225-7000

Fraternities and Sororities

<i>Building</i>	<i>Fraternity</i>
127 Chestnut St.	Alpha Tau Omega
325 Chestnut St.	Beta Theta Pi
211 Chestnut St.	Delta Tau Delta
135 Chestnut St.	Phi Delta Theta
312 Chestnut St.	Phi Gamma Delta
125 Chestnut St.	Phi Kappa Psi
322 Chestnut St.	Delta Gamma
301 Chestnut St.	Kappa Alpha Theta
315 E. Chestnut St.	Kappa Kappa Gamma
147 E. Chestnut St.	Pi Beta Phi

All fraternity/sorority mail should be addressed to:
Office of Fraternity and Sorority Life, 50 S. Lincoln St., Washington, PA 15301-4812

Frequently Called Campus Phone Numbers

Academic Affairs	724-503-1001, ext. 6006
Bookstore	724-503-1001, ext. 5115
Business Office	724-503-1001, ext. 6010
Dining Services	724-503-1001, ext. 6037
Financial Aid	724-503-1001, ext. 6019
Post Office/Mail Room	724-503-1001, ext. 5106
Residence Life	724-503-1001, ext. 5120
Security	724-503-1001, ext. 6032
Student Life	724-503-1001, ext. 1360
Diversity Programs & Multicultural Affairs	724-503-1001, ext. 1360

Residence Life Administrative Staff

Steve Anderson Associate Dean & Director of Residence Life	724-503-1001, ext. 5120
James Amato Assistant Director of Residence Life	724-503-1001, ext. 5136
Tyler Kowcheck Residence Life Coordinator	724-503-1001, ext. 6529
Adriana Lincoln Residence Life Coordinator	724-503-1001, ext. 5124

Student Services

Main Switchboard 724-503-1001	
<i>Academic Matters/</i> Dr. J. White Dr. C. Hannon	Thompson Hall, Main Floor 724-503-1001, ext. 6006 724-503-1001, ext. 6006
<i>Academic Support/Ms. C. Sherman</i>	Thompson Hall, Main Floor 724-503-1001, ext. 6008
<i>Admission/Admission Staff</i>	Admission House 724-503-1001, ext. 6025

<i>Alumni Affairs</i> /Ms. Michele A. Hufnagel	Alumni House 724-503-1001, ext. 6079
<i>Athletics</i> /Mr. W. Dukett	New Residence Hall 724-503-1001 ext. 3461
<i>Bills</i> /Business Clerks	Thompson Hall, Ground Floor 724-503-1001, ext. 6014
<i>Bookstore</i> /Ms. L. McMahon	Rossin Campus Center, Main Level 724-503-1001, ext. 5117
<i>Campus Ctr. Director</i> /Ms. B. Eaves	The Hub Bldg. 724-503-1001, ext. 5139
<i>Campus Security</i> /Mr. E. Cochran	Old Main, Protection Services Office 724-503-1001, ext. 6032
<i>Career Services</i> /Ms. R. Cross Ms. J. Klingensmith	Rossin Campus Center, Lower Level 724-503-1001, ext. 5126
<i>College Pastor</i> /Dr. R. Vande Kappelle	Old Main, Pastor's Study 724-503-1001, ext. 6186
<i>Commuting Students</i>	Student Life Office Rossin Campus Center, Upper Level 724-503-1001 ext. 5120
<i>Computer Services</i> /Mr. D. Faulk	Thompson Hall, Main Floor 724-503-1001, ext. 6022
<i>Dining Services</i> /Mr. A. Weaver	The Commons 724-503-1001 ext. 6037
<i>Employment</i> /Ms. C. Shaffer	Admission House, 3rd Floor 724-503-1001, ext. 6020
<i>Financial Aid</i> /Ms. M. Anderson	Admission House, 3rd Floor 724-503-1001, ext. 6528
<i>Fraternity and Sorority Life</i> /Ms. V. Gregor	Rossin Campus Center, Upper Level 724-503-1001, ext. 5140
<i>Health Services</i> /Ms. D. Hunter	New Res Hall, Ground Floor 724-503-1001, ext. 6047
<i>Housing</i> /Mr. S. Anderson	Rossin Campus Center, Upper Level 724-503-1001, ext. 5120
<i>I.D. Cards</i> /Business Office	Thompson Hall, Ground Floor 724-503-1001, ext. 6010

<i>Internships/Dr. J. White</i>	Thompson Hall, Main Floor 724-503-1001, ext. 6006
<i>Intramurals Program/ Ms. V. Staton</i>	The Hub Bldg. 724-503-1001, ext. 6058
<i>Judicial Affairs/Mr. G. Stebbins</i>	Rossin Campus Center, Upper Level 724-503-1001, ext. 1360
<i>Key Replacement/Residence Life</i>	Rossin Campus Center, Upper Level 724-503-1001, ext. 5120
<i>Laundry Service/Residence Life</i>	Rossin Campus Center, Upper Level 724-503-1001, ext. 5120
<i>Learning Assistants/Ms. C. Sherman</i>	Thompson Hall 724-503-1001, ext. 6008
<i>Library Information/Ms. A. Rittenberger</i>	U. Grant Miller Library 724-503-1001, ext. 6070
<i>Loans/Ms. M. Anderson</i>	Admission House, 3rd Floor 724-503-1001, ext. 6019
<i>Lost and Found/Mr. E. Cochran</i>	Old Main, Protection Services Office 724-503-1001, ext. 6032
<i>Diversity Programs & Multicultural Affairs/ Ms. T. Shepherd</i>	Rossin Campus Center, Upper Level 724-503-1001, ext. 1360
<i>Newman Center/</i>	1 S. College Street 724-228-5004
<i>Notary Public/Business Office</i>	Thompson Hall, 3rd Floor 724-503-1001, ext. 6010
<i>Olin Theatre/Mr. D. Shaw</i>	Olin Fine Arts Center 724-503-1001, ext. 6085
<i>"Pandora" Yearbook/Ms. A. Williams</i>	Rossin Campus Center, Upper Level 724-503-1001 Ext. 3025
<i>Parking/Ms. D. Gruhalla</i>	Old Main, Protection Services Office 724-503-1001, ext. 6012
<i>Physical Plant/Facilities</i>	Physical Plant Building 724-503-1001, ext. 6086
<i>Radio Studio/WNJR/ Dr. J. Fleury</i>	The Commons, Lower Level 724-503-1001 Ext. 3025
<i>"The Red & Black" (College newspaper)</i>	The Commons, Lower Level 724-503-1001 Ext. 3025

<i>Residence Halls/Mr. S. Anderson</i>	Rossin Campus Center, Upper Level 724-503-1001, ext. 5120
<i>Student Activities/Ms. B. Eaves</i>	The Hub Bldg. 724-503-1001, ext. 5139
<i>Student Life/Dr. B. McCrae</i>	Rossin Campus Center, Upper Level 724-503-1001, ext. 1360
<i>Student Counseling Services/Dr. L. Hamilton</i>	New Res Hall, Ground Floor 724-503-1001, ext. 6107
<i>Student Government/Student Gov. Offices</i>	The Hub Bldg. 724-503-1001, ext. 5131
<i>Student Mailroom/Ms. J. Hoffman</i>	Rossin Campus Center, Lower Level 724-503-1001, ext. 5106
<i>Student Records/Dr. B. McCrae</i>	Rossin Campus Center, Upper Level 724-503-1001, ext. 1360
<i>Student Transitions/Ms. A. Gunther</i>	Rossin Campus Center, Upper Level 724-503-1001, ext. 3033
<i>Students With Disabilities/Ms. C. Sherman</i>	Thompson Hall 724-503-1001, ext. 6008
<i>Transcripts/Ms. L. Maxin</i>	Thompson Hall, Ground Floor 724-503-1001, ext. 6017
<i>Tutorial Assistance/Ms. C. Sherman</i>	Thompson Hall 724-503-1001, ext. 6008
<i>Volunteer Services/Ms. M. Schreck</i>	Rossin Campus Center, Upper Level 724-503-1001 x 3086
<i>Withdrawal from College/Mr. G. Stebbins</i>	Rossin Campus Center, Upper Level 724-503-1001, ext. 1360

Meet the W&J Community

W&J's Mission Statement

The mission of Washington & Jefferson College is to graduate men and women of uncommon integrity, competence and maturity who are effective lifelong learners and responsible citizens, and who are prepared to contribute substantially to the world in which they live. To this end, the College promotes the development of skills, knowledge, personal qualities and a worldview that characterize a well-educated person.

W&J's Vision Statement

Washington & Jefferson College will be recognized nationally as a highly selective, residential, student-centered undergraduate teaching institution that transforms the lives of students by intentionally preparing them for a breadth of life opportunities and professional success through a robust and rigorous liberal arts education.

W&J's Core Values

Integrity

- To do the right thing even when it is not easy
- To act upon ethical and moral principles
- To be true to oneself
- To demand accurate evidence and precise argumentation

Honesty

- To tell the truth
- To represent oneself and one's work truthfully

Respect

- To respect all community members, even when we disagree
- To respect oneself
- To adhere to the principles of academic freedom

Responsibility

- To take responsibility for self and others in order to ensure a strong community
- To recognize one's responsibility as a national and global citizen
- To be diligent by working hard and doing one's best

Courage

- To challenge oneself in order to grow
- To pursue the truth

Student Life Statement of Purpose

The Division of Student Life at Washington & Jefferson College is dedicated to supporting the mission of the College. We are committed to the holistic development of the individual student by providing experiences that promote a solid sense of self, engender personal responsibility and an appreciation of diversity. Our goal is to foster the personal growth necessary for individual and institutional excellence that reaches beyond the borders of our campus community.

Meet the Administrative Staff



Tori Haring-Smith, Ph.D.

President of Washington & Jefferson College
McMillan Hall, Second Floor
724-503-1001, ext. 6000 fax: 724-223-6108
E-mail: president@washjeff.edu



Alton E. Newell, Ph.D.

Vice President for Enrollment
Admission House
724-503-1001, ext. 6025
E-mail: anewell@washjeff.edu



James C. White II, Ph.D.

Vice President for Academic Affairs
and Dean of Faculty
Thompson Hall
724-503-1001, ext. 6006
E-mail: jwhite@washjeff.edu



Byron P. McCrae, Ph.D.

Vice President and Dean of
Student Life
Rossin Campus Center, Upper level
724-503-1001, ext. 1360
E-mail: bmccrae@washjeff.edu



Michael P. Grzesiak

Vice President for Development
and Alumni Relations
McMillan Hall
724-503-1001, ext. 6519
Email: mgrzesiak@washjeff.edu



Dennis E. McMaster

Interim Vice President for Business
and Finance
Thompson Hall
724-503-1001, ext. 6526
E-mail: dmcmaster@washjeff.edu



James Sloat, Ph. D.

Associate Dean for Assessment
and New Initiatives
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Charles Hannon, Ph.D.

Associate Dean of Faculty
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Catherine Sherman

Assistant Dean for Academic
Advising
Thompson Hall
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E-mail: csherman@washjeff.edu



Gerald E. Stebbins

Associate Dean for Student Life
Rossin Campus Center, Upper
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fax: 724-229-5143
E-mail: gstebbins@washjeff.edu



Steven Anderson

Associate Dean & Director of
Housing & Residence Life
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724-503-1001, ext. 5120
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Teanca Shepherd

Assistant Dean & Director of
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Multicultural Affairs
Rossin Campus Center, Upper
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724-503-1001, ext. 1360
fax: 724-229-5143
E-mail: tshepherd@washjeff.edu



William Dukett

Director of Athletics
New Res Hall
724-503-1001, ext. 6080
E-mail: wdukett@washjeff.edu

Residence Life Policies and Procedures

Washington & Jefferson College
Office of Residence Life
3rd Floor Rossin Campus Center
724.229.5120
www.washjeff.edu/reslife

Introduction

The College seeks to create an environment conducive to intellectual discourse both inside and outside the classroom to provide students with an outstanding liberal arts education. Living on a residential campus provides students with many opportunities to get involved in and develop the social and critical thinking skills necessary to become vital members of the College community and contributing citizens following graduation. In keeping with this mission as a four-year residential college, W&J requires all students to live on campus, with the exceptions being married students and students living with parents or guardians within a commuting distance determined by the College.

All students are required to pay a non-refundable advance deposit of \$300 at the time of pre-registration for the first session of each new College year. This amount is credited to the student's account for the Fall Term. All students are required to sign a **Housing Contract and Lease Agreement** following the selection/placement in housing. **Housing Contracts are in effect for the entire academic year.** Selecting or occupying a room constitutes a binding residence agreement. Unless residing at the home of his or her parent(s)/guardian(s), active members of fraternities and sororities are required to live in his or her respective chapter house, so long as there is space available in that house. Listed below are policies and procedures to assist in creating safe and secure communities.

Housing – Residential Policy

W&J is a residential liberal arts college. The College is committed to the goal of developing the whole student both inside and outside of the classroom. This strong belief in the residential experience is grounded in the College's Strategic Plan, which states: "A liberal arts college trains not only scholars and professionals but also citizens who can work together in diverse groups to build strong communities. Toward this end, W&J students live on campus for four years, learning to integrate their studying with their daily lives...They learn to solve conflicts, to establish community guidelines, and to define and enforce the values of a community" (pg. 3 of The Strategic Plan for Washington & Jefferson College, 2007). Accordingly, all full-time students are required to live in college housing. Students may request to commute to campus for the following reasons:

1. If a student intends to live with a parent/guardian who lives within 15 miles of campus;
2. If a student is married;
3. If a student has his/her child(ren) living with him/her;
4. If a student is age 24 or above; or
5. If a student has completed a tour of active duty in the Air Force, Army, Coast Guard, Marines, or Navy.

Students interested in commuting must petition for commuter status with the Office of Residence Life each academic year. Petition forms are available at the Office of Residence Life and on the Office of Residence Life website. Students who have completed 4 years of study and are returning to W&J for additional coursework may apply for commuter status. All international exchange students are required to live on campus. All decisions about granting petitions rest with the Office of Residence Life. A student who falsely represents him/herself as commuting from the home of a parent/guardian and found instead to be living off-campus without being granted commuter status may have a room charge added to his/her bill. Students seeking commuter status for other reasons must get approval from the Office of Residence Life before securing or committing off-campus housing. A student found in violation of these expectations and procedures may have a room charged added to his/her bill and may also be subject to disciplinary action.

Accommodations for Housing

The College strives to provide adequate housing for students so that all may have a positive residential experience. The College and Office of Residence Life work hard to meet the needs of all residents. Students requiring ADA or medical accommodations must complete the Housing Accommodations Request Form which can be found on the Residence Life website (www.washjeff.edu/reslife). Completed applications should be returned to the Office of Residence Life by email at reslife@washjeff.edu, fax (724-229-5143), or mailed to the following address:

Office of Residence Life
Washington & Jefferson College
60 South Lincoln Street
Washington, PA 15301

Each application for Housing Accommodations will be reviewed by the Housing Accommodations Committee consisting of professional staff from Residence Life, Disability Support Services, and Counseling and Health Services, as well as a medical doctor's review.

Submitting a Housing Accommodations Request Form does not automatically qualify you for accommodations. If you would like more information or have questions regarding housing accommodations or other support services, please contact the Office of Residence Life at reslife@washjeff.edu or 724.229.5120.

Approved Housing Accommodations do not necessarily guarantee that a student will live in a specific building or area. Students seeking accommodations should register and participate in the general Housing Selection process unless they are notified otherwise by the Office of Residence Life in writing. Students who do not participate in Housing Selection forfeit their privilege to select an assignment.

For information on Students with Disabilities Accommodations, please visit the website of Disability Support Services at www.washjeff.edu/disability.

Commuting

Commuting is defined as living in the home of a parent or guardian within a 15 mile radius of the College and traveling to and from the College each day to attend classes and/or participate in College-related activities. Students interested in commuting must petition for commuter status with the Office of Residence Life prior to each academic year. Students who have completed 4 years of study and are returning to W&J for additional coursework can apply to live off campus through the Office of Residence Life by completing and submitting a commuter petition. Students who falsely represent her/himself as commuting from the home of a parent/guardian and found instead to be living off-campus without being

granted commuter status may have a room charge added to his/her bill.

Computer and Cable TV Hookup

Computer network access is available in all residence halls. Each room has one data port per bed. This system provides residents with direct access to the campus intranet, as well as Internet services. For internet issues, contact the IT Help Desk at 724.223.6022. Cable TV is also available in each room by connecting the DTA (cable box) to your television and utilizing the DTA remote. There is one cable outlet per room. Students will be able to receive more than 50 channels including local broadcast stations.

Unauthorized use of cable or internet signals through tampering with the equipment is not permitted. It could be constituted as theft of service.

Damages

All residents are responsible for damages that may occur in their rooms with the costs to be shared equally between roommates. Students will be assessed for damages for rooms left in excessively dirty condition at the conclusion of the year. This policy also applies to damages in the residence halls, with costs being shared equally among the residents. Learning to live with others and developing a sense of ownership within your community improves student life and helps the College community to maintain the facilities. One aspect of community living involves damages that may occur throughout the year. The Office of Residence Life will assess fines for those damages that occur in an individual's room and/or common areas in addition to the damage charges that are assessed at the end of a semester/year. These damages will be billed throughout the year.

When a certain student(s) is personally responsible for damage, the fines will be billed directly to the student(s). Common Area Damages may be broken down by suite, floor, wing, and/or building.

When damages occur and are found/reported, the residents of the area involved have five (5) days to report the individual(s) responsible. Efforts will be made to gain information about the damage. After five (5) days if no one has been specifically reported, all the residents of the floor/hall/wing/building will be assessed a bill. Notification will be sent to those students who have been billed and added to the student's account in the Business Office.

Fire Safety Policy

All residential facilities are protected with fire detection equipment which is connected directly to Protection Services and the Washington Fire Department. All residents should acquaint themselves with the emergency escape plan of the residence hall. **All fire doors are to be kept closed at all times.** Should a fire alarm sound, all residents and guests must evacuate the facility immediately. Residents will be permitted to re-enter the facility when the appropriate Safety Personnel clears and releases the building after a thorough inspection.

Fire Safety is very serious. Failure to vacate a facility may result in College sanctions and/or fines from the City and/or the College. The College reserves the right to not levy a fine and will determine in each case the appropriate action. In the event that the alarm was pulled falsely and no student is found responsible, fines/charges may be pro-rated among the residents of the floor or building for tampering with fire safety equipment. Disciplinary sanctions may be included with the above fines.

Fraternity and Sorority Houses

Fraternity and Sorority organizations unable to maintain maximum occupancy will be billed the entire cost for each empty bed. The organization may be required to relinquish their house with the members being assigned to other residence accommodations. All students residing in residence halls and chapter houses are required to participate in the board plan.

Health and Safety Inspections

Residence Life staff members will conduct health and safety inspections of all student rooms around Fall Break, Winter Break, and Spring Break. These inspections are done to maintain a safe and healthy environment for all residents. Violations of College policies will be noted and students will be given time to remedy the violations, as appropriate. This may occur on a case by case basis as determined by the Office of Residence Life. If possible and as appropriate, a follow-up inspection will occur within a timely manner of the initial inspection to ensure the violation has been remedied. Failure to comply with the requests of the Residence Life staff will result in disciplinary action.

Intersession

To live in campus housing during intersession, a student must be enrolled in an intersession course, internship, or research project, or be working in an office on campus, or be participating on an in-season intercollegiate athletic team or approved club sport.

Keys, IDs, and Locks

All residential facilities are locked 24 hours per day. **Students are expected to carry their W&J Student ID and room key(s) with them at all times and to lock their bedroom doors when leaving their rooms. Students should keep their doors locked at all times.** Students are not allowed to loan their ID or key(s) to others as it compromises everyone's safety and security. Violators will be subject to campus disciplinary action.

To assure the safety of our residence facilities, it is imperative that all residents follow specific guidelines if a resident loses their Student ID or a room key. If the ID or key is lost, please contact the Office of Residence Life immediately. The safety of the residents and all of their belongings may be in jeopardy. If a lock change is necessary, a charge of \$75 (\$150 for Bica or New Res) is incurred by a student(s) who loses his/her room key. **When a student checks out of his/her room, s/he must turn in his/her keys when completing the Room Condition Report or a lock change charge may be applied.** Students who lock themselves out of their rooms should notify his/her RA, Protection Services, or Residence Life. Students should keep their ID and key(s) with them at all times. Students are not charged for the first occasion of a lock out. Each subsequent time a lock out occurs students are billed. For the second and third occasions students are billed \$10.00 per lock out. For the fourth and all future occasions students will be billed \$50.00 per lock out.

Laundry Room

Washers and dryers are available in all laundry rooms and there is no cost to W&J residents. Additional washers and dryers are located in the back of Beau and the Commons, as well as North Hall for residents of Mellon, North, and Upperclass Halls.

For notification of issues in or damage to the laundry area, please contact the Office of Residence Life at 724.229.5120 during business hours (9am-5pm) or Protection Services after hours at 724.223.6032.

Maintenance/Housekeeping

The College provides housekeeping services for the public areas of each facility including student bathrooms in certain buildings. Students are expected to maintain their rooms in a clean and orderly manner.

If you have a maintenance issue with your room that is not an emergency, please submit a work order online. There is a link from the Residence Life website.

If you have an emergency maintenance issue, during business hours call Facility Services at 724.223.6086. If it is after business hours, call Protection Services at 724.223.6032.

Upon occupancy and prior to checking out of a room, students, with the assistance of a Residence Life staff member, are asked to conduct a thorough room inspection to note current conditions and complete a Room Condition Report.

The right to inspect or repair rooms at times convenient to its staff or authorized agents is unconditionally reserved by the College.

Personal Property

Students are responsible for their own property, and the College is not liable in case of fire, theft, or damage.

Pets

Monroe Hall is the only residence facility where pets are allowed. Please refer to the Pet House policy and standards. Violators of this policy will receive a disciplinary sanction. Certain fish are permitted.

Quiet Hours and Courtesy Hours

To maintain an environment conducive to the rigors of the academic work of the College, Quiet Hours are between 9:00 p.m. – 9:00 a.m. each day. Courtesy Hours are 24 hours a day, 7 days a week. Please respect your neighbors.

Room Assignments

The Office of Residence Life makes room and roommate assignments for incoming first-year and transfer students based upon returned housing preference forms and available space. Upper-class residents choose their roommates and assignments through the housing selection process conducted each spring semester. Students living in Fraternity and Sorority houses conduct housing selection process with the Office of Fraternity and Sorority Life.

Room Furnishings

The College shall furnish all rooms with beds, mattresses, desks, chairs, and closets or wardrobes for the residents' use. Students are responsible for maintaining the room condition including furniture and fixtures. In order to maintain living quarters in good condition for future students, the following restrictions must be observed:

- Furniture must remain in the room and mattresses or box springs should not be placed directly on the floor.

- Tacks, screws, nails, staples, or adhesives such as masking tape, scotch tape, or glue should not be used on the walls, furniture or floors. The use of adhesives that will not damage the walls is encouraged.
- The use of concrete blocks or bricks on or under furniture, or stacking of furniture, causes unusual wear and tear and is prohibited.
- The painting of a student rooms is not permitted.
- Students may not bring their own beds to campus. Students are not permitted to build their own lofts for safety reasons. Students can rent bed lofting equipment, and rental information is available on the Residence Life website.
- Students are responsible for maintaining their rooms. Rooms may be arranged in ways that allow for proper safety and cleaning; extra furnishings that compromise these conditions may be subject to removal.

Roommates

Part of W&J College's educational mission is to assist students in developing the skills necessary to maintain healthy relationships with others.

Roommate Agreements

All First-Year Students need to complete a Roommate Agreement provided by their RA in the first two weeks of the semester.

Room Changes

Room switches and room changes are not made during the first two weeks of each semester in order to accommodate late arrivals and provide the College time to conduct an occupancy check of the residence halls. This also allows roommates the opportunity to get to know one another and work through the issues that can sometimes arise when sharing space with another person.

Students experiencing difficulties with their roommate or room assignment have the responsibility to first work toward reaching a resolution to the conflict. Resident Assistants (RAs) are trained to assist students in working out these problems. Students wishing to change/switch rooms should see their Resident Assistant about their concerns and to be further directed.

The circumstances surrounding room requests vary greatly. As a result, the process and/or timeline may differ based on the student(s) and the unique elements of the situation. Requests are considered on a case-by-case basis. If a room change is approved students will receive further instruction from the Office of Residence Life and will receive 48 hours to move into their new placement.

Room Consolidation Policy

Washington & Jefferson College is a residential campus, and requires housing for all students. The Office of Residence Life seeks to efficiently and effectively utilize all available spaces in college-owned housing to accommodate the housing needs of all students. The Office of Residence Life reserves the right to utilize the following consolidation policy, as needed.

At the beginning of the Fall and Spring semesters, at semester breaks, and in emergency situations, the Office of Residence Life reserves the right to consolidate students residing

alone in multiple occupancy rooms. This means that a student, upon notification, may be required to vacate her/his room and move into another space on campus. This is an effort to use each room to its capacity and accommodate all residents' housing needs.

If at any time, a resident's roommate should move out, the remaining resident will be notified by the Office of Residence Life of their options which may include finding a new roommate, moving into another room, or in some cases, if available, opting to pay for a double as a single, which can be defined simply as a single room at the double as a single room rate. Depending on the circumstances students will be given a specific amount of time to determine the option that is most fitting for their situation. Students opting to fill their vacancy will be offered assistance by the Office of Residence Life. In cases where reasonable effort has not been made by the remaining resident to find a roommate or move to another room, the remaining resident may be charged the double as a single room rate. Any attempt on the part of the remaining student to discourage, refuse or intimidate a potential or newly assigned roommate is not allowed and may result in disciplinary action. If any Residence Life Staff member receives information that a resident is discouraging prospective roommates, the student will be contacted by a member of the Residence Life Staff.

The intention of the Office of Residence Life is to notify any remaining roommate of another person moving into a vacancy. However, under some circumstances (such as emergency moves or a student's late admission to the College) this notification may not be possible. The College also reserves the right to use any vacant space as temporary housing for other Washington & Jefferson College students during break periods.

Safety and Security

All residential facilities are locked 24 hours per day. The security and safety of our residence halls and students are of primary concern. A collective effort on the part of Protection Services Staff, Residence Life Staff, and the students themselves, is required to maintain effective campus security. Doors are not allowed to be propped open. Fire and other safety equipment should never be misused. Visitation and escort policies described more fully below should be respected by all students. Any dangerous situation or apparent threat to campus security should be immediately reported to Protection Services or a College staff member.

It is illegal to attempt to gain access to a roof or other areas not designated for student use without prior approval from the appropriate College official. Students found in violation of this regulation will be subject to disciplinary action.

Staff

Residence life Student Staff members are on duty from 5:00 p.m. to 8:00 a.m. daily and 24 hours a day from Friday at 5pm until Monday at 8am. A Professional Residence Life/Student Life Staff Member is on call 24 hours a day, 7 days a week. Protection Services is open 24 hours a day, 7 days a week, 365 days a year. The Professional Student Life Staff Member on duty and Protection Services can be reached at 724.223.6032.

Smoking Policy

All campus buildings, including residential buildings, are non-smoking areas. This includes all individual student rooms. The areas immediately surrounding our residence halls are also non-smoking. No smoking is permitted within 20 feet of any residential facilities.

The entire campus, except in designated areas, is a non-smoking facility.

1st Violation: Warning **2nd Violation:** \$50/incident **3rd Violation:** \$100/incident

Solicitation Policy

As a general policy, representatives of on-campus groups or off-campus entities may not solicit students on the campus without written authorization from the Vice President of Student Life or his/her designee. In Residential Facilities, all requests by Student Organizations must be approved by the Associate Dean of Students and Director of Residence Life. Approval is infrequently given to provide students protection from unnecessary intrusions and questionable vendors.

No tradesmen, solicitors, or peddlers, except those who have received written approval from the Office of Student Life, are permitted in the residence halls. Tradesmen are expected to show such approval and their identification upon request. No permission will be granted for outside solicitors to go door-to-door. Any violations of these regulations should be reported to the Office of Residence Life or Protection Services.

Solicitors authorized by the Vice President or Associate Dean are expected to introduce themselves by presenting their authorization and should be challenged if they fail to do so. Unauthorized solicitors should be **immediately reported** to Protection Services. It is important to note that College authorization implies neither approval nor endorsement of the company or its products. Under Pennsylvania law, raffles and changes are considered gambling and are, therefore, prohibited.

Storage during Breaks and Summer

Students may leave personal belongings in their rooms during the vacation periods of fall break, Thanksgiving, winter, and spring break. The College does not assume responsibility for personal items at any time.

During summer break, students are expected to take their personal belongings home and possessions may not be left in students' rooms. Students are responsible for making storage arrangements off-campus for their belongings during the summer months. Any non-College items found in a student's room will be discarded. The College has limited summer storage available for large items for students residing over 400 miles from the College.

Fraternities and sororities should arrange for storage of items with the Director of Fraternity and Sorority Life. The College does not accept responsibility for items left in fraternity and sorority houses during summer months.

Study Abroad and Housing

Washington & Jefferson College is a residential campus and provides on-campus housing to all students enrolled full-time in classes at Washington & Jefferson College. On-campus housing is not provided to students during the same semester as their off-campus study program, neither before their off-campus program begins nor after it ends.

Students studying abroad during the fall semester may not participate in Housing Selection during the previous year. A Housing Preference Form needs to be completed by students prior to their departure and submitted to Global Education. No guarantee can be made that students will receive their top preference of location or roommate.

Students studying abroad during the spring semester will receive information regarding participation in Housing Selection. Students studying abroad in the spring need to assign a proxy to a student who will select their housing for them in accordance with their preferences. Proxy Forms must be submitted to Global Education. Students failing to assign a proxy are not eligible to participate in Housing Selection and will be placed randomly after the process has ended.

Throwing Objects from Windows

Throwing objects from windows is not allowed and jeopardizes the safety of passing pedestrians and motorists. Disciplinary procedures will be initiated against those who violate this policy.

Unauthorized Items in the Residence Halls

Items producing open flame or heat, such as candles, incense, potpourri burners, and the like, may create an unsafe situation for all residents and are prohibited and shall be confiscated and the students possessing them are subject to disciplinary action. Electrical devices that produce heat must be used with caution. **Halogen lamps, candles, microwave ovens (excluding MicroFridges), hot plates, George Forman-style grills, toasters, and toaster ovens are prohibited. A fine may be charged per room per incident.** Students may use hair dryers or hair setting devices in their rooms, but all multiple-outlet extension cords and devices must have built-in circuit breakers. Only small refrigerators (4 cubic feet or less) may be brought to campus by students. **Each violation of this policy will necessitate the removal of the appliance and could result in a warning and/or fine.**

Visitation and Guest Policy

Friends and relatives of students are welcome to visit the College during approved visitation hours and within the terms of the College's escort policy. The escort policy requires that a guest in the residence hall be accompanied (i.e., escorted) at all times by his or her student host whenever in a public area of the building and/or leaving the student's room. Students are responsible for the conduct of their guests and should be prepared to identify them if asked. A student host must obtain permission from his or her roommate to bring a guest into their room or have a guest stay overnight.

Visitation Hours:

Weekdays: noon to midnight

Weekends: 24-hours (i.e., from noon Friday to midnight Sunday)

More restrictive visitation hours may be arranged in a residential facility on the basis of a two-thirds vote of the residents.

Student Information and Records

Students' Rights & Responsibilities

The Board of Trustees approved the Students Rights and Freedoms Document on December 12, 1969. Implementation guidelines for the document were approved on October 7, 1971. Contained within the Implementation Document is a policy statement regarding the Family Educational Rights and Privacy Act of 1974. This federal law states: a) that a written institutional policy must be established and; b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. At its discretion, the College may provide directory information in accordance with the provisions of the Act. **Students may withhold directory information by notifying the Office of Student Life in writing within two weeks after the first day of class for any given term.** (These documents are available upon request at the student life office in Rossin Campus Center, Third Floor.)

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that the school correct records, that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The law provides that the institution will maintain the confidentiality of student education records. At its discretion, the College may provide directory information in accordance with the provisions of the Act. **Students may withhold directory information by notifying the Registrar in writing within two weeks after the first day of class for any given term.**

Records of Disciplinary Action

All records of disciplinary action shall remain confidential. Disciplinary records shall be maintained in the Office of Student Life as part of the student record until graduation, after which all student records are maintained by the President's Office. The student record shall be released as specified by the Family Educational Rights and Privacy Act of 1974 (see below). Exceptions shall be made only under the conditions specified in the Family Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

1. Records of disciplinary sanctions are maintained as follows:
All records of disciplinary action will remain in the student record maintained by the Office of Student Life until the student graduates from the college.
2. Records of disciplinary sanctions of disciplinary probation, suspension, or expulsion will remain in the student record maintained by the College permanently.

The Student's Bill of Rights and Responsibilities

We, the Student Affairs Committee have been charged, by the Executive Board of the Student Government Association, to create a Student's Bill of Rights and Responsibilities set out to articulate our understanding of students' rights and responsibilities while attending this institution of higher learning, Washington & Jefferson College, on Thursday, September 24, 2009. These rights and responsibilities, constructed under the philosophy of *Juncta Juvant*, shall serve as guidelines for the mandate of the Student Government Association, as the principal advocate of Students' interests with respect to the College.

The primary objective of W&J College is to graduate men and women of competence and maturity who will be effective life-long learners, responsible citizens, and of uncommon integrity. In the College's pursuit to achieve this objective, it is imperative that Students act as responsible persons. Likewise, it is equally important that the College recognizes Students as mature and responsible Adults. Furthermore, the Committee believes that it is important for the College to acknowledge its primary role of providing the environment and opportunities, which will enable the Students to mature physically, morally, socially, and intellectually through participation in diverse campus and community activities. No right identified in this document may be interpreted in any manner that conflicts or might potentially conflict with any federal, state, or local laws, or any rules, regulations or procedures of the College. The Student Affairs Committee hereby endorses the following statement of expectations for the College community:

Article I: Student Recognition

Section 1. The College should recognize each Student as an individual.

Section 2. The College should, where reasonable and practicable, consult students about issues that affect them as Students, and notify Students concerning changes to policies regarding their well-being, privacy, and security. Where reasonable and practicable, the College should solicit comments from students concerning the implementation of and amendment to policies that substantially impact Students' experience of the College's academic and/or social programs .

Section 3. The College should, to the extent practicable, articulate clear standards of conduct and policies to which the College shall hold students accountable.

Section 4. The College should administer all of its policies equitably.

Section 5. The College should provide all students the opportunity to live in a healthy and safe environment.

Section 6. Students have the responsibility to maintain a healthy and safe environment.

Section 7. The College should endeavor to provide students access to its general policies and standards of conduct in a readable and accessible format.

Section 8. Students have the responsibility to have a working knowledge of the College's policies.

Section 9. Students are entitled to express concern over particular College policies and standards and to request that the College re-examine certain policies and practices.

Article II: Expression and Congregation

Section 1. Students should be generally free to express their ideas and opinions both inside the classroom and in all other areas of the campus including, but not limited to: residence halls, academic buildings, and all other properties owned by the College in a manner that does not conflict with College policies and guidelines. Students have the responsibility to express their ideas and opinions in a way that will not infringe the expression of ideas and opinions made by other members of the W&J community, including not engaging in hate speech and in a manner that does not unduly disrupt the College learning environment or jeopardize student safety.

Section 2. The Student media should generally be free of censorship and advance approval of copy or broadcasts, and its members should be free to develop their own editorial policies and news coverage, subject to College policies and guidelines. At the same time, the editorial freedom of the members entails the obligation to be governed by the following reasonable guidelines: seek truth and report it, minimize harm, act independently, and be accountable.

Section 3. It must be clearly stated in the editorial section of any College funded Student publication that the views expressed in said publication are not necessarily those of the College.

Section 4. The College should generally allow Students and Student Groups to organize and assemble, without College interference, provided that they do so without undue disruption of College activities and the enjoyment of other students and in a manner that does not directly violate the rights of any other member of the W&J community.

Section 5. Students should generally be free to form and join organizations to promote their common interests, but as a condition of institutional recognition, Student Organizations may be required to submit to the proper College authority: a constitution, a statement of purpose, criteria for membership, rules of procedures, and a current list of officers.

Section 6. The College should generally allow Students and Student Groups to produce and/or distribute publications on campus in accordance with College Policy. At the same time, they have the responsibility of following proper procedure in producing and/or distributing publications on campus.

Article III: Freedom from Discrimination

Section 1. The College should provide students with the ability to live and study in a safe campus environment free of discrimination, regardless of whether it is based on age, creed, ethnicity, gender, marital status, physical disability, nationality, parental status, pregnancy, political affiliation, race, sex, sexual orientation, and/or socioeconomic status.

Section 2. Subject to the College's general policies, students should have the right to receive all College services including, but not limited to, the following areas: housing, classes, and tutoring regardless of age, creed, ethnicity, gender, marital status, physical disability, nationality, pregnancy, political affiliation, race, sex, sexual orientation, and/or socioeconomic status.

Section 3. Students should not be discriminated against in his or her attempt to join a College funded Student Organization, except in cases where a higher authority regulates membership, including but not limited to athletics and Greek Life.

Section 4. The College should ensure that its grading procedures are administered objectively and consistently applied.

Section 5. Students have the responsibility not to discriminate against another individual based on age, creed, ethnicity, gender, marital status, physical disability, nationality, parental status, pregnancy, political affiliation, race, sex, sexual orientation, and/or socioeconomic status.

Article IV: Rights of Privacy and Information

Section 1. Students have a reasonable right to privacy, as outlined by College policy.

Section 2. Students have a responsibility to adhere to College policies in order to guarantee a reasonable right to privacy.

Section 3. Students shall, subject to the limitations imposed by law, be entitled access to any written document authorizing a search and/or seizure of his or her property, upon request.

Article V: Student Governance

Section 1. Students have the right to be represented or engage in a self-governing body, which will be known as the Student Government Association.

Section 2. The College should acknowledge that the Student Government Association is the means by which Students protect their specific interests, as set forth herein.

Section 3. Students, as represented by the Student Government Association, are entitled to to pass legislation, which should be considered by the College, subject to the College's policies and applicable laws.

Section 4. Students, as represented by the Student Government Association, have the responsibility to act in accordance with the College's policies.

Section 5. Students, as represented by the Student Government Association Executive Board and under the philosophy of *Juncta Juvant*, are entitled to be heard on matters concerning said body.

Section 6. Students and the Student Government Association President have the responsibility to accept the position and the authority of the Board of Trustees, the Office of the President, and all other administrative and academic offices. Furthermore, Students have the responsibility to respect and recognize whether the final decisions of said offices are legitimate and whether or not they hold the same opinion.

Article VI: Judiciary

Section 1. Students have the right to due process in accordance with College policies.

Section 2. Students have the right to the advice of the Ombudsperson.

Section 3. Students have the right to the appeal process as outlined in the Student Handbook.

Section 4. Students have the responsibility to be informed of the Student Conduct as outlined in the Student Handbook.

Section 5. Students have the responsibility to adhere to College policies concerning Student Conduct.

Article VII: Grievances

Section 1. The Student Government Association, shall, as part of its mandate, advocate for the interests of students, as articulated herein. If a Student believes that his or her interests have not been adequately addressed, a Student has the right to use the grievance process facilitated by the Student Government Association, subject to existing College policies.

Section 2. If a Student has a grievance with a Faculty member, they shall adhere to the following process:

- a. The Student will be advised to speak directly with said Faculty member;
- b. If the Student believes the grievance has not been resolved, they will be directed to the Chair of the Department;
- c. If the Student then believes the grievance has not been resolved, they will be directed to the Dean of Academic Affairs;
- d. If the Student still believes the grievance has not been resolved, they will consult with the Student Government Association.

Section 3. If a Student has a grievance with a College Administrator, they shall adhere to the following process:

- a. The Student will be advised to speak directly with said Administrator;
- b. If the Student believes the grievance has not been resolved, they will be directed to the Head of the Administrative Department;
- c. If the Student then believes the grievance has not been resolved, they will be directed to the Dean of Student Life;
- d. If the Student still believes the grievance has not been resolved, they will consult with the Student Government Association.

Section 4. If a Student has a conflict with another Student, he or she should follow the appropriate processes as outlined in the Student Handbook.

Section 5. The Student Government Association shall be available to the Student during any stage of the process.

Article VIII: Amendment Process

Section 1. If a Student Representative of the Student Government Association wishes to amend this document, the proper amendment procedure is as follows:

- a. The amendment needs to be drafted;
- b. The amendment must be presented to the General Assembly of the Student Government Association;
- c. A 2/3-majority vote of the General Assembly is required, in conjunction with the signature of the Student Government Association President and the Washington & Jefferson College President, to ratify the amendment of this document.

This document makes previous iterations of a Student's Bill of Rights and Responsibilities null and void. Furthermore, the rights and responsibilities enumerated in this document are indivisible.

The Student's Bill of Rights and Responsibilities is respectfully submitted to the Executive Board and General Assembly of the Washington & Jefferson College Student Government Association on Tuesday, March 2, 2010 by the Student Affairs Committee.

Judicial System

Philosophy

The primary mission of Washington & Jefferson College is education. The College maintains an environment conducive to education. Representatives of the faculty, administration, and student body have jointly structured standards of behavior, which are considered essential to the educational objectives of the College.

Greek Judiciary

The Office of Fraternity and Sorority Life handles matters involving Greek policy violations and College policy violations by Greek-letter organizations. It deals with fraternities and sororities as a whole rather than with individual fraternity and sorority members. The Greek Judiciary has its own appeal process and impacts the judicial system only when it refers a case to the assistant dean of judicial affairs as being beyond its jurisdiction.

Ombudsperson

The ombudsperson is a member of the Washington & Jefferson College faculty who meets with students who wish to discuss alleged violations of the Student Code of Conduct or other related community standards. The ombudsperson serves as a source for objective and confidential discussions about the process of adjudicating student conduct violations, and when requested by the student, the ombudsperson may attend campus hearings. The ombudsperson may also assist students to prepare for a hearing and help students understand the student conduct process, possible sanctions, and the appeal process. The ombudsperson may also help students understand relevant legal considerations, such as: the role of attorneys in campus hearings; the difference between campus hearings and legal proceedings of the Commonwealth of Pennsylvania; and the availability of legal resources for students (note: the College is not responsible for securing or providing legal representation for students). The ombudsperson will not provide legal advice. The ombudsperson is informed of all changes to the Student Code of Conduct and is invited to attend all hearing training sessions. The ombudsperson generally serves a one year term and is appointed by the Vice President and Dean of Student Life in consultation with the Vice President for Academic Affairs. The Vice President and Dean of Student Life may appoint additional ombudspersons under the following circumstances:

- Administrative necessity, such as when the sitting ombudsperson is unavailable to serve, when multiple parties in a conflict seek the resources of an ombudsperson, or when the case itself presents a conflict of interest for the sitting ombudsperson.
- In instances in which a student requests that a particular faculty or staff member serve in this role, or when the Vice President and Dean of Student Life believes another faculty or staff member may be well suited to address the unique needs of the student(s) seeking help (such as issues of cultural understanding and cultural difference involving international students, for example).

The Vice President and Dean of Student Life will consult with the Vice President for Academic Affairs on temporary or case-by-case appointments. Special appointees to the

ombudsperson position will receive an orientation to the role from the Vice President and Dean of Student Life, or his designee.

Search

In situations where drugs and/or drug paraphernalia, weapons, or other dangerous or potentially dangerous items are found in plain view, Campus Police Officers may perform a room search within legal limits with the AOC present.

If the College receives a report of a potential policy violation, particularly a violation of the College's drug, health and safety, and/or weapons and explosive materials policies, the Dean of Student Life or Dean of the Faculty or his/her designee may authorize a search in writing. The Associate Dean of Student Life, the Associate Dean/Director of Residence Life, or the Assistant Director of Residence Life must be present such a room search. Only Campus Police Officers can perform room searches.

Protection Services has a Student Consent Form for room searches that are used when students consent to the room search. This should be signed prior to the room search. A room search may also be conducted when a student gives verbal consent to a Campus Police Officer with the AOC present.

Student Code of Conduct and Judicial Procedures

Introduction

Washington & Jefferson College is dedicated to the ethical and intellectual development of every student. The Office Student Conduct supports the mission of the College and has designed the Student Code of Conduct and procedures to mirror the College mission to graduate men and women of uncommon integrity, competence, and maturity who are effective lifelong learners and responsible citizens. The educational environment is enhanced for all students when there are clear standards of behavior. All students in the W&J College community are considered adults and will be treated with respect. Students are expected to take responsibility by acting in accordance with the policies of Washington & Jefferson College, local, state, and federal laws.

Washington & Jefferson College is committed to fostering and maintaining a campus community environment free of bias and discrimination. Discrimination on the basis of race, ethnicity, gender, gender identity, religion, physical or mental disability, age, sexual orientation, or religious beliefs is considered a violation of W&J's Code of Conduct, which is applicable to all campus community members---including students, faculty and staff members. In addition, certain types of discrimination may violate federal, state, and local laws. The College will not tolerate conduct that violates: 1) its code of conduct; 2) any other College policy; 3) any applicable law or regulation, whether federal, state or local; 4) or that otherwise creates an environment which is not conducive to a living-learning community. Any individual who engages in such conduct will be subject to discipline on the grounds of such conduct.

Definitions

1. The term "College" means *Washington and Jefferson College*.
2. The term "student" includes all persons taking courses at the College, either full-time or part-time. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students" as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code applies at all locations of the College.
3. The term "faculty member" means any person employed by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

6. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
7. The term "Student Conduct Panel" means any person or persons authorized by the Vice President of Student Life to determine whether a student has violated the Student Code and to assign sanctions that may be imposed when a rules violation has been committed.
8. The term "Hearing Officer" means a College official authorized by the Vice President of Student Life to coordinate and conduct hearings on a case-by-case basis and to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President of Student Life may authorize the same Hearing Officer to impose sanctions in all cases.
9. The "Vice President of Student Life" is that person designated by the College President to be responsible for the administration of the Student Code.
10. The term "policy" means the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Residence Life Handbook, the College web page(s), computer use policy, and Undergraduate Catalog.
11. Issues related to Academic Honesty may be found on in the College Catalog or at: http://www.washjeff.edu/content.aspx?section=2640&menu_id=608&crumb=343&id=3176
12. The term "Claimant/Witness" means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Respondent, even if another member of the College community submitted the charge itself.
13. The term "Respondent" means any student accused of violating this Student Code.
14. The term "advisor" refers to an individual selected by the Claimant/Witness or Respondent who offers feedback and advice in the setting of the Student Conduct Panel Hearing. The advisor may not address the panel and may only communicate with the applicable advisee.
15. The term "mediation" refers to mutual discussion between parties involved in a student conduct matter. If successful, its end result is the resolution of said matter and cannot be reversed.
16. The ombudsperson is a member of the Washington & Jefferson College faculty who meets with students who wish to discuss alleged violations of the Student Code of Conduct or other related community standards. The ombudsperson serves as a source for objective and confidential discussions about the process of adjudicating student conduct violations, and when requested by the student, the ombudsperson may attend campus hearings. The ombudsperson may also assist students to prepare for a hearing and help students understand the student conduct process, possible sanctions, and the appeal process. The ombudsperson may also help students understand relevant legal considerations, such as: the role of attorneys in campus hearings; the difference between campus hearings and legal proceedings of the

Commonwealth of Pennsylvania; and the availability of legal resources for students (note: the College is not responsible for securing or providing legal representation for students). The ombudsperson will not provide legal advice. The ombudsperson is informed of all changes to the Student Code of Conduct and is invited to attend all hearing training sessions. The ombudsperson generally serves a one year term and is appointed by the Vice President of Student Life in consultation with the Vice President for Academic Affairs. The Vice President of Student Life may appoint additional ombudspersons under the following circumstances:

Administrative necessity, such as when the sitting ombudsperson is unavailable to serve, when multiple parties in a conflict seek the resources of an ombudsperson, or when the case itself presents a conflict of interest for the sitting ombudsperson.

In instances in which a student requests that a particular faculty or staff member serve in this role, or when the Vice President of Student Life believes another faculty or staff member may be well suited to address the unique needs of the student(s) seeking help (such as issues of cultural understanding and cultural difference involving international students, for example).

The Vice President of Student Life will consult with the Vice President for Academic Affairs on temporary or case-by-case appointments. Special appointees to the ombudsperson position will receive an orientation to the role from the Vice President of Student Life, or his designee.

Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code:

- a. Warning -- a notice in writing to the student that the student is violating or has violated institutional regulations.
- b. Probation -- a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- c. Loss of Privileges -- Denial of specified privileges for a designated period of time.
- d. Fines -- Punitive fines may be imposed.
- e. Restitution -- Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions -- Work assignments, essays, service to the College or other related discretionary assignments.
- g. Residence Hall Suspension -- Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- h. Residence Hall Expulsion -- Permanent separation of the student from the residence halls.

i. College Suspension -- Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j. College Expulsion -- Permanent separation of the student from the College

k. Revocation of Admission and/or Degree. Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

l. Withholding Degree. The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed may be imposed for any single violation.

Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation the disciplinary actions of residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree remain a permanent part of the student's disciplinary record maintained and retained in the Office of Student Life. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record upon the student's graduation.

In situations involving both a Respondent(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondents(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions may be imposed upon groups or organizations:

a. Sanctions a through e.

b. Loss of selected rights and privileges for a specified period of time.

c. Deactivation -- Loss of all privileges, including College recognition, for a specified period of time.

In each case in which a Student Conduct Panel determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Hearing Officer. In cases in which persons other than or in addition to the Hearing Officer have been authorized to serve as the Student Conduct Panel, the recommendation of the Student Conduct Panel shall be considered by the Hearing Officer in determining and imposing sanctions. The Hearing Officer is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Panel Hearing, the Student Conduct Panel and the Hearing Officer shall advise the Respondent, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the

sanction(s) imposed.

Decisions regarding matters of student conduct may be made in the initial Conduct Conference with a Hearing Officer. Hearing Officers can assign sanctions in agreement with the Respondent. Hearing Officers may invoke sanctions A-I. The Hearing Panel may evoke sanctions A through L. If the Respondent chooses to have the case heard by the Hearing Officer, he or she may appeal the decision of the Hearing Officer, within the guidelines for an appeal, to the Appeal Hearing Panel. If the appeal is rejected, or if the original determination(s) and sanction(s) are upheld, a final appeal may be made in writing to the President of the College within five (5) business days of the Appeal Hearing Panel judgment. If the appeal is rejected by the President, or if the President upholds the original determination(s) and sanction(s), the matter shall be considered final and binding upon all involved.

Article I: Administration of the Student Conduct Code

1. A Hearing Officer shall be responsible for the training and organization of the Student Conduct Panel, and for determining its proceedings and membership.
2. The Student Conduct Panel may convene with five (5) to seven (7) members. A minimum of five (5) members including an elected chair must be present in order for quorum to be met. A minimum of one (1) faculty member, three (3) students, and one (1) staff member must be present in order to hold a Student Conduct Panel Hearing. In the event that the Student Conduct Panel cannot be convened due to time constraints, the Vice President of Student Life may appoint an emergency Student Conduct Panel consisting of two students and one faculty or staff member to serve in place of the standard Student Conduct Panel in order to expedite a hearing.
3. The Student Board members shall be selected by a lottery system, which shall select four rising sophomores each year (in addition to a carrying over of four rising juniors, and four rising seniors each year). First year students shall not serve on the Student Conduct Panel. Students shall be asked to serve for three year terms once they are selected as a sophomore. If a student declines to serve as a junior or senior, the vacancy shall be filled from the appropriate class randomly (consultation of student files will take place). Panel members will receive ongoing training and evaluative feedback from the Office of Student Conduct. Students with disciplinary records may not serve on the Student Conduct Panel
4. The Vice President of Student Life shall develop policies for the administration of the student conduct system and establish procedures for Student Conduct proceedings that are consistent with provisions of the Student Code of Conduct.
5. Decisions made by a Student Conduct Panel and/or Conduct Officer shall be final, pending students' rights to appeal.
6. When applicable to matters of Student Conduct members of the Student Life office and/or Protection Services Staff may search a student room, athletic locker, or other College property in use by a student when it appears that College policies may have been violated. In such cases, the Vice President of Student Life or the Vice President for Academic Affairs, upon hearing the initial evidence, will issue a letter authorizing a search.

Article II: Conduct

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President of Student Life shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

A. Student Code of Conduct Violations

1. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
2. Violation of any federal, state or local law.
3. Conduct deemed unsuitable at W&J, including conduct which results in a negative reflection on the campus community.

B. Abuse of the Student Code and Student Conduct Proceedings

1. Failure to obey the summons of a Hearing Officer or the Student Conduct Panel.
2. Falsifying, distorting, or misrepresenting information before a Hearing Officer or the Student Conduct Panel.
3. Disrupting or interfering with the orderly conduct of a Student Conduct proceeding.
4. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct process at any time.
5. Attempting to influence the impartiality of a member of the Student Conduct Panel at any time during the Student Conduct process.
6. Any harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Panel, or the Hearing Officer.
7. Failure to comply with the sanction(s) imposed by the Hearing Officer or Student Conduct Panel.
8. Influencing or attempting to influence another person to commit an abuse of the Student Conduct system.

C. Acceptable Use Policy for Technology

Please refer to the Acceptable Use Policy found at:

<http://wiki.washjeff.edu/display/hd/Acceptable+Use+Policy>

D. Disrespect for Persons

1. Endangering, threatening, harassing or causing physical harm to any person or causing reasonable apprehension of such harm.
2. Engaging in harassment based on race, ethnicity, gender, gender identity, religious affiliation, ability or sexual orientation.
3. Engaging in sexual assault, defined as any form of sexual contact with another person without the consent of that person.
4. Engaging in behavior that is disruptive of the living and learning environment of the campus, including but not limited to creating excessive noise and damages.
5. Conduct that is disorderly including but not limited to, conduct on College premises or at functions sponsored by, or participated in by, the College.
6. Students hosting guest(s) are responsible for informing their guest(s) of all policies and will be held responsible for the behavior of their guest(s).

E. Disrespect for Property

1. Attempted or actual theft, damage to, alteration of, and/or misuse of property, including but not limited to the property and grounds of the College or property of a member of the College community.
2. Unauthorized possession, duplication or use of keys to any College premises, or unauthorized entry into or use of College premises. This includes unauthorized or unwanted entry into another student's room, as well as inappropriate entry into restrooms.
3. Possessing property that is not one's own, without owner's permission.
4. Causing or contributing to litter on College grounds, properties or in College buildings, including misuse of campus recycling equipment.

F. Disruption or Obstruction of College Activities

1. Disrupting or obstructing teaching, research, administration, or other College activities, including its public-service functions on or off-campus, or other authorized non-College activities. Interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, research, College administration, or fire, police or emergency services.
2. Participating in a campus demonstration which infringes on the rights of other members of the College community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus building.
3. Obstructing of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions. This includes but is not limited to parking illegally on or driving on, grass or walkway areas.

4. Breach of peace, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
5. Concealing one's identity individually or collectively for the purpose of avoiding the consequences of illegal, irresponsible or inconsiderate behavior.
6. Furnishing false information to any College official, faculty member, or office.
7. Forging, altering, or misusing any College document, record, or form of identification.
8. Failing to comply with directions of College employees acting in the performance of their duties and/or failure to properly identify one self to these persons when requested to do so.

G. Hazing

No student may plan, encourage, or engage in hazing. This policy applies to both individuals and organizations.

It is the policy of Washington & Jefferson College that hazing activities of any type are inconsistent with the College mission and are prohibited at all times.

Hazing is defined as doing any act or coercing another person to do any act of initiation into any organization that causes, or creates a risk of causing, psychological or physical harm to any person. Hazing includes actions or situations that could or do result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment whether intentional, for fun, or by consent. Hazing is also coercing another person to violate any university policy. Obvious examples of hazing include but are not limited to: Whipping, paddling, or beating; forced calisthenics; exposure to weather; forced or required consumption of any food, liquor, beverage, drug, or any substance; any brutal or cruel treatment; and, any activity which subjects any student or other person to ridicule, mental stress, or undue physical endurance are examples of hazing. Administrators, faculty members, and all other employees of the College should be alert to possible situations, circumstances or events, which might include hazing.

All hazing activities should be reported immediately.

Students violate this policy if they do not report incidents of hazing or potential hazing. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with federal, state, and local laws.

H. Health and Safety

1. Possession or use of explosives, firearms, other weapons, dangerous chemicals or objects intended to be perceived as explosives, firearms, weapons or chemicals on College property, including in an automobile, or at events sponsored or supervised by the College or by recognized College organizations is prohibited.

This includes, but is not limited to, fireworks, air pistols, air rifles, BB guns, pellet guns, paintball guns, brass knuckles, slingshots, knives, martial arts weapons,

blasting caps, ammunition or other objects carried for the purpose of injuring or intimidating.

Violations under this section also include the irresponsible possession or careless and dangerous use of these or any other object in such a way as to threaten or endanger any person or property. Any items confiscated by Protection Services pursuant to this policy will be disposed of appropriately according to Protections Services procedures.

2. Smoking is not permitted in campus buildings and may not occur within 20 feet of the entrance to campus buildings. Cigarette butts and other trash associated with smoking must be disposed properly.
3. Falsely pulling a fire alarm, phoning a false report to 911, tampering with fire safety equipment or intentional activation of any safety alarm. Intentionally initiating or causing to be initiated any false report, warning or threat of fire or other emergency.
4. Failing to cooperate with regulations or authorities during a fire alarm or drill, including evacuation from a residence hall or other College building.
5. Arson, starting a fire or providing the conditions where a fire is likely to occur or continue.
6. Creating a safety hazard, including throwing objects in, at, or out of College buildings.
7. Accessing residence hall and other College building roofs or ledges.
8. Hanging signs, notices, banners, etc., may not be posted or hung on trees, light fixtures, fire safety equipment, fire doors or door windows.

Missing Persons Policy and Procedure

Faculty and staff are instructed to contact the Office of Protection Services if a student living in on-campus housing has been missing for more than 24 hours. The College encourages any student or member of the faculty or staff to contact the Office of Protection Services with any concerns about missing students.

The Office of Protection Services investigates missing person reports and will involve or assist local law enforcement agencies in such an investigation as necessary. If an investigation shows the student has been missing for more than 24 hours, the Office of Protection Services or Office of Student Life will inform the student's emergency contact or custodial parent or legal guardian.

The College collects from each student during her or his first year the name, phone number and additional information for emergency contacts. Students are asked to keep this information current by contacting the Office of Protection Services or Office of Student Life and providing correct, updated contact information for whom to call in the event of an emergency.

If a student has been missing for more than 24 hours and he or she is over the age of 18 and has provided an emergency contact, the Office of Protection Services will inform the student's registered contact. If the student is under 18 years of age, the Office of Protection

Services will contact the student's custodial parent or legal guardian. If a student who has been missing for more than 24 hours is over 18 years of age or emancipated and has registered no emergency contact, the Office of Protection Services will inform an appropriate law enforcement agency.

I. Sexual Misconduct Policy

1) Introduction

Washington & Jefferson College (W&J) is committed to fostering and maintaining a campus community environment free of bias and discrimination. Discrimination on the basis of race, ethnicity, gender, gender identity, religion, physical or mental disability, age, sexual orientation, or religious beliefs is considered a violation of W&J's Code of Conduct, which is applicable to all campus community members---including students, faculty and staff members. In addition, certain types of discrimination may violate federal, state, and local laws.

The College will not tolerate conduct that violates: 1) its code of conduct; 2) any other College policy; 3) any applicable law or regulation, whether federal, state or local; 4) or that otherwise creates an environment which is not conducive to a living-learning community. Any individual who engages in such conduct will be subject to discipline on the grounds of such conduct.

Some forms of speech that may be offensive to some members of the College community may not lawfully be punished under this policy. As an academic institution, we believe in democratic education and academic freedom. While an individual may feel uncomfortable with certain academic content or speech, no one should feel unsafe. Therefore, this policy is intended to provide guidelines for members of the College community and is not intended to confer any contractual rights or obligations. The law supersedes College policy to the extent that any provision in this policy is or may be interpreted to be inconsistent with the requirements of Pennsylvania state or federal law. The College will adhere to the applicable law.

Washington & Jefferson College recognizes that there are many forms of sexual misconduct and will abide by the applicable laws as it relates to sexual harassment and sexual assault. However, as a private institution, the College reserves the right to hold more stringent standards in order to provide a safe and conducive learning environment for all members of its community.

For the purposes of communicating a clear and concise policy, we define sexual misconduct as the following:

2) Sexual Harassment

Any and all unwelcomed sexual advances between members of the same and/or opposite sex shall be considered sexual harassment. Sexual advances are defined as, but not limited to: 1) verbal comments of a suggestive nature; 2) visual or written materials that include content that is sexual in nature; and/or 3) physical touching without consent.

Whether particular language and conduct constitutes sexual harassment or assault depends upon the circumstances of an incident and will be determined by the College on a case-by-case basis.

3) **Sexual Assault**

An intentional sexual act against a person when such act is committed without consent of that person as a result of: 1) physical force, violence, threat, intimidation, or duress; 2) ignoring that person's verbal or physical objections; 3) causing that person's intoxication or impairment through the use of drugs or alcohol; or 4) that person's inability to consent due to: incapacitation, legal minority (under age 18), mental or physical disability, the use of alcohol or use of any controlled substance, intimidation, helplessness, or any other reason that suggests an individual is unable to give full consent.

For these purposes, a sexual act is defined as unwelcome sexual contact including, but not limited to: 1) sexual intercourse, sodomy, or sexual penetration with a foreign object; 2) oral/genital contact or copulation; 3) touching of a person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them); and/or 4) compelling a person to touch his or her own or another person's intimate parts, and 5) illegal sexual imaging defined by secretly photographing or taping another person without their express consent.

Consent for sexual activity must be clearly expressed at all times-before and during sexual activity. Moreover, W&J College also recognizes sexual assault as instances where the alleged victim clearly indicates that he/she has changed his/her mind during a sexual act, and the alleged assailant refuses to stop the sexual act.

4) **Reporting Incidents of Sexual Misconduct**

Washington & Jefferson College does not tolerate any form of sexual harassment and sexual assault. Individuals who believe that they, or someone they know (third party reporting), is a victim of sexual harassment or sexual assault are strongly encouraged to immediately report the incident to the Office of Protection Services, Associate Dean for Student Life, a Student Conduct Officer, a member of the Residence Life Staff, and/or the Director of Counseling Services. While the College stresses the importance of reporting all incidents of sexual harassment and sexual assault, W&J's primary and immediate concern is for the well-being, health, and safety of all of our students.

In many cases of sexual assault applicable federal, state and local laws and regulations may require that College officials report incidents committed on any property owned, leased, or under control of the College to local law enforcement agencies. As a result, all College officials (including faculty or staff) have an obligation to promptly inform the Director of Protection Service and/or the Associate Dean of Student Life of any known sexual assaults. In meeting these reporting obligations, the College will take steps to protect the privacy of the persons against whom any alleged sexual acts were committed.

The College takes all complaints of misconduct very seriously and will promptly investigate all allegations. A Conduct Officer will serve as the primary investigator of all reported incidents involving students. The Office of Human Resources will be involved in the investigation and adjudication of any alleged incidents involving College faculty or staff.

Concurrently, local law enforcement agencies may investigate if a crime has taken place in accordance with the Pennsylvania Crimes Codes. The College reserves the right to adjudicate violations of the Student Code of Conduct without waiting for completion of police investigation. Please refer to the Student Code of Conduct under *Violations of Law*.

Following the completion of the fact-finding report, the Conduct Officer will determine whether a violation of the College's sexual misconduct policy has occurred. If it is determined that a violation of policy has occurred, the Conduct Officer will proceed with disciplinary action against the Respondent.

5) Proceedings in Response to Alleged Sexual Misconduct

The Student Conduct Panel may accommodate concerns regarding the personal safety, well-being and/or peace of mind of the Complainant, Respondent, and/or any witness(es) during the Hearing by providing separate facilities, by using a visual screen, and/or by permitting participation via telephone, videophone, video conferencing, videotape, audio tape, written statement, or other means, where and as determined by the sole judgment of the Hearing Coordinator.

Both the Respondent and Claimant/Witness will be informed of the College's findings and judgments, including the determinations of any violations of the College's policy on sexual misconduct.

If found responsible, the Respondent will be subject to sanctions based on the findings and severity of the incident as deemed appropriate by the Conduct Officer, Hearing Officer, or Student Conduct Panel. In cases where it is determined that a violation of the sexual misconduct policy has occurred, student disciplinary action may range from the reprimand of counseling and/or probation, to school suspension or expulsion. All decisions concerning sanctions are made on a case-by-case basis based upon the specific findings in a particular investigation.

In the case of a formal charge from a law enforcement agency, and where deemed appropriate based on the evidence, the College reserves the right to deliver a finding of guilt to a lesser charge. Moreover, after any report of an alleged sexual assault, W&J College reserves the right to change the housing assignment of the accused student, limit/restrict access to campus events, limit/restrict access to campus facilities, and/or execute an interim suspension to ensure the safety of all students involved until the issue is resolved.

While the Claimant/Witness and the Respondent have the right to seek a review of the decision imposed by the Conduct Officer, Hearing Officer or the Student Conduct Panel, the original decision remains in place until the judicial process is completed.

As with any judicial hearing for policy violation, W&J College affirms that the Claimant/Witness and the Respondent are entitled to the same opportunities to have equal unbiased support to ensure all parties are given equal opportunity to present their side of the incident.

6) Statement on Privacy

The College recognizes and respects the sensitive nature of incidents that revolve around the issues of sexual assault and sexual harassment. We will make every effort to protect the privacy of those involved and will comply with all applicable state and federal privacy laws concerning student and health information.

However, the College cannot guarantee absolute confidentiality when the College is obligated to disclose information to any government agency or when protecting confidentiality compromises our ability to protect the rights of other members within our campus community.

7) Statement on Protection Against Retaliation

All direct or indirect forms of retaliation and/or intimidation (physical, verbal, etc) against the Claimant/Witness or person who provides information about incidents of sexual assault or harassment will not be tolerated. Furthermore, any person who is found responsible for any form of intimidation or retaliation may be subject to disciplinary action.

8) Education and Training

In an effort to prevent and eliminate sexual misconduct, the College will distribute these policies to and provide training for students, staff members, and faculty members. Students, faculty, and staff will be instructed via email at the beginning of each academic year on how to report alleged incidents of sexual misconduct, harassment, or assault.

J. Solicitation

No person or group may engage in selling or solicitation of any kind on campus without prior clearance from the Office of Student Activities, Involvement and Leadership. There is absolutely no door-to-door solicitation permitted in any residential facility. Furthermore, commercial stuffing of student mailboxes is not permitted.

K. Alcohol Policy

Washington & Jefferson College is subject to the laws of the Commonwealth of Pennsylvania. Consumption, purchasing, possession, or transportation of any alcoholic beverages by people under the age of 21 is prohibited. It is also unlawful for any person to knowingly provide alcoholic beverages to anyone under the legal drinking age of 21. Students are expected to obey the law and to take responsibility for their own conduct. In addition, the College maintains the following regulations regarding alcohol:

1. The consumption of alcoholic beverages is prohibited in public areas of the College, specifically including athletic facilities and outside grounds. Neither students nor the public may bring alcohol to any event that is open to the public.
2. Alcoholic beverages may only be served at "closed" social functions in compliance with College policy and state law. "Closed" functions are by written invitation only.
3. Alcoholic beverages may not be included in organized membership recruitment activities.
4. The advertising, promotion, and sale of alcohol are prohibited.
5. Individual students and student organizations are responsible for their conduct, and the conduct of their guests and for promoting compliance with Pennsylvania laws and College policy.
6. Students may be fined for violations of the Alcohol Policy.
7. Regardless of any prior approval, the College may withdraw approval for any campus event or activity if the event or activity becomes unsafe, disruptive, or creates an environment conducive to violations of College policy or Pennsylvania law.

Social event guidelines for fraternity events are available from the Office of Fraternity and Sorority Life.

It is recommended that any organization considering an event involving alcohol formulate and implement a program to increase alcohol awareness and prevent alcohol misuse for its members and guests.

Educational Resources and Treatment Options

There are a number of resources available on and off campus to provide alcohol education or assistance with alcohol concerns:

- Counseling services are available to address individual concerns, provide assessments and referrals for treatment off campus, and to provide information and education about alcohol use.
- TIPS Training , Contact Valerie Gregor, Director of Fraternity and Sorority Life
- The Health Center is available to assist individuals with situations involving alcohol that affect the physical well-being of a student.
- The Washington CARE Center, 724-222-7150
- Washington Hospital Emergency Room, 724.223.3085
- Alcoholics Anonymous, 724-225-4188
- Narcotics Anonymous, 24 hour crisis line – 888-251-2426

Websites of Interest:

- Pennsylvania Liquor Control Board: www.lcb.state.pa.us
- National Institute of Alcohol Abuse and Alcoholism: www.niaaa.nih.gov
- The National Clearing House for Alcohol and Drug Information: www.health.org

L. Conduct at Public Events On or Off Campus

When the College holds an event open to the public, the students and the public may not bring alcohol to that event. **Students are also expected to conduct themselves in accordance with College policies at public events on or off campus.**

M. Drug Use and Abuse

In accordance with state and federal laws, it is illegal for students to possess, use or sell illegal drugs, and to abuse or distribute prescription drugs. Included in these categories are: opiates, barbiturates, amphetamines, marijuana, hallucinogens, illegal steroids, date-rape drugs, and other illegal or prescription drugs. Not only is it unlawful, but the presence, use and abuse of these drugs within the College are contrary to the intellectual and educational purposes for which the College exists. Indeed, possession of these substances may well be an indication that the student is not constructively engaged in academic endeavors.

Individuals arrested for selling drugs or found to be in possession of significant quantities shall be subject to immediate suspension pending final disposition of the case in the College judicial process. If the student is subsequently found guilty by the College, she or he will be expelled from Washington & Jefferson College.

Use or abuse of illegal and controlled substances is a violation of College regulations.

Students violating this policy should expect disciplinary action, which may include suspension from the College. Subsequent violations will result in suspension or expulsion.

The possession of paraphernalia, making no distinction between whether it has or has not been used for its intended purpose, is prohibited. Therefore, students should not possess hookahs, water pipes or bongos, and/or pipes designed to smoke tobacco alternatives.

Student Life staff members are available to provide counseling or referral services to students with concerns about drugs or alcohol use.

Psychoactive Drugs

Penalties for the use and possession of illicit drugs, along with illegal use of prescription drugs, vary greatly. Possession of a larger amount of a drug will typically result in charges of distribution, leading to much stiffer penalties. Some examples of penalties:

- A criminal record for drug possession automatically results in the loss of federal financial aid for one year.
- A criminal record for drug possession may prevent professional licensing and/or certification.
- Possession of up to 30 grams of marijuana– up to 30 days in prison, \$500 in fines.
- Possession of any controlled substance, such as heroin– up to 1 year in prison, \$5000 in fines.
- Possession of 5+ grams of cocaine– 5-20 years in prison, \$1000 in fines.
- Manufacture, distribution, importation of any designer drug, such as ecstasy - up to 20 year in prison and \$250,000 in fines.

Educational Resources and Treatment Options

- Narcotics Anonymous, 24 hour crisis line – 888-251-2426
- The National Clearing House for Alcohol and Drug Information: www.health.org

N. Freedom from Discrimination Policy

Washington & Jefferson College (W&J) is committed to fostering and maintaining a campus community environment free of bias and discrimination. Discrimination on the basis of race, ethnicity, gender, gender identity, religion, physical or mental disability, age, sexual orientation, or religious beliefs is considered a violation of W&J's Code of Conduct, which is applicable to all campus community members---including students, faculty and staff members. In addition, certain types of discrimination may violate federal, state, and local laws. The College will not tolerate conduct that violates: 1) its code of conduct; 2) any other College policy; 3) any applicable law or regulation, whether federal, state or local; 4) or that otherwise creates an environment which is not conducive to a living-learning community. Any individual who engages in such conduct will be subject to discipline on the grounds of such conduct.

Some forms of speech that may be offensive to some members of the College community may not lawfully be punished under this policy. As an academic institution, we believe in democratic education and academic freedom. While an individual may feel uncomfortable with certain academic content or speech, no one should feel unsafe. Therefore, this policy is intended to provide guidelines for members of the College community and is not intended to confer any contractual rights or obligations. The law supersedes College policy to the extent that any provision in this policy is or may be interpreted to be inconsistent with the requirements of Pennsylvania state or federal law. The College will adhere to the applicable law.

Washington & Jefferson College is committed to fostering ethical and moral values that are consistent with its mission. Among the central values of the College is the inherent dignity of every individual as well as the right of each person to hold and to express his or her viewpoint. When these views conflict it is the obligation of members of the community to respect other perspectives.

The College welcomes students, faculty, staff, and visitors from diverse backgrounds, and it works to ensure that they will find the College environment free of discriminatory conduct. It is unacceptable - and a violation of College policy - to harass, abuse, or discriminate against any person because of age, race, gender, gender identity, ethnicity, sexual orientation, religion, or disability.

Members of the W&J community affected by hate-motivated offenses are strongly encouraged to report these incidents. Such offenses can be reported to a variety of offices on campus including: Office of Student Conduct, Residence Life, and Protection Services.

Reporting hate-motivated offenses does not in itself constitute a formal complaint nor compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse.

Article III. Violation of Law and Student Conduct Code

1. College conduct proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation). Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Vice President of Student Life.

Determinations made or sanctions imposed under this Student Code shall not be subject to change due to criminal charges arising from the same facts giving rise to violation of College policies were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

A. Charges and Student Conduct Proceedings

1. Any member of the College community may file charges against a student for violations of the Student Code of Conduct. A charge shall be prepared in writing and directed to a

Student Conduct Officer. Any charge should be submitted as soon as possible after the event takes place, preferably within five (5) business days.

2. A Hearing Officer will meet with the Respondent(s) in a Conduct Conference. The Hearing Officer may conduct an investigation to determine: 1) if the charges have merit and/or 2) if they can be resolved by mutual consent of the parties involved, and on a basis acceptable to the Hearing Officer. If the charges cannot be disposed of by mutual consent, the Hearing Officer shall later serve in the same matter as a member of the Student Conduct Panel. A resolution can be reached in the Conduct Conference and if applicable, a Hearing Officer can assign sanctions in the Conduct Conference in agreement with the Respondent. If a resolution is not met the additional proceedings shall be convened to bring forth a resolution.

3. Cases not resolved within the Conduct Conference will be forwarded to either a different Hearing Officer or the Student Conduct Panel. During the Conference, the Hearing Officer will explain the procedures for cases heard by a different Hearing Officer or the Student Conduct Panel. The Respondent has the right to have their case heard before either by a different Hearing Officer or the Student Conduct Panel. The student will be asked to present their choice in writing.

All charges shall be presented to the Respondent in written form. A time shall be set for a Student Conduct Panel Hearing, not less than five (5) nor more than fifteen (15) calendar days after the student has been notified initially. Maximum time limits for the scheduling of Student Conduct Panel Hearings may be extended at the discretion of the initial Hearing Officer.

In some cases, where applicable, the claimant and respondent may be provided the opportunity to resolve the charges through mediation. The Hearing Officer may refer a matter to mediation in cases where expulsion or suspension from the College is not contemplated as a sanction and where there are no pending charges in any criminal court. Mediation is only an option when the student parties involved agree to enter into a formal mediation process. (In cases where there is no agreement among the parties about seeking mediation, formal disciplinary procedures will be employed.) The results of a mediation conference do not become part of a student's official disciplinary record but a record is kept of the findings and agreements reached.

4. Student Conduct Panel Hearings shall be conducted by a Student Conduct Panel according to the following guidelines except as provided by Section 7, below:

- a. Student Conduct Panel Hearings shall be conducted in private.
- b. The Claimant/Witness, Respondent and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Panel Hearing at which information is received (excluding deliberations). Admission of any other person to the Hearing shall be at the discretion of the chairperson of the Student Conduct Panel.
- c. In Student Conduct Panel Hearings involving more than one Respondent, the Hearing Officer, in his or her discretion, may permit the Student Conduct Panel Hearings concerning each student to be conducted either separately or jointly.
- d. The Claimant/Witness and the Respondent have the right to be assisted by an advisor of their choosing. The Claimant/Witness and/or the Respondent shall be responsible for presenting his or her own information and, therefore, advisors shall not speak nor

participate directly in any Student Conduct Panel Hearings before a Student Conduct Panel. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Panel Hearing; delays shall not be allowed due to the scheduling conflicts of an advisor.

e. The Claimant/Witness, the Respondent and the Student Conduct Panel may arrange for witnesses to present pertinent information to the Student Conduct Panel or Hearing Officer. The Claimant/Witness and Respondent may arrange for the attendance of potential witnesses a) who are members of the College community, and b) who are identified by the Complainant and/or Respondent at least three (3) business days prior to the Student Conduct Panel Hearing, and 4) who are approved by the Hearing Officer. Witnesses shall provide information to and answer questions from the Student Conduct Panel or Hearing Officer. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. This questioning shall be conducted by the Student Conduct Panel with all questions directed to the chairperson in writing, rather than to the witness directly. This method preserves the educational tone of the Hearing and discourages an adversarial environment. Questions as to whether certain information shall be received at the Hearing shall be resolved at the discretion of the Hearing Officer of the Student Conduct Panel. Character witnesses shall not be permitted to testify at the Hearing.

f. Pertinent records, exhibits and written statements may be accepted as information for consideration by a Student Conduct Panel at the discretion of the chairperson.

g. All procedural questions shall be subject to the final decision of the Hearing Officer.

h. After the portion of the Student Conduct Panel Hearing concludes in which pertinent information is received, the Student Conduct Panel shall determine (by majority vote) whether the Respondent has violated each and every section of the Student Code under which the student is charged.

i. The Student Conduct Panel determination as to whether a violation of the student code of conduct has occurred shall be based on the preponderance of the information presented at the Hearing.

j. The Student Conduct Panel will determine if a violation has occurred and recommend sanctions as appropriate.

k. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, shall not be used in Student Conduct Panel Hearings.

5. There shall be a record of all Student Conduct Panel Hearings and Appeals Hearings. Deliberations about responsibility or sanctions shall not be recorded. The record shall be the property of the College.

6. If the Respondent fails to appear before a Student Conduct Panel for a hearing about which s/he has received due notification, the information in support of the charges shall be presented and considered in the Respondent's absence. The Respondent, by his or her absence, forfeits the right to present any information in his or her defense, and such an absence is not in itself grounds for appeal.

7. The Student Conduct Panel may accommodate concerns regarding the personal safety, well-being and/or peace of mind of the Claimant/Witness, Respondent, and/or any

witness(es) during the Hearing by providing separate facilities, by using a visual screen, and/or by permitting participation via telephone, videophone, video conferencing, videotape, audio tape, written statement, or other means, where and as determined by the sole judgment of the Hearing Officer.

B. Interim Suspension

In certain circumstances, the Vice President of Student Life, or a designee, may impose a College or residence-hall suspension prior to the Student Conduct Panel Hearing before a Student Conduct Panel.

1. Interim suspension may be imposed to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Life or the Conduct Officer may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Panel Hearing, if required.

C. Appeals

The respondent may appeal sanctions or decisions made by the Hearing Officer. Such an appeal shall be made by the Respondent in writing and must be addressed and delivered per the instructions provided in his/her letter within five business days of the issuance of sanctions. Appeals are considered on the following grounds:

- A. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code the student was found to have committed.
- B. To consider new information, where such information is 1) sufficient to alter the decision, and 2) was not known to the Respondent at the time of the original Student Conduct Panel Hearing.

Decisions regarding matters of student conduct may be made in the initial Conduct Conference with a Hearing Officer. Hearing Officers can assign sanctions in agreement with the Respondent. Hearing Officers may invoke sanctions A-I. The Hearing Panel may evoke sanctions A through L. If the Respondent chooses to have the case heard by the Hearing Officer, he or she may appeal the decision of the Hearing Officer, within the guidelines for an appeal, to the Appeal Hearing Panel. If the appeal is rejected, or if the original determination(s) and sanction(s) are upheld, a final appeal may be made in writing to the President of the College within five (5) business days of the Appeal Hearing Panel judgment. If the appeal is rejected by the President, or if the President upholds the original determination(s) and sanction(s), the matter shall be considered final and binding upon all involved.

Article VI: Interpretation and Revision

A. This update of the Student Conduct Proceedings shall super cede any and all information regarding matters of student conduct proceedings found within the databases (both written and oral) of the College. (October 2010)

B. Any question of interpretation or application of the Student Code shall be referred to the Vice President of Student Life or his or her designee for final determination.

C. The Student Code shall be reviewed every five years under the direction of the Student Conduct Officer.