



Washington College



Student Handbook

2022-2023

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*Updated: October 2022

Welcome

Welcome to Washington College! Whether you are new to our campus or a returning student, we hope this handbook will help you navigate the ins and outs of campus life and support your growth during your time here. Your time as a student will be one of great personal development and change, and we are here to make sure that you can access the many opportunities. Your college experience is what you make of it, and this handbook outlines countless organizations, programs, and activities that you can become involved in. We urge you to seek these out and dive into campus life in ways that support your academic pursuits!

Whether you want to write for the campus newspaper, join the SGA, a fraternity or sorority, a service or cultural student club, or even start your own organization, you are in the right place! For a small and intimate campus, Washington College has more opportunities than you can imagine. And your faculty, staff, administrators, and fellow students are all here to make it happen.

Also, don't forget that we are located in picturesque Chestertown on the beautiful Chester River, with lots of restaurants, coffee shops, a farmer's market, and a lively arts scene. Your college experience is made even better when you expand your circle of activity and takes walks downtown to sit by the river, wander the farmer's market on a Saturday morning, and explore the many activities at our waterfront campus.

We look forward to seeing you around campus. Please don't hesitate to stop by our office if we can help you in any way!

Best,

Sarah Feyerherm, Vice President for Student Affairs
Casey Academic Center, 2nd Floor

About the 2022-2023 Student Handbook

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

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

Statement of Community Standards

At Washington College, we celebrate both individuality and a strong sense of shared community values. Students who enter this community make a commitment to a healthy and respectful exchanges of ideas and acknowledge that living in a community requires tolerance, compromise, and sensitivity to others.

Students are expected to treat other students, faculty, staff, and College guests with respect, dignity, and understanding to create a community where civility is valued. Students are expected to establish appropriate personal boundaries and to fit individual freedoms into the broader context of responsibility to the student community and to the values of the College. In addition, students must understand that Washington College is not a sanctuary isolated from the rest of society. Consequently, all students are subject to local, state, and federal laws, as are other residents of Chestertown, MD. Students are recognized as adults and therefore receive the respect and assume the responsibilities that come with this status.

Within our community, students are expected to:

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

Mission Statement

Washington College challenges and inspires emerging citizen leaders to discover lives of purpose and passion.

Core Values

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

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

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

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

Vision Statement

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

Commitment to Diversity and Inclusiveness

Washington College affords students the opportunity to learn about life, to challenge their own values and the ideas and values of others, and, in so doing, to become responsible members of the College community. The College believes that the diversity of its community is its greatest strength and that differences of race, color, national origin, sexual orientation, sex, gender identity/expression, socioeconomic class, ability, age, and religious belief are to be respected by all members of the community. While the College imposes no specific moral standard upon its students, each student is expected to uphold standards of civility and engage in constructive and reasoned discourse to express differences of opinion.

The Washington College Diversity Statement was approved by the Board of Visitors and Governors on April 24, 2019.

We, the students, faculty, staff, and Board of Visitors and Governors of Washington College, welcome, invite, value, and support a diverse community of individuals. We strive to create a place where all can study, work, and thrive. We believe in the worth, dignity, and safety of human beings of all races, ethnicities, nationalities, gender identities and/or expressions, sexual orientations, socioeconomic statuses, cultural backgrounds, cognitive or physical abilities, emotional and behavioral characteristics, ages, and educational levels. In the pursuit of academic excellence, we endeavor to be a community made up of people from a variety of backgrounds with differing perspectives, life experiences, religious, philosophical and political beliefs, lifestyles, and ideologies. We pledge to create a respectful and supportive environment for collaboration, empathy, and the building of meaningful relationships among members of Washington College. We commit to fostering a more equitable, inclusive, and engaged community that embraces all the complexity that each person brings to campus.

- We will empower all members to contribute ideas, ask questions, contest assumptions, and revise points of view through civil debate.
- We will confront and challenge attempts to dehumanize others through prejudiced attitudes, behaviors, and practices that exclude, demean, or marginalize any individual or group.
- We will encourage alumni, parents, visitors, guests, and the wider community to respect and embrace the values and behaviors that we embody.

Our promise is to cultivate a continuous desire and ability to understand and meaningfully engage with different perspectives and experiences, including those of historically underrepresented and marginalized groups. We seek to contribute to the full intellectual and emotional development of every person and to the enrichment of our local, regional, national, and global communities.

Policies and Procedures

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

Campus Facilities, Offices, & Services

Athletics

Thaddeus Moore, Associate Vice President and Director of Athletics, ext. 7243

[Department Website](#)

Athletic Facilities

Thaddeus Moore, Associate Vice President and Director of Athletics, ext. 7243

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

Athletic Fields

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

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

Cain Athletic Center

Athletic Department, ext. 7231

The Cain Athletic Center and Johnson Fitness Center are open for scheduled classes, scheduled team practices and athletic contests, and supervised recreational activity. Contact Thad Moore, ext. 7243, for use of the Hall of Fame Room, Penny Fall gym, and Cain dance studio.

The Benjamin A. Johnson Fitness Center (JFC)

Hours: Monday–Thursday: 6 a.m.–10 p.m., Friday: 6 a.m.–7 p.m., Saturday: 11 a.m.–7 p.m.,

Sunday: 11 a.m.–7 p.m.

Hours are reduced when College is not in session. Monday–Friday: 7–9 a.m., 11 a.m.–1 p.m., 4–6 p.m.,

Saturday: 11 a.m.–2 p.m., Sunday: closed. Closed all holidays

Nick Triano, Head Strength & Conditioning Coach, ext. 7234

The Johnson Fitness Center Desk, ext. 7256

Weight Room, ext. 2658

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

The Casey Swim Center

Hours: Monday–Friday, 7–9 a.m., noon–2 p.m., 5–7 p.m., Sunday: 1–5 p.m.

Kim Lessard, Director, ext. 7241

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

Schottland Tennis Center

Hours: Monday, Tuesday, and Thursday: 9–11 a.m., Wednesday and Friday: 7–11 a.m., Saturday: 9 a.m.–noon

Contact Constantine Ananiadis, ext. 7259, to schedule additional playtime.

The Schottland Tennis Center is open for scheduled clinics, recreational activities, and intercollegiate team practices seven days a week. The facilities include eight tennis courts, locker rooms, and a clubhouse.

Players must provide their own rackets, balls, and non-marking tennis shoes.

The Lelia Hynson Boating Park

Hours: Monday–Friday: 2:30–6 p.m., Saturday–Sunday: noon–5 p.m.

Benjamin Armiger, Director, ext. 7242

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

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

Varsity Athletics

Washington College offers 18 intercollegiate programs at the varsity level within the guidelines outlined by membership in Division III of the NCAA and the Centennial Conference. Students interested in a particular sport should contact that sport's head coach. The names of individual coaches can be found on **the Athletic Department website**. Intercollegiate varsity sports for men include baseball, basketball, lacrosse, rowing, soccer, swimming, and tennis. For women, varsity sports include basketball, field hockey, lacrosse, rowing, soccer, softball, swimming, tennis, and volleyball. There is also a co-ed varsity sailing team and a co-ed varsity trap and skeet team. Men's and women's golf will begin as a club sport in 2022–23 and will transition to varsity status in 2023–24.

Standard of Behavior at Athletic Events

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

Recreational Sports and Activities

The Recreational Department focuses on intramural competition as well as leisure activities that promote the College's surrounding environment. The department's goal is to create exciting and enjoyable activities that emphasize and educate Washington College students on the art of living a healthy lifestyle. Lifetime wellness is an essential component of the Recreation Department's philosophy, and Recreation staff helps motivate and support students interested in lifetime wellness.

Intramural activities promote friendly competition and provide students with a healthy escape from classroom stressors. Yearly intramurals may include flag football, badminton tennis, basketball, soccer, volleyball, floor hockey, Futsal, racquetball, ultimate Frisbee, table tennis, and kickball. Recreational fitness classes offer a

variety of free fitness options with top-notch instructors. Students can enjoy aerobics, Pilates, yoga, Zumba, meditation, and several other classes that challenge the mind, body, and soul.

The Washington College Club Sports Program, under the auspices of the Recreational Sports Program, promotes student participation in a variety of physical and athletic activities and gives students the opportunity to engage in the sport of their choice at various skill levels. The program emphasizes student leadership and involvement and provides non-varsity competition in several sports. Students interested in starting a sports club that is not currently active should contact Evan Clayton, ext. 8307.

With the Chester River and the Chesapeake Bay close to campus, recreational boating and fishing are favorite options for Washington College students. The College's Boating Park on the Chester River provides opportunities for a variety of water activities, including kayaking, canoeing, sailing, crabbing and, fishing.

Campus Offices

Campus offices are open Monday through Friday from 8:30 a.m. to 4:30 p.m., except where noted.

Accommodations for Students with Disabilities

Miller Library, Second Floor, Office of Academic Skills

Alex Crabtree, Disability Access Specialist, ext. 5799

Department Website

Disability Services, a part of the Office of Academic Skills, provides information, support, and accessibility accommodations for individuals with disabilities on campus. Accessibility accommodations are provided in compliance with the Americans with Disabilities Act (ADA) of 1990, the Amendments Act (ADA AA) of 2008, and Section 504 of the Rehabilitation Act of 1973. If you are a student with disabilities and you would like to request accommodations, please review and follow the Accommodation Request Process found on the **Disability Services webpage**. Students are encouraged to request accommodations as early in the semester as possible to ensure timely access to programs and facilities. If you need assistance with the process or have any questions or concerns, please contact Alex Crabtree, Disability Access Specialist, at acrabtree2@washcoll.edu.

Bookstore and Campus Shop

Casey Academic Center, Gallery

Hours: Monday–Friday: 9 a.m.–4 p.m., Saturday: as posted

Shannon Wyble, Director, ext. 7749

Please visit the [Bookstore website](#) for updated hours.

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

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

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

How much do I save with textbook rental, and how do I pay?

Renting textbooks can save students up to 80% over the cost of purchasing a new, printed textbook. Most forms of payment currently accepted at the Bookstore can also be used for rentals. Credit card information must be kept on file, even if payment is made with a different method. Should a book not be returned, the student will be charged the cost of the book.

Why do you need a credit card if I am paying for the rental some other way?

If the textbook rental is returned after the due date or is damaged, the credit card on file will be used to pay for a replacement book and processing fee, as described in the Rental Agreement.

If the Bookstore accepts financial aid, can I use it to pay for a textbook rental?

Yes, financial aid can be used to pay for a textbook rental. A credit card will still be required to be on file in order to rent a book.

How long is the rental period, and can I return books by mail?

The rental period begins the day the textbook rental is paid and continues until the day after the last day of finals, as shown on the Order Confirmation. All rented textbooks must be returned to the Bookstore, in good condition, by the Rental Return Due Date. Textbook rentals returned via mail must be postmarked by the Rental Return Due Date. Books can be returned by mail by using the label available for a small shipping fee through the store textbook site or any other shipping method preferred. If returning multiple books, please put them in one box and use one shipping label and make sure that the order number is included with the books you are returning. Books can also be dropped off at the Bookstore any time before the return date.

How do I know which books are available as rentals?

The list of textbook rentals is posted on the Bookstore website and is displayed in the Bookstore. Online, the “Rental” option will display in the book list alongside “New” and/or “Used” (if available); check the box and follow the instructions.

What happens if I drop a class?

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

Can I get a refund if don't drop a class?

The same return policy applies to rented textbooks as to purchased textbooks. Textbooks must be accompanied by the receipt and returned in good condition, along with any components such as CDs, etc., included with the textbook when rented. If returned by mail, the rented textbook must be postmarked within the Bookstore's refund period.

Can I buy my rented textbook?

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

Can I mark up the inside of the book with a highlighter or make notes in the margins?

Normal use of highlighting and writing is permitted. The Bookstore will use the same standards for determining acceptable condition of rental textbooks that it uses for determining condition of books sold back as used books.

Can the Bookstore refuse to accept my textbook rental when I return it?

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

What happens if I lose the book or do not return it by the due date?

The student will be charged for a replacement textbook along with a processing fee for any book not returned, regardless of the reason. The replacement cost and processing fee will be charged to the credit card on file. The student may keep the book if desired. These fees are in addition to the rental fee: the replacement cost is 75% of the selling price of the book at the time of purchase; the processing fee is 7.5% of the selling price at the time of purchase.

What if I forget when the rental is due?

As a courtesy, the Bookstore will send a reminder notice to the email address the student provided on the rental agreement during the rental check-out. However, it is the student's responsibility to return the book by the due date, even if the student does not receive this email. Rental books are due back—or must be postmarked by—the day after the last day of finals.

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

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

Any item may be returned with a receipt; textbooks must be returned by the posted date. If the original transaction was a charge, the amount will be credited to that charge. If it was cash/check, cash will be given. Any item without a receipt can be exchanged for another, excluding textbooks, if the item is in the original condition. Please see **the Bookstore's website** for up-to-date and detailed information.

Bursar's Office

Bunting Hall, Garden Level

Hours: Monday–Friday, 8:30 a.m.–4 p.m.

Jenny Hutton, Accounts Receivable, ext. 7171

Tiffany Worcester, Assistant Accounts Receivable Manager, ext. 7736

Department Website

Student IDs must be presented for all transactions. For more information regarding the Business Office and how you can pay on your student account, visit our **website**.

Career Development

Rebecca Corbin Loree Building

Nanette Cooley, Executive Director, ext. 8505

Lisa Moody, Associate Director, ext. 7427

Georgina Bliss, Assistant Director, ext. 7892

Penny Weintraub, Office Coordinator, ext. 7890

Department Website

The Center for Career Development offers a wide range of resources, assessments, and services to support students with career exploration and self-discovery. Career Center staff facilitate workshops and programs that help students identify interests, select majors, and gain marketable skills through experiential learning opportunities. In addition to counseling and coaching, career coaches provide assistance with the graduate and professional school application process, résumé development, interviewing, professional etiquette, and networking strategies. Students are encouraged to meet with coaches to define goals and develop an individualized plan that will help to position them for a lifetime of professional success. Participation in the First Year Career Awareness Program is required of all first-year students.

Central Services—Mail, Package, & Print Services

Email: central_services@washcoll.edu

Katie Brilz, Associate Director of Central Services

Sara A. Smith, Central Services Assistant

Casey Academic Center, First Floor, under the stairs, ext. 7112

Academic Year Hours: Monday–Friday, 9 a.m.–4 p.m.

Saturdays, 9 a.m. to noon

Department Website

Central Services receives and distributes intercampus mail and packages for faculty, staff, and on-campus students in addition to processing USPS mail. The department also processes and handles the College's incoming and outgoing USPS, UPS, and FedEx packages.

Students will be responsible for picking up their mail and packages from Central Services in a timely fashion. Please see [our website](#) for the policy on the limit for holding packages. Large packages should be picked up the same day as received.

Students will receive an email from tracking@washcoll.edu each time a piece of mail or package is checked in for them to indicate it is ready for pickup. Please do not come to Central Services to pick up a package unless you have received this email notification.

ONLY on-campus students are permitted to receive mail and packages at the college's Central Services facility. Off-campus students must use their off-campus address or a post office address for these items. Please [see here](#) for the Student Mailbox Mass Mailing Policy.

To ensure on-campus student incoming mail and packages are able to be checked in to a student properly, students should notify friends and family of the correct address:

STUDENT FULL NAME (registered name please, no nicknames)
Washington College
300 Washington Avenue
Chestertown, MD 21620-1197

Central Services does not accept student packages until August 1 for the fall semester. Please keep this in mind when ordering or shipping items to be here when you move in. If you ship or order items to be here when you move in, please be sure to pick them up ASAP upon your arrival to campus.

Please check [our webpage](#) for items that may not be shipped to the College. We are unable to accept grocery or food deliveries such as Amazon Marketplace, Misfits Market, Hello Fresh, etc. Any perishable item shipped to a student must be picked up the same day as received by the student, as we do not have refrigeration.

Shipping Services

Central Services provides outbound shipping services through UPS, Federal Express, and the U.S. Postal Service. We also accept outbound packages for these shippers that have a pre-paid shipping label. These shippers pick up from the College Monday–Friday. For more information about shipping services, please check [our webpage](#). Individual postage stamps are available for purchase at Central Services. We accept cash, and all major credit cards for services \$5 and over.

Copy/Print Center

In addition to providing mail and package services, Central Services offers an in-house print shop for printing, copying, and collating. The Central Services print shop offers poster printing and document folding at competitive pricing. Please [email us](#) for all inquiries about print/copy services or visit the [department website](#).

Community Service

Hodson Hall Commons Student Center

Antoine Jordan, Director of Student Engagement, ext. 7146

The Office of Student Engagement offers students and student service organizations a point of contact and other resources for those eager to make a difference in our campus community, the wider Chestertown/Kent County community, nation, and world. The Student Government Association sponsors multiple service opportunities each year, starting with a service project for incoming students during Orientation. The Office of Student Engagement is also available to assist individuals and organizations with planning service projects or exploring other service opportunities. Whether working with children, preserving the environment, feeding the hungry, or brightening the lives of seniors, students will find plenty of opportunities to get involved in the surrounding community.

Counseling Services

Queen Anne House, Within Health Services, 410-778-7261

By Appointment Only

TBA, Coordinator of Counseling

John Fuller, MSW, LCSW-C

Roland Jennings, MSW, LCSW-C

Department Website

Counseling Service is located within the Health Services building in Queen Anne's and offers a range of counseling resources related to college student mental health and well-being, adjusting to college life, or academic success for full-time students during the regular academic year. Appointments can be made at the Health Center or by calling ext. 7261 on campus or 410-778-7261 if you live off campus. There are no charges to enrolled students for office visits with the Counseling staff.

Summer and College Holiday Hours

The Office of Health and Counseling provides clinical and administrative services for currently enrolled full-time students during the academic year only. Health and Counseling Services are open for administrative purposes when classes are not in session (during the summer and College holidays), but clinical care cannot be assured during this time. Students wanting to make an appointment to see a Washington College health or counseling clinician should call the office at 410-778-7261.

During times when classes are not in session, students should seek support from the following resources:

- 911 for Emergencies
- University of Maryland Shore Medical Center at Chestertown: 410-778-3300
- National Suicide Prevention Lifeline: 988 or 1-800-273-8255
- **Mantra Telehealth**
- Office of Public Safety (who will refer you for support): 410-778-7810
- For All Seasons Behavioral Health Hot Line (24/7): 1-800-310-727
- Chester River Behavioral Health and Wellness: 410-778-5550 (Monday–Friday, 9 a.m.–7 p.m.)
- Sante Eastern Shore Mobile Crisis Team (24/7): 1-888-407-8018

Students needing regular, ongoing, or intensive support will be referred to local providers for additional clinical support.

Dining Services

AVI Fresh Main Office, ext. 7780

Michelle Masservey, Resident Director of Dining Services, ext. 7791

Department Website

Located on the second floor of Hodson Hall, the Hodson Culinary Center features an extensive lineup of culinary platforms. Students can experience a diverse menu selection of made-to-order and quick-service selections as well as daily specials at the all-you-care-to-enjoy venue.

The Homestyles station offers a rotating menu of comfort food inspired by unique spices and techniques. Roots features a rich variety of plant-based cuisine that is wholesome as well as exciting. Fusion offers wellness selections that incorporate lean proteins, high-fiber starches, and fresh vegetables. Create a custom salad at NutriBar with freshly cut greens and vegetables and a variety of your favorite salad toppings. Smoke & Fire showcases slowly smoked chicken, pork, beef, vegetables, and even fruit to enhance any sandwich, salad, or side. For students with allergies or food preferences, Clarity provides selections free from common allergens of peanuts, tree nuts, shellfish, wheat, sesame, soy, milk products, and eggs. Trattoria features fresh hand-crafted pizzas, contemporary pasta dishes and gelato. The Carvery offers a selection of meats that are freshly roasted or smoked and sliced in-house, creating a fresh taste and aroma that makes each sandwich special.

Located on the lower level of Hodson Hall, the refreshed Hodson Commons offers four brand-new contemporary concepts. Freshens Fresh Food Kitchen features a variety of grilled flatbreads, freshly tossed salads, deliciously toasted wraps, and globally inspired rice bowls. For those craving a late-night bite, Freshens Fresh Food Kitchen converts to CRAVETOWN, a 100% mobile app ordering concept that features toasted wraps, melts, flatbreads, pizzas, and sides. Boar's Head Deli offers a premium selection of sandwiches, wraps, and salads, all made with the freshest ingredients. We Proudly Serve Starbucks at Java George features barista-crafted coffee, specialty drinks, and gourmet teas that pair with our Fresh-to-Go pastries.

In a rush? Students will be able to order from the GET APP at Hodson Commons, available on the Apple Store or Android Google Play.

Students with food allergies should discuss questions or concerns about specific food items with the chef managers in the Culinary Center. For more information about food allergies, labeling, and preferences, please contact our AVI Fresh Registered Dietitian, Samantha Yunko, MS, RD, CDN, at SYunko@AVIFoodsystems.com. Gluten-free and vegan options are available upon request.

Hodson Culinary Center Hours of Operation

Monday–Friday

Breakfast: 7:30–10 a.m.

Continental Mid Meal: 10–11 a.m.

Lunch: 11 a.m.– 2 p.m.

Continental Mid Meal: 2–4:30 p.m.

Dinner: 4:30–7:30 p.m.

Saturday–Sunday

Brunch: 10 a.m.–2 p.m.

Continental Mid Meal: 2–4 p.m.

Dinner: 4–6 p.m.

Hodson Commons Hours of Operation

We Proudly Serve Starbucks at Java George

Monday–Friday

8 a.m.–8 p.m.

Freshens Fresh Food Kitchen

Monday–Friday

11 a.m.–8 p.m.

CRAVETOWN at Freshens**Monday–Friday**

8 p.m.–midnight

Saturday–Sunday

6 p.m.–midnight

Boar’s Head Deli

Monday–Friday

11 a.m.–8 p.m.

Fresh Market at Sophie’s Café

24-hour access with your Washington College ID card

Meal Plan

All meal plans begin with Saturday brunch and end with Friday dinner when the College is in session. Students entering the Culinary Center must have a valid meal plan or have activated the debit card feature of their Washington College ID. With the exception of the 19- and 14-meal plans, which allow three swipes in the Dining Hall per day, all other plans allow you to use your swipes whenever you choose. All students have the option to change their plan. It is the student’s responsibility to make this change in WebAdvisor prior to the second Friday of the semester. No changes will be approved after the second Friday of each semester.

Dining dollars on all plans will roll over from fall to spring but will need to be used up before the end of the spring semester.

Washington College 2022–2023 Meal Plans

- **The Unlimited:** Unlimited meals per week in Hodson Culinary Center + 500 Dining Dollars. Also includes 5 guest swipes.
- **19-Meal Plan:** 19 meals per week + 300 Dining Dollars. Also includes 5 guest swipes.
- **14-Meal Plan:** 14 meals per week + 400 Dining Dollars. Also includes 3 guest swipes.
- **250 Block:** 250 meals per semester + 300 Dining Dollars. Also Includes 5 guest swipes.
- **220 Block:** 220 meals per semester + 400 Dining Dollars. Also includes 5 guest swipes.
- **180 Block:** 180 meals per semester + 500 Dining Dollars. Also includes 5 guest swipes.
- **150 Block:** 150 meals per semester + 600 Dining Dollars. Also includes 5 guest swipes.
- **100 Block Commuter:** 100 meals per semester in Hodson Culinary Center. For commuter students only.
- **75 Block Commuter:** 75 meal swipes in Hodson Culinary Center. For commuter students only.

Meal Plan Requirement Waiver Request—Review Process

Washington College affirms the educational benefits inherent in the residential aspect of the undergraduate experience. A meal plan is required of on-campus students to develop a sense of community that arises from table sharing in this environment. Students with disabilities and/or health conditions with medically necessary dietary needs may request meal plan modifications as an accommodation. If the accommodation is approved, these modifications will be provided by Dining Services. If Dining Services is unable to provide reasonable meal plan modifications, the student may be granted an exemption and released from the meal plan. The student may be partially or fully reimbursed for the meal plan costs, depending on the circumstances. All requests for meal plan accommodations are made through Disability Access in the Office of Academic Skills (OAS). Information regarding requesting accommodations can be found **at this link**.

The specific process for requesting a meal plan accommodation is as follows:

1. The student must complete the Public Accommodation Request Form found **at this link**.
2. Along with the form, the student must provide supporting documentation by having their healthcare provider complete and submit the Accessibility Accommodation Documentation form directly to Maria Hackett, Disability Access Specialist, using the contact information below:

Maria Hackett, Disability Access Specialist
 Washington College
 300 Washington Avenue
 Chestertown, MD 21620
 FAX: 410-778-7884
oas@washcoll.edu

Within five business days of receipt of the form and the supporting documentation, the student will be contacted by email with instructions for scheduling an initial meeting. At this meeting, the student's accommodation request and documentation form will be discussed and additional information may be requested. The student will receive a decision letter within five business days of the initial meeting.

Food Pantry/George's Free General Store

The Washington College food pantry (also known as George's Free General Store) is located in the Goose Nest in the Hodson Commons Student Center. It is supported by community donations and is stocked with non-perishable food and some personal hygiene products. The store's motto is Take What You Need; Give When You Can. It is open to all students and campus community members. **Visit the website** for more information on the store.

Health Services

Queen Anne House, Health Center, ext. 7261; 410-778-7261

Hours by appointment only: Monday–Friday, 8:30 a.m.–noon and 1–4 p.m.

Lisa Marx, MSN, CRNP, Director

Tina McCreary, Administrative Assistant

SheKayla Hooks, Nurse Practitioner, DNP, APRN, FNP-C

Jessica Strong, Medical Office Assistant

Lori Bunts, BSN, RN

Elizabeth Smith, PA-C

Matthew King, MD—consultant/lab director

Department Website

Health Services is an on-campus clinic that provides medical services by appointment only to full-time students during the regular academic year. Health Services is located between the Queen Anne and Caroline residence halls and is staffed full-time by nurse practitioners, a Physician Assistant and a registered nurse.

Appointments can be made at the Health Center or by calling 410-778-7261. Students must present their ID cards at the registration desk.

For emergencies occurring when Health Services is not open, students should go to the Emergency Department at University of Maryland Shore Medical Center at Chestertown adjacent to the campus and directly behind Minta Martin residence hall. The hospital's address is 100 Brown Street, Chestertown, MD 21620 or call 911. **Eastern Shore Urgent Care**, an urgent care facility not affiliated with the College, is located at 6415 Church Hill Road, just over the Chester River Bridge in Queen Anne's County, and can be reached at 410-498-4848. Additional urgent care facilities are located in Middletown, Delaware, and in Easton and Chester, Maryland. These are about a 40-minute drive from campus.

All services at the College Health Center are confidential, and information cannot be released to administration, faculty, parents, etc. without your permission. Students requiring more extensive evaluation, testing, or admission are referred to the local hospital, University of Maryland Shore Medical Center, LabCorp, or Chesapeake Medical Imaging.

For minor illness or injury, contact your Resident Assistant (RA). Each RA has a basic first-aid kit and over-the-counter products like antibiotic ointment, burn cream, Tylenol or Ibuprofen packets, and cough drops.

While there is no charge or co-pay for office visits with Health Services, there are charges for prescription medications if dispensed from the health center, oral/fluid rehydration items, and for lab tests and procedures performed in the clinic. These charges will appear on your student bill as “health services charge.” Students are also financially responsible for the cost of any services performed outside the College Health Center for laboratory or radiology testing or prescriptions that need to be filled at a local pharmacy. These services are billed individually from the associated facility and are separate from any Washington College charges.

Students have a choice of receiving a written prescription to take to a local pharmacy (Walgreens or Chester River Pharmacy) or to purchase prescriptions from Health Services for in-stock medications. We encourage you to inquire about the amount of the charge before medications, tests and/or procedures are given. These charges cannot be refunded after services are rendered. Please discuss your insurance type with parent/guardians and where you may need to go for testing, as required by your insurance, and also what your out-of-pocket copay will be for any prescriptions you have filled at a local pharmacy.

Health Insurance

Washington College **requires** that all students, including our international students, have health insurance and provide documentation of health insurance annually.

For Students Using Private Health Insurance:

Copies of insurance cards (front and back) must be uploaded into **the student health portal**, and you must complete a waiver and document your coverage every year at **universityhealthplans.com** so you are not automatically billed for the College’s student health plan. The College offers a health insurance plan with a limited amount of coverage for accidents and sickness. For more information about these insurance policies or to enroll, visit **universityhealthplans.com**. The premium for this policy changes annually and is billed to the student’s account.

New for Fall 2022: International students will be automatically enrolled in the college’s student health insurance plan unless they can provide proof of coverage of a comparable plan with a billing address in the United States. Otherwise, these policies may not work or may not be accepted at local medical facilities, in which case, the student would be responsible for the medical bills.

Any student who loses their health insurance during the academic year may purchase the College’s plan by contacting University Health Plans. Students insured under an HMO, such as Kaiser Permanente, are encouraged to check with their insurance carrier to determine if additional coverage is needed and to investigate the closest locations of testing and dispensing facilities within their network. The closest Kaiser Permanente facility is in Annapolis, Maryland.

It is the student’s responsibility to give the health care provider complete and full information on health status and to cooperate with the treatment plan and follow-up care. The student’s responsibilities include asking questions, using materials made available for education regarding their own health concerns, showing the same respect for the health care provider that they expect to receive, keeping appointments, and following the treatment plan. Students failing to provide the health care provider with information may be denied treatment.

Student Health Fee: All full-time students are required to pay a Student Health fee per semester, which is billed by the college to your student account.

Intercultural Student Affairs

Intercultural Center, Minta Martin First Floor

Stephanie Gilmore, Director of Student Intercultural Affairs, 410-810-5822

Department Website

The Office of Intercultural Affairs is committed to creating an inclusive environment essential for all students’ cultural development and academic success. The office’s mission is to provide resources and opportunities to the Washington College community to live, learn, and work in spaces across difference.

With intentionality and focus on inclusion of all identities, but not limited to age, race, ethnicity, sex, gender identity expression, sexual orientation, religion or lack thereof, socioeconomic status, citizenship status, ability, military service, or any other classification making individuals special and unique, the office will:

- Develop and educate citizen leaders from a cultural perspective and intersectionality lens
- Cultivate an inclusive, welcoming, and supportive campus
- Foster intercultural engagement
- Provide opportunities for self-awareness and reflection across difference

Our vision is to create a community in which all people feel valued and valuable for who they are.

The office, which coordinates campus support and programming for the Washington Scholars program, also serves as a support system for historically underrepresented students to foster a sense of belonging, academic achievement, retention, and assist in their leadership development. Additionally, the Director of Intercultural Affairs coordinates the College's **bias incident response protocol**.

Public Safety

Cullen Hall, lower level: 410-778-7810

Pamela Hoffmann, Director of Public Safety

Office Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.

Department Website

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

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

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

For assistance or to report a crime or emergency, dial 410-778-7810 from a campus phone to speak directly with Public Safety personnel. Public Safety Officers will respond to investigate all reports of criminal activity or emergencies. In the event of an immediate medical emergency or clear and present threat, dial 911 (Kent County Office of Emergency Services) or 911 from any campus extension. Officers and/or trained dispatchers are available 24 hours a day to respond to emergency calls. Individuals with hearing disabilities can access the Kent County Emergency 911 service by dialing 911 or 410-778-1241. The Kent County 911 Communications Center is equipped with a TDD service. The Emergency Center will convey your request for assistance to the Public Safety Office.

Anyone needing assistance can access Public Safety services by calling 410-778-7810.

Student Center in Hodson Hall Commons

Office of Student Engagement, ext. 7146

Antoine Jordan, Director of Student Engagement, ext. 7146

Department Website

The Hodson Hall Commons Student Center is the heart of student activity on campus. Whether students are looking for a quiet, comfortable place to relax between classes or a meeting place for their club or organization, they can find it in the Student Center. Consisting of five main areas—The Goose Nest, the Office of Student Engagement, The Egg, the Student Government Association offices, and the newly established commuter/veteran's lounge—The Student Center has something for everyone.

The Goose Nest offers comfortable high-top tables with seating for 48, a 70-inch high-definition television, and a projector screen that shows everything from movies to sporting events. The Goose Nest also features pool tables, ping-pong, and foosball for student use. The Egg, the main performance space in the Student Center, hosts dance parties, movie nights, open mic nights, and much more.

The commuter/veteran's lounge features comfortable seating and downtime areas as well as private locker spaces and a place for commuters and veterans to call their own during the day. This newly renovated lounge area is available only to commuter students, students with veteran status, and their guests.

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

Student Engagement

Hodson Hall Commons Student Center

Antoine Jordan, Director of Student Engagement, ext. 7146

Department Website

The Office of Student Engagement sponsors activities and events that support a healthy student social life and enhance the campus community, manages the operation of the Student Center, the Student Events Board, Fraternity and Sorority Life, and offers support to student clubs and organizations. The office promotes and encourages a deep and meaningful co-curricular experience by providing students with opportunities to learn, discover, lead, and grow. More information about the Office of Student Engagement can be found **at this link**.

Student Employment

Darlene Ashley, Assistant Director for Campus Student Employment, ext. 7490

Office of Human Resources, ext. 7260

Business Office, ext. 7251

Department Website

Students seeking on-campus and off-campus internship opportunities can find the Student Employment link posted on **the Career Development job search page**. On-Campus Positions **can be viewed here**.

All Washington College students are required to take two Professional Development Workshops per academic year. The schedule can be found at **the Center for Career Development's webpage**.

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

All student employees who work virtually or on-campus are required to complete an employee Pay Pack. Without exception, these documents must be uploaded into the JobX portal **before your first day of work**. Working before your documents are received may result in losing your employment. The Pay Pack includes the following:

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

Note: Form I-9 requires a student employee to show proof of identity and eligibility to work in the U.S. A list of acceptable documents to complete the form I-9 **may be found here**. The Department of Homeland Security requires the items you are uploading for your I-9 form be inspected in person. A staff member of the Student Employment Office must review and verify the I-9 form. At this time, photocopies are accepted for verification.

Student employees must provide a voided check or a direct deposit form from their bank, with the bank's routing numbers and the student employee's full account number, for automatic payroll deposit.

Students are paid on a biweekly schedule. Students are required to enter their time electronically into WebAdvisor according to the due date listed on the pay schedule. A payroll schedule that provides pay period ending dates, submission dates, and pay dates **can be found here**. All timesheets must be submitted at the proper pay period. If the student fails to submit their time by the due date, they are required to submit a manual time sheet to their supervisor immediately. The supervisor will authorize the hours on the manual timesheet and return it to the student. The student needs to submit the time sheets to the Business Office or the Student Employment Office for payment.

Student Employment policies, FAQs, and other information can be found **by clicking here**.

Library & Academic Technology (LAT)

Miller Library and William Smith Hall

Library and Academic Technology (LAT) empowers the Washington College community to discover, create, collaborate, and innovate. We support the College by challenging students to engage in activities that require them to think analytically, discover and create new knowledge, collaborate with peers and scholars from around the world, and use different forms of expression to communicate effectively. We share the College's commitment to academic rigor and integrity, and strongly support its exceptional faculty in their teaching and research endeavors.

LAT provides students with resources and services to help them enhance their learning outcomes by successfully completing academic assignments. This includes helping them with everything from research to designing and creating physical and digital content; and from learning new technology to delivering compelling presentations. LAT provides flexible learning spaces for students to work individually or in groups.

Miller Library houses not just the library and archives, but also Academic Technology, the Quantitative Skills Center, and the Office of Academic Skills. It is a safe place that welcomes all students to get support for their academics from caring professionals, collaborate with classmates, or just hang out with friends. William Smith Hall houses the HelpDesk on the lower level.

LAT Resources

Library Hours

Monday–Thursday: 8 a.m.–midnight.; Friday: 8 a.m.–6 p.m.; Saturday: 10 a.m.–6 p.m.; Sunday: 10 a.m.–10 p.m.
Washington College students, faculty, and staff must use their ID card to enter the library after 5 p.m.

The Collections

Miller Library provides a rich collection of over three-quarters of a million print and electronic resources available any time and from anywhere to all College account holders, as well as a research and reference instruction program designed to empower students to become independent learners, navigate the abundance of online content, and successfully manage the rigors of research, particularly the Capstone Experience. More than 3,000 Washington College student theses are available, either online or in print. Resources not available in the library's collection can be obtained through interlibrary loan.

Library reserve materials are accessible through the College's Learning Management System, Canvas, along with other course materials, instructional activities, assignments, grades, interactive presentations, and assessments. With Canvas and more recently with Zoom, students can participate in synchronous and asynchronous online class discussions.

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

The Special Washington College Collection contains works by Washington College faculty, alumni, staff and friends.

The Washington College Archives is a part of Miller Library and is located on the ground floor. Students, faculty, staff, alumni, and other members of the College community may visit and perform research in the

Archives, where they will have access to an impressive collection of primary resource materials related to the College and the College community. Students, staff, faculty, alumni, and community members have amassed these materials throughout the lifetime of Washington College.

Checking Out Materials

Students may check out materials by presenting their ID card at the Circulation Desk. Materials such as reference books, print reserves, periodicals, and microforms are for use in the library only. Removing these items from the library is in direct violation of the Honor Code, as is removing circulating materials without properly checking them out. Books are loaned for the semester; however, if a student, faculty member, or staff member needs the book, it may be recalled early through an email notification.

Interlibrary Loan (ILL) is a free service for obtaining research materials not readily available at Miller Library. Each overdue ILL item not returned within seven days of the due date will be fined \$1 per day thereafter.

Checking Out Digital Loaner Equipment

Visit IDEAWORKS on the library's lower level to borrow equipment from the Loaner Pool. Students can borrow video cameras and audio and photographic equipment for short periods of time. While there is no charge to borrow equipment, there is a fee for late returns.

Canvas Learning Management System

Canvas is the College's learning management system. This cloud-based LMS makes it easy for faculty to create and manage their course websites. **Students can access Canvas here** with their username and password.

LAT HelpDesk Hours

The LAT HelpDesk is located on the lower level in William Smith Hall. Students can visit the HelpDesk Monday through Friday from 8:30 a.m. to 4:30 p.m., or email the HelpDesk at helpdesk@washcoll.edu. **Click here** to submit a ticket. When classes are not in session, the HelpDesk is open Monday through Friday, 8:30 a.m.–4:30 p.m.

Student Computer Recommendations

Washington College has partnered with Lenovo and Apple, Inc., which allows us to offer very good discounts on their products and to make in-warranty repairs on many of these systems. Washington College provides recommended system requirements to students and parents to aid in choosing an appropriate computer solution. **Click here** to view the College's computer recommendations and to purchase an Apple or Lenovo computer. For questions, please contact the HelpDesk at helpdesk@washcoll.edu.

Computer Protection

Washington College practices safe computing. To safeguard your computer from viruses, spyware, malware, and adware, users must install, run, and update the system's antivirus and anti-spyware programs. It is equally important to install and run periodic operating system updates. Washington College uses Microsoft's Security Essentials for Windows systems and provides the campus with a site license for McAfee antivirus software for MacOS systems at no charge to students. **Visit here** to learn more about best practices for safe computing or contact the Help Desk at helpdesk@washcoll.edu.

Microsoft Office and Software Discounts

Download and install the latest version of Microsoft Office for free! Visit office.com and login with your WC username and password. It is free for enrolled students. Contact the LAT HelpDesk to learn more about accessing Microsoft Office. For information about other discounted software, **click here**.

Qualtrics: Create Online Surveys

The campus community can access Qualtrics, an intuitive and easy-to-use online survey tool. All campus faculty, students, and staff can use Qualtrics to create their own online surveys. **Learn more about Qualtrics**.

Lynda.com: Online Training Videos

The campus community has access to LinkedIn Learning, an online educational platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos. With more than 5000 courses and personalized recommendations, you can discover, complete, and track courses related to your field and interests. You can also choose to add these courses and related skills to your LinkedIn profile once you've completed them. If this is your first time using LinkedIn Learning, you must register online. You can login through Washington College using your username and password. **Click here to get started.**

LAT Services

Librarians

Librarians provide in-person reference and research assistance on an individual basis and teach students to navigate the information universe successfully through library instruction classes. Virtual reference service is available through the "Ask A Librarian" link located on **the library homepage**.

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

Five spacious group study rooms, equipped with flexible seating and white boards, are located on the second floor of the library and are available to groups of three or more.

Client Support and Technical Services

Client Support and Technical Services (CSTS) is responsible for the LAT HelpDesk, computer repair (hardware and software), and software distribution. As the first line of support, the HelpDesk provides answers and solutions to a variety of technology-related questions and problems. Students can bring their computers to the HelpDesk for diagnostic evaluation and software repair. The HelpDesk will refer hardware problems to one of our certified computer technicians. The HelpDesk can perform best effort repairs on any non-warranty computer and are certified to repair Lenovo and Apple warrantied systems. Fees may apply. Be sure to ask about these before we perform the work.

Educational Technology

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

Learning Spaces and Related Services

Information Commons

Miller Library, First Floor

The Information Commons on the library's main floor is being renovated for the 2022 academic year to better reflect students' current needs. The number of fixed workstations (Apple and Lenovo) will be reduced to free up space and loaner laptops (Apple and Lenovo) will be available with a three-hour period for students who need one. Four ADA workstations will be available, two with computer workstations and two without.

Newlin Room

Miller Library, First Floor

The Newlin Room is also being renovated for the 2022 academic year to create a more flexible learning classroom and meeting place. Faculty and students will have access to a laptop cart with Apple Macs and software.

IDEAWORKS Innovation Center

The IDEAWORKS Innovation Center (I2C) staff provides facilities, equipment, and support that enable the campus community to discover, create, collaborate, and innovate through hands-on curricular and co-curricular programming. Whether it be a digital file or a tangible artifact, I2C staff help the faculty and students to realize that we are all makers and the value making brings to a liberal arts education. To contact a member of I2C, **visit the IDEAWORKS website**.

IDEAWORKS Innovation Suite

Miller Library, Lower Level

IDEAWORKS is Academic Technology's open-access suite of creative production and experimentation facilities. Consultants are available to assist faculty and students visiting IDEAWORKS in the creation of multimedia projects. IDEAWORKS comprises three spaces:

- **The Multimedia Production Center**

The MPC contains a variety of technologies that faculty and students can use to produce multimedia projects. The MPC has resources to integrate various media formats, record a podcast, create and edit a digital video, or modify a graphic. The Equipment Loaner Pool available in the MPC offers free access to video camcorders, DSLR cameras, audio recorders, and more.

- **Makerspace**

The IDEAWORKS Makerspace extends the digital creative capabilities of the MPC by allowing users to design and fabricate items using modern digital tools in addition to traditional fabrication methods.

Embracing the power of the maker culture, the Makerspace provides access to training and tools such as 3D printers, laser cutting and etching, electronics prototyping, sewing, traditional fabrication tools, and more.

- **One Button Studio/Sound Studio**

The One Button Studio/Sound Studio is a versatile acoustically treated production space. In this space, users can create studio-quality video and audio with just the push of a button. Individuals and small groups may use this space for personal and class projects that include recording voiceover narration, studio-quality video, and more. Walk-in use is allowed; however, reserving a time slot on the studio's calendar is preferable. To make a reservation, students can speak with the consultant on duty or call the IDEAWORKS Innovation Suite number at 410-810-5800.

Beck Multimedia and Technology Learning Center

Miller Library, Lower Level

The Beck Multimedia and Technology Learning Center is a full-featured collaborative learning space that offers faculty a place to experiment with emerging technologies while also serving as a flexible teaching space for workshops and presentations. Faculty who wish to schedule instructional sessions in Beck Multimedia Instructional Lab can arrange to do so by calling Educational Technology at 410-810-7167 or ext. 7167.

Office of Information Technologies (OIT)

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

- Provide guidance in the development of IT standards and policies that facilitate and govern the College's access and use of IT resources.
- IT Infrastructure, building and maintaining IT services, including email, Wi-Fi, networking, authentication, telecommunications, and other IT systems that the community depends upon.
- Enterprise Applications, maintaining the College's database of records for financial information, human resources, donors, and students.
- IT Acquisitions, purchasing all College-owned computers, mobile devices, and other IT-related hardware and supplies.

Responsive, professional IT services result in the campus community's ability to access and use information technology effectively. **Learn more about OIT services.**

Authentication Service

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

Password and account management for your Washington College UserID that enables access to email, Wi-Fi, network, and other IT resources is done through the **Washington College Account Password Management website**. Be sure to complete the steps necessary to set up your account so you can complete password recovery if you forget your password.

Please do not fall for scam emails that appear to be from Washington College webmail administrators asking for your UserID, password, or other personal information. These emails, referred to as phishing, are illegal attempts to acquire sensitive information such as your UserID and password. They are designed to look convincing, but no legitimate business or government agency will **ever** ask you to provide password and personal information in an email.

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

WC-Wireless Wi-Fi and Ethernet Network Service

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

Network access control is provided by captive portal for both the Ethernet and Wi-Fi services. Connect and use your Washington College UserID and Password to login. If you need additional assistance using this service, contact the

HelpDesk by telephone (ext. 7777, or 410-778-7777 from off campus or using a cell phone). You can also email the HelpDesk at helpdesk@washcoll.edu. Additional information **may be found here**.

Campus Telephone Service

Policy on Release of Telephone Numbers, Campus Directory Information, and 1-800 Numbers

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

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

Computer-Related Policies

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

Acceptable Use Policy for Information Technologies Resources

The College provides its network, computing facilities, information databases, and campus-wide information system in support of its academic mission and its administrative functions.

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

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

The following guidelines apply to ALL users of the WC IT Resources, including ALL the Web and information servers operating on the Washington College Network. Infractions of these guidelines are to be reported to the Executive Director for investigation and referral to the appropriate department of the College. If there is an immediate threat, for example, someone stalking or harassing by email or other technological means, or threat of harm or violence, contact Public Safety immediately.

User Guidelines and Policies

Use of WC IT Resources is a privilege, not a right. The WC IT Resources may not be used in any manner prohibited by federal, state, or local law or disallowed by licenses, contracts, or College regulations, including (but not limited to) general College policies contained in the Faculty Handbook, the Student Handbook, and the Staff Handbook.

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

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

Washington College email is the property of the College. There should be no expectation of complete email privacy. Administrators will have access to an email account in the event of a legal subpoena, if an employee is terminated for cause, or for investigations of misconduct. Supervisors may request access, from the Executive Director or designee, to an employee's email if the employee is on an extended absence as determined by Human Resources. For confidentiality and personal privacy reasons, personal email should be conducted on an outside account.

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

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

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

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

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

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

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

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

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

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

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

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

Violations of this policy include (but are not limited to):

- using WC IT Resources without proper authorization or for unauthorized purposes, or attempting to do so;
- using WC IT Resources to violate College, local, state, or federal regulations;
- using copyrighted materials on WC IT Resources without the required authorization;
- posting pictures, video, audio, or personal information of or about a person or persons on a computer system without the express permission of the subject(s);
- posting or displaying material that is libelous or harassing in nature;
- supplying false or misleading information or identification in order to access WC IT Resources, or attempting to do so;

- deliberately trying to log on to an account that you are not authorized to use;
- sending electronic mail, messages, or facsimile transmissions in a threatening or harassing manner or using campus phones to harass or threaten others;
- using WC IT Resources for commercial purposes, political campaigning unrelated to academic or co-curricular activities, or any activity that would jeopardize the College's tax-exempt status;
- establishing of any type of network service (e.g., web servers or music servers) not authorized by the College's Executive Director; or
- using campus phones for fraudulent purposes.

Violations

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

Terms and Conditions Governing the Use of the Washington College Network

Network ID

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

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

Once an individual is granted access to data, that person is responsible for maintaining the security and confidentiality of that data.

Authorized Use

Use of a WC UserID is subject to the following limitations:

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

Mass Email Policy

Purpose and Definitions

The College uses email as the primary means for communicating important information to students, employees, parents, and alumni. Mass email messages are a useful and convenient way of getting information to the campus and College communities. Given that it does not allow for the immediate exchange of ideas, this channel is best used for one-way dissemination of information. Acknowledging the potential for unnecessarily consuming resources, cluttering campus inboxes, and broadcasting disrespectful or discriminatory messages, College policy requires that senders of such messages adhere to a set of standard guidelines, as outlined below.

A mass emailing is an unsolicited email message sent to a group of otherwise unrelated campus email addresses. For example, sending a message to all faculty or all students would be considered a mass emailing. The main internal distribution lists are for students, faculty, and staff. Important external lists include parents, alumni, and the Board of Visitors and Governors. Whether such messages are sent by using a personally constructed list of addresses or a system-generated list makes no difference in the effect or applicability of this policy.

Sending a message to members of a club or a group of friends that have agreed to receive communications does not constitute a mass emailing. Sending messages to groups, committees, or divisions also does not constitute a mass emailing, so long as the messages are relevant to the work, project, or initiative that is the subject of the email.

Moderation and Appeal

College-managed email distribution lists are moderated to ensure appropriate use. By allowing only moderated access to distribution lists, we limit the risk of distribution of inappropriate or excessive email messages. This allows for a stream of quality information used in connection with the operations of the College, reduces recipient complaints and confusion, and reinforces network security best practice.

As noted above, mass emails to personally constructed lists that violate the acceptable use cases are prohibited. Attempts to bypass the moderation process with a personally constructed list will be considered a violation of the student or employee code of conduct.

Each list will have a primary moderator. The head of the College Communications office will be able to moderate all lists.

List moderators

- **Faculty:** Provost's Office
- **Staff:** President's Office, HR
- **Students:** Student Affairs. This includes the following lists: Freshman, Sophomore, Junior, Senior, FirstYear, SecondYear, ThirdYear, FourthYear
- **Parents:** College Communications, Enrollment Management
- **Alumni:** Alumni Relations
- **BVG:** Chief of Staff/Assistant Secretary to the Board

The list moderator will make an initial evaluation of appropriateness of the message, based on the criteria set forth in this document. If the message meets with approval, it will be approved and released to the recipient list(s) within 24 hours or if sent on a Friday, by the following business day.

Standard emails that are sent weekly can be considered for pre-emptive approval to all recipient lists. For example, the weekly CPG Update, SGA minutes, etc. Requests for approval for a regular correspondence can be submitted to the head of College Communications. This will be reviewed at the beginning of each semester.

If the moderator judges a message to be in violation of the email policy, the intended sender will be notified via email of the decision within 24 hours. This notification will indicate the reason that the email is not approved. If the sender wishes to appeal, they have one business day to do so. Appeals can be made by replying to the original notification email. The

sender may also choose to modify the original message based on the feedback, and request a review of the revised communication. If a decision is appealed by the sender, the moderator will consult with College Communications, and they will make a final decision based on the guidelines below. Final decisions will be communicated to the sender via email within one business day.

List moderators are required to have basic training in how to spot spoofed emails, phishing emails or other cybersecurity risks.

All messages to these lists will be moderated, with only these named exceptions, given the potential for messages from these senders to contain time-sensitive or emergency information critical to operations or safety:

- Messages from Public Safety
- Messages from WC Response
- Messages from Office of Information Technology (OIT)

Guidelines and Criteria

Respect for persons, as described in **College policies**, is central to mass email policy. Community members are expected to treat one another and the general public in a cordial and respectful manner, and there is no toleration of harassment or discrimination.

Generally speaking, use of the mass email lists is appropriate for:

- Messages that are relevant to all members of the distribution list and directly relate to carrying out the business and operations of the College.
- Messages that relate to changes in College policy or time sensitive issues.
- Messages containing urgent announcements related to safety or other critical issues.
- Messages that promote or publicize events, activities or opportunities available to members of the campus community. It should be noted that senders of this type of information are strongly encouraged to use other channels to promote their activities, but emails of this nature will be permitted.*

Announcements that do not meet criteria noted above should seek other methods of relaying their information, such as social media or other campus communication tools such as CampusGroups, Teams, Canvas or others.

Inappropriate use of mass email lists includes, but is not limited to:

- Messages that are not in line with the mission of the College
- Messages that are not in line with the statement of community standards
- Messages that are personal in nature
- Messages that are commercial in nature with the exception of those messages that are in support of College business
- Messages of limited interest to the College community at large
- Use of “Reply All” in response to a message that was approved. Those follow-up communications should be limited to only the original sender.
- Any message where conversation—as opposed to the dissemination of information—is the goal

Examples of Acceptable Use

- Announcements from the President or Provost
- Emergency notices, including College facilities outages, weather-related notices and other information updates
- Human resource policy or benefits announcements and staffing updates
- Expected street, traffic and parking interruptions
- College special events such as observances for holidays
- Other announcements or news reports affecting the College

- Messages that relate to changes in College policy
- Messages promoting opportunities or events offered to the Washington College community, including employment, internships, club and organization news and activities, workshops or other events hosted by academic departments.*

Examples of Inappropriate Use

- Any information relating to business services or commercial solicitation such as house sale listings, reselling of tickets to events or any other activity for profit
- Messages of limited interest, which may include individual class cancellations, personal opinions, or holiday greetings
- Using “reply all” to send a note of congratulations or thanks or to ask a follow-up question in response to a message
- Any message that violates College conduct policy with regard to disrespect, harassment, or discrimination
- Any message that includes an accusation or an accounting of alleged events that have not yet been verified through an impartial review with the named parties.

* While emails related to these types of non-urgent activities are permitted, we strongly encourage anyone wishing to use one or more of the email lists to send this type of communication to consider other avenues of distribution as well. Social media, CampusGroups, and Teams are viable alternatives.

Violations

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

Limitation of Liability

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

Student Organizations & Activities

The Student Events Board (SEB)

Office of Student Engagement, Hodson Hall Commons Student Center, ext. 7146

Hernan Torres '23, President

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

The Student Government Association (SGA)

Hodson Hall Commons

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

The Executive Branch is composed of three elected members (President, Vice President, and Speaker of the Senate) and nine appointed members (Financial Controller, Secretaries of Academics, Social Life, Student Life, Environment, Service and Community Relations, Diversity, and the Director of Communications and Office Management, Parliamentarian, and Honor Board Chair. All members of the Executive Branch, the Speaker of the Senate, the Honor Board Chair, and the Parliamentarian, as well as the SGA faculty and staff advisors, meet regularly in Executive Board meetings. All work to represent students in day-to-day affairs, and each Executive Board member holds regular office hours in the SGA Office.

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

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

To promote checks and balances of power and to ensure fair appointment practices, the SGA uses a Review Board. This Board, chaired by the non-voting Parliamentarian, consists of the President, the Financial Controller, the Speaker of the Senate, and the Honor Board Chair. The By-laws and Constitution of the SGA **are available online**.

Student Government Association

Hours: Published each semester

The SGA offers the following services:

- Club recognition, funding, requisition processing, and detailed club information (constitutions, histories, officers);
- Posting of student leadership information and opportunities; referrals to Student Affairs and other campus services; referrals to off-campus services;
- Posting and distribution of SGA- and non-SGA-sponsored activities/events;

- Academic resource information/opportunities;
- Copying for recognized student organizations, including the four classes;
- Advocacy for student concerns and issues;
- Student event programming;
- Recognizing distinguished seniors for their efforts to provide a better college community.

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

SGA Executive Officers and Staff

President: Alex May '23

Vice President: Jonah Nicholson '23

Financial Controller: Jack Poleto '25

Honor Board Chair: Gage Mandrell '23

Parliamentarian: Maegan White '23

Speaker of the Senate: Nick Splendoria '23

Secretary of Academics: Larissa Conte '24

Secretary of Diversity and Inclusion: Hailey Sutton '24

Secretary of the Environment: Kevin Denice '23

Secretary of Service and Community Relations: Stephen Hook '25

Secretary of Student Life: Kamden Richardson '24

Director of Communications and Marketing: Dasha Shirokova '23

Antoine Jordan, SGA Staff Advisor

Martin Ponti, SGA Faculty Advisor

Students serve on the following College committees:

- Academic Resources and Services
- Academic Standing and Advising
- Academic Technology
- Admissions and Financial Aid
- Campus Events and Visitors
- Curriculum
- Diversity
- Honor Board—nine student members
- Off-Campus Study—three students; where possible, seniors personally experienced in off-campus study
- Planning
- Honor Board – nine student members
- Institutional Animal Care and Use Committee
- International Education
- Review Board for Research with Human Subjects—one or two senior students, at least one of whom is majoring in the social or natural sciences
- Student Life

Students serve on the following Board of Visitors and Governors committees:

- Buildings and Grounds
- Honors and Awards
- Student Affairs

At the beginning of each semester, the SGA will publish a list of all SGA- recognized clubs on Campus Groups.

Credit-Bearing Performance Groups (1 credit)

(check the **College Catalog** for updated and official credit-bearing classes/groups)

Washington College Chorus (MUS 283, 10)
 Washington College String Orchestra (MUS 291, 10)
 Washington College Jazz Combo (MUS 475, 10)
 Early Music Consort (MUS 285, 10)
 Japanese Music Ensemble (MUS 279, 10, 11 and 12)
 Steel Pan Ensemble “Steel Revolution” (MUS 278, 10)

Washington College Symphonic Band (MUS 277, 10)
 Washington College Jazz Ensemble (MUS 281, 10)
 Chamber Ensembles (MUS 487, various sections)
 Indian Music Ensemble (MUS 294, 11)
 Pan Pipe Ensemble (MUS 266, 10)
 Afro-Cuban Song (MUS 289, 10) and Afro-Cuban
 Drum (MUS 289, 11)

Student Publications

The Elm

The Editor-in-Chief can be contacted at elm_editor@washcoll.edu.

The Elm is the official campus newspaper, published weekly.

The Collegian

The Editor-in-Chief can be contacted at collegian_editor@washcoll.edu.

The Collegian is a creative writing magazine that publishes poetry, fiction, creative nonfiction, and art several times each semester.

Washington College Review

The Washington College Review is an online liberal arts journal that publishes undergraduate student writing and graphic art from all disciplines of the College. [Click here to find us online.](#)

Pegasus

The Project Manager can be contacted at pegasus_editor@washcoll.edu.

The College yearbook is a digital record of the year’s activities and events. In the autumn, the Board of Publications sends out a call for applications and hires paid student interns to edit the yearbook.

Fraternities and Sororities

Antoine Jordan, Director of Student Engagement, ext. 7146

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

Panhellenic Council (Panhel)

Shannel Fraser '24, *President*

Sororities

Alpha Chi Omega, Beta Pi Chapter Asia Webb '23, <i>President</i>

Alpha Omicron Pi, Sigma Tau Chapter Alexandra Solano Guante '23, <i>President</i>
Zeta Tau Alpha, Gamma Beta Chapter Kayleigh Maimone '23, <i>President</i>

Interfraternal Council (IFC)

Justin Garcia-Mendoza '23, *President*

Fraternities

Kappa Sigma, Omicron Phi Chapter TBA, <i>President</i>
Phi Delta Theta, Gamma Chapter Rodger Ecker '24, <i>President</i>

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

Residential Life

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

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

All matriculating, full-time students are required to live on campus during their enrollment. Fourth-year students with senior credit standing, a minimum 3.0 cumulative GPA, and good social and academic standing, both on and off campus, are eligible to apply for an exemption to this requirement.

Visit the Residence Life website

On-Campus Residential Life Policy

Residential Students need to refer to the **Guide to Living on Campus** for all policies relating to living in the residence halls.

Residential Life Staff

Residential Life is staffed with professional and paraprofessional student staff who provide supervision, guidance, and support to individual students and to floor and hall communities.

Director of Residential Life: Amy Sine

Responsibilities include overseeing all day-to-day activities of the area to include room assignments, collaboration with other areas of the college to include Public Safety Student Engagement, B & G and other areas that impact the student experience. Amy assists in student conduct, resolving lower-level policy violations. Amy supervises both professional and paraprofessional staff.

Assistant Director of Residential Life: Devin Spinks

Responsibilities include assisting with overseeing all day-to-day activities of the area to include room assignments, collaboration with other areas of the college to include Public Safety Student Engagement, B & G and other areas that impact the student experience. Devin assists in student conduct, resolving low level policy violations. Additionally, this position coordinates the recruitment, selection, training, and supervision of the RA staff.

Community Coordinator: Mike Nichols

Responsibilities include supervision of RAs, support of residents and helping to foster communities within the buildings, to include policy enforcement. They also support the office of residential life in assisting with administrative duties.

Senior RAs are experienced, upper-class student leaders trained to provide additional support and supervision to RAs and supervision to a portion of the RA staff. They assist in major departmental programs and initiatives.

Resident Assistants (RAs) are assigned to a floor or a residence hall. The RAs help build a community within the residence halls by getting to know residents, upholding policies, and planning floor and hall activities. RAs understand the College's mission, procedures, policies, and the Honor Code and are instrumental in working with residents to shape community standards and respectful behavior.

Desk Staff are student staff who assist Residential Life in the RA offices, in particular with lockouts and administrative support.

Solicitation and Commercial Activities

Selling, canvassing, or campaigning door to door in the residence halls is not permitted. Students are not permitted to operate a business or maintain property inventory for a business from a residence hall facility. This includes businesses operated via the internet (ex. eBay, Etsy) or phone.

- I. **Purpose:** Washington College is committed to preparing its students for rich and fulfilling lives by providing opportunities to challenge and inspire their entrepreneurial spirit and curiosity. To that end, Washington College students, who are the owner of a commercial business, are permitted to operate their commercial business on college-owned property as described in the policy and procedures below.
- II. **Policy:** Washington College students, who are the owner of a commercial business, are permitted to operate their commercial business on college-owned property as described in this policy.

Washington College will not be responsible/liable for the property/inventory of the student-owned and operated business. The student-owned commercial business must be clear in its business-related communications/materials that Washington College is a complete and separate entity from the students' commercial-owned business.

The following standards are required to operate the student-owned commercial business on campus property:

1. Annually apply to the Dean of Students;
2. The student business owner must have and provide proof of a "Business Owner Policy";
3. The student business owner must provide insurance coverage for the commercially owned business. The student must name Washington College as an additional insured on the certificate of insurance. Please see Section IV: Insurance Requirements listed in this policy;
4. An email other than the student's Washington College email address must be used for any and all electronic communications related to the student-owned commercial business;
5. A disclaimer must appear on any of the student-owned commercial business communications (written, verbal social media, electronic email, etc.) stating that the commercial business is not associated in any way with Washington College;
6. All activities related to the student-owned commercial business must comply with all federal, state and local laws and other institutional policies;
7. If the activities derived from the student-owned commercial business impact College operations in a negative way, the College has the right to suspend or terminate the student-owned commercial business;
8. It is not permissible to use any Washington College logos, branding, letterhead, etc. for the student-owned commercial business; and
9. Any violations of this policy will be referred to student conduct.

III. **Procedures:**

The following procedures, in addition to the requirements above, are to be followed prior to operating a commercial business on college property:

1. **Application:** any student wishing to operate their commercial business on college property must submit the “Student On-Campus Enterprise Registration Form” no later than 60 business days prior to their desired start date on campus. Please see Section V for this form. The Business Owner Policy must be submitted with the application.

The application will be reviewed by the Dean of Students in conjunction with the Director of Residential Life. The student will meet with the Dean of Students to review and discuss the details and scope of the student-owned commercial business. No later than fourteen (14) business days after the meeting the student will receive a written response (approval or denial) from the Dean of Students. If the business is denied, a detailed reason for the denial will be included in the written response to the student owner. The student can re-apply if the reason for denial has been adjusted.

2. **Signed waiver:** If the student has been approved to operate its commercially owned business on campus property, the student must review and sign the “Student Enterprise Waiver” (see section VI). The waiver must be submitted to the Dean of Students prior to operating the business. A copy of the signed waiver is provided to the student owner and the original waiver is kept on file with the application.
3. **Insurance:** Once the application has been approved, and the waiver has been signed, the student owner must submit the Certificate of Insurance to the Dean of Students no later than fourteen (14) business days prior to the start of operating the business on college property.
4. **Record Retention:** The application and the signed waiver are kept on file with the Dean of Students for five years.
5. At the discretion of the College, the student may be audited for compliance with this policy at any time. The College has the right to dissolve the agreement at any time.

IV. **Insurance Requirements**

Listed below are the minimum insurance requirements for running a student-owned commercial business on Washington College owned-property:

General Liability:

Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Damage to Premises Rented to You	\$500,000
Medical Expense Limit	\$5,000
	ISO form CG 00 01 or equivalent
	Aggregate limit to apply per location
	Coverage must be on Occurrence form. "Claims Made" is not acceptable.

Additional Insured Entities:	Lessor and related entities and their respective officers, directors and employees must be named as Additional Insured
Additional Insured Endorsement Form Required:	CG 20 11 01 96 Additional Insured-Managers or Lessors of Premises No other form is acceptable.
Auto Liability: Combined Single Limit Includes Owned, Non-Owned, & Hired Autos	ISO form CA 00 01 or equivalent \$1,000,000
Workers Compensation:	Statutory Benefits for All Employees
Employers Liability Limits Each Accident By Disease - Policy Limit By Disease - Each Employee	\$1,000,000 \$1,000,000 \$1,000,000 Waiver of Subrogation endorsement in favor of Lessor and related entities and their respective officers, directors and employees.
Liquor Law Liability: Each Common Cause Aggregate	If applicable \$1,000,000 \$2,000,000 Aggregate limit to apply per location Lessor and related entities and their respective officers, directors and employees must be named as Additional Insured
Umbrella: Additional Insured's as required hereunder Each Occurrence and in the Aggregate Providing Coverage in Excess of: General Liability Auto Liability Employers Liability Liquor Law Liability (if applicable)	Coverage to be as broad as primary including \$1,000,000
Lessee's Property Insurance	Under no circumstances will Lessor be liable for any loss or damage to any property.

ADDITIONAL REQUIREMENTS

1. All policies must be written with insurers maintaining an A.M. Best Rating of A-IX or better and admitted to do business in the State where the contract is to be performed.
2. All coverage required in this contract must be primary and non-contributory to any insurance maintained by Lessor. "Primary and non-contributory" in this clause means that Lessee's policies must provide coverage before any other applicable policy of insurance, deductible or self-insured retention program maintained by

- Lessor without seeking contribution from other insurance carried by Lessor and related entities and their respective officers, directors and employees.
3. No deductible or self-insured retention shall apply to any insurance required hereunder without the express written consent of Lessor. Should Lessor agree to a deductible or self-insured retention, Lessee agrees to be responsible for defense, including all claims and investigation expenses and any loss payments to the extent coverage would have been provided by the insurer had no deductible or self-insured retention applied to such insurance.
 4. Each policy must be endorsed to require at least 30 days' notice of cancellation (10 days for non-payment of premium) to Lessor. If, after reasonable effort, Lessee is unable to secure such endorsement, Lessee must provide Lessor written notice of any cancellation within 3 working days of any written or oral notice of such cancellation.
 5. Lessee waives all rights against Lessor to the extent of any insurance carried or required to be carried under this agreement. Policies of insurance must be endorsed, as needed, to provide such waivers. Such waivers will be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged. Such waiver shall also apply to the extent that any deductible or self-insured retention applies to any such policy and to the extent that the insured party is underinsured.
 6. Neither failure to monitor compliance with these requirements nor failure to identify a deficiency from evidence provided will be considered a waiver of such requirements.
 7. Failure to obtain and to keep in force any of the required insurance coverage shall be deemed to be sufficient cause for termination of this contract for default.
 8. Lessee's liability shall not be limited to the limits of any required insurance.
 9. Lessor shall not be liable for payment of any premiums under any required policies of insurance.
 10. Lessor reserves the right to require complete copies of all required insurance policies at any time. If requested, copies must be furnished within 10 working days from the date of the request.
 11. All subcontractors will be required to comply with the above requirements as well. However, limits required may be lower at the discretion of the Lessee.
 12. Lessee shall give prompt notice to Lessor in the event of any accident or occurrence on the premises or related in any way to this contract
 13. Limits required may be purchased in any combination of primary and excess to achieve the required total limits.
 14. DOCUMENTATION TO BE SUBMITTED PRIOR TO THE START OF THE WORK AND AT EACH INSURANCE RENEWAL OR REPLACEMENT UNTIL INSURANCE IS NO LONGER REQUIRED
 - a. Certificates of Insurance evidencing requirements above
 - b. Copy of Additional Insured endorsement
 - c. Copy of Waiver of Subrogation endorsement on Workers Compensation policy

Expectations for Off-Campus Behavior

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

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

If a citation is issued or a nuisance call/complaint is made regarding an off-campus house owned, rented, or leased by Washington College students, the tenants of the residence will be held accountable by the

Washington College Honor Code in addition to the civic authority. All tenants, whether present or not at the incident resulting in a neighbor complaint or a police or Public Safety response, are responsible for behavior that takes place at their dwelling.

Individual Student Behavior

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

Maryland Social Host Liability Law

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

All students hosting a party, gathering, or individuals—either on campus or off—should be aware of the presence of alcohol when guests under 21 are present, control access to alcohol provided by host, and take steps to ensure the safety of underage students.

Hosts are strongly encouraged by Washington College to monitor the behavior of all guests and take appropriate action to minimize behavior that will impact the host, the guest in question, other guests, and the neighborhood.

Chronic Nuisance Properties

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

In accordance with Chestertown Ordinance:

59-4 , *Conditions Constituting a Nuisance*

- a) A disorderly house nuisance is a dwelling, as defined in this chapter, where any of the following has occurred within a 365-day period.
- b) Two or more calls for police service that result in criminal arrests, criminal citations, criminal indictments, criminal warrants, criminal summonses, civil citations or civil summonses arising out of separate and distinct facts and disturbances (as defined by the statutes of the state and/or the ordinances of the town or of the county) which occur at a dwelling or on property in close proximity to a dwelling:
- c) Two or more violations of Chapter 45 of the Town Code relating to alcoholic beverages arising of separate and distinct facts and circumstances;
- d) Two or more violations of Chapter 68 or Chapter 117 of the Town Code relating to nuisances, arising out of separate and distinct facts and circumstances;
- e) Two or more violations of Chapter 54, Chapter 135 or 159 of the Town Code relating to property maintenance, arising out of separate and distinct facts and circumstances;
- f) Two or more violations of Chapter 170 of the Town Code relating to zoning, arising out of separate and distinct facts and circumstances; or
- g) A combination of two incidents from any of the above categories, arising out of separate and distinct facts and circumstances.

Policy and Expectations

A. General care and upkeep of the residence

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

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

Students should be particularly aware of the following behaviors.

1. Use and misuse of alcohol

- a. Use or possession of alcohol by underage students
- b. Providing or distributing alcohol to underage students and non-students
- c. Carrying open containers of alcohol on sidewalks and streets
- d. Possession or use of fake IDs
- e. Excessive noise associated with the service of alcohol to large groups

2. Noise and/or disruption while traveling in and through a neighborhood

Chestertown is a pedestrian-friendly town, and the proximity of the college to the center of town and other amenities encourages walking. As students travel through the various neighborhoods in town, they should conduct themselves in a manner that does not disrupt the area. Noise, littering, public intoxication and urination, etc. disturb and create an unsafe environment for residents.

The following behaviors may be disruptive and/or illegal:

- a. When people travel in large groups, they typically become louder. Excessive noise associated with travel in large groups adds to the nuisance level. Conversing with raised voices, yelling, and screaming at any time of day or night are disruptive.
- b. Public urination
- c. Littering

3. Parties at student-owned or rented houses

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

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

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

4. Noise

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

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

- a. Prohibited noise:
The noise created by groups or individuals in a building or other structure or outside a building or other structure on public or private property and the sound can be heard more than 50 feet away from the building or structure beyond the boundaries of the property surrounding such building or structure, whichever is greater or measuring above 65 decibels in the daytime or 55 decibels at night. Noise generated by altercations, parties, social events, rallies, meetings or other celebrations are included in this section to the disturbance of the citizens residing in the area.
- b. Presumptions:
Where the source of the prohibited noise, as set forth in division (4-A) of this section, is located in a building or other structure, the owner, occupant, resident, manager or other person in possession of the premises shall, if present, be presumed to have permitted the noise in violation of this section in the absence of evidence to the contrary.

5. *Trash/Litter*

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

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

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

6. *Other*

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

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

Washington College Honor Code & Student Conduct System

The Honor Code

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

The Spirit of the Honor Code

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

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

Purpose of the Honor Board

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

Structure of the Honor Board

The Student Government Association Review Board appoints thirteen students to serve as members of the Honor Board. The faculty elects six faculty members to serve as members of the Honor Board. At any given hearing, students and faculty members comprise the hearing panel and determine whether a student is responsible for violating the Honor Code and, if so, assign sanctions. Alleged violations of the policy on sexual harassment and discrimination (Title IX) will be adjudicated utilizing a panel of trained faculty and staff. Advisory members of the Board are the Dean of Students or designee and the Honor Board Chair.

Chair 2022-2023: Gage Mandrell '23

The *Chair of the Honor Board* is a student nominated by the Student Government Association Review Board. The Chair presides over all meetings of the Honor Board and reports activities of the Honor Board to the SGA. The Chair works with the coordinator of Academic Integrity and the Dean of Students/Title IX Coordinator to ensure that proper procedures are followed in the adjudication of all cases.

Vice-Chair 2022–2023: Prof. Julie Wills

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

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

The *Coordinator for Academic Integrity*, as designated by the Provost and Dean of the College, has primary responsibility to coordinate all aspects of responding to academic violations of the Honor Code and refers cases to appropriate bodies for adjudication. The current Coordinator is: **Prof. Sara Clarke-DeReza**.

Normally, to proceed with a hearing, the Honor Board Chair or their designee, three student members, two faculty members, and the Dean of Students/Title IX Coordinator or their designees must be present. However, in some instances (with the consent of the student being brought before the Board), an Administrative Hearing may proceed without a full board.

When classes are not in session, cases normally referred to the Honor Board may be handled by an administrative board as determined by the Dean of Students/Title IX Coordinator with the Honor Board Chair and the Vice-Chair, unless a student requests the case be heard by the Honor Board when classes resume.

Other Hearing Bodies/Panels

The Dean of Students/Title IX Coordinator or the Faculty Coordinator can hear cases of alleged academic violations and makes decisions regarding the referral of those violations of the Honor Code to the Honor Board.

Other Administrators—Administrators who have been designated by either the Provost or the Dean of Students/Title IX Coordinator may hear cases of alleged violations of the Honor Code either individually or as members of an Administrative Hearing board.

Conduct Meeting Panel—A small group of Honor Board members or other administrators, faculty, and students who have experience in adjudicating student conduct cases.

Administrative Panel—A group of administrators, faculty, and students who have been designated by either the Provost or the Dean of Students/Title IX Coordinator and who have experience in adjudicating student conduct cases.

Title IX Hearing Panel—For more information about Title IX/Sexual Harassment and Discrimination procedures go to **this section of the handbook**.

Definition of Terms

Administrative Hearing—Conduct hearing conducted by a trained administrator or faculty representative.

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

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

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

Honor Board—The hearing board composed of students and faculty that hears alleged violations of the Honor Code and other College policies.

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

Respondent—The student or organization charged with a violation of the Honor Code. The President and one other officer represent the Respondent in cases involving an organization.

Conduct Resolution Pathways

The conduct resolution and/or adjudication of alleged violations of the Honor Code is the ultimate responsibility of the Vice President for Student Affairs. Several avenues of resolution of conduct violations have been established to support an educational process of accountability and responsibility that foster a healthy and safe community. The following illustrate the typical pathways that will be utilized in the resolution of different types of conduct incidents. A variety of aggravating and mitigating circumstances may influence how a conduct incident is adjudicated and by whom. The Dean of Students/Title IX Coordinator and the Faculty Coordinator for Academic Integrity will work closely with the Chair and Vice-Chair of the Honor Board in determining the appropriate conduct resolution pathway.

Below are the personnel who generally will adjudicate conduct incidents. The typical conduct incidents they will adjudicate are listed below:

Residential life professional staff will typically handle the following conduct incidents:

- 1st time alcohol violation
- Residential life related policies
- Low level policy violations

Student Affairs professional staff will typically handle the following conduct incidents. Incidents listed below, that are more serious in nature, may be referred to the Honor Board:

- Students who have current judicial standing (probation, etc.)
- Repeat or serious alcohol violations
- Possession, use or sale of illegal drugs/prescription medications
- Incidents of violence
- Theft
- Harassment
- Off-campus issues

Honor Board will typically handle the most serious conduct violations including, but not limited to, incidents that fall into the following categories:

- Repeat violations of academic dishonesty
- Students who have current judicial standing (probation, etc.)
- Repeat or serious alcohol violations
- Bias related incidents
- Possession, use or sale of illegal drugs/prescription medications
- Incidents of violence
- Theft
- Harassment
- Off-campus issues

Special Hearing Board (Title IX Hearing Panel) will handle all formal complaints related to sexual misconduct, gender violence & harassment. For more information on these procedures, go [here](#).

Jurisdiction

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

Honor Code Violations—Academic

1. **Plagiarism:** Presenting the language, the ideas, or the work of another as one's own, without proper attribution. Plagiarism can occur in all forms of academic work, including papers, lab reports, homework, computer programs, visual and creative arts projects, and other assignments.
2. **Dishonesty in Exams and Quizzes:** Cheating or in any way attempting to gain an unfair advantage in a quiz or exam. Examples include (but are not limited to) attempting to secure a copy of or information about a future examination or quiz without authorization from the instructor; copying another's answers during an in-class or take-home examination or quiz; using unauthorized materials, information, or study aids during an examination or quiz; or communicating with other students, either through voice, written, or electronic means, during in-class or take-home examinations or quizzes without authorization from the instructor.
3. **Falsification and Fabrication:** Perpetrating fraud or deceit of any kind in the course of the completion of one's academic work or in one's interactions with faculty or other College officials. Examples include (but are not limited to) inventing or falsifying information, such as citations or laboratory data, submitting identical or similar papers in more than one course without the permission of the instructors of both courses, and lying to a faculty member or other College official for the purposes of gaining an academic benefit.
4. **Aiding and Abetting Dishonesty in Academic Work:** Assisting or enticing another student to commit an act of academic dishonesty. This includes (but is not limited to) revealing the form or content of an examination or quiz, providing material, information, or other assistance to another person during an in-class or take-home examination or quiz, or giving assistance to another person with written work that results in plagiarism.
5. **Bribes, Threats, or Favors:** Attempting to induce any member of the College community, through bribes, threats, or the offering of favors, to alter a grade, to change the evaluation of any academic work, or to gain any other academic benefit.
6. **Computing Fraud:** Participating in any kind of illicit or dishonest use of information technology. This would include (but is not limited to) gaining unauthorized access to academic or administrative records, tampering with computer programs or systems, or interfering with the use or availability of computers and computer systems.
7. **Interference with the Academic Work of Students or Faculty:** Engaging in activities that effectively interfere with, deny access to, or inhibit the academic work of either faculty or students. This includes (but is not limited to) physically or verbally disruptive behavior in the classroom or lab, altering the contents of someone else's academic work without their knowledge, purposefully impeding someone else's access to materials necessary for scholarly work, or stealing, damaging, or concealing materials or equipment necessary to the academic well-being of the College community at large, such as library books, computer files, and audio-visual equipment.

Honor Code Violations—Social

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

1. **Sexual Misconduct/Harassment or Discrimination.** Please see the section on **Sexual Harassment and Discrimination Policies**.
2. **Acts of Violence:** Any physical conduct directed toward another that causes physical harm to the targeted individual or group.
3. **Endangering the Well-Being of Another:** Any conduct that jeopardizes the physical or emotional well-being of another person.
4. **Threat of Violence:** Any language or conduct that could be reasonably interpreted as an effort to intimidate or threaten another.
5. **Harassment Based on a Protected Class:** Unwelcome verbal, written, or physical conduct based on a protected classification (race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, genetic information, or any other legally protected classification) that has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions, extracurricular activities, and social life); creating an intimidating, hostile, or offensive environment; or constituting a threat to an individual's personal safety. Sexual harassment includes sexual violence/assault. Additional information about sexual harassment (which includes sexual assault/violence) and sex discrimination and the complaint procedures associated with these violations is described in the section on Discrimination and Harassment Policies.
6. **Harassment Other Than That Based on a Protected Class:** Unwelcome behaviors that are persistent or repetitive and create an unreasonably uncomfortable educational, work, or living environment for an individual, or unreasonably interfere with an individual's academic or job performance and opportunities.
7. **Discrimination Based on a Protected Class:** Behavior that discriminates on the basis of race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, gender expression, genetic information, or any other legally protected classification.
8. **Retaliation for Filing a Discrimination or Harassment Complaint:** Retaliation against anyone for filing a complaint of discrimination or harassment, including sexual violence/assault, or participating in an investigation or hearing regarding such a complaint, is prohibited.
9. **Disorderly/Disruptive Conduct:** Any conduct that unreasonably interferes with the activities of individuals or groups in the College community.
10. **Stealing, Vandalizing, Damaging, or Tampering with Personal or College Property**
11. **Alcohol and Other Drug Violations:** Any violation of the alcohol and other drugs policies, including those outlined in the Residence Hall or Social Event policies. For more information, see the section on Sanctions for Alcohol and Other Drug Violations.
12. **Violations of the College's Residence Hall Policies:** For more information, see the section on Residence Hall Policies.

13. **Unauthorized Presence or Forcible Entry into College Facilities:** Unauthorized presence, including (but not limited to) being in a residence hall that is not your own, without a host, entry into locked areas without direct permission, or entering a building or classroom after hours without direct permission from faculty or staff.
14. **Misuse of the Internet or Other Electronic Resources:** Misuse of electronic recording devices, including misuse of camera phones, digital and film cameras, audio recorders, etc. in such a way that violates the principles of academic honesty, personal respect, and the expectation of privacy of members of the campus community.
15. **Failure to Comply with Sanctions or Requirements of the Honor Board**
16. **Failure to Comply with a College Official:** Non-compliance with the directives of College officials, including (but not limited to): Public Safety Officers, administrators, faculty members, and residence hall staff or any other person who has been designated and authorized by the College to perform an institutional function within the scope of his/her responsibilities.
17. **Dishonesty:** Providing intentionally false or misleading information or statements to any College or community official.
 - a. Making a false or misleading oral or written statement to any College official or faculty member (including, but not limited to, application for admission, financial aid, residency classification, or participation in any special programs sponsored by Washington College) when the student knew or should have known the statement was false
 - b. Making a false or misleading oral or written statement at any point in the student conduct process or any other process used to address student behavior
 - c. Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another
 - d. Falsely reporting a safety hazard (including, but not limited to, a fire, explosive, or incendiary device) by any means, including by activating an emergency phone on campus when no emergency actually exists
 - e. Intentionally falsely reporting a crime or violation of this Code of Conduct or any other College policy
 - f. Forgery
18. **Social Media:** Using social media or other electronic communication platforms to violate the rights of others or to target, bully, or otherwise harm the College, another member of the campus community, or other third parties. Specific violations of this standard include (but are not limited to):
 - a. Content that contains copyrighted information used without consent (including College name, logo, trademarks, etc.)
 - b. Content or activity that is in violation of any College policies, procedures, and guidelines
 - c. Content or activity that may be considered profane, obscene, or pornographic
 - d. Content or activity that is reasonably likely to harass, intimidate, threaten, embarrass, humiliate, or degrade other individuals
 - e. Content or activity that violates or is inconsistent with the College's discrimination and harassment policies also violates this policy
 - f. Content or activity that contains untruthful defamatory or disparaging references or depictions of other groups, organizations, institutions, or individuals
 - g. Content or activity that is malicious or meant to intentionally harm someone's reputation
 - h. Content or activity that could compromise public safety
 - i. Content or activity that compromises or violates the confidentiality of College or student recordsThe above restrictions do not apply to content posted for legitimate academic, political, or other expressive purposes and falling within the traditional bounds of academic freedom.

19. **Possessing or Displaying any Form of False Identification or any Identification Not One's Own or Assuming or Attempting to Assume the Identity of Another Person**
20. **Violations of any Local, State, or Federal Statutes**
21. **Any Other Violation of a Standing Policy of the College**

Role of Faculty in Upholding the Honor Code

The Faculty Coordinator of Academic Integrity

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

The Classroom Pledge

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

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

Reporting Violations

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

If a faculty member determines that a student has committed an academic violation in that faculty member's course, the faculty member can instruct the Registrar to put a hold on a student's record to prevent the student from withdrawing from that course. At that time, the faculty member should notify the student of the placement of a withdraw hold. The student should consult with the instructor of the course regarding the student's continued attendance. If the faculty member decides later in the semester to allow the student to withdraw, the faculty member will communicate the change to the Registrar. If the withdraw hold remains, the faculty member can submit a letter grade for the student consistent with the faculty member's course policy at the end of the semester.

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

Role of Students in Upholding the Honor Code

Reporting Academic Violations

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

Reporting Social Violations

A student who commits a social violation of the Honor Code is expected to take responsibility for his or her actions and report that violation to a member of the Student Affairs division, such as a Public Safety Officer, a Resident Assistant, or the Dean of Students/Title IX Coordinator. A student who becomes aware of a social breach of the Honor Code by another student is also expected to inform a Student Affairs staff member. Students may also wish to discuss their concern with the alleged violator and advise him/her to self-report.

Honor Board Procedures and Guidelines

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

Once a student conduct case has been referred for a hearing, the Honor Board will work to schedule the hearing as soon as possible. At least five business days prior to the hearing, the Respondent will be notified in writing of the charges against him or her, as well as the date, time, and location of the hearing. In certain circumstances, with the agreement of the Respondent in the case, the five-day notification policy may be waived. In cases where the student Respondent is facing external charges filed by a law enforcement agency, the Honor Board may decide to hold a hearing prior to a court hearing. The Respondent may request a postponement of the hearing in writing to the Dean of Students/Title IX Coordinator. The Dean of Students/Title IX Coordinator, in consultation with the Honor Board Chair and/or Vice-Chair, will determine whether to grant the request.

For matters involving sexual misconduct or sex discrimination/harassment, please refer to the section on **Sexual Harassment and Discrimination Policies**.

Cases involving more than one Respondent are typically heard in one hearing. Either/any Respondent has the right to request a separate hearing. The administrator referring the case will decide whether to grant the request.

A student Respondent may request that specific witnesses appear at his or her hearing. The request must be received by either the Honor Board Chair or the administrator of the hearing at least five business days prior to the hearing. Prior to the hearing, witnesses will receive written notification that they are required to attend and will be expected to participate in the hearing.

If a student chooses to have an advisor present at the hearing, the advisor's name must be submitted to the Honor Board Chair five days prior to the hearing. With the exception of cases involving sexual misconduct, the advisor must be a member of the College community (faculty, staff, or student).

The Honor Board's decision regarding responsibility for Honor Code violations will be based solely on the information submitted during the hearing using the standard of "more likely than not".

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

All parties involved in the student conduct process are entitled to have a member of the campus community serve as an advisor/advocate throughout the process to include attending all aspects of the process. The advisor/advocate may NOT actively participate in the Honor Board hearing but may offer guidance and support to the student they are serving. Parents nor attorneys are able to participate in an Honor Board hearing.

The Honor Board is committed to the principles of consensus (a general agreement of all panelists) when making decisions about a student Respondent’s responsibility and any resulting sanctions. On the rare occasion when a vote becomes necessary, four out of five votes will be required to find responsibility and to impose sanctions.

Further information about the Honor Board hearing process, as well as guidelines for student Responding Party, witnesses, and advisors, **can be found online**.

Sanctions

Normally, at the time of the hearing, the Honor Board or other hearing body will determine sanctions for those found responsible for Honor Code violations. The Honor Board is empowered to impose sanctions that range from fines to expulsion. **More information on sanctions can be found here.**

Description of Sanctions for Honor Code Violations

Fines

The Honor Board or other hearing body may levy fines.

Summary of Campus Fines

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

Violation	Fine Amount
Alcohol Violation	\$50
• Second Alcohol Violation	\$100
Drug Violation	\$50
• Second Drug Violation	\$100
Noise Violation	\$40
Disruptive Behavior	\$40
False Fire Alarm	\$100
Discharging Fire Extinguisher	\$100
Failure to Obey a Fire Alarm	\$50
Possession of a Multi-Quart Container (alcohol)	\$100
Possession of a Fake ID	\$100
Propping Entrance Doors	\$100
Animal Policy Violation	\$50
Littering	\$50
Smoking Policy Violation	\$50

Public Urination	\$50
Vandalism	\$100 (plus repair costs)
Failure to Comply with College Officials	
• First Offense	\$50
• Second Offense	\$100
• Failure to Complete EverFi coursework	\$50

Official College Warning: This is a formal notice given to a student whose conduct is below standards of good behavior. This warning normally remains in effect for the duration of the semester in which it is given. If another violation occurs during this time period, it may result in a conduct review and the possibility of more serious sanctions.

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

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

Educational or Other Sanctions: Students may be assigned a sanction tailored to the incident(s) in question that promotes further thought and development on the part of the student. Educational sanctions provide a student the opportunity to review the Washington College conduct expectations, understand how behavior can contribute to a positive and beneficial College experience, and learn of campus resources that support academic and non-academic success. Examples of educational sanctions include writing a research or reflective paper, attending a seminar, or meeting with members of various College offices.

Probation: Students may be subject to probation; the panel that hears the case will determine the terms of the probation. If a student placed on probation is subsequently found responsible for violating any College regulation, (s)he may be subject to immediate suspension or expulsion from the College. Students may be placed on probation by action of the Honor Board or other hearing body.

Probation may include (but is not limited to):

- Prohibition from attending campus social events (e.g., dances, parties)
- Prohibition from joining a fraternity or sorority
- Prohibition from going to the Student Engagement Suite in Hodson (including the Game Room - Goosenest)
- Prohibition from participating in intramurals
- Revocation of Dining Hall privileges
- Removal from campus job or reassignment
- Removal from campus leadership positions
- Removal from SGA office, membership in the Senate, or other SGA appointed positions
- Removal from campus committees
- Another violation occurring while the student is on probation may result in a more serious sanction.

Deferred Suspension from the Residence Halls: Deferred suspension from College housing is a period of review during which the student must demonstrate the ability to comply with College rules, regulations, and all other stipulated requirements. If, during the period of deferred suspension, the student is again

found responsible for violating any College policy, the student may be suspended immediately from the residence hall.

Restitution: Students may be billed for damages or related costs to an offense they are found responsible for. This may include damages, repair costs, hospital bills, etc.

Dismissal from/Ban from Residence Halls: This measure is employed in serious cases or patterns of behavior that indicate a student is not able to function as a positive member in or visitor to the residential community. Students dismissed from the residence halls do not receive any refund.

Deferred Suspension from the College: Deferred suspension from the College is a period of review during which the student must demonstrate an ability to comply with College rules, regulations, and all other stipulated requirements. If, during the period of the deferred suspension, the student is again found responsible for violating any College policy or regulation, the student may be immediately suspended from Washington College.

Interim Measures: By decision of the Dean of Students/Title IX Coordinator, or the Vice President for Student Affairs, or a designee of either, a student who is accused of a serious conduct incident may be removed from the campus or subjected to other forms of restrictions, without prejudice, pending a formal conduct review in order to avoid conflict within the community and/or to protect the safety of members of the College community. Students accused of acts or threats of violence, sexual assault, the possession of an illegal weapon, or the use of any weapon in a threatening or reckless manner, or other behaviors that potentially impact health & safety and/or the normal functioning of the college will likely be subject to immediate removal from campus pending a formal conduct process.

Suspension and Expulsion

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

Suspension: Students suspended from the College must normally leave the campus within 48 hours of the time the suspension is imposed (unless otherwise instructed). A suspension can last for a minimum of the remainder of the semester for which it is imposed and as long as several semesters or be indefinite in duration. The Honor Board or other hearing body imposing the sanction determines the start date and length of the suspension. Students suspended from the College during a semester will lose all academic credit for the semester for which the suspension occurs. Courses in which the student is enrolled will be marked "withdrawn" on the transcript. Students who are suspended for a social or academic violation are normally not permitted to be on campus during the time of their suspension and must obtain permission to return to campus for any reason.

Students who are suspended for social violations and who wish to return to the College must submit a request in writing to the Dean of Students/Title IX Coordinator (unless otherwise directed); students suspended for academic violations and who wish to return must submit a request in writing to the Coordinator for Academic Integrity (unless otherwise directed). Such requests must normally be received by July 1 for a fall semester return and by December 1 for a spring semester return. Students who have been suspended should give evidence that the time away from the College has been used productively, perhaps at another college or university or at a place of employment. Students seeking to return will be required to provide supporting evidence.

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

Disclosure of Honor Board Proceedings

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

Additionally, the College may, upon written request, disclose to an alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any of the College's disciplinary proceedings dealing with that crime or offense. The written request for this disclosure should be sent to the Dean of Students/Title IX Coordinator.

Appeals

Making an Appeal

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

- a procedural error by the hearing panel where the error prevented fundamental fairness
- new information that was not available at the hearing that could potentially affect the outcome
- an imposed sanction that is disproportionate to the violation and/or conduct history of the student

Students wishing to appeal decisions of the Honor Board should submit the appeal using **the online appeal form**. The form will be forwarded to the Vice President for Student Affairs or designee (for social violations) or the Provost or designee (for academic violations). The Vice President for Student Affairs or designee, or the Provost or designee, will determine whether the appeal meets the above criteria, and whether to convene an appeal board to review. Decisions of the Vice President for Student Affairs or designee, the Provost or designee, or any appeal board that reviews a case are final.

Appeal Board

The appeal board will hear cases that have been forwarded for review from the Vice President for Student Affairs or designee or the Provost or designee.

For appeals of findings of social violations, the appeal board will consist of two members of the Honor Board who were not present at the original hearing as well as the Vice President for Student Affairs.

For appeals of findings of academic violations, the appeal board will consist of two members of the Honor Board who were not present at the original hearing as well as the Provost or designee.

Appeal Review Procedures

The Vice President for Student Affairs or designee, or the Provost, or designee, (or the appeal board if referred to them) will review the case in a timely manner once a case has been referred. After reviewing the case, the Vice President for Student Affairs or designee, or Provost or designee or appeal board has the following options:

- to affirm the decision of responsibility and the sanction imposed by the Honor Board, administrator, or hearing body

- to affirm the decision of responsibility but ask that the sanction be reconsidered by the original hearing panel
- to affirm the decision of responsibility and modify the sanction
- to overturn the decision of responsibility
- to refer the case back to the original hearing panel to consider additional information
- to refer the case back for a full Honor Board hearing, administrator, or other hearing body, for a new hearing

Decisions made by the Vice President for Student Affairs or designee, or the Provost or Designee, or the appeal board are final and are not subject to further review.

Appeals of Grades or Academic Coursework

Appeals of grades or academic coursework are not reviewed through the above process. Those appeals must be made through a separate process, **as outlined in the Washington College Catalog**.

Student Conduct Record Policy

After seven years following a student's permanent end to enrollment at Washington College, the student's conduct record on file with the Student Affairs Office will be destroyed.

Student Life & Social Events Policies

Respect and Care for All Campus Facilities

Public Safety Officers patrol all buildings on campus and aid in securing them at closing times. Each department of the College publishes its hours of business at the start of the semester. While most facilities are restricted to student, faculty, and staff use only, others such as Miller Library, the Dining Hall, and the Bookstore are open to the public. An adult or a College sponsor must accompany children under 18.

Student Organization and Student Worker Office Keys

Designated faculty and staff members may request that an individual student (or group of students) be issued keys for various areas on campus to facilitate special needs. Examples of these needs are music practice rooms, science or math laboratories, fraternity or sorority chapter rooms, publication offices (*Elm, Pegasus, Collegian*), art studios, and a variety of others. Keys are issued by Buildings and Grounds on a case-by-case basis, and unreturned or lost keys will result in replacement charges. These keys must be returned to the Department of Public Safety.

Student Social Event Policy

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

- In addition to the policies below, all events must comply with the campus-wide **Event Policy**.
- Alcohol-free events may occur on any day of the week. Events involving alcohol may occur only on Fridays and Saturdays, or on days that precede a day when no classes are scheduled, or with special authorization of the Director of Student Engagement (who will consult with other campus officials before granting authorization).
- Events must end by 11 p.m. Sunday through Thursday and 2 a.m. on Friday and Saturday, unless the Director of Student Engagement approves an exception.
- Events may be scheduled until midnight on the Sunday before final exams.
- All events must be registered using an Event Registration Form and approved by the Director of Student Engagement a minimum of two weeks prior to the event date. Event registration forms can be found on the Office of Student Engagement website. Forms that are not complete or are turned in past the deadline will result in the event being postponed or cancelled.
- If your event requires a contract for a performer or other services rendered, the Event Registration Form must be submitted to the Office of Student Engagement to be reviewed and signed three weeks prior to the event. Washington College has a standard contract that is used for all performers and vendors. Only the Director of Student Engagement, who is an authorized representative to act and sign on behalf of Washington College, can sign contracts. No student should ever sign a contract.
- Sponsoring student(s) or student organization(s) are responsible for all event clean-up. Event clean-up should occur as close to the ending of the event as possible but must be completed within 12 hours of the event's end (unless previous arrangements for a shorter or longtime

frame have been made). A clean-up fee will be charged to any non-compliant group if not completed within 12 hours of the event (unless previous arrangements for a shorter or longer time frame have been established prior to the event.)

- Registered events must comply with all Washington College campus policies and procedures (**including the College's Event Policy**). Event sponsors are also responsible for ensuring that all event conduct follows state laws and local ordinances.
- Student(s) and/or student organization(s) violating College policy may be subject to disciplinary action by the College or the Honor Board.
- All exceptions to the Student Social Event Policy are to be submitted as a request to, and are granted at the discretion of, the Office of Student Engagement.

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

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

Washington College students will need to sign in all guests with event staff and will be responsible for the behavior of their guests at all times.

- Alcoholic beverages may not be consumed at either indoor or outdoor athletic events, including recreational sports and intramural events.

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

Student Mailbox Mass Mailing Policy

Mail from Departments or Student Organizations for Students, Mass Mailing, & Items Distribution for Students

Central Services does **not** handle mass mailings of items to all WC students. Mail or items intended for WC students must be handled in this manner:

- **On-campus student:** each piece of mail or the item **must** have the student's first and last names. Central Services can then check it in for the student so when they receive notification it can be sorted for pickup.
- **Off-campus student:** each piece of mail or the item **must** have the student's first and last names and their off-campus address so it can be mailed or shipped to them at that address.

If you plan to bring Central Services a large grouping of mail or items to be distributed to individual students, please **email in advance** and allow at least five working days for these items to be ready for distribution.

Central Services does **not** handle gift distributions or giveaways to students. Those must be handled by the department or organization in another location.

Mass Email Policy

Individual students and student clubs and organizations are required to comply with College's **Mass Email Policy**, which can be found in the OIT section of the Student Handbook.

Student Advertisement Posting Policy

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

SGA Printing Guidelines

- Make sure your flyer contains all the necessary information:
Date, Time, Location, Sponsoring Organization, Contact Information
- Each club or organization will be allotted a maximum of 40 color prints per event, and a maximum of 60 prints for events that are open to the community and require advertisement in Chestertown
- Additionally, each organization will have a total of 80 extra prints per semester. You may use this to print meeting agendas, forms or any other material. You may choose your extra prints toward more flyers but that is up to the discretion of your organization.

For further information, please refer to **the SGA Website**.

General Campus Posting Guidelines

- Postings must include the name of the sponsoring organization, as well as comply with and respect Washington College policy and the Honor Code.
- The original flyer must be approved and stamped in the Office of Student Engagement before copies are made.
- Events sponsored by academic/administrative offices or programs do not need to be approved if the letterhead or logo of the sponsoring office is clearly visible on the flyer.
- Posting may not contain references to, or pictures of, alcohol or drugs.
- Flyers may be posted up to three weeks (21 days) before an event. Banners may be hung no more than two weeks before the event.
- All advertisements must be removed within 48 hours of the event.
- Only blue painter's tape, thumbtacks, or staples may be used to post advertisements, depending upon the posting location. Only painter's tape should be used on painted surfaces.
- Only Washington College students, faculty, staff, and recognized student organizations with an approved stamp may post on campus.
- Posting in residence halls must be approved by the Office of Residence Life and/or the Office of Student Engagement.
- Realtors and those wishing to post about property for sale may do so on the community bulletin board on the first floor of Hodson Hall Commons. One poster is allowed and must be approved by the Office of Student Engagement before posting.
- All other flyers or posters that have not been approved by the Office of Student Engagement are prohibited.

Posting is not permitted on the following:

- Finished (painted or varnished) surfaces
- Glass doors
- Statues
- Light fixtures
- Exit signs, smoke detectors, or other forms of safety equipment
- Vending machines
- Windows
- Fire doors
- Trees, benches, light posts, and exterior walls

Banner Guidelines

- Banners may be hung no more than two weeks before the event and must be removed within 48 hours.
- Sponsors should monitor the condition of their banner.

Banners may be hung in the following locations:

- Hodson Hall Commons balconies
- Hodson Hall Commons, first floor landing under stairs
- Exterior of residence halls (from window to window)

Student Organization Chalking Policy

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

Failure to Comply

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

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

Policy Governing Student Fundraising Activities

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

The College requires that students make daily deposits of funds raised into their College account. It does not allow students to use Venmo, PayPal etc. for payment. Please see the Director for Student Engagement for payment methods that are accepted.

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

Student groups may raise funds either to support their own activities or a recognized external charitable organization. In both instances, an authorized member of the group must complete the **Office of Student Engagement Event Registration Form** and submit it to the Office of Student Engagement at least two weeks (10 business days) prior to the event in order to receive authorization. (The Director of Student Engagement will consult with the Advancement Office on any proposed fundraising activity for a recognized external charitable or an activity that proposes soliciting parents, alumni, or another external audience.)

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

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

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

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

Anti-Hazing Policy

The basis of this anti-hazing policy is to enhance the growth and development of our students who are joining an organization or student group that require a new member education period of several weeks. The procedures set forth by this policy are intended to assure that requirements for prospective members during their new member period contribute to the development of the individual and organization.

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

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

Maryland Anti-Hazing Law (§ 3-607)

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

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

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

Examples of Hazing

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

Physical Hazing

- Causing excessive physical fatigue through physical and psychological shocks
- Forcing, requiring, or endorsing calisthenics, such as sit-ups, push-ups or running
- Forcing, requiring, or endorsing participation in study halls for new members

- Conducting a new member-related activity between the hours of midnight and 7:00 a.m. or awakening individuals during these hours
- Forcing, requiring, or endorsing less than seven (7) continuous hours of sleep for associates/pledges/new members each night
- Any 24/7 activity that requires constant monitoring
- Pushing, shoving, tackling, paddle swats, or any other act which may cause harm
- Forcing, requiring, or endorsing pledges/associate members/new members to purchase or consume alcohol, drugs, food, or any other substance
- Dropping food (e.g., eggs, grapes, liver, etc.) into mouths
- Forcing, requiring, or endorsing branding, scarring, or tattooing
- Throwing anything (whipped cream, garbage, water, paint, etc.) at or on an individual
- Forcing, requiring, or endorsing theft of any personal property under any circumstances
- Assigning or endorsing “pranks” or harassing another organization
- Forcing, requiring, or endorsing the defacing of trees, ground, or buildings on or off campus
- Conducting quests, treasure hunts, scavenger hunts, paddle hunts, big sister/brother or little sister/brother hunts
- Forcing, requiring, or endorsing the carrying of items besides new member guidebook (i.e., porn magazines, candy for initiated members, cigarettes, stuffed animals, rocks, etc.)

Psychological Hazing

- Conducting activities that do not allow adequate time for study during the pledge period
- Yelling and screaming or directing negative comments at associates/pledges/new members
- Deceiving new members prior to the ritual designed to convince an associate/pledge/new member that they will not be initiated or will be hurt
- Forcing, requiring, or endorsing the playing of extremely loud music or music repeated over and over, or any other audible harassment
- Not permitting pledges/associate/new members to talk for periods of time
- Forcing, requiring, or encouraging nudity at any time
- Messing up the house or a room for the associate members/pledges/new members to clean
- Forcing, requiring, or endorsing the running of personal errands (servitude)
- Forcing, requiring, or endorsing engagement in activity that involves compelling an individual or group to remain at a certain place or transporting anyone anywhere, within or outside Chestertown (drop offs, kidnaps, etc.)
- Forcing, requiring, or endorsing engagement in public stunts and shenanigans
- Forcing, requiring, or endorsing shaving of head or body hair
- Forcing, requiring or encouraging pledges/associate members/new members to interview older members and take notes
- Wearing apparel that is conspicuous and not “normally” in good taste

Reporting an Incident of Hazing

You may report hazing allegations online or by contacting any of the staff members below:

- Sarah Feyerherm, Vice President for Student Affairs, ext. 7752
- Gregory Krikorian, Dean of Students/Title IX Coordinator, ext. 7425
- Tricia Biles, Assistant Dean for Student Engagement and Success, ext. 5737
- Antoine Jordan, Director of Student Engagement, ext. 7146
- Pamela Hoffman, Director of Public Safety, ext. 7810

Responsibilities of Individual Students Regarding Hazing

All individual students have a responsibility to decline to participate in hazing activities and report hazing activities if they become aware of them.

College Response to Allegations of Hazing

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

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

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

The College will also support any victim of hazing if they want to speak to the local police about the possibility of pressing criminal charges.

New Member Education Programs in Relation to Hazing

It is assumed that once a student organization submits all Anti-Hazing Compliance Forms there is a clear understanding of the Anti-Hazing Policy and therefore New Member Education Programs will not include any form of hazing.

A suggested format for a new member education program should include the following:

- ⇒ Goals and objectives
- ⇒ Organization of the new member class (e.g. meetings, officers, length of program)
- ⇒ Advisor and Alumni role in the program
- ⇒ Scholarship Development
- ⇒ Leadership Development
- ⇒ Campus Community Service
- ⇒ Education about traditions and purpose of the organization
- ⇒ Getting to know members
- ⇒ Social activities

All activities of a new member education program should be positive in nature. Each organization should ask if their activities and behaviors could be publicly justified to College officials. If they cannot, other alternatives should be considered.

Student organizations are encouraged to consult with their National/International Headquarters, the Director of Student Engagement, and/or the Assistant Dean of Student Engagement & Success.

In addition, this consultation is also encouraged if there are any questions regarding activities which might be in potential violation of the Anti-Hazing Policy.

Policy Implementation

All student organizations that have a new member education period are required to inform members, new members, associate members and affiliates of the Anti-Hazing Policy at the first meeting of the new member education period. This responsibility is directly charged to the President and other appropriate executive officers of the organization. At this meeting, each member must receive a copy of the written document.

At the same first meeting of the new member education period, all those students affiliating must complete a "Anti-Hazing Compliance Form". In addition, the officers and current members of the student organization must also complete a "Anti-Hazing Compliance Form", (See the Director of Student Engagement for these forms). These forms must be forwarded to the Office for Student Engagement in Hodson Hall within three (3) days after the commencement of the new member education period for each semester in which the organization has such activities, to certify recognition of and compliance with the College's Anti-Hazing Policy. If an organization has a second new member education period in a semester, arrangements are to be made with the Director of Student Engagement to certify the organization's compliance with the Anti- Hazing Policy.

Failure to file the Compliance Forms may result in possible judicial action as outlined in the Anti-Hazing Policy.

Alcohol and Other Drugs: Expectations, Education, & Policies

Alcohol and Other Drugs—Expectations and Education

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

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

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

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

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

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

Expectations for Students

Students are expected to abide by applicable laws and College policies concerning the possession, purchase and consumption of alcoholic beverages and other drugs and to conduct themselves in accordance with the guiding principles outlined above. Explicit in these expectations is that students are responsible for making their own decisions and accept the consequences of those decisions.

Students who are under the age of 21 may not possess, consume, or be under the influence of alcohol.

Expectations for Student Groups

Student groups considering sponsoring or hosting events at which alcohol may be served are expected to use the guiding principles in designing, planning, and conducting their events. Students are required to complete the registration process in advance and receive the appropriate written authorization for events at which alcohol may be served. Event organizers are required to take appropriate precautions to prevent the unlawful and irresponsible consumption of alcohol. This includes abiding by applicable laws and existing College policies governing the purchase, sale, service, possession, and consumption of alcoholic beverages. These expectations apply to all events or activities sponsored by student groups, whether the event or activity is held on or off campus.

Alcohol & Other Drug Education and Awareness

As part of its efforts to create a safe and healthy environment for all campus members, the College will do the following:

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

Policy Statement and Federal, State and Local Laws/Penalties

Policy Statement on Substance Abuse

The College is committed to fostering an environment free of drug and alcohol abuse through:

1. education and counseling programs, and
2. the prohibition of illegal or imprudent use of drugs or alcohol.

The College prohibits the unlawful manufacture, distribution, dispensing, possession, and use of controlled substances. Controlled substances include (but are not limited to): narcotics, barbiturates, amphetamines, cocaine, marijuana, anabolic steroids, and misused prescription or legal drugs or alcohol. As used in this policy, the words "substance" and "controlled substance" include alcoholic beverages. Those who use controlled substances or illicitly use or abuse legal substances, including but not limited to alcohol, are in violation of the law and of Washington College policy. Compliance with this policy is a condition of enrollment at the College. All Washington College students are expected to be familiar with and abide by the principles and details of this policy. The policy will be reviewed at least biennially to assess its effectiveness, to implement appropriate changes, and to ensure that the disciplinary sanctions discussed are consistently enforced.

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

Maryland State Laws and Penalties

- It is illegal in the state of Maryland for anyone under the age of 21 to purchase, possess, or drink alcohol.
- It is illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume.
- It is illegal to purchase or otherwise supply alcohol to individuals who are under the age of 21.
- Penalties for the above violations are a \$500 fine for the first offense, and up to a \$1,000 fine for repeat offenses.

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

Federal Controlled Dangerous Substances/Illegal Drug Laws and Penalties

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

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

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

College Alcohol and Other Drugs Policies

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

Alcohol Policy

Students are required to abide by all Maryland and Kent County laws and Washington College regulations regarding the use of alcohol. All students and their and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age of 21 years old may possess, consume, provide or be provided alcoholic beverages.

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

- Alcohol may be consumed only within assigned rooms or suites. Open containers of alcohol are prohibited in common spaces, such as hallways and lounges, and in public areas, such as lobbies or outdoors.
- Students who possess alcohol on campus are responsible for its legal and responsible use. This includes taking reasonable precautions to prevent the possession of alcohol by underage students and guests.

The following items will be considered as violations of the alcohol policy for all students regardless of age:

1. Disruptive conduct, due in part or in whole to being under the influence of alcohol.
2. Giving alcohol to underage persons or providing a space for the consumption of alcohol by underage persons.
3. Directing, requiring, or encouraging underage persons to be in a space where alcohol is easily accessible may be considered a violation of this policy.
4. Possession or use of bulk containers and/or objects that would promote binge drinking including, but not limited to: kegs, funnels, drinking games with alcohol, or any other tools that would promote binge drinking.
5. Possessing empty alcohol containers at any time for any reason, including decorative purposes.
6. Simulated drinking games are prohibited regardless of whether or not alcohol is used.
7. Devices that permit purchase, storage, and distribution of alcohol in bulk quantities, or that allow unregulated access to alcohol by any means, are prohibited.
8. Students may not sell or distribute alcohol anywhere on campus. This prohibition includes, but is not limited to, cash bars; events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), that entitle the purchaser access to an open bar; and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.
9. College funds allocated for hall activities and any College-sponsored programming may not be used to purchase alcohol.
10. Students are responsible for the behavior of their guests, including any violation of policy.
11. Students found to be in an intoxicated state on campus may be subject to mandatory medical or psychological intervention as well as appropriate disciplinary action, except as outlined in the Medical Amnesty Policy.

Alcohol Policy for Fraternity and Sorority Organizations

In accordance with the North American Interfraternity Conference, as of September 1, 2019, any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests through a bring your own beverage (“BYOB”) system.

4. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third party vendor.
5. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
6. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
7. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
8. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
9. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
10. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities, and any ritual or ceremony.
11. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Marijuana Policy

Marijuana is prohibited on campus. Any student who is found to be in possession of or using marijuana will face disciplinary action and possible criminal charges.

Maryland State Laws Concerning Marijuana

Although the State of Maryland has decriminalized the possession of marijuana in amounts less than 10 grams and has legalized the use of medical marijuana in certain cases, the possession and use of marijuana on Washington College’s campus continues to be prohibited by federal law (the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989).

If Washington College fails to comply with federal law, it could become ineligible for federal funding and financial aid programs for its students. Thus, possession and use of marijuana, including medical use, continue to be prohibited at Washington College, including in residence halls, on College property, or at off-campus events sponsored by the College.

Policy for Other Controlled Substances

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

Parent or Guardian Notification

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

Medical Amnesty Policy

The Washington College community strives to provide continued support for all of its members, and as a community advocates for the well-being of one another. When an individual is potentially at risk for harm or in need of medical attention, the well-being of the individual is prioritized over upholding the conduct process and the administering of sanctions. Though individuals may be reluctant to seek help during situations in which they or another student may be in violation of College policy, it is imperative that someone calls for medical assistance if any student is at immediate risk for harm or injury or if there is cause for potential harm or injury. Since such situations are potentially life threatening, the Medical Amnesty Policy reduces or eliminates disciplinary consequences for students who call for medical attention or for the student in need of medical attention. Medical attention is defined by Washington College as being an assessment and/or treatment by a first responder, such as an RA, an AC, a Public Safety Officer, Paramedics or EMTs, or a Treating Health Care Provider at the hospital.

This policy is part of Washington College's comprehensive approach to reducing harmful consequences caused by the consumption of alcohol or other drugs. The Medical Amnesty Policy represents the College's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol- or substance-related emergency. It is important to realize that occasionally, such problematic behaviors that would necessitate medical amnesty may be associated with mental health concerns. As a community, we need to look out for other members who may need attention and/or assistance in such circumstances, and this policy is designed to protect and support those individuals.

What is Amnesty?

In situations involving intoxication, alcohol poisoning, or drug-related medical issues, students are encouraged to seek swift medical assistance for themselves and others without fear of penalty. Students requesting and receiving medical assistance in these situations will not typically be subject to the student conduct process. This policy refers to isolated incidents and does not excuse students who repeatedly or flagrantly violate the alcohol or drug policy, nor does it preclude action arising from other violations of the code. Washington College will consider the positive impact of reporting a situation when determining any course of action.

How Does the Medical Amnesty Policy Work?

The Medical Amnesty Policy reduces or eliminates disciplinary consequences when a student actively calls for help as follows:

Student in need of medical attention

If a student actively seeks medical attention (either themselves or through another individual calling for assistance) and completes the mandated follow-up programs and recommendations, the Medical Amnesty Policy offers minimal consequences from conduct actions for the following policy violations for the student in need of medical attention should they occur at the time of the emergency:

Underage consumption and/or possession of alcohol and/or illegal substances

Whenever a student uses medical amnesty, they must complete the required educational follow-up at Health Services and with the Director of Wellness and Prevention Education. In cases where there is reasonable worry of problematic behavior, the student may be mandated to complete additional follow-up as noted below in **Prevention, Education, and Intervention Methods**.

Student calling on behalf of someone else

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

- Underage consumption and/or possession of alcohol and/or illegal substances
- Provision of alcohol to an underage person

Prevention, Education, and Intervention Methods

While the Medical Amnesty Policy minimizes consequences from conduct actions for the student in need of medical attention, instances of extreme problematic behavior, which are defined as extreme in relation to volume, frequency, and/or intensity of instances, may result in the implementation of intervention methods designed with regards for the best interest of the student. Such intervention strategies may include (but are not limited to):

- Meeting with the Director of the Health Center
- Recommended meetings with the counseling center
- Participation in peer-led advocacy groups
- Online educational/intervention programs
- Recommended meetings or involvement with outsourced programs such as Kent Behavioral Health and For All Seasons

Additional Details

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

For more information about the Medical Amnesty Policy, contact the Dean of Students/Title IX Coordinator at 410-778-7752.

Sexual Assault Amnesty Protocol

For more information on this protocol, please refer to the section on **Sexual Harassment and Discrimination Policies**.

Alcohol and Other Drugs Violations and Sanctions

What to Expect

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

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

Sanctions most likely to result from alcohol and other drug violations at these two levels are listed below. Please note, these are not exhaustive lists and provide only a range of typical sanctions; other sanctions not listed here may be assigned when appropriate. Designated College administrators or the Honor Board will make their decisions based on conversation with the student and a review of the student's past actions and will consider what is most likely to affect a positive and lasting change in a student's behavior when assigning sanctions for alcohol or other drug policy violations.

Incident reports documenting behavior in violation of College policy, letters from College administrators, and records from Honor Board or other administrative hearings are maintained in the student's file located in Student Affairs.

Alcohol Violations

First violation/low-level violation

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

Possible sanctions that may be considered as well:

- Fine
- Official College Warning
- Educational conversation with College administrator documented in a follow-up letter to the student
- Completion of an educational assignment or required attendance at an educational program/event

Typical Notifications:

- Possible - Parent/guardian notification
- Likely - Provost Office notification
- Likely - If a student is a varsity athlete—athletic coach and Athletic Director
- Director of Student Engagement (if a student is a member of a Greek organization)

Second or subsequent violation/first serious violation

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

Possible sanctions that may be considered:

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

Typical Notifications:

- Possible - Parent/guardian notification
- Likely - Provost Office notification
- Likely - Athletic coach and Athletic Director notification (If a student is a varsity athlete)
- Director of Student Engagement (if a student is a member of a Greek organization)

Drug Use and Paraphernalia Violations***Marijuana***

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

Although the State of Maryland has decriminalized the possession of marijuana in amounts less than 10 grams and has legalized the use of medical marijuana in certain cases, the possession and use of marijuana

on Washington College's campus continues to be prohibited by federal law (the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989). If Washington College fails to comply with federal law, it could become ineligible for federal funding and financial aid programs for its students. Thus, possession and use of marijuana, including medical use, continue to be prohibited at Washington College including in residence halls, on College property, or at off-campus events sponsored by the College.

First violation

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

Second or subsequent violation/first serious violation

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

Possible sanctions that may be considered:

- Fines
- Probation for a semester or an extension of existing probation
- Substance abuse education activity or community service followed by a reflection paper
- Change in the housing assignment
- Restriction to classes and class-related activities (prohibited from attending social activities, entering the Student Center, residence halls, etc.)
- Required substance abuse evaluation by a counselor & required completion in any suggested follow-up care
- Suspension from the College for a semester for a moderate to serious violation committed while on probation
- Suspension for two semesters or longer or expulsion for repeated violations while on probation or for a very serious violation while on probation

Typical Notifications:

- Possible - Parent/guardian notification
- Likely - Provost Office notification
- Likely - Athletic coach and Athletic Director notification (if a student is a varsity athlete)
- Director of Student Engagement (if a student is a member of a Greek organization)

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

A drug-related conviction might also affect a student's:

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

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

Health Risks

The use of drugs and alcohol has both physical and psychological repercussions. Such substances can interfere with memory, sensation, and perception and can impair the brain's ability to synthesize information. Regular users develop tolerance and physical dependence. Psychological dependence occurs when the substance becomes central to the user's life and decision-making. Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including physical attacks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described. Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of substance intake can produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Substance withdrawal can be life threatening. Long-term consumption of substances, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Counseling

In order to promote an environment free of substance abuse, the College supports an active program of community awareness and education and also offers assistance with confidential counseling. Many of these counseling services are provided "in-house" at no charge to the student; other services are provided through direct referrals to outside service agencies and a regional support network. All services are confidential, and information will not be released without written authorization. A copy of the policy related to limits of confidentiality is available at Counseling Services. Students, faculty, and staff are encouraged to refer students who appear to be troubled by drug or alcohol use to Counseling Services (ext. 7261). In addition to the College's confidential counseling services, there are several national hotlines and websites available that provide information and referral.

Wellness Advocacy Coaches offer peer to peer support to promote proactive ways to thrive in college and beyond. Students receive direction in accessing resources on campus, as well as general guidance about issues that impact them. The program allows students to tap into an additional layer of mental health support. WAC-Squared operates four nights a week on a drop-in basis.

Hospital Transports for Intoxication

In the event a student is transported to the hospital for acute alcohol intoxication, based on observable considerations (slurred speech, inability to respond to questioning, loss of coordination/balance, unconsciousness, etc.) parental contact will be coordinated immediately. Upon discharge the student will be required to meet with the Dean of Students/Title IX Coordinator within 24 hours of return and will be subject to judicial action.

Campus Resources

- Health Services 410-778-7261
- Counseling Services 410-778-7261
- **Mantra Telehealth**

Off-Campus/Community Resources

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

Discrimination & Harassment Policies

Policy Statement on Discrimination

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

The designated coordinator to ensure compliance with Title IX of the Educational Act Amendments of 1972 is Greg Krikorian, Dean of Students/Title IX Coordinator, Casey Academic Center, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, (410) 778-7752.

The designated coordinators to ensure compliance with Section 504 of the Rehabilitation Act of 1973 are:

- Justine Khadduri, Director of the Office of Academic Skills (jkhadduri2@washcoll.edu) and
- Kate Laking, Associate Director of Human Resources, (410) 778-7799

For additional information and/or to file a complaint, contact the Director of Civil Rights, U.S. Department of Education, Office of Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, or local fair employment practices agencies.

Policy Statement on Harassment

Harassment in any form, whether based on race, sex, color, national or ethnic origin, age, religion, marital status, disability, sexual orientation, gender identity, gender expression, genetic information, or any other legally protected classification, is unacceptable on the Washington College campus.

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

Statement on Importance of Academic Freedom

The essential importance of academic freedom is recognized, and a standard of reasonableness will guide the College. Only when academic freedom is used to disguise, or as the vehicle for, prohibited conduct will it be questioned.

Washington College believes that ideas, creativity, and free expression thrive and, indeed, can only exist for students, faculty, and staff in an atmosphere free of discrimination and harassment, including sexual harassment and assault.

Definition of Sexual Harassment

- See **Policy on Sexual Harassment and Discrimination**.

Consensual Relationships

Please see Washington College's policy on **Consensual Relationships**.

Discrimination or Harassment Based on Disability

The Americans with Disabilities Act (ADA) of 1990, amended in 2008, and Maryland state law prohibits discrimination based on disability. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability in programs or activities receiving federal financial assistance. Harassment based on a disability is also prohibited.

Examples of Discrimination or Harassment Based on Disability

- Lack of access to educational programs and facilities
- Denial of academic adjustments or accommodations
- Offensive remarks, jokes, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a person's disability

Reporting Discrimination or Harassment

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

Reporting a Complaint

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

- Title IX Coordinator or Assistant Coordinator(s)—for matters involving discrimination or harassment based on sex or gender (please refer to the **Sexual Harassment and Discrimination Policy**).
- 504 Coordinator or Assistant Coordinator(s)—for matters involving discrimination or harassment based on disability
- Professional Staff in Student Affairs (Including Residential Life) for any matters of discrimination or harassment
- Department of Public Safety for any matters of discrimination or harassment
- Human Resources Department for any matters of discrimination or harassment

Complaints alleging sexual discrimination or harassment (including sexual assault/violence) should be submitted to Gregory H. Krikorian, Dean of Students and Title IX Coordinator, Casey Academic Center, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, (410) 778-7752. For information on the College's policy on sexual harassment and discrimination, go **here**.

Complaints alleging disability discrimination or harassment should be submitted to:

- Justine Khadduri, Director of Academic Skills (jkhadduri2@washcoll.edu) or
- Kate Laking, Associate Director of Human Resources, (410) 778-7799

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

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

employees, or third parties alleging discrimination or harassment may submit a complaint in writing using the Discrimination/Harassment complaint form. Complaint forms are available in Public Safety, Student Affairs, Human Resources, and Title IX Coordinator's Office or **for download and printing from the College website.**

Interim Measures

The appropriate campus administrators may impose interim measures to be taken during an investigation or inquiry. Interim remedial actions can include (but are not limited to) the following:

- No contact orders (mutual no contact orders are permitted)
- Interim suspension
- Administrative leave (employee)
- Reassignment of housing
- Reassignment of job
- Class schedule change
- Prohibited or restricted participation in extracurricular activities
- Prohibited or restricted access to campus for third parties
- Relocation of a residential assignment

Investigating a Complaint

All complaints of harassment or discrimination will be investigated in a manner that is fair, appropriate, reliable, and impartial. All parties involved in the investigation will be treated with dignity, respect and sensitivity by college officials throughout the process. Investigations may be conducted by trained Public Safety staff, the Section 504 Coordinator or Assistant Coordinators (for ADA/Section 504-related matters), Human Resources staff, or another trained investigator (including external investigators) appropriate to the situation and in accordance with all College policies and legal requirements.

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

The responsibility to conduct an investigation shall not be altered by the fact that a criminal investigation of the incident is pending or has been concluded, although the investigation may be delayed or suspended at the request of law enforcement while the law enforcement agency is gathering evidence. In the event the investigation is delayed at the request of the law enforcement agency, appropriate steps will be taken to provide for the safety of the Complainant and the College community and to prevent retaliation by any individual.

The steps may include changes to the schedule, housing assignment or work location of the Responding Party, or summary suspension/leave from the College issued to the Responding Party

Investigation Process

The Complainant will be contacted by a College administrator designated by the appropriate College administrator or ADA/Section 504 Coordinator to schedule a meeting at which time the administrator will go over the investigative process.

Any person identified by the Reporting Party or Responding Party who has relevant and non-cumulative information that pertains to the allegation will be contact by the investigator(s).

The person designated to conduct the investigation shall prepare a written report and will report on the status of the investigation to the Reporting Party, the Responding Party, and the Section 504 Coordinator (or other appropriate administrator.)

At the conclusion of the investigation, designated College administrator will meet with the Reporting Party to review the written report and inform him/her of the next steps in the process. The designated College administrator will also contact the Responding Party to review the written report and explain the next steps in the process. Either party may provide a written response to the written report within five (5) days after reviewing it.

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

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

Resolving Complaints

The Section 504 Coordinator, or other appropriate College administrator will ensure that steps are taken to address and resolve any instance where an investigation and subsequent review (by either the Honor Board or the DDRC) concluded that discrimination or harassment occurred.

Informal Resolution

Mediation and informal resolution options, such as facilitated apologies, educational program, academic or residential modifications, continued no contact orders or restricted access, and restorative practices, may be utilized if the following conditions are met:

- 1) the reporting student requests an informal resolution,
- 2) all parties involved in the complaint, and the College, agree to an informal resolution in writing,
- 3) staff must be trained in informal resolution, and
- 4) any party involved may end the informal resolution and move to formal resolution at any time.

Where the parties and College have agreed that a matter is satisfactorily resolved through informal resolution, upon the Responding Party satisfying the agreed upon informal resolution terms, the matter will be considered closed, and may not be reopened or referred for formal resolution. Accepting an informal resolution does not mean that the Responding Party admits responsibility, nor does it reflect a finding of a policy violation.

Formal Resolution

The standard of proof used in determining responsibility is the "more likely than not" standard. In other words, if the information presented during the process leads a panelist to believe that it is more likely that the Responding Party committed the violation than not, the panelist will vote for responsibility.

Resolution outcomes include actions to remediate the instance of discrimination or harassment and, where needed, actions to prevent future recurrence and to correct discriminatory effects on the Reporting Party and others.

Remedial actions include (but are not limited to):

- College warning
- Suspension/expulsion
- Probation
- Termination of employment

- Protection from retaliation
- Counseling for the Reporting Party
- Other steps to address the impact of harassment or discrimination on the Reporting Party, any witnesses, and the College community

Discrimination and Dispute Resolution Committee (DDRC)

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

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

Records

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

Making an Appeal

Appeals in Sexual Harassment or Discrimination complaints will follow the policy outlined in **that policy**. For all other cases, the Reporting or Responding Parties may appeal decisions of the DDRC or Honor Board by submitting a written appeal request within five business days of receiving written notification of the outcome of the hearing. **Appeal forms can be downloaded here**. Only appeals that are based on one or more of the following grounds will be considered for review:

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

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

Retaliation

All members of the Washington College community are advised that retaliation against anyone for filing a complaint of discrimination or harassment or for participating in an investigation of discrimination or harassment is strictly prohibited by law and by College policy.

Confidentiality

All parties involved, especially those charged with carrying out the above policies, are enjoined to work in confidence to the extent legally permissible and practically possible.

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

Bias Incident Policy Statement and Protocol***Purpose***

Bias activity has the potential to adversely affect the members of the Washington College community and to undermine the climate of civility and respect necessary to achieve and maintain a diverse and inclusive community. Washington College has developed a protocol designed to outline steps to support individuals and groups who believe they are targets of a bias incident. This policy statement will establish procedures and protocols that students, faculty, and staff can utilize to identify, process, and respond to bias incidents in an efficient manner.

Policy Statement

Washington College does not tolerate conduct that may be considered a bias incident toward any of its students, faculty, staff, and community members. The College expects its students, faculty, and staff to refrain from acts of intolerance directed at other members of the community, including (but not limited to) harassment, hate speech, and discrimination. The College does not seek to limit freedom of speech, but rather wants to ensure all of its members can participate fully in College events and activities without fear of bias, intimidation, or harassment due to their identity.

Clery Act Hate/Bias Crime Definitions

As defined by the Clery Act, a **hate crime** is any crime that manifests evidence that a victim was selected because of his/her/their actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability, the crime is classified as a hate crime. **Click here for more information** on the definition and classification of hate/bias crimes.

A bias incident can occur whether the act is intentional or unintentional and may or may not warrant legal action. In identifying a bias incident, the focus is on the impact on an individual or group, not the intention or motivation of the actor. The following provides an overview of different forms of bias incidents that could be reported:

1. **Contained Bias Incident:** a comment, activity, or event that is seen or heard by a small number of people, does not violate a College policy or law, or is of no interest to media or larger investigative bodies.

2. **Community Bias Incident:** a comment, activity, or event that is seen or heard by many, violates College policies or laws, or garners interest from the media or larger investigative bodies.

Any of the following may be considered a bias incident:

Discrimination

Conduct that denies any individual or group equal privileges or access to a particular activity or opportunity because of the individual's or group's actual or perceived age, ancestry, ethnicity, national origin, ability (physical, psychological, cognitive), sex, gender identity or expression, citizenship or immigration status, marital status, socioeconomic class, race, religion, religious practice, sexual identity, or veteran status.

Harassment

Unwelcome behavior based upon individuals' or groups' actual or perceived age, ancestry, ethnicity, national origin, ability (physical, psychological, cognitive), sex, gender identity or expression, citizenship or immigration status, marital status, socioeconomic class, race, religion, religious practice, sexual identity, or veteran status that unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment. Examples may include (but are not limited to) epithets, images, slurs, jokes, electronic communication, or other verbal, graphic, or physical conduct.

Acts of Intolerance

Conduct motivated by discriminatory bias or hatred toward other individuals or groups based on perceived or actual characteristics of age, ancestry, color, race, religion, culture, gender, gender identity expression, sexual orientation, ability (physical, emotional, or intellectual), national origin, veteran status, or other attribute.

Hate Speech

Such speech refers to speech, gestures, conduct, writing, text, images or displays (written and/or spoken) that are designed to incite hatred, violence, contempt, prejudicial actions or which disparage or intimidate members of a group or individuals on the basis of their membership in the group, racial, religious, or other groups. Hate speech intends to intimidate or incite fear or terror among the College community. Incidents of hate speech will be subject to a violation of the Student Code of Conduct.

First Amendment Rights

While not a governmental actor subject to the First Amendment, the Washington College community values the freedom of speech and expression rights guaranteed to all individuals in the First Amendment of the Constitution of the United States. However, these rights are not absolute. The College has an obligation and right to respond to incidents where speech or expressions violates the law and/or College policy, such as hate speech, or biased/harassing speech, in a manner consistent with its duty of promoting a climate of tolerance, respect, inclusion, and dialog. It is imperative for Washington College to foster discussions with its members about the impact of bias and hate speech in the College community in order to create and maintain a just and inclusive learning community. Consistent with the College's **diversity statement**, also noted in the Student Handbook, "We will empower all members to contribute ideas, ask questions, contest assumptions, and revise points of view through civil debate; We will confront and challenge attempts to dehumanize others through prejudiced attitudes, behaviors, and practices that exclude, demean, or marginalize any individual or group."

Institutional Response and Jurisdiction

1. The Bias Incident Policy Statement shall apply to conduct that occurs on campus, at Washington College-sponsored activities, and/or when the student, faculty, or staff member is representing Washington College. For students, the conduct jurisdiction policy states that “students are responsible for observing applicable laws, regulations, and rules of the larger community as well as the Honor Code at all times.” The College reserves the right to investigate reports of any student misconduct that occurs on or off campus, including during periods between semesters or breaks in enrollment. If the College becomes aware that a student has been arrested and/or charged with a crime or has engaged in other conduct that is detrimental to the interests of the College or the welfare of others, the College may choose to initiate disciplinary proceedings against the student. Employees **should refer to this link regarding Washington College policies**.

Washington College officials shall have discretion to extend jurisdiction over conduct that occurs off campus when the conduct adversely and significantly affects the learning environment or Washington College community and would be a violation of this policy and/or any applicable campus policy or code of conduct had the conduct occurred on campus. In determining whether to extend jurisdiction, Washington College may consider, among other factors, its ability to gather information and effect a resolution. Washington College may extend jurisdiction over off-campus conduct if the alleged conduct by the student or employee:

- Involved discrimination, harassment, or produced a reasonable fear of physical harm to any member of Washington College’s community.
 - Involved any other members of Washington College’s community or any academic work, records, documents, or property of Washington College.
2. Each student shall be responsible for their conduct from the time of acceptance for admission through the actual awarding of a degree.
 3. Employees are responsible for their conduct during work hours, while on campus, at Washington College-sponsored activities, and/or when the employee is representing Washington College. The employee will also be held accountable to this policy if their conduct is in violation of the bias protocol outlined above, regardless of whether such conduct occurs on campus or off campus.
 4. This policy also applies to any potential violation committed by a person who is both a student and an employee at Washington College, arising out of, or in connection with, conduct in either or both of those capacities. Any violation of this policy may subject the person to disciplinary action, as applicable, in either or both of those capacities.

Reporting

Students, faculty, and staff members may report any bias in a variety of ways. The report will then be forwarded for review by members of the Bias Education Response Team (BERT) Team. Additionally, Washington College’s community will have access to a website that will provide information on identifying bias and resources for Washington College community members affected by bias. Anyone wishing to report a bias incident may do so in the following ways:

- Call Public Safety at 410-778-7810.
- Email Stephanie Gilmore, Director of Student Intercultural Affairs and Chair of the BERT, at sgilmore2@washcoll.edu
- **Submit an anonymous tip to Public Safety.** The Director of Intercultural Affairs will assist individuals in making reports and identifying appropriate resources for support and guidance.

- Additionally, a group of Washington College community is trained on bias incident responses and reporting. These individuals include (but are not limited to) Resident Assistants, Peer Mentors, Human Resource Department staff, and Student Affairs staff.

Bias Education Response Team (BERT)

Consistent with the values of Washington College and its commitment to diversity, inclusion, and developing global citizens, the College's response to bias incidents will be an educational process focused on understanding what harms may have been done and why, who has been affected, and how the harm can be repaired. It is important to respond to people who have experienced bias in a timely, caring manner, regardless of whether the incident violates policy or the intent of the actions of the individual(s) of the bias incident. All parties involved in a bias incident will be treated with respect and a willingness to hear their perspectives.

This team is charged with reviewing bias incidents and providing educational resolutions that encourage the growth of the individual that address historical injustices and social inequities. Additionally, the team may refer incidents to student conduct, or the Office of Human Resources, for appropriate disciplinary action.

In addition to reviewing bias incidents, the BERT team will:

- make recommendations to administration as how to best foster a welcoming and inclusive campus climate;
- prepare an annual report detailing the number and type of incidents reported. The report will include how incidents were addressed; and
- develop and distribute information defining bias incidents including the bias education response protocol. Publications will remain current and consistent with the student and employee handbook.

Bias Incident Response and Support

Every bias incident has a unique context that requires consideration before developing a response. The nature of the incident, the impact on and desires of those reporting the incident, the impact on other community members, and the larger association are examples of factors that should be reviewed when considering a response. Whether it is a contained or a community bias incident, timely and transparent response to the immediate concerns and follow-up will be implemented.

When a bias incident is reported, a review of the information provided and a response from the BERT, if deemed appropriate, will be coordinated as outlined in this policy. The BERT is also responsible for reviewing and revising the Bias Incident Policy on an on-going and annual basis.

The BERT consists of representatives from the following areas/departments:

- Department of Residential Life and Housing
- Office of Human Resources
- Department of Public Safety
- Office of Student Intercultural Affairs
- Athletics Department
- College Communications
- Academic Affairs

At any time, the BERT may contact other campus and community resources that can aid in either responding to the incident report or helping any campus community member involved in the bias incident. These resources include, but are not limited to, the following:

- Academic Affairs
- Academic Deans
- Greek Life
- Athletics Department
- General Counsel
- Counseling and Health Services
- Public Safety/Chestertown Police Department
- The Office of the Vice President for Student Affairs and Dean of Students
- Office of Student Intercultural Affairs
- Residential Life and Housing
- Title IX Coordinator

Process & Tracking of Bias Incident Reports

The following steps will guide the BERT Team in response to the bias incident:

1. In consultation with the Office of Student Conduct and/or the Office of Human Resources, the Director of Student Intercultural Affairs will conduct an initial review of the bias incident report.
2. Either the Director of Student Intercultural Affairs, or the BERT, will review the information which may include meeting with the Reporting and Responding parties to determine appropriate next steps.
3. The Director of Student Intercultural Affairs, or the BERT, will determine what, if any, educational responses are warranted after their full review. If educational resolutions are assigned to the part(ies), the Director of Student Intercultural Affairs will notify the Reporting and Responding parties in writing of the results of the review, the educational assignment and monitor the outcome(s).
4. Information obtained about the complaint will be treated as confidentially as possible, as guided by federal and state laws such as FERPA and the Clery Act. Please refer to the Privacy Statement below for more information.
5. The Director of Student Intercultural Affairs and/or the BERT, in consultation with appropriate college office, may develop and implement a communication plan with the broader community.
6. The Director of Student Intercultural Affairs, and or the BERT, may collaborate with other offices such as Student Affairs, Human Resources, and Public Safety, recommendations for student conduct or employee disciplinary actions.

Bias Incidents Resolutions

The BERT team has developed resolutions that will assume an educational role in fostering a climate that is inclusive, civil, and has mutual respect for all individuals in the Washington College community. The educational resolutions from the BERT team may include, but are not limited to:

- **Reflection paper/project on incident.** The paper/project will include answers to reflection questions that are specific to the incident that occurred. The reflection paper/project aims to foster growth with the student, ensure that they have processed the incident that took place, have critically thought about their role, and describe what they have learned.
- **Immersion experience with reflection.** The goal of the immersion experience is to expose the student to environments where they can learn from experiences that are different from their own. The immersion experience will also have a reflection paper/project component to highlight what was learned.

Privacy Statement

The privacy of any individual involved with a reported bias incident will be maintained to the highest degree possible. Information will be disclosed on a need-to-know basis and will be shared only in order to assist the review of information and response to the incident, including support for the individuals involved. Any person reporting a bias incident may wish to request confidentiality. In the event of such a request, the privacy of those involved will be respected to the fullest extent possible, and reasonable steps to review the incident and respond consistently with this request will be made, to the extent permitted by law and College policy.

Should confidentiality be requested, the person reporting should be made aware of possible limitations to the review and response.

Washington College Policy on Sexual Harassment and Discrimination*

I. Policy Statement

Washington College complies with Title IX of the Educational Amendments of 1972 as well as the Title IX regulations released by the Department of Education on August 14, 2020. This policy prohibits all forms of sexual and gender-based harassment and discrimination. This policy also covers sexual misconduct that does not fall within the scope of the new federal regulations. This policy is effective December 15, 2021.

II. Scope of the Policy and Jurisdictional Statement

This policy applies to all students; student organizations; College employees and contractors, including staff, faculty, and administrators; and all other persons that participate in Washington College's educational programs and activities, including third-party visitors on campus. This policy prohibits the conduct set forth in Section VI regardless of the Complainant and Respondent's relationship status and whether the Complainant and Respondent are members of the same or opposite sex or gender.

Washington College may investigate any alleged violation of this Policy that occurs in the context of a College program, or activity (including academic, educational, extracurricular, study abroad and internships, and other College programs), or that otherwise affects the working, living, or learning environments, regardless of whether that conduct occurred on or off campus. Regardless of where the conduct occurred, the College will review complaints to determine whether the conduct occurred in the context of its employment or educational program or activity or has continuing effects on campus or in an off campus sponsored program or activity, or whether the College otherwise has a substantial interest in the allegations. A substantial interest includes:

Any action that constitutes a criminal offense as defined by law (This includes, but is not limited to, single or repeat violations of any local, state, or federal law);

Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;

Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace or causes social disorder; or

Any situation that is detrimental to the educational interests or mission of the College.

All actions by a student that involve the use of the College's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus. If the Respondent is unknown or is not otherwise subject to sanctions imposed by the College, the Title IX Coordinator will offer the Complainant supportive measures, remedies, and resources, such as, identifying appropriate campus and local resources and support options or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report. Although the College may not, in certain instances, be in a position to conduct an investigation, it may provide appropriate resources or support to impacted individuals and where appropriate, the broader Washington College community.

III. Definitions

Confidential Resources: Confidential Resources are certain employees that are required by law to protect confidentiality when acting in the course of their professional duties. Under most circumstances, Confidential Resources will not share information with other individuals without the express consent of the reporting party. An exception may be made if there is an imminent risk of danger to the reporting party or another individual.

Complainant: When used in this policy, “Complainant” is the person who is alleged to have experienced Prohibited Conduct.

Formal Complaint: A Formal Complaint is a document signed by the Complainant or the Title IX Coordinator alleging a violation of this Policy against a Respondent and requesting that the College initiate an informal or Formal Resolution of the Formal Complaint pursuant to this Policy and its procedures. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail as described in this section. For matters involving Title IX Prohibited Conduct, the Complainant must be participating or attempting to participate in the College’s educational program or activities at the time of the filing of the Formal Complaint.

Mandated Reporter: Mandated Reporters are required to report allegations regarding conduct prohibited by this policy to the Title IX Coordinator. All employees of the Washington College are mandated reporters except student employees. Resident Assistants are the only student employees who are considered mandated reporters.

Party or Parties: Refers to the Complainant and the Respondent, collectively.

Prohibited Conduct: Conduct prohibited by this Policy, as defined in Section VI.

Respondent: When used in this policy, “Respondent” is the person who is alleged to have engaged in Prohibited Conduct.

IV. Statement Regarding Privacy and Confidentiality

Washington College is committed to protecting the privacy of all individuals who are involved in a report of Prohibited Conduct. To the fullest extent practicable, consistent with fair and full investigation procedures, information related to a report of Prohibited Conduct will be shared only with those who “need to know” (i) to assist in the investigation or resolution of the report, or (ii) to allow the College to comply with other requirements under this Policy or state or federal law. Individuals who are involved in the review, investigation, or resolution of reports or Formal Complaints are trained to safeguard private information.

Complainants, Respondents, and any witnesses involved in a resolution process under this policy are strongly encouraged to exercise discretion in sharing information learned in such process in order to protect the privacy of the individuals involved, to safeguard the integrity of the process, and to avoid the appearance of retaliation. Complainants and Respondents are not restricted from discussing the allegations set forth in a Formal Complaint.

The College prohibits parties from distributing documents obtained in the course of their participation in matters under this Policy’s accompanying procedures, including, but not limited to, the Formal Complaint, interview summaries or transcripts, and the evidence file and investigative report, other than for the purpose of consulting with an advisor; incidental to seeking support and advice from family, clergy, health professionals, and others playing a similar role; or as part of a civil, criminal, or administrative legal proceeding.

As appropriate, in a given case, a College official, such as the Title IX Coordinator, may issue an order restricting the parties from disclosing specific information. Additionally, sharing private information in a manner that harms another individual may constitute retaliation prohibited under this Policy.

The College will provide other participants, such as witnesses, investigators, and hearing and appeal panel members, with instructions about respecting and safeguarding private information. Such persons are obliged to comply with the College's rules regarding privacy.

Students and employees who wish to obtain confidential assistance without making a report to the school may do so by contacting the Confidential Resources listed in Appendix D. These resources will not share any personally identifiable information with other College employees without express permission unless doing so is necessary to address a serious and ongoing threat to the campus community.

When the College receives a report or Formal Complaint of Prohibited Conduct, but the Complainant requests that their identity remain confidential or that the College not take action to address the conduct reported, the College must balance this request against its responsibility to provide a safe and non-discriminatory environment for all members of the campus community. The College will take all reasonable steps to investigate and respond to the report consistent with the Complainant's request, but its ability to do so may be limited. If the College determines that it cannot maintain Complainant's request for confidentiality, the College will inform the Complainant as soon as practicable and will take immediate and necessary action to protect and assist the Complainant. The Complainant will not be required to participate in any proceedings initiated by the College. However, if Complainant declines to participate in an investigation or adjudication under this Policy and its Procedures, the College's ability to meaningfully respond to a report of Prohibited Conduct may be limited.

V. Title IX Coordinator

Washington College has designated the Title IX Coordinator, with the assistance of designated staff, to coordinate the College's compliance with Title IX and related provisions of the Clery Act (as amended by VAWA) and Maryland State Law. The Title IX Coordinator oversees compliance with all aspects of this Policy, including oversight of the College's response to all reports of Prohibited Conduct.

When used in this Policy, the term Title IX Coordinator may include an appropriate designee. The Title IX Coordinator's contact information is:

Gregory K. Krikorian
300 Washington Ave., Chestertown, MD 21620
410-778-7752 or 717-344-1371
gkrikorian2@washcoll.edu or wctix@washcoll.edu

If you have any questions about this Policy, you may contact the College's Title IX Coordinator. The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and related complaint resolution procedures. The Title IX Coordinator may delegate responsibilities under this policy to designated College staff or external professionals, who will have appropriate training or experience. Individuals tasked with aspects of implementation of this Policy and its Procedures are vetted and trained to ensure that in overseeing the institutional response to reports of Prohibited Conduct or the provision of supportive measures they do not act with bias for or against any party in a specific case, or for or against Complainants or Respondents, generally.

VI. Prohibited Conduct

The conduct prohibited by this Policy ("Prohibited Conduct") is set out below. The College will respond to all reports of Prohibited Conduct pursuant to the applicable Procedures set out in this Policy.

Conduct that does not meet the definitions below or that is not otherwise prohibited by this Policy may violate other College policies or may be considered inappropriate or unacceptable within the College community. In appropriate cases, the Title IX Coordinator may refer such conduct elsewhere within the College for resolution.

1. Title IX Sexual Harassment

Title IX Sexual Harassment is conduct on the basis of sex, occurring within the United States, that constitutes one or more of the following:

- a. **Quid Pro Quo Sexual Harassment:** an employee of Washington College, conditions the provision of an aid, benefit, or service of the College, on an individual's participation in unwelcome sexual conduct; or
- b. **Hostile Environment Sexual Harassment:** unwelcome conduct, determined by a reasonable person, to be so severe, and pervasive, and, objectively offensive, that it effectively denies a person equal access to the College's education program or activity.¹
- c. **Sexual Assault:** Any sexual act directed against another individual, without the consent of that individual, including instances in which the individual is incapable of giving consent
 - i. **Non-Consensual Sexual Penetration (Rape, Sodomy)**
 - a. Penetration, no matter how slight, of the vagina or anus of an individual with any body part or object, or oral penetration by a sex organ of another individual, without the consent of the individual or against the individual's will, or
 - b. not forcibly or against the individual's will in instances in which the individual is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - ii. **Non-Consensual Sexual Contact (Fondling)**
 - a. The touching of the private body parts of another individual (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, without the consent of the individual or against the individual's will, or
 - b. not forcibly or against the individual's will in instances in which the individual is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - iii. **Incest:** Non-forcible sexual intercourse, between persons who are related to each other, within the degrees wherein marriage is prohibited by Maryland law.
 - iv. **Statutory Rape:** Non-forcible sexual intercourse, with a person who is under the statutory age of consent. The age of consent in Maryland is 16 years old.
- d. **Dating Violence:** Violence, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with an individual. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

¹ Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

- e. Domestic Violence:** Violence, committed by a current or former spouse or intimate partner of an individual, by a person with whom the individual shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the individual as a spouse or intimate partner, or by a person similarly situated to a spouse of the individual under the domestic or family violence laws of Maryland, or by any other person against an adult or youth individual who is protected from that person's acts under the domestic or family violence laws of Maryland.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- f. Stalking:** Engaging in a course of conduct, directed at a specific person, that would cause a reasonable person to fear for that person's safety, or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:
- i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Additional Requirements

Conduct must also meet the following additional requirements to fall within the definition of Title IX Sexual Harassment:

- It must occur within the United States; and
- It must occur within the scope of the College's educational program or activities;
- It must occur on or after August 14, 2020

Prohibited Conduct occurs within the scope of Washington College's education programs or activities when:

- It occurs on campus;
- It occurs on a property or in any facility owned and controlled by the College;
- It occurs as part of the College's operations;
- The College exercised substantial control over the Respondent;
- It occurs in a building owned or controlled by a student organization that is officially recognized by the College.

As described in Section X(4)(b) of this Policy, if conduct alleged in a Formal Complaint does not meet the definition of Title IX Sexual Harassment, the College must dismiss the Formal Complaint (or the allegations of Title IX Sexual Harassment in the Formal Complaint) for purposes of compliance with Title IX. If the conduct would still, as alleged, constitute Non-Title IX Prohibited Conduct under this Policy, the College may continue to address the allegations pursuant to the Procedures in this Policy set forth in Appendix B or C.

2. Non-Title IX Prohibited Conduct

In addition to the conduct set forth above as Title IX Sexual Harassment, the following conduct is also prohibited under this Policy:

a. Non-Title IX Sexual Harassment

Non-Title IX Sexual Harassment includes conduct that meets the definition of Title IX Sexual Harassment but does not occur within the United States or within Washington College's educational program or activities (e.g., sexual harassment occurs on a school trip outside of the United States).

Non-Title IX Sexual Harassment also includes conduct that does not meet the definition of Title IX Sexual Harassment but otherwise constitutes an unwelcome sexual advance, a request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise when the conditions outlined in (i) or (ii) below are present; or unwelcome conduct based on sex, gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, non-verbal, graphic, physical, or otherwise when the conditions outlined in (i) or (ii) below are present;

- (i) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any College program or activity or is used as the basis of College decisions affecting the individual; or
- (ii) Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the College's education or employment programs or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and objective perspective. In evaluating whether a hostile environment exists, the College will consider the totality of known circumstances, including, but not limited to:
 - The frequency, nature, and severity of the conduct;
 - Whether the conduct was physically threatening;
 - The effect of the conduct on the Complainant's mental or emotional state;
 - Whether the conduct arose in the context of the discriminatory conduct;
 - Whether the conduct unreasonably interfered with the Complainant's educational or work performance or College programs or activities; and
 - Whether the conduct is protected by academic freedom or freedom of speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

- b. **Non-Title IX Sexual Assault:** Non-Title IX Sexual Assault includes conduct that meets the definition of Title IX Sexual Assault but does not occur within the United States or within the College's educational program or activities.
- c. **Non-Title IX Dating Violence:** Non-Title IX Dating Violence includes conduct that meets the definition of Title IX Dating Violence but does not occur within the United States or within the College's educational program or activities.
- d. **Non-Title IX Domestic Violence:** Non-Title IX Domestic Violence includes conduct that meets the definition of Title IX Domestic Violence but does not occur within the United States or within the College's educational program or activities.

- e. **Non-Title IX Stalking:** Non-Title IX Stalking includes conduct that meets the definition of Title IX Stalking but does not occur within the United States or within the College’s educational program or activities.
- f. **Sexual Exploitation:** Sexual Exploitation is intentionally engaging in any of the following:
 - i. Observing another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person observed or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
 - ii. Making, sharing, posting, streaming or otherwise distributing any image, photography, video, or audio recording depicting or otherwise recording another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person depicted or recorded;
 - iii. Exposing one's genitals to another person without the consent of that person;
 - iv. Exposing another person to a sexually transmitted infection without the knowledge and consent of the person exposed; and
 - v. Causing another person to become incapacitated with the intent of making that person vulnerable to nonconsensual sexual assault or sexual exploitation
- g. **Aiding or Facilitating:** Knowingly and intentionally aiding or facilitating any act of sexual misconduct, before or after the fact, is a violation of this policy.
- h. **Retaliation:** Retaliation is adverse action taken against an individual with the purpose of interfering with an individual’s rights under these procedures, including for making a good faith report of prohibited conduct, for participating in an investigation, proceeding, or hearing, or for refusing to participate in an investigation, proceeding, or hearing under these procedures. Retaliation may include intimidation, threats, coercion, discrimination, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated. Retaliation may be committed by the Respondent, the Complainant, or any other individual or group of individuals. Retaliation does not include good faith actions pursued in response to a report of prohibited conduct.
- i. **False or Bad Faith Allegations:** An individual found to have knowingly made a false complaint or report, or to have knowingly given false information during a process under this Policy, may be subject to disciplinary action, up to and including termination of employment or dismissal from the College’s academic programs.

3. Affirmative Consent, Coercion, Force, and Incapacitation

Affirmative Consent: Sexual contact must be consensual at all times, and sexual contact is considered consensual only after affirmative consent has been given. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. A complaint is NOT considered to have been made in bad faith simply because it is not corroborated or because a finding of responsibility cannot be reached under policy.

The following are principles that apply to the above definition of affirmative consent:

- Consent to any sexual act or prior consensual sexual activity does not necessarily constitute consent to any other sexual act.

- Consent is required regardless of whether the person initiating the act is under the influence of drugs or alcohol.
- Consent may be withdrawn at any time.
- When affirmative consent is withdrawn or can no longer be given, sexual activity must stop.
- A person is incapable of affirmative consent when they are:
 - Less than seventeen years of age;
 - Mentally disabled (a person is mentally disabled when their normal cognitive, emotional, or behavioral functioning renders them incapable of appraising their conduct); or incapacitated.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats and intimidation (implied threats) that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”). Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is intimidation or conduct that would compel an individual to do something against their will by:

- a. expressed or implied threats of physical, emotional, property, or reputational harm, or
- b. pressure that would cause a reasonable person to fear such harm.

Coercion is more than an effort to persuade or attract another person to engage in sexual activity. In assessing whether coercion was used, the frequency, duration, and intensity of the pressure applied will be taken into consideration.

Incapacitation: A person cannot consent if they are unable to understand what is happening or disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

- a. Incapacitation negates consent. An individual cannot give consent when mentally or physically incapacitated, when the incapacity is known or based on the circumstances should reasonably have been known to be incapacitated.
- b. Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).
- c. Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.
- d. This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

VII. Campus and Community Resources

1. Overview of Resources and Disclosures

Washington College is committed to treating all individuals with dignity, care, and respect. Both Complainants and Respondents have equal access to support and counseling services through the College. All parties are encouraged to utilize on-campus or off-campus resources for assistance. For a comprehensive list of resources, see Appendix D of this policy.

Any individual who has been the victim of a crime is encouraged to get to a safe place and to call 911 or to contact local law enforcement, immediately.

Washington College recognizes that not every individual will choose to report conduct prohibited by this Policy to the College or to law enforcement. Accordingly, Confidential Resources are available to all students and employees. Confidential Resources can provide critical support and information and can assist individuals in evaluating whether to make a report to the College or to law enforcement. Confidential Resources are listed in Appendix D.

As set forth in Appendix D, the staff at Health and Counseling Services are Washington College's designated Confidential Resources. Confidential Resources are certain employees that are required by law to protect confidentiality when acting in the course of their professional duties. Under most circumstances, Confidential Resources will not share information with other individuals without the express consent of the reporting party. An exception may be made if there is an imminent risk of danger to the reporting party or another individual or where required by law, such as in the case of reporting abuse of a minor or vulnerable adult.

All other employees of the College are mandated reporters and have an obligation to share any reports of conduct prohibited by this Policy with the Title IX Coordinator.

2. Medical Care After a Sexual Assault

Any person who experiences sexual assault or violence is encouraged to immediately seek medical assistance. Seeking medical care does not result in a report to law enforcement or to the College. In the aftermath of sexual assault or violence, medical providers can facilitate or provide the following:

- Treatment of any injury or physical trauma
- HIV and STI testing
- Pregnancy testing
- Advice on health care concerns related to the incident
- Collection and preservation of evidence as a part of a sexual assault forensic exam for potential use in criminal prosecution.
- Transportation will be provided to an area hospital equipped with SAFE kits.

On-Campus Resources include:
Health Services (410-778-7261)

Off-Campus Resources include:
University of Maryland Shore Medical Center at Chestertown (410-778-3300)
University of Maryland Shore Medical Center at Easton (410-822-1000)

For more information about sexual assault forensic examinations, visit RAINN's webpage, call RAINN's 24-hour National Sexual Assault Hotline: (800) 656-HOPE, or chat online at [online.rainn.org](https://www.rainn.org).

VIII. Making a Report Under This Policy

1. Reporting Guidelines

All members of the Washington College community are encouraged to report information about any form of conduct potentially prohibited by this Policy involving a student or an employee. The College will respond to all reports of Prohibited Conduct, including contacting the Complainant to discuss the availability of supportive measures, resources for support, and options for resolution.

At the time a report of Prohibited Conduct is made, a Complainant does not have to decide whether to pursue resolution of the report through any particular resolution process. Choosing to make a report and deciding how to

proceed can be a process that unfolds over time. Although the College may need to take action as a result of a particular report, the College will endeavor to respect a Complainant's wishes in making the decision that is best for them and will provide support to assist each individual in making that decision. Because the conduct prohibited by this Policy often involves behaviors or interactions that are not witnessed by third parties, reports cannot always be substantiated by additional direct evidence. Lack of corroborating direct evidence should not discourage a person from reporting an experience of Prohibited Conduct.

Individuals may make a report of Prohibited Conduct by filling out a CARE Report by emailing the Title IX Coordinator (wctix@washcoll.edu) or by contacting the following College employees:

Assistant Title IX Coordinators

Kate Laking
Human Resources Associate Director
Cromwell Hall
klaking2@washcoll.edu
410-778-7799

Pam Hoffmann
Director of Public Safety
Cullen Hall (Wicomico wing, lower level)
phoffmann2@washcoll.edu
410-778-7810

Kari Hughes
Head Women's Rowing Coach
Johnson Fitness Center
khughes5@washcoll.edu
410-778-7226

Karen Manna
Assistant Professor of Foreign Languages
Goldstein Hall
kmanna2@washcoll.edu
410-810-7493

a. Mandated Reporters

All College employees are Mandated Reporters, except student employees. Resident Assistants are the only student employees who are Mandated Reporters. When Mandated Reporters become aware of an alleged incident of sexual harassment (which includes sexual assault, dating violence, domestic violence, and stalking) or other conduct prohibited by this Policy, that involves a student as either the Complainant or Respondent, they are always obligated to report the information they have to the Title IX Coordinator. Mandated Reporters should be prepared to report the name, date, time, location, and description of the incident (if known). They are otherwise required to maintain an individual's privacy to the greatest extent possible.

When the Title IX Coordinator receives a report of Prohibited Conduct, they will contact the Complainant, if known, or another individual reporting the Prohibited Conduct to offer resources and supportive measures. The individual will also be advised of the option to pursue a Formal Complaint, if such an option is available, and any other available reporting options and resources.

A Mandated Reporter who receives a report, should not, under any circumstances, attempt to resolve the report without first reporting it to the Title IX Coordinator. Such failure to report may subject the individual to disciplinary sanctions.

b. Time Frame for Reporting

There is no time limitation on reporting or filing a Formal Complaint of Prohibited Conduct to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on reports and Formal Complaints significantly impacted by the passage of time (including, but not limited to, acts that have been impacted by the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures or remedies, or engage in informal or formal action, as appropriate.

When a Formal Complaint is filed after a significant delay the College will apply the Policy in place at the time of the alleged Prohibited Conduct and the Procedures in place at the time the report was made.

c. Anonymous Reporting

Individuals may submit reports of Prohibited Conduct anonymously. An individual may make a report without disclosing their name, identifying the Respondent, or requesting action. Depending on the level of information included about the conduct or the individuals involved, anonymous reporting may reduce the College's ability to respond or take appropriate action. Moreover, the College will generally not be able to take disciplinary action against an individual based solely on an anonymous report. A form that can be used for anonymous reporting **can be found here**.

d. Public Awareness and Advocacy Events

Public awareness or advocacy events at which community members disclose incidents of Prohibited Conduct do not initiate the College's Title IX obligations, including its obligation to investigate reports of Prohibited Conduct. Such events may, however, inform the need for campus-wide educational and prevention efforts, and the College may implement broad community initiatives in response to such events where appropriate.

2. Response to Reports of Prohibited Conduct

Upon receipt of a report of Prohibited Conduct, the Title IX Coordinator will provide Complainant with an explanation of their rights under this Policy, the process for filing a Formal Complaint, and an overview of their options for resolution of the Formal Complaint and the Procedures associated with each resolution process. The Complainant will also be informed of the range of possible outcomes of the resolution process, including potential remedial actions and possible disciplinary actions that may be taken against the Respondent upon a finding of a violation of this Policy. The Complainant will also be advised of their right to request that the College refrain from initiating a resolution process and their right to file a report with Washington College Public Safety and state and local law enforcement.

The Complainant will be informed of the availability of supportive measures regardless of whether Complainant files a Formal Complaint. The Title IX Coordinator will consider the Complainant's requests for supportive measures in accordance with Section, IX of this Policy.

3. Advisors

The Complainant and Respondent have the right to have an advisor of their choosing present with them at all stages under this Policy and its Procedures. The advisor may be any person, including an attorney. The parties may be accompanied by their respective advisor at any meeting or proceeding related to the investigation or resolution of a report under this Policy. While the advisor may provide support and advice to the parties at any meeting or proceeding, the College may establish restrictions regarding the extent to which the advisor may participate in the proceedings. Advisors may not speak on behalf of the parties or otherwise participate in, or in any manner delay, disrupt, or interfere with meetings or proceedings, with the exception that a party's advisor participating in a hearing under **Appendix A** will ask questions of the other party and witnesses.

An advisor should plan to make themselves reasonably available, and the College will not unduly delay the scheduling of meetings or proceedings based on the advisor's unavailability.

If an advisor fails to comply with the Procedures set forth herein or established rules of decorum, the College reserves the right to exclude the advisor from further participation in the process. The Title IX Coordinator is responsible for interpreting and applying this provision.

In sexual misconduct cases involving students only, the Complainant and the Respondent may have no more than two people (i.e., a personal supporter, an attorney, a trained advocate, or an advocate supervised by an attorney) at any hearing, meeting, or interview during the investigation and hearing process. Support persons

should not also be witnesses to the matter. The support person, advisor, and attorney are permitted to be present and to provide private advice and counsel to the student only, but is not permitted to participate in hearings, meetings, or interviews directly (for instance, the advisor is not permitted to address the investigators or hearing panelists). Disruptive supporters, attorneys, or advisors may be removed and prohibited from further participation in the investigation and hearing process. Student Complainants and Respondents may access attorneys paid for by the Maryland Higher Education Commission (MHEC) or who agree to participate on a pro bono (without charge) basis. Information regarding accessing counsel through MHEC can be found on [the MHEC website](#). Students may knowingly and voluntarily choose not to have counsel.

4. **Amnesty for Drug and Alcohol Use**

The health and safety of every student and employee at Washington College is of utmost importance. The College recognizes that students or employees who have been drinking or using drugs (whether such use is voluntary or involuntary) in violation of other College policies may be hesitant to report incidents due to fear of potential consequences for their own conduct. The College strongly encourages individuals to report such Prohibited Conduct. A Complainant, bystander, or other individual who in good faith reports Prohibited Conduct under this Policy to a College official or law enforcement shall be covered under the College's Medical Amnesty Policy as outlined in the Student Handbook.

5. **Coordination with Law Enforcement**

Washington College strongly encourages Complainants to pursue criminal action for incidents of sexual harassment, sexual violence, and dating and domestic violence, and stalking that may also be crimes under Maryland law. The College will assist a Complainant in making a criminal report and will cooperate with law enforcement agencies if a Complainant decides to pursue criminal action to the extent permitted by law.

Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether a violation of this Policy has occurred.

Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The College may not delay conducting its own investigation unless specifically requested by the law enforcement to do so.

In the event of such a specific request, the College will defer its investigation only during the time that law enforcement is gathering evidence, which should not exceed ten days absent extenuating circumstances. The College will nevertheless communicate with the Complainant and Respondent (if appropriate) regarding Title IX rights, procedural options, and the implementation of supportive measures to assure safety and well-being. The College will promptly resume fact-gathering as soon as it is informed that law enforcement has completed its initial investigation.

IX. Supportive Measures

Washington College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, or deter harassment, discrimination, or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice of a report or a Formal Complaint. At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may file a Formal Complaint with the College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant and Respondent to ensure that their wishes are taken into account with respect to the supportive measures that are offered. The College will maintain the privacy of the supportive measures, provided that privacy does not impair its ability to provide the

supportive measures. The College will act to ensure as minimal an academic impact on the parties as possible. The College will implement measures in a way that does not unreasonably burden the other party.

Supportive measures may include, but are not limited to:

- Referral to counseling, medical, or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties²
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Review of Supportive Measures

Upon request, a Complainant or Respondent will be afforded a reasonable and prompt review of any supportive measure that directly affects them and will be permitted to submit evidence in support of any changes requested.

Emergency Removal

If after undertaking an individualized safety and risk analysis, the Title IX Coordinator, in consultation with the Vice President for Student Affairs or designee determines that the Respondent poses an immediate threat to the physical health or safety of any student or other individual in the College community, the College may remove the Respondent on an emergency basis. The length and nature of the removal will depend on the facts of the case. The College will notify the Respondent of the emergency removal. Both the Complainant and the Respondent will have an opportunity to challenge the decision and its terms, including by submitting evidence, immediately following the removal to the Vice President for Student Affairs or designee.

Administrative Leave

The College may place a non-student employee Respondent on administrative leave, consistent with the Employee Information Guide, during the pendency of a Formal Resolution process conducted pursuant to this Policy and its procedures.

X. Resolution Process

1. Options for Report Resolution

Reports of Prohibited Conduct are generally resolved either through a support-based resolution of a report of Prohibited Conduct, an informal resolution of a Formal Complaint, or a Formal Resolution of a Formal Complaint.

² When a no contact order has been issued as a supportive measure or sanction in response to a complaint of a pattern or repeated actions on the part of the Respondent (such as, for example, a complaint of stalking or repeated sexual harassment), violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

2. Initial Inquiry

When the Title IX Coordinator receives any report of Prohibited Conduct, the Title IX Coordinator will initiate an inquiry into the allegations. Information learned during the initial inquiry will inform the Title IX Coordinator's determination regarding the provision of supportive measures to the parties and appropriate resolution processes.

3. Support-based Resolution

A Support-based Resolution of a report of Prohibited Conduct occurs when the report does not result in the filing of a Formal Complaint. Support-based resolutions will include the offering and provision of supportive measures intended to restore equal access to the College's educational programs and activities and to preserve a safe and non-discriminatory environment for living, working, and learning.

4. Formal Complaints

A Formal Complaint is a document signed by the Complainant or the Title IX Coordinator alleging a violation of this Policy against a Respondent and requesting that the College initiate an informal or Formal Resolution of the Formal Complaint pursuant to this Policy and its Procedures. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. For matters involving Title IX Prohibited Conduct, the Complainant must be participating or attempting to participate in the College's educational program or activities at the time of the filing of the Formal Complaint.

If the Complainant chooses not to file a Formal Complaint, the Title IX Coordinator has discretion to file a Formal Complaint. Where the Title IX Coordinator determines that the College cannot honor the Complainant's request that no Formal Complaint be pursued under this Policy, the Title IX Coordinator will promptly initiate the resolution process by making a signed, written Formal Complaint on behalf of the College. In determining whether to file a Formal Complaint, the Title IX Coordinator will consider the following:

- Whether the Respondent has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in unlawful conduct by the Respondent from previously noted behavior;
- The increased risk that the Respondent will commit additional acts of violence;
- Whether the Respondent used a weapon or force;
- Whether the Complainant is a minor;
- Whether the College possesses other means to obtain evidence such as security footage; and
- Whether available information reveals a pattern of perpetration at a given location or by a particular group.

If the Title IX Coordinator decides to file a Formal Complaint, The Title IX Coordinator will notify the Complainant of the College's intention to proceed with a Formal Complaint and will take immediate action as necessary to protect and assist the Complainant. The Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant. However, typically, the Complainant's identity would have to be disclosed as part of the College's investigation. The Complainant is not required to participate in any proceedings that follow. However, if the Complainant declines to participate in an investigation or the adjudicative process under this Policy and its Procedures, the College's ability to investigate meaningfully and respond to a report of prohibited conduct may be limited.

a. Consolidation of Formal Complaints

The Title IX Coordinator has the discretion to consolidate multiple reports into a single investigation if evidence relevant to one incident might be relevant to the others. Consolidation might involve multiple Complainants and a single Respondent, multiple Respondents, or conduct that is temporally or logically connected. In the event that the allegations under this Policy involve allegations of a violation of a separate policy, the College will have the right, within its sole

discretion, to consolidate those other allegations within one investigation or hearing under this Policy and its accompanying Procedures.

b. Dismissal of Formal Complaints

After the filing of the Formal Complaint, or during the initial inquiry, investigation, or resolution process, it may become apparent that conduct alleged in a Formal Complaint does not meet the definition of Title IX Sexual Harassment as defined in section VI(1) of this Policy. In that case, in accordance with Title IX, the Title IX Coordinator must dismiss the Formal Complaint (or the allegations of Title IX Sexual Harassment, therein). If the conduct would still, as alleged, constitute Non-Title IX Prohibited Conduct as defined in section VI(2) of this Policy, the College will continue to address the allegations pursuant to this Policy and the resolution procedures set forth in Appendices B or C. If the conduct, as alleged, does not constitute a violation of this Policy, the Formal Complaint will be dismissed in its entirety. If the conduct, as alleged, violates another College policy, the Title IX Coordinator must transfer the matter, and all information related to it, to the appropriate College office for assessment and potential further action.

The Title IX Coordinator may dismiss a Formal Complaint and close a case where:

- there is no jurisdiction under these procedures;
- the facts set forth in the Formal Complaint do not constitute prohibited conduct under these procedures;
- the Complainant fails or refuses to cooperate with the investigation such that the investigator is unable to investigate despite reasonable measures, including where the Complainant cannot be located, the Complainant fails or refuses to be available for interviews or meetings, or the Complainant fails to provide necessary information;
- the Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations therein, prior to resolution;
- the Respondent is no longer enrolled in, or employed by, the College; or
- specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Upon any dismissal, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. The parties may appeal the dismissal of the Formal Complaint on any of the bases and pursuant to the procedures set forth in Section XII Appeals, below.

5. Notice of Allegations

At the issuance of a Formal Complaint, the Title IX Coordinator will notify the Complainant and the Respondent, in writing, of the filing of the Formal Complaint and commencement of resolution process pursuant to this Policy and its Procedures and will provide both parties with a copy of the Formal Complaint. Such notice will:

- identify the Complainant and the Respondent;
- specify the alleged prohibited conduct and its date, time, and location, to the extent known;
- specify the basis for jurisdiction over the Formal Complaint;
- specify the factual allegations pertaining to the prohibited conduct;
- specify any sanctions that may be imposed, including the College's transcript notation policy;
- specify which procedures will be used to resolve the Formal Complaint
- identify the investigator(s) or the facilitator of informal resolution;
- include information about the parties' respective rights and obligations under this Policy and the applicable procedures;

- inform the parties of their right to have an advisor of choice at all stages of the resolution process, who may accompany the respective parties to meetings and proceedings;
- inform the parties of the range of available resources, including mental health and academic support resources;
- explain the prohibition against retaliation; and
- instruct the parties to preserve any potentially relevant evidence, whatever its form.

If, at any point prior to the resolution of the Formal Complaint, the Title IX Coordinator determines that there are additional allegations of Prohibited Conduct not included in the original notice that should be investigated, the Title IX Coordinator must provide the parties with an amended notice of additional allegations.

6. Informal Resolution

At any time after a Formal Complaint has been filed and before a hearing commences, the parties may seek to resolve a report of prohibited conduct through Informal Resolution, an administrative process.

Participation in Informal Resolution is entirely voluntary; the Title IX Coordinator will neither pressure nor compel either party to participate in the process or to agree to any specific terms. In every case, the Title IX Coordinator has discretion to determine whether the matter is appropriate for Informal Resolution and to determine the appropriate terms.

Before the Title IX Coordinator approves the Informal Resolution process or the terms of any Informal Resolution, the Title IX Coordinator will determine that they have sufficient information about the matter to make these decisions. The parties are strongly encouraged, although not required, to consult with their advisors during the Informal Resolution process.

If the process is terminated for any reason, the matter will be re-evaluated for resolution pursuant to the Formal Complaint resolution process under this Policy and its Procedures. For this reason, the investigator will not participate in Informal Resolution. The Title IX Coordinator will oversee the Informal Resolution process and have access to all College records in the matter, including any records or reports prepared during an investigation.

The Title IX Coordinator will consult separately with both parties and recommend to the parties the terms of a potential Informal Resolution agreement. Such terms may include, but are not limited to, any sanctions or remedies that could be imposed as a result of a finding following a hearing under these proceedings.

Both parties must agree to the terms before an Informal Resolution agreement becomes effective. At any time before a written agreement is effective, the Complainant or the Respondent may withdraw from the Informal Resolution process, and the Title IX Coordinator may also, at their discretion, terminate the process.

If both parties are satisfied with the Title IX Coordinator's recommendation, the matter will be resolved with a written agreement. The Title IX Coordinator will provide each party, separately, with a copy of the proposed agreement for the party to review, sign, and return. If both parties return the signed written agreement to the Title IX Coordinator the terms of the agreement will become effective, and the Title IX Coordinator will promptly notify both parties in writing that the agreement is final. Once the agreement is effective, the parties may not appeal the agreement and the Complainant may not seek to refile the Formal Complaint absent new allegations of misconduct. The parties are expected to honor and comply with the terms of the Informal Resolution. Noncompliance may be subject to proceedings under the other College policies.

If the process is terminated and the matter is resolved pursuant to the Formal Resolution process, neither the Title IX Coordinator nor the parties will disclose to the Investigator, Decision-maker, or Appellate

reviewers either the fact that the parties had participated in the Informal Resolution process or any information learned during the process.

While the parties are exploring Informal Resolution, any pending investigation will pause, and the time spent pursuing resolution in this way will not count toward the investigation time limit.

Informal Resolution typically takes two forms: (1) Restorative Agreements, or (2) Negotiated Agreements. Other forms of informal resolution may be available in the discretion of the Title IX Coordinator, in agreement with both parties. Informal resolution is NOT available to resolve complaints alleging sexual assault or sexual coercion.

a. Restorative Agreement

The purpose of a Restorative Agreement is for the parties to identify and agree on a set of remedies. Upon successful completion of those remedies, the Formal Complaint will be resolved and may not be refiled. Such remedies may include:

- Impact Letter;
- Apology Letter;
- Directed Study;
- Reflection Paper; or
- Other forms of restorative actions

b. Negotiated Agreement

As a necessary precondition of a Negotiated Resolution, the Respondent must accept responsibility for all or part of the alleged prohibited conduct. The parties will then have an opportunity to negotiate with the Title IX Coordinator what they believe the appropriate sanction should be. In support of their position, parties are encouraged to submit impact/mitigation information they believe the Title IX Coordinator should consider in evaluating any sanction.

The Title IX Coordinator has the discretion to propose other terms for the resolution that may be appropriate to address the prohibited conduct for which the Respondent has accepted responsibility.

If the Respondent agrees to a Negotiated Agreement under Informal Resolution that provides for a suspension, withdrawal, or dismissal (i.e., expulsion) from the College, there will be a transcript notation consistent with the College's policy.

7. Formal Resolutions

The Formal Resolution process is guided by provisions of this section of this Policy and by the Procedures accompanying this Policy. The applicable procedure is determined by the type of prohibited conduct alleged (Title IX Sexual Harassment or Non-Title IX Prohibited Conduct) and the identity of the Respondent. Upon receipt of a report or a Formal Complaint, the Title IX Coordinator will determine which procedure applies.

The Formal Resolution process is overseen by the Title IX Coordinator and will be conducted in a prompt and equitable manner, pursuant to the time frames set forth in Section XIII. Throughout the Formal Resolution process, all responsible personnel will maintain a commitment to impartiality.

a. Evidentiary Standard and Burden of Proof

The Respondent is presumed not responsible. A Respondent will be found responsible for violating this Policy only when such a finding is supported by the Preponderance of the Evidence. Washington College, not the parties, has the burden of proof and the burden of gathering evidence sufficient to reach a finding of responsibility.

b. Investigation and Adjudication Procedures

Appendix A outlines the procedures for the resolution of reports of Title IX Sexual Harassment in violation of this Policy.

Appendix B outlines the procedures for the resolution of reports of Non-Title IX Sexual Misconduct committed by students in violation of this Policy.

Appendix C outlines the procedures for the resolution of reports of Non-Title IX Sexual Misconduct committed by employees in violation of this Policy.

XI. Sanctions

Remedial actions include (but are not limited to):

- College warning (except in cases of sexual assault/violence)
- Restrictions limiting access or participation in activities
- Suspension/expulsion
- Probation
- Termination of employment
- Protection from retaliation
- Counseling for the Reporting Party
- Other steps to address the impact of harassment or discrimination on the Reporting Party, any witnesses, and the College community

XII. Appeals

Both the Complainant and the Respondent may appeal the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein or, the determination of responsibility following a hearing or, on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, Investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
- Sanction or remedies imposed are not commensurate with finding made.

A party may commence an appeal by submitting a written statement to the Title IX Coordinator within ten (10) business days of issuance of the final determination of responsibility or the dismissal of the Formal Complaint. The appeal statement must set forth:

- the determination(s) being appealed,
- the specific ground(s) for the appeal, and
- the facts supporting the grounds.

The appeal statement will be limited to 3,500 words. Failure to submit an appeal within the ten (10) business days or any approved extension constitutes waiver of the right to appeal.

A copy of the appeal statement will be provided to the other party, who, within ten (10) business days may submit a written response to the Title IX Coordinator. The response should address both the specific ground(s) for

appeal set forth in the appealing party's statement and the specific facts asserted by the appealing party. The response will be limited to 3,500 words.

The Title IX Coordinator will submit the appeal and response, if any to the appellate panel, which will be comprised of three individuals appointed by the Title IX Coordinator. The panel members/reviewer will not be the Title IX Coordinator, the investigator, or a Decision-maker.

The Appeal Panel will establish a reasonable schedule for issuing a written decision, typically no later than thirty (30) business days after receipt of the non-appealing party's submission or the time for submission has expired.

The Appeal Panel may affirm the decision or sustain any of the above-specified grounds for appeal, in which case the Appeal Panel may:

- reverse a decision or finding;
- change a sanction or remedy;
- remand a decision to the Title IX Coordinator;
- remand a case to the original Decision Maker(s) for clarification or reconsideration consistent with the Appeal Panel's decision, if doing so would assist with a timely, practicable, and efficient resolution of the case;
- remand a case for a new hearing to either the original Decision Maker(s) or a newly composed Decision Maker(s); or
- remand a case for a new or additional investigation, followed by an adjudication consistent with these procedures, to either the original investigator or to a new investigator.

If the Appeal Panel reverses a finding of not responsible, the Appeal Panel must also determine the sanctions and remedies to be included in their written decision. If the Impact/Mitigation Statements have not previously been distributed, they would be distributed to both parties only upon a finding of responsibility, and, in that instance, when the Title IX Coordinator distributes the Appeal Panel's written decision to the parties.

If the Appeal Panel calls for the admission of new evidence, if possible, it will remand the case to the Decision-maker from which it originated for a new hearing or review. Upon remand from the Appeal Panel, as necessary and possible, a Decision-maker may remand a case to the investigator from which it originated for further investigation.

The decision of the Appeal Panel will be final and binding on all parties.

XIII. Time Frames

Washington College seeks to resolve all reports of Prohibited Conduct pursuant to the following time frames

- Informal Resolution: The informal resolution process is typically completed within 30–60 calendar days.
- Formal Resolution: The formal resolution process is typically completed within 90–120 calendar days.

The Title IX Coordinator may extend the time frames for good cause. Good cause for extension may include the unavailability of the parties or their advisors, concurrent law enforcement investigation, the complexity of the allegations, or other extenuating circumstances. Any extension, and the reason(s) therefore, will be shared with the parties, in writing.

XIV. Training

The Title IX Coordinator, Investigators, Decision-makers, Appellate Reviewers, and Facilitators of Informal Resolutions, shall, at a minimum, receive all training and education required pursuant to Title IX, the Violence Against Women Act, and Maryland State Law.

XV. Record Keeping

Washington College will maintain the following records:

- Records of reports of Prohibited Conduct under this Policy and any actions taken in response to the reports, including the issuance of supportive measures and educational efforts;
- Records related to each Formal Resolution process;
- Records related to each Informal Resolution process;
- Materials used to train and educate the Title IX Coordinator, Investigators, Decision-makers, Appellate Reviewers, and Facilitators of Informal Resolutions.

This information will be used by the Title IX Coordinator to monitor patterns and areas of concern. In general records will be kept for seven (7) years after the date the reported incident is resolved. Certain records may be retained longer in the College's sole discretion, including for active employees.

Appendix A: Procedures for the Formal Resolution of Formal Complaints of Title IX Sexual Harassment

I. Scope of These Procedures

The procedures set forth below will guide the investigation and adjudication of Formal Complaints of Title IX Sexual Harassment, as defined in Section VI(1).

II. Initiation of the Investigation

An investigation under these procedures will be initiated at the Title IX Coordinator's direction after the filing of a Formal Complaint and the issuance of a Notice of Allegations to the parties.

III. The Investigation

1. Overview of the Investigation

The investigation is a neutral fact-gathering process. During the investigation, the parties will have an equal opportunity to be heard, to submit evidence, to identify witnesses who have relevant information, including fact and expert witnesses, and to submit questions that they believe should be directed by the investigator to each other or to any witness. The investigators will also seek to obtain relevant evidence identified during the investigation, including relevant evidence that has not been offered by either party. The College may continue an investigation without the participation of any party.

2. The Investigator

Investigations will be conducted by one or more appropriately trained individuals appointed by the Title IX Coordinator. The Investigator(s) will be impartial and will conduct a prompt, thorough, and fair investigation. The Investigator(s) may be a College employee or an external party.

3. Evidence Collection

a. Testimonial Evidence Collection: Investigative Interview

Testimony is evidence. Thus, throughout the investigation, the Investigator(s) will endeavor to interview the parties and other individuals (witnesses) who have information that is relevant or directly related to the allegations in the Formal Complaint, including fact and expert witnesses. The Investigator(s) will provide to everyone whose participation in an investigative interview is invited or expected written notice of the date, time, and location of the interview, and the parties will be given a sufficient time to prepare to participate.

If a party declines to participate in investigative interviews deemed necessary by the investigator, the party will forfeit the opportunity at the hearing to provide testimony at the hearing. If a witness declines to participate in an investigative interview, they will not be permitted to provide testimony at the hearing.

Investigative interviews may be conducted in person, or via telephone or video conference. Investigative interviews will be recorded. Following the investigative interview, the Investigator(s) will prepare a full written summary of the interview ("Interview Summary"). This summary will be shared with the interviewee and the interviewee will be provided three (3) business days to submit, in writing to the investigator, any corrections to, or comments about, or proposed changes to, the interview summary that the interviewee believes is necessary to ensure the accuracy of the interview summary. Submissions made by the interviewee will be attached to the original summary. The deadline for submitting a response may be extended for good cause, upon request to the

Investigator(s). If no response is received from the interviewee, the summary prepared will be presumed accurate.

b. Non-Testimonial Evidence Collection

During the investigative interviews, the Investigator(s) will gather other available evidence and information that is directly related to the allegations in the Formal Complaint, including, without limitation, electronic and other records of communications between the parties or witnesses (via voicemail, text message, audio messages, email, or social media sites), photographs and videos, medical records (subject to required consent), and records generated by public safety or law enforcement.

c. Evidence Collection Logs

The Investigator(s) will maintain a log of all testimonial and non-testimonial evidence obtained and the source of such evidence. The Investigator(s) will also maintain a log of all testimonial and non-testimonial evidence offered or sought, but not obtained, and the reason such evidence was not obtained. These logs will be made a part of the evidence file.

4. Review of the Draft Investigative Report and Draft Evidence File

a. The Draft Evidence File

At the conclusion of the investigation, the Investigators will compile all of the evidence that is directly related to the allegations in the Formal Complaint, including the summaries of the statements the parties and witness, evidence that is both inculpatory and exculpatory, and evidence upon which the investigator does not intend to rely. This compilation of evidence will be referred to as the “Draft Evidence File.”

The Draft Evidence File will be intentionally organized to support comprehension and will be divided into at least two sections. One section will include evidence obtained that the Investigator(s) deems relevant to the allegations in the Formal Complaint. The other section(s) will include evidence that the Investigator(s) do not deem relevant, but that is otherwise directly related to the allegations in the Formal Complaint.

b. The Draft Investigative Report

The Investigator(s) will also prepare a “Draft Investigative Report” that fairly summarizes the relevant evidence. The Draft Investigative Report will not include any findings.

c. Review and Opportunity to Respond

Upon completion, the Investigator(s) will share the Draft Evidence File and Draft Investigative Report with the parties and their advisors electronically, or by hard copy. The parties will then be afforded ten (10) business days to review the Draft Evidence File and Draft Investigative Report and to submit an optional written response, which may include responses to the evidence and requests that the Investigator(s) accept, seek, or obtain additional evidence or conduct follow up inquiries of the other party(ies) or witnesses. The parties' responses may also include challenges to the Investigator's assessment of relevance. Any responses submitted by the parties will be shared with the other party and made a part of the Final Evidence File.

d. Additional Evidence Collection

The Investigator(s) will consider the written responses of the parties, if any, and will determine in their sole discretion, whether further investigative steps are required. If additional investigative steps are taken that result in collection of additional evidence, such additional evidence will be included in the Draft Investigative File and incorporated, as appropriate, into the Draft Investigative Report. The new evidence and any changes to the Draft Investigative Report and will be shared

with the parties and their advisors electronically, or by hard copy. The parties will be provided with a final opportunity to respond, in writing. The Investigator will determine the length of this review period. Any additional responses submitted will be shared with the other party and made a part of the Final Evidence File.

e. Prohibition of Evidence Not Offered During the Investigation

In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the Investigator(s) during the investigation or during this designated response and review period will not be considered in the determination of responsibility for a violation of the Policy and will not be considered during the hearing process.

5. Final Investigative Report and Final Evidence File

At the conclusion of the fact gathering process and the review periods, as described in this Procedure, the Investigator(s) will prepare a Final Investigative File and Investigative Report.

a. The Final Investigative File

The Final Investigative File will include all of the evidence that is directly related to the allegations in the Formal Complaint, including the summaries of the statements the parties and witness, evidence that is both inculpatory and exculpatory, and evidence upon which the College does not intend to rely. The Final Investigative File will also include any responses submitted by the parties during the evidence review period and a timeline of all procedural steps taken by the College from the time of the filing of the Formal Complaint to the conclusion of the investigation.

The Final Evidence File will be intentionally organized to support comprehension and will be divided into at least two sections. One section will include evidence obtained that the Investigator(s) deems relevant to the allegations in the Formal Complaint. The other section(s) will include evidence that the Investigator(s) do not deem relevant, but that is otherwise directly related to the allegations in the Formal Complaint. The final section will include the procedural timeline.

b. The Final Investigative Report

The Final Investigative Report will be prepared by the Investigator(s) and will fairly summarize all of the relevant evidence obtained during the investigation. Relevance Determinations are generally guided by the principles set forth below in Section V of this Procedure.

c. Submission of the Final Investigative Report and Evidence File to the Parties

The Final Investigative Report and Evidence File will be simultaneously provided to the parties and their advisors in electronic format or hard copy, at least ten (10) business days prior to a hearing. The parties will have ten (10) business days to submit a written response to the Final Investigative Report and Evidence File.

The Final Investigative Report and Evidence File, and any written responses submitted by the parties will be provided to the Decision Maker(s).

IV. The Hearing

1. Overview

Upon conclusion of the investigation, a hearing will be held to determine whether the Respondent is responsible for the alleged policy violations in the Formal Complaint. As set forth in Section X of this Policy, the Respondent is presumed not responsible. A Respondent will be found responsible for violating this Policy only when such a finding is supported by the Preponderance of the Evidence.

The hearing is a private proceeding. The only people present will be the parties, their advisors, the Decision-maker(s), witnesses (when testifying), and any staff necessary for conducting the hearing.

2. Hearing Participants

a. Decision-makers

The College will designate the Decision-maker for the moderation of the hearing and determination of finding and sanction. This may take the form of a single decision-maker or a three-member panel at the Title IX Coordinator's discretion. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator. The Decision-maker(s) may not be the Title IX Coordinator, a facilitator of informal resolution, or the investigator.

Upon receipt of the notice of the Decision-Maker or three-member panel, Parties will have three (3) business days to object to the appointment of a Decision-maker, on the basis of demonstrated bias or conflict of interest.

b. The Parties

The Parties are permitted to participate in the entirety of hearing, portions thereof, or they can decline to participate in the hearing entirely, and the Decision-maker(s) will not draw an adverse inference against a party based solely on their decision not to participate in all or some of the hearing proceedings.

In accordance with Section III(3)(a) of these procedures, if a party declined to participate in investigative interviews deemed necessary by the investigator, the party will not be permitted the opportunity to provide testimony at the hearing.

Nonetheless, if a party who has so declined to participate in investigative interviews later seeks to participate in a hearing, upon a finding that there was a compelling reason for the nonparticipation, the Hearing Chair, upon the Chair's discretion, may permit the party to participate. If the Hearing Chair permits the party to participate in the hearing, the Hearing Chair will first reschedule or adjourn the hearing for the investigator to interview the party and, as necessary, conduct any follow-up investigation and supplement and revise the evidence file and the investigative report.

c. Advisors

The parties have the right to have an advisor of their choice present at the hearing in accordance with Section X(2) of this Policy. If a party does not have an advisor of choice, the Title IX Coordinator will appoint an advisor to that party for the sole purpose of conducting cross examination of other party and witnesses. A party's advisor of choice or an advisor appointed by the Title IX Coordinator may participate in the hearing for the sole purpose of conducting cross examination in the absence of their advisee.

As set forth in Section X(2) of this Policy, Advisors may not speak on behalf of the parties or otherwise participate in, or in any manner delay or disrupt the hearing. If an advisor fails to comply with the procedures set forth herein or the established rules of decorum, the College reserves the right to exclude the advisor from further participation in the process. The Title IX Coordinator is responsible for interpreting and applying this provision.

d. Witnesses

The Decision-maker(s) will determine, in their sole discretion, which witnesses will be invited to provide testimony at the hearing. Witnesses who are invited to participate in the hearing will be permitted to attend the hearing only when providing testimony.

In accordance with Section III(3)(a) of these procedures, a witness who declined to participate in an investigative interview will not be permitted to provide testimony at the hearing.

However, if a witness who has so declined to participate in investigative interviews later seeks to participate in a hearing, upon a finding that there was a compelling reason for the nonparticipation, the Decision-maker(s), upon their discretion, may permit the party to participate. If the Decision-maker(s) permits the party to participate in the hearing, the Decision-maker(s) will first reschedule or adjourn the hearing for the investigator to interview the party and, as necessary, conduct any follow-up investigation and supplement and revise the evidence file and the investigative report.

e. Hearing Facilitators

The orderly administration of hearings will be supported by Hearing Facilitators, who are individuals either internal or external to the College and appointed by the Title IX Coordinator.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role.

3. Notice of Hearing

The Title IX Coordinator will notify the parties in writing of the date, time, and location/format of the hearing. The notice will include the charges at issue; a brief summary of the alleged prohibited conduct; and the applicable procedures under this Policy. All efforts will be made to provide the Notice of Hearing no later than five (5) days prior to the hearing and to schedule the hearing as soon as practicable.

Either party may request to have a hearing rescheduled. The request may be granted at the discretion of the Title IX Coordinator. Absent extenuating circumstances, requests to reschedule must be submitted at least three (3) days prior to the hearing. A request to reschedule a hearing must be supported by a compelling reason. Given the number of individuals involved in a hearing, and the attendant difficulty of scheduling and rescheduling them in a timely manner, it may not be possible to accommodate all scheduling requests. The Title IX Coordinator may also reschedule a hearing, without a request by the parties, when there is reasonable cause to do so.

4. Hearing Format

The hearing will be live and will provide the parties an opportunity to address the Decision-maker(s) in person. Participants may be physically present in the same geographic location, or at the College's discretion, some or all of the hearing may be conducted remotely, using virtual platforms (i.e., video conferencing). Upon request to the Title IX Coordinator, a party may participate in the hearing remotely. Such requests for remote participation should be made at least two (2) days in advance of the scheduled hearing.

5. Pre-Hearing Conferences

At least three (3) days prior to the hearing, the Title IX Coordinator and the Decision-maker(s) will meet with the parties and their advisors, separately, for the purposes of conducting a pre-hearing conference. At the pre-hearing conference, the Decision-maker(s) will review these procedures, the Rules of Decorum, and the proposed hearing schedule and the parties will be permitted to ask questions. The Decision-maker(s) will not discuss matters of evidence of evidentiary issues with the parties during the pre-hearing conference.

6. Impact Mitigation Statements

The parties will be permitted, but not required, to prepare a written Impact/Mitigation Statement relevant to any sanctions. The parties may submit the statement up until the start of a hearing. The statements are distributed to the Decision-maker(s) and the parties only if the Decision-maker(s) finds the

Respondent responsible. The Title IX Coordinator will provide the Impact/Mitigation Statements to the parties with a copy of the Decision Maker(s)'s written decision.

7. Hearing Procedures

Typically, the format of the hearing will be as follows:

a. Opening Instructions

The hearing will begin with opening instructions by the Hearing Chair. The parties will be afforded the opportunity to ask questions about the format of the hearing and these procedures at the conclusion of the Chair's opening instructions.

b. Testimony

The Decision-maker(s) will determine the order of testimony. The Decision-maker(s) will question the party or witness first, followed by cross examination of a party by the other party's advisor. In the case of witness testimony, the Decision-maker(s) will question the witness first, followed by cross examination of the witness, first by Complainant's advisor and next, by the Respondent's advisor.

During cross examination, the party's advisor will be permitted to ask the opposing parties and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Before a Complainant, Respondent, or witness responds to a question by a party's advisor, the Decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

The Decision-maker(s) retain authority to ask questions at any time during testimony, including during cross examination by the advisors.

c. Closing Remarks by the Hearing Chair

At the conclusion of testimony, the Hearing Chair will conclude the proceedings with brief closing remarks.

8. Determination Regarding Responsibility and Notice of Outcome

The Decision-maker(s) will determine whether Respondent is responsible of the alleged violation(s) of the Policy by a majority vote based upon a preponderance of the evidence standard. The Decision-maker(s) retains discretion regarding the weight or credibility to assign the evidence. If the Decision-maker(s) make a finding of responsibility, the Decision-maker(s) will determine the appropriate sanctions and remedies.

In matters where a finding of responsibility is made, the Decision-maker(s) will consider the Impact/Mitigation statements of the parties prior to determining sanction.

The Decision-maker(s) will issue a written determination of findings that will include the procedural steps taken during the investigation, the specific prohibited conduct for which the Respondent was found responsible and not responsible with identification of the allegations potentially constituting Title IX sexual harassment, the findings of fact and the rationale for the Decision Maker(s)'s determinations regarding both responsibility and sanctions, whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant, sanctions and remedies if the Respondent is found responsible, and, instructions and time limits for appeals.

The decision may incorporate and reference any portions of the proceedings, including the evidence file and investigative report, as the Decision-maker(s) deems appropriate. Both the Complainant and the

Respondent will be simultaneously provided with a notice of outcome and the Decision-maker(s) written determination.

9. Hearing Record

An audio recording will be made of all hearings, but not of deliberations. The parties may listen to the audio recording of the hearing. Access will be facilitated in a manner deemed appropriate by the Title IX Coordinator.

Individuals appearing before the Decision-maker(s), whether as a party or witness, are prohibited from recording any portion of the hearing. The Decision-maker(s) members are also prohibited from recording any portion of the hearing.

The Decision-maker(s) has access to the hearing record. The hearing record will include: the audio recording and written transcript of the hearing, the Decision-maker(s)'s final determination, the final evidence file and investigative report, and if there is a determination of responsibility, the parties' Impact/Mitigation Statements, and information concerning the Respondent's prior misconduct.

V. Evidentiary Considerations

1. Relevance

Determinations regarding relevance of any proffered evidence will be subject to the following requirements:

a. Prior Sexual History of Complainant

Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior are considered irrelevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

b. Prior or Subsequent Conduct

Prior or subsequent conduct of a Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of conduct prohibited by this policy by a Respondent, either before or after the incident in question, regardless of whether there has been a finding of a Policy violation, may be deemed relevant to a determination of responsibility.

Mental Health Condition, Treatment or Diagnosis

c. Generally, during both the investigation and any hearing to determine responsibility, evidence of the party's mental health diagnosis or treatment is irrelevant and will not be permitted without the party's consent.

d. Privilege

The investigator(s) and Decision-maker(s) will not allow or rely upon, or otherwise permit questions or evidence that is protected by a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. Newly Offered Evidence

If, after the issuance of the final evidence file and investigative report and prior to the issuance of the Decision-maker(s) decision, including at the hearing, a party or the investigator seek to present a witness or introduce evidence not offered prior to the hearing and not disclosed to the investigator, the

Decision-maker(s) may grant admission of the evidence such request upon a showing that the witness or evidence is relevant, material, newly discovered, and could not have been discovered during the investigation with due diligence.

Where Decision-maker(s) permit a party to introduce a newly discovered witness or evidence, the Decision-maker(s) will reschedule or adjourn the hearing for the investigator to investigate the newly discovered witness or evidence and, if appropriate to amend the final evidence file and investigative report.

Appendix B: Procedures for the Formal Resolution of Formal Complaints of Non-Title IX Prohibited Conduct by Students

I. Scope of These Procedures

The procedures set forth below will guide the investigation and adjudication of Formal Complaints of Non-Title IX Prohibited Conduct, as defined in Section VI(2) of the Policy, where the Respondent is a student.

II. Initiation of the Investigation

An investigation under these procedures will be initiated at the Title IX Coordinator's direction after the filing of a Formal Complaint and the issuance of a Notice of Allegations to the parties.

III. The Investigation

1. Overview of the Investigation

The investigation is a neutral fact-gathering process. During the investigation, the parties will have an equal opportunity to be heard, to submit evidence, to identify witnesses who have relevant information, including fact and expert witnesses, and to submit questions that they believe should be directed by the investigator to each other or to any witness. The investigators will also seek to obtain relevant evidence identified during the investigation, including relevant evidence that has not been offered by either party. The College may continue an investigation without the participation of any party.

2. The Investigator

Investigations will be conducted by one or more appropriately trained individuals appointed by the Title IX Coordinator. The Investigator(s) will be impartial and will conduct a prompt, thorough, and fair investigation. The Investigator(s) may be a College employee or an external party.

3. Evidence Collection

a. Testimonial Evidence Collection: Investigative Interviews

Testimony is evidence. Thus, throughout the investigation, the Investigator(s) will endeavor to interview the parties and other individuals (witnesses) who have information that is relevant or directly related to the allegations in the Formal Complaint, including fact and expert witnesses. The Investigator(s) will provide to everyone whose participation in an investigative interview is invited or expected written notice of the date, time, and location of the interview, and the parties will be given a sufficient time to prepare to participate.

If a party declines to participate in investigative interviews deemed necessary by the investigator, the party will forfeit the opportunity at the hearing to provide testimony at the hearing. If a witness declines to participate in an investigative interview, they will not be permitted to provide testimony at the hearing.

Investigative interviews may be conducted in person, or via telephone or video conference. Investigative interviews will be recorded. Following the investigative interview, the Investigator(s) will prepare a full written summary of the interview ("Interview Summary"). This summary will be shared with the interviewee and the interviewee will be provided three (3) business days to submit, in writing to the investigator, any corrections to, or comments about, or proposed changes to, the interview summary that the interviewee believes is necessary to ensure the accuracy of the interview summary. Submissions made by the interviewee will be attached to the original summary. The deadline for submitting a response may be extended for good cause, upon request to the

Investigator(s). If no response is received from the interviewee, the summary prepared will be presumed accurate.

b. Non-Testimonial Evidence Collection

During the investigative interviews, the Investigator(s) will gather other available evidence and information that is directly related to the allegations in the Formal Complaint, including, without limitation, electronic and other records of communications between the parties or witnesses (via voicemail, text message, audio messages, email, or social media sites), photographs and videos, medical records (subject to required consent), and records generated by public safety or law enforcement.

c. Evidence Collection Logs

The Investigator(s) will maintain a log of all testimonial and non-testimonial evidence obtained and the source of such evidence. The Investigator(s) will also maintain a log of all testimonial and non-testimonial evidence offered or sought, but not obtained, and the reason such evidence was not obtained. These logs will be made a part of the evidence file.

4. Review of the Draft Investigative Report and Draft Evidence File

a. The Draft Evidence File

At the conclusion of the investigation, the Investigators will compile all of the evidence that is directly related to the allegations in the Formal Complaint, including the summaries of the statements the parties and witness, evidence that is both inculpatory and exculpatory, and evidence upon which the investigator does not intend to rely. This compilation of evidence will be referred to as the “Draft Evidence File.”

The Draft Evidence File will be intentionally organized to support comprehension and will be divided into at least two sections. One section will include evidence obtained that the Investigator(s) deems relevant to the allegations in the Formal Complaint. The other section(s) will include evidence that the Investigator(s) do not deem relevant, but that is otherwise directly related to the allegations in the Formal Complaint.

b. The Draft Investigative Report

The Investigator(s) will also prepare a “Draft Investigative Report” that fairly summarizes the relevant evidence. The Draft Investigative Report will not include any findings.

c. Review and Opportunity to Respond

Upon completion, the Investigator(s) will share the Draft Evidence File and Draft Investigative Report with the parties and their advisors electronically, or by hard copy. The parties will then be afforded ten (10) business days to review the Draft Evidence File and Draft Investigative Report and to submit an optional written response, which may include responses to the evidence and requests that the Investigator(s) accept, seek, or obtain additional evidence or conduct follow up inquiries of the other party(ies) or witnesses. The parties' responses may also include challenges to the Investigator's assessment of relevance. Any responses submitted by the parties will be shared with the other party and made a part of the Final Evidence File.

d. Additional Evidence Collection

The Investigator(s) will consider the written responses of the parties, if any, and will determine in their sole discretion, whether further investigative steps are required. If additional investigative steps are taken that result in collection of additional evidence, such additional evidence will be included in the Draft Investigative File and incorporated, as appropriate, into the Draft Investigative Report. The new evidence and any changes to the Draft Investigative Report and will be shared

with the parties and their advisors electronically, or by hard copy. The parties will be provided with a final opportunity to respond, in writing. The Investigator will determine the length of this review period.

Any additional responses submitted will be shared with the other party and made a part of the Final Evidence File.

e. Prohibition of Evidence Not Offered During the Investigation

In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the Investigator(s) during the investigation or during this designated response and review period will not be considered in the determination of responsibility for a violation of the Policy, and will not be considered during the hearing process.

5. Final Investigative Report and Final Evidence File

At the conclusion of the fact gathering process and the review periods, as described in this Procedure, the Investigator(s) will prepare a Final Investigative File and Investigative Report.

a. The Final Investigative File

The Final Investigative File will include all of the evidence that is directly related to the allegations in the Formal Complaint, including the summaries of the statements the parties and witness, evidence that is both inculpatory and exculpatory, and evidence upon which the College does not intend to rely. The Final Investigative File will also include any responses submitted by the parties during the evidence review period and a timeline of all procedural steps taken by the College from the time of the filing of the Formal Complaint to the conclusion of the investigation.

The Final Evidence File will be intentionally organized to support comprehension and will be divided into at least two sections. One section will include evidence obtained that the Investigator(s) deems relevant to the allegations in the Formal Complaint. The other section(s) will include evidence that the Investigator(s) do not deem relevant, but that is otherwise directly related to the allegations in the Formal Complaint. The final section will include the procedural timeline.

b. The Final Investigative Report

The Final Investigative Report will be prepared by the Investigator(s) and will fairly summarize all of the relevant evidence obtained during the investigation. Relevance Determinations are generally guided by the principles set forth below in Section V of this Procedure.

c. Submission of the Final Investigative Report and Evidence File to the Parties

The Final Investigative Report and Evidence File will be simultaneously provided to the parties and their advisors in electronic format or hard copy, at least ten (10) business days prior to a hearing. The parties will have ten (10) business days to submit a written response to the Final Investigative Report and Evidence File.

The Final Investigative Report and Evidence File, and any written responses submitted by the parties will be provided to the Decision Maker(s).

IV. The Hearing

1. Overview

Upon conclusion of the investigation, a hearing will be held to determine whether the Respondent is responsible for the alleged policy violations in the Formal Complaint. As set forth in Section X of this Policy, the Respondent is presumed not responsible. A Respondent will be found responsible for violating this Policy only when such a finding is supported by the Preponderance of the Evidence.

The hearing is a private proceeding. The only people present will be the parties, their advisors, the Decision-maker(s), witnesses (when testifying), and any staff necessary for conducting the hearing.

2. Hearing Participants

a. Decision-makers

The College will designate the Decision-maker for the moderation of the hearing and determination of finding and sanction. This may take the form of a single decision-maker or a three-member panel at the Title IX Coordinator's discretion. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator. The Decision-maker(s) may not be the Title IX Coordinator, a facilitator of informal resolution, or the investigator.

Upon receipt of the notice of the Decision-Maker or three-member panel, Parties will have three (3) business days to object to the appointment of a Decision-maker, on the basis of demonstrated bias or conflict of interest.

b. The Parties

The Parties are permitted to participate in the entirety of hearing, portions thereof, or they can decline to participate in the hearing entirely, and the Decision-maker(s) will not draw an adverse inference against a party based solely on their decision not to participate in all or some of the hearing proceedings.

In accordance with Section III(3)(a) of these procedures, if a party declined to participate in investigative interviews deemed necessary by the investigator, the party will not be permitted the opportunity to provide testimony at the hearing.

Nonetheless, if a party who has so declined to participate in investigative interviews later seeks to participate in a hearing, upon a finding that there was a compelling reason for the nonparticipation, the Hearing Chair, upon the Chair's discretion, may permit the party to participate. If the Hearing Chair permits the party to participate in the hearing, the Hearing Chair will first reschedule or adjourn the hearing for the investigator to interview the party and, as necessary, conduct any follow-up investigation and supplement and revise the evidence file and the investigative report.

c. Advisors

The parties have the right to have an advisor of their choice present at the hearing in accordance with Section X(2) of this Policy. If a party does not have an advisor of choice, the Title IX Coordinator will appoint an advisor to that party for the sole purpose of conducting cross examination of other party and witnesses. A party's advisor of choice or an advisor appointed by the Title IX Coordinator may participate in the hearing for the sole purpose of conducting cross examination in the absence of their advisee.

As set forth in Section X(2) of this Policy, Advisors may not speak on behalf of the parties or otherwise participate in, or in any manner delay or disrupt the hearing. If an advisor fails to comply with the procedures set forth herein or the established rules of decorum, the College reserves the right to exclude the advisor from further participation in the process. The Title IX Coordinator is responsible for interpreting and applying this provision.

d. Witnesses

The Decision-maker(s) will determine, in their sole discretion, which witnesses will be invited to provide testimony at the hearing. Witnesses who are invited to participate in the hearing will be permitted to attend the hearing only when providing testimony.

In accordance with Section III(3)(a) of these procedures, a witness who declined to participate in an investigative interview will not be permitted to provide testimony at the hearing.

However, if a witness who has so declined to participate in investigative interviews later seeks to participate in a hearing, upon a finding that there was a compelling reason for the nonparticipation, the Decision-maker(s), upon their discretion, may permit the party to participate. If the Decision-maker(s) permits the party to participate in the hearing, the Decision-maker(s) will first reschedule or adjourn the hearing for the investigator to interview the party and, as necessary, conduct any follow-up investigation and supplement and revise the evidence file and the investigative report.

e. Hearing Facilitators

The orderly administration of hearings will be supported by Hearing Facilitators, who are individuals either internal or external to the College and appointed by the Title IX Coordinator.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role.

3. Notice of Hearing

The Title IX Coordinator will notify the parties in writing of the date, time, and location/format of the hearing. The notice will include the charges at issue; a brief summary of the alleged prohibited conduct; and the applicable procedures under this Policy. All efforts will be made to provide the Notice of Hearing no later than five (5) days prior to the hearing and to schedule the hearing as soon as practicable.

Either party may request to have a hearing rescheduled. The request may be granted at the discretion of the Title IX Coordinator. Absent extenuating circumstances, requests to reschedule must be submitted at least three (3) business days prior to the hearing. A request to reschedule a hearing must be supported by a compelling reason. Given the number of individuals involved in a hearing, and the attendant difficulty of scheduling and rescheduling them in a timely manner, it may not be possible to accommodate all scheduling requests. The Title IX Coordinator may also reschedule a hearing, without a request by the parties, when there is reasonable cause to do so.

4. Hearing Format

The hearing will be live and will provide the parties an opportunity to address the Decision-maker(s) in person. Participants may be physically present in the same geographic location, or at the College's discretion, some or all of the hearing may be conducted remotely, using virtual platforms (i.e., video conferencing). Upon request to the Title IX Coordinator, a party may participate in the hearing remotely. Such requests for remote participation should be made at least two (2) days in advance of the scheduled hearing.

5. Pre-Hearing Conferences

At least three (3) days prior to the hearing, the Title IX Coordinator and the Decision-maker(s) will meet with the parties and their advisors, separately, for the purposes of conducting a pre-hearing conference. At the pre-hearing conference, the Decision-maker(s) will review these procedures, the Rules of Decorum, and the proposed hearing schedule and the parties will be permitted to ask questions.

The Decision-maker(s) will not discuss matters of evidentiary issues with the parties during the pre-hearing conference.

6. Impact Mitigation Statements

The parties will be permitted, but not required, to prepare a written Impact/Mitigation Statement relevant to any sanctions. The parties may submit the statement up until the start of a hearing. The statements are

distributed to the Decision-maker(s) and the parties only if the Decision-maker(s) finds the Respondent responsible. The Title IX Coordinator will provide the Impact/Mitigation Statements to the parties with a copy of the Decision Maker(s)'s written decision.

7. Hearing Procedures

Typically, the format of the hearing will be as follows:

a. Opening Instructions

The hearing will begin with opening instructions by the Hearing Chair. The parties will be afforded the opportunity to ask questions about the format of the hearing and these procedures at the conclusion of the Chair's opening instructions.

b. Testimony

The Decision-maker(s) will determine the order of testimony. The Decision-maker(s) will question the party or witness first, followed by cross examination of a party by the other party's advisor. In the case of witness testimony, the Decision-maker(s) will question the witness first, followed by cross examination of the witness, first by Complainant's advisor and next, by the Respondent's advisor.

During cross examination, the party's advisor will be permitted to ask the opposing parties and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Before a Complainant, Respondent, or witness responds to a question by a party's advisor, the Decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

The Decision-maker(s) retains authority to ask questions at any time during testimony, including during cross examination by the advisors.

c. Closing Remarks by the Hearing Chair

At the conclusion of testimony, the Hearing Chair will conclude the proceedings with brief closing remarks.

8. Determination Regarding Responsibility and Notice of Outcome

The Decision-maker(s) will determine whether Respondent is responsible of the alleged violation(s) of the Policy by a majority vote based upon a preponderance of the evidence standard. The Decision-maker(s) retains discretion regarding the weight or credibility to assign the evidence. If the Decision-maker(s) makes a finding of responsibility, the Decision-maker(s) will determine the appropriate sanctions and remedies.

In matters where a finding of responsibility is made, the Decision-maker(s) will consider the Impact/Mitigation statements of the parties prior to determining sanction.

The Decision-maker(s) will issue a written determination of findings that will include the procedural steps taken during the investigation, the specific prohibited conduct for which the Respondent was found responsible and not responsible with identification of the allegations potentially constituting Title IX sexual harassment, the findings of fact and the rationale for the Decision Maker(s)'s determinations regarding both responsibility and sanctions, whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant, sanctions and remedies if the Respondent is found responsible, and, instructions and time limits for appeals.

The decision may incorporate and reference any portions of the proceedings, including the evidence file and investigative report, as the Decision-maker(s) deems appropriate. Both the Complainant and the

Respondent will be simultaneously provided with a notice of outcome and the Decision-maker(s) written determination.

9. Hearing Record

An audio recording will be made of all hearings, but not of deliberations. The parties may listen to the audio recording of the hearing. Access will be facilitated in a manner deemed appropriate by the Title IX Coordinator.

Individuals appearing before the Decision-maker(s), whether as a party or witness, are prohibited from recording any portion of the hearing. The Decision-maker(s) members are also prohibited from recording any portion of the hearing.

The Decision-maker(s) has access to the hearing record. The hearing record will include: the audio recording and written transcript of the hearing, the Decision-maker(s)'s final determination, the final evidence file and investigative report, and if there is a determination of responsibility, the parties' Impact/Mitigation Statements, and information concerning the Respondent's prior misconduct.

V. Evidentiary Considerations

1. Relevance

Determinations regarding relevance of any proffered evidence will be subject to the following requirements:

a. Prior Sexual History of Complainant

Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior are considered irrelevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

b. Prior or Subsequent Conduct

Prior or subsequent conduct of a Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of conduct prohibited by this policy by a Respondent, either before or after the incident in question, regardless of whether there has been a finding of a Policy violation, may be deemed relevant to a determination of responsibility.

c. Mental Health Condition, Treatment or Diagnosis

Generally, during both the investigation and any hearing to determine responsibility, evidence of the party's mental health diagnosis or treatment is irrelevant and will not be permitted without the party's consent.

d. Privilege

The investigator(s) and Decision-maker(s) will not allow or rely upon, or otherwise permit questions or evidence that is protected by a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. Newly Offered Evidence

If, after the issuance of the final evidence file and investigative report and prior to the issuance of the Decision-maker(s) decision, including at the hearing, a party or the investigator seek to present a witness or introduce evidence not offered prior to the hearing and not disclosed to the investigator, the

Decision-maker(s) may grant admission of the evidence such request upon a showing that the witness or evidence is relevant, material, newly discovered, and could not have been discovered during the investigation with due diligence.

Where Decision-maker(s) permits a party to introduce a newly discovered witness or evidence, the Decision-maker(s) will reschedule or adjourn the hearing for the investigator to investigate the newly discovered witness or evidence and, if appropriate to amend the final evidence file and investigative report.

Appendix C: Procedures for the Formal Resolution of Formal Complaints of Non-Title IX Prohibited Conduct by Employees

- In a situation where the complainant and respondent are employees or contractors, all appropriate employment guidelines will be followed for investigation and resolution.
- In a situation where the complaint is a student and respondent is an employee, all appropriate employment guidelines will be followed for resolution.
- In a situation where the respondent is a student and the complainant is faculty, staff or a contractor, all appropriate guidelines & policies detailed in the Title IX policy in the Student Handbook will be followed.

Appendix D: Resources for Support

Resources for Victims of Sexual Assault

There are many services established to assist individuals who have been sexually assaulted. The following may be contacted to provide assistance or for any questions:

- **Washington College Health Services**, ext. 7261 (confidential resource)
- **Washington College Counseling Services**, ext. 7261 (confidential resource)
- **For All Seasons Sexual Assault Crisis Center**, 1-800-310-7273 (a 24-hour confidential service that provides counseling, advocacy, and support to survivors)
- **Title IX Coordinator**, ext. 7752
- **Office of Public Safety**, ext. 7810

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

Two area hospitals have sexual assault response programs in place, including Department of State Police Sexual Assault Evidence Collection Kits. Forensic Nurse Examiners are available 24 hours a day, seven days a week to provide confidential medical examination and STI and pregnancy prophylactics. The programs work in conjunction with For All Seasons, Inc. to provide advocacy support to victims.

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

Trained Title IX Advocates are available to support both a complainant and respondent through all aspects of the Title IX process. These individuals receive training annually to assist students in dealing with the Title IX process.

Sexual Assault Campus Climate Survey

Beginning in 2016, in compliance with Maryland House Bill 571, Washington College conducts a sexual assault campus climate survey every two years. Survey data will be utilized to inform our response, prevention and education efforts.

Student Health, Leave, & Withdrawal Policies

The **Offices of Health and Counseling** provide clinical and administrative services for currently enrolled full-time students during the academic year. **Student Health Services** is an on-campus clinic that provides medical services by appointment. **Counseling Services** offers a range of counseling resources related to college student mental health and well-being, adjusting to college life, or academic success. Both offices are located within the Health Center building in Queen Anne's Hall and can be reached by calling 410-778-7261. Hours are Monday–Friday, 8:30 a.m.–noon and 1–4 p.m. When classes are not in session, the offices are open for administrative purposes and clinical services cannot be guaranteed. Students wanting to make an appointment to see a Washington College health or counseling clinician should call the office at 410-778-7261. The office may also refer you to one of the resources below.

Students needing regular, ongoing, or intensive support will be referred to local or partner providers for additional clinical support.

During times when classes are not in session, students should seek support from the following **resources**:

- 911 for Emergencies (9-911 from a campus phone)
- University of Maryland Shore Medical Center at Chestertown: 410-778-3300
- For All Seasons Behavioral Health Hot Line (24/7): 1-800-310-7273
- Chester River Behavioral Health & Wellness: 410-778-5550 (Monday–Friday 9 a.m.–7 p.m.)
- Sante Eastern Shore Mobile Crisis Team (24/7): 1-888-407-8018
- Office of Public Safety (who will refer you for support): 410-778-7810
- **Mantra Telehealth**
- National Suicide Prevention Lifeline: 988 or 1-800-273-8255

Health Insurance

Washington College requires that all students have health insurance. The College offers a health insurance plan with a limited amount of coverage for accidents and sickness. All international students are required to purchase health insurance through Washington College. For more information about these insurance policies, contact Vickie Anderson in the Health Center (ext. 7261).

Student Responsibilities for Receiving Clinical Services

It is the student's responsibility to give health care providers complete and full information on health status and to cooperate with the treatment plan and follow-up care. The student's responsibilities include asking questions, using materials made available for education regarding their own health concerns, showing the same respect for the health care provider that they expect to receive, keeping appointments, and following the treatment plan. Students failing to provide the health care provider with information may be denied treatment.

Class Attendance and Illness Policy

The Health Services staff will not write notes or excuse students from academic obligations but may recommend what is in the student's best interest regarding health and class attendance. At the first signs of illness, students should call the Health Center early in the day so an assessment can be made and treatment given.

A Class Missed Due to Illness

If a student is absent from class due to minor illness for 1-3 days, the student is responsible for informing professors of the illness and making arrangements for missed work.

If a student has a serious medical problem and must miss more than 3 days of classes, the student should call Health Services to inform the staff about the problem. If appropriate, Health Services will notify the Provost's Office of the anticipated length of the illness and absence. If an off-campus health care provider is involved, the student will be required to arrange that Health Services be provided with written verification from the provider. As soon as the student has recovered, they should meet with each professor to develop an individualized make-up work plan.

Please note that the Health Service staff will not notify the Associate Provost's office unless the student arranges for documentation from an appropriate health care provider that the illness requires that she or he miss more than three consecutive days of classes.

Leave of Absence and Withdrawal Procedures

A student may find it necessary to take a leave of absence for conditions such as an extended illness, unexpected emergency surgery, mental health crisis, or injury. Students should contact Health Services or Counseling Services as soon as possible to request a leave. Students on leave will be required to have their outside health care provider fill out "Return from Approved Absence, Leave of Absence or Withdrawal Form". The form and guidelines for its completion are also available **on the Health Service website**.

Leave of Absence

Students may take a temporary leave of absence from the College during the semester when medical or personal emergency circumstances require that they be away from campus for more than five days.

Medical Leave of Absence

A medical leave of absence is typically granted when a student needs to be off campus for more than five consecutive days in order to deal with a significant medical condition. The student must consult with Health Services or Counseling Services about the problem that necessitates the leave. Health or Counseling Services (H&C) will recommend whether a student qualifies for a medical leave.

If approved, Health and Counseling will advise the student, the Provost's Office, and the Office of Student Affairs about the student's leave and will advise all parties about the requirements for the student's return to campus.

The Provost's Office maintains the approved leave documentation and communicates its details to Student Affairs, the student's faculty members, and the student's advisor(s). A student on a medical leave of absence may not return to classes, reside on campus, participate in student social life or other campus activities, or use Washington College facilities, until Health or Counseling Services has approved their return.

The student is still expected to contact their professors as soon as possible to discuss making up missed work aligned with professors' course policies as articulated in their syllabi. When discussing missing work and deadlines, faculty members should make a good-faith effort to allow students to reasonably make up work whenever possible or complete alternative assignments.

Illnesses or other health problems that require five or fewer consecutive days off campus do not qualify as a medical leave of absence and in those cases, the student is expected to notify their faculty members if they will be missing class to discuss making up missed work.

Other Leaves of Absence

A student who requires a leave for other reasons (i.e., personal emergency circumstances or bereavement) the student must contact the Provost's Office to discuss the leave request. If approved, the Provost's Office will advise the student and the Office of Student Affairs about the student's leave and will advise all parties about when the student is expected to return to campus. The Provost's Office maintains the approved leave documentation and communicates its details to Student Affairs, the student's faculty members, and the student's advisor(s).

The student is still expected to contact their professors as soon as possible to discuss making up missed work aligned with professors' course policies as articulated in their syllabi. When discussing missing work and deadlines, faculty members should make a good-faith effort to allow students to reasonably make up work whenever possible or complete alternative assignments.

Title IX Remedy

If a student must be absent from class as a result of a remedy connected to an involvement in a Title IX case, this will be confirmed by the Title IX Coordinator and communicated to the Provost's Office, which will notify faculty about the student's absence.

Length and Terms of a Leave of Absence

A leave of absence is usually granted for up to two weeks (14 calendar days). If the student has not been approved by Health and Counseling to return after 14 days OR if the student requests an additional leave at another time during the semester, the Provost's Office reviews the student's situation, consulting with Health Services or Counseling Services when appropriate, to determine whether the student's leave should be extended or an additional leave approved. Depending upon the situation, students who are not ready to return after 14 days may be advised to withdraw from the College for that semester. In these cases, the withdrawal is retroactive to the last day the student attended classes and is indicated on the student's transcript by grades of "W" in all courses in which the student was enrolled that semester.

All students who are granted a medical withdrawal for the semester must provide documentation from their treating providers that they are ready to resume academics by having their provider complete the "Return from Approved Absence or Withdrawal Form". The form and the guidelines for its completion are also available on the Health Services website. This document must be received by the Health or Counseling Director at least 2 weeks prior to reinstatement and registering for classes/housing. Students requiring academic or other accommodations after a medical withdrawal or leave should schedule an appointment with the Office of Academic Skills by contacting Alex Crabtree acrabtree2@washcoll.edu, 410-778-7860.

If a student is not in good social or academic standing when they take a leave of absence or withdraw for any reason, their reinstatement of enrollment or readmission may be conditional, pending the resolution of any alleged academic or social violations of the Honor Code.

Mandatory Leave (ML)

If, as a result of an illness or condition, a student poses a direct threat to the health and safety of others, is unable to successfully participate in the educational programs offered by the College, or substantially disrupts the ability of others to fully participate in the educational opportunities offered by the College, the College may:

- remove a student from the residence halls;
- remove a student from classes;
- require conditions for continued enrollment; and/or
- require a mandatory leave (ML). Such leaves may be short term, such as temporary hospitalization, or long term, such as a withdrawal for the remainder of the semester or longer.

The College will apply this policy in a nondiscriminatory manner based on a student's conduct, actions, and statements, not merely on knowledge, belief, or perception that a student is an individual with a disability or a physical or mental health condition. Determinations are based on individualized risk assessments based on reasonable judgment that relies on current medical knowledge or the best available objective information.

Mandatory leave is reserved for situations in which risks cannot be mitigated by other measures.

The Behavioral Concerns Team

The Dean of Students/Title IX Coordinator convenes the Behavioral Concerns Team (BCT), to include the Director of Health Services, the Disability Access Specialist, and others as appropriate to consider issues involving potential issues that are impeding the likelihood of success to include health, mental health or behaviors that may demonstrate an inability to meet minimal expectations of managing autonomy or present health and/or safety risk. Members of the Behavioral Concerns Team (BCT) that coordinates the College's responses to students exhibiting behaviors that indicate distress, cause a disturbance in the community, and/or present a danger to others. Committed to proactive, early intervention, the BCT may recommend a behavioral contract to include compliance with a medical treatment plan, regular consultations with health care professionals, meetings with administrators, disclosure of relevant medical records and information, and/or restrictions on participation in residential housing or other activities. The behavioral contract may also require a reduction of the conduct at issue sufficient to enable safe participation in the campus community. In appropriate cases, a student's failure or refusal to satisfy the conditions of a behavioral contract can be grounds for the BCT to review the case for additional action.

Process for Appealing a Mandatory Leave

The Dean of Students/Title IX Coordinator (or designee) will notify the student of all expectations established by the BCT, up to and including a mandatory leave (ML) and arrange for the student to meet with available members of the BCT and to present medical information or other evidence. The student will be provided with a copy of this policy. The BCT will reach a decision and notify the student in writing. If the BCT decision is to require a ML, the student may appeal this decision and/or any conditions established for return to the College by sending a written request to the Dean of Students/Title IX Coordinator within two business days explaining why the student believes the BCT decision is unwarranted. The Vice President for Student Affairs or designee will make the final decision regarding the appeal within 48 hours and notify the student in writing.

Returning from Mandatory Leave

The BCT may establish conditions for return from a ML such as examination by appropriate health care providers, release of relevant medical records, evidence of compliance with treatment plans, and interviews with College officials.

Prior to returning to campus, a student placed on ML must request permission to return and provide the appropriate documentation to the College Health or Counseling Services demonstrating that he or she has met any conditions imposed by the College. The Director of Health or Coordinator of Counseling will make a recommendation to the Dean of Students/Title IX Coordinator. The Dean of Students/Title IX Coordinator or designee will make the final decision and notify the student in writing.

Emergency Interim Withdrawal

If a student's behavior poses a significant risk of causing serious and imminent harm or of directly and substantially interfering with the activities of others, the Dean of Students/Title IX Coordinator (or designee) may **administratively remove the student pending review by the BCT**. In cases of Emergency Interim Withdrawal, it may be necessary for students to leave campus before the BCT convenes. In these cases, the Director of Health or Coordinator of Counseling may evaluate the student to make a determination of level of risk; and/or

distress. This assessment is made using the evaluative instrument that is completed by all students accessing counseling and/or health services. The student has a right to appeal the Emergency Interim Withdrawal following the same process for appealing a ML.

Maintenance of Records

The BCT is the custodian of reports from the community about students. The BCT ensures that all reports are housed in the College's ADVOCATE database, where core members have limited access to the files. As reports are received, they are reviewed by the BCT and may be edited to ensure appropriate content. Access to and disclosure of these records (including incident narrative, supporting documentation, and notes and records of interventions) included in ADVOCATE is governed by FERPA and/or Maryland medical records laws.

Safety-Related Policies

Password Security for Email Accounts and Other Network Services

Do not give your password information to anyone! The Washington College Office of Information Technologies (including its email administrators or anyone affiliated with the network and email accounts) NEVER sends an email that asks for your password.

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

Examples of other fake emails:

- An email that does not ask directly for password or personal information but provides a link to a site asking for password and other personal information.
- An email that warns your email account is over the storage capacity limit and requests your password and personal information to increase the limit.
- An email that appears to be from the Internal Revenue Service or another government office, a credit card company, a bank, or another business that asks you to provide password information via email.
- All of these emails are designed to look convincing, but no legitimate business or government agency will ever ask you to provide password and personal information in an email.

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

If you are ever in doubt that an email is from Washington College's Office of Information Technologies, or from any other department at the College, please contact the Library and Academic Technology HelpDesk at ext. 7777 (410-778-7777 if off campus or using a cell phone). You can also email the Library and Academic Technology HelpDesk at helpdesk@washcoll.edu.

Missing Student Notification Policy

In accordance with the Higher Education Opportunity Act of 2008, schools that provide on-campus housing must give students who live in campus housing the option to identify an individual that college officials can contact in the event a student is determined to be missing for more than 24 hours. On the Housing and Meals Application and Information form, resident students are given the opportunity to provide this contact information, and the information can be changed or updated at any time by resubmitting this form. Please note that if a student is under the age of 18 and not emancipated, the College will contact their custodial parent or guardian. The Missing Student Policy will be printed in the Annual Security and Fire Safety Report, published on or before October 1 each year. It is also available **on the Public Safety website**.

Policy for Fireworks, Firearms, Ammunition, Explosives, or Other Weapons

The possession, storage, or use of fireworks, firearms, ammunition, explosives, weapon replicas, or other weapons, including any dangerous article or substance with the potential to injure or discomfort a person, including knives with blades of three inches or longer, is prohibited at any time for any purpose at any place on the campus or other property of Washington College. This regulation may be conditionally waived for

temporary periods by the President of Washington College for authorized Public Safety Officers or official law enforcement officers in the line of duty, for College-sanctioned public fireworks displays presented and supervised by qualified groups and individuals, and for College-sanctioned athletic events supervised by the Athletic Department.

This regulation may also be conditionally waived for temporary periods by the Department of Public Safety (who will inform the President of Washington College if such an exception is made) under such conditions as may be prescribed to permit the exhibition and temporary storage on campus of such articles in connection with activities or events approved and sanctioned by the College.

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

Any violation of the above policy by a student will be referred to the student conduct process for adjudication.

Additionally, all incidents of possession of suspected illegal weapons will be referred to law enforcement, and students possessing illegal weapons may face removal from campus as an interim measure, pending formal conduct review.

Smoking Policy

Due to health risks and fire hazards caused by smoking or the passive inhalation of tobacco and other smoke or vapors, ALL College buildings and vehicles are designated as “smoke-free.” Smoking/Vaping/Juuling is prohibited in College buildings and outdoors within 25 feet of entrances and exits of campus buildings. Smoking is allowed in designated areas located around campus. Violations of this policy will result in a fine and/or disciplinary action.

Smoking includes but is not limited to use of cigarettes, cigars, pipes, e-cigarettes, Juuls, and personal vaporizers or other devices associated with “vaping.”

The act of using any tobacco or inhalation product in any College facility or outdoor area is prohibited, including but not limited to the following products:

- Cigarettes (e.g., cloves, bidis, kreteks)
- Cigars
- Cigarillos
- Hookah-smoked tobacco products
- Marijuana
- Pipes and oral tobacco (e.g., spit, spitless, smokeless, chew, snus, snuff)
- Nasal tobacco
- Electronic cigarettes (e-cigarettes)
- Vapes, Juuls, vaping devices
- Any other product that contains tobacco flavoring or is intended to mimic tobacco products or deliver nicotine for any purpose other than that of cessation by nicotine patches or nicotine gum.

All residence halls, including entryways, are always smoke-free. Students who smoke any substance in their residence hall rooms can expect to be charged for cleaning or replacement of all furnishings, floor tiles, and paint in addition to facing judicial action. Hookahs—single- or multi-stemmed water pipes used for smoking tobacco—are allowed to be used on campus grounds but, in accordance with the Smoking Policy, cannot be used with tobacco or other forbidden substances, nor can they be used inside residence halls or any other campus building. Furthermore, in accordance with the College’s drug laws and policies, hookahs should not be used to smoke marijuana or other illegal drugs.

“Smoking” is defined as the burning of tobacco or any other substance including, but not limited to, marijuana in any type of smoking equipment, cigarettes, e-cigarettes, cigars, or pipes. Vaping is defined as the act of inhaling and exhaling vapor produced by an electronic cigarette or an analogous device.

Animal Policy

No animals may be kept on campus or brought into College buildings, other than those approved by the administration for service (service animals, seeing eye dogs, or emotional support animals) or academic purposes. For health and sanitation reasons, animals are not permitted at College events and are not allowed to be off leash on the campus. This policy applies to all members and guests of the College community.

ID Cards Policy

All members of the College community are issued identification cards. Students are required to carry their ID cards at all times as they are an immediate source of identification both on and off campus. Students are required to show their ID cards any time when requested by campus Department of Public Safety Officers or officials of the College (including student employees acting in accordance with their job responsibilities). ID cards can be obtained from Public Safety Monday–Friday, 8:30 a.m.–4:30 p.m. A \$20 fee will be charged for replacing a lost or broken ID card.

Motor Vehicle & Parking Regulations

All vehicles on campus must be registered with the Department of Public Safety. Student and Guest passes are available. If you wish to park on campus for any amount of time, at any time of day, you must register your vehicle. Failure to register carries a fine and possible loss of motor vehicle parking privileges on campus.

Motor Vehicle Registration

All students including students who live off campus wishing to park on campus must register their vehicle(s) with Public Safety during the first week of the semester. Proof of registration is required when registering a vehicle. We will accept a photo of the vehicle's license plate or the actual registration card from the vehicle's glove box. In the event that a student brings a vehicle to campus at a later date, the student must register it with Public Safety within three (3) class days. The registration fee is \$80.

Student registration decals are valid for one academic year; consequently, all vehicles must be registered each year. Current information is required and it is your responsibility to update your vehicle information with Public Safety. Failure to do so could result in a fine.

Only students who are full-time employees and part-time students, as verified by the Registrar's Office, are allowed Faculty/Staff parking permits. 1782 parking permits are not to be used by students.

Parking Regulations

All vehicles must be parked in a lined parking space. Student parking spaces are lined but not marked as reserved. Faculty/Staff parking areas are off limits to students Monday–Friday, 8 a.m.–3 p.m. Students are free to use the Faculty/Staff spaces before 8 a.m. and after 3 p.m. and all day on weekends and holidays. This does not include the Faculty/Staff spaces behind Health Services, which are off limits at all times to anyone other than Health Services staff members. There is no student parking near academic buildings on campus or in the loading dock area behind Hodson Hall.

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

Permits are not transferrable. Any student exchanging their Washington College registration permit is subject to having their on-campus parking privileges suspended.

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

Off-Campus Students

Off-campus students who drive to campus must register with Public Safety and obtain a WC parking permit in order to secure campus parking privileges. Once registered, off-campus students can park in student/open spaces. Students are responsible for abiding by all local statutes regarding off-campus parking.

Resident Assistant Parking

Resident Assistants will have reserved parking spaces in the vicinity of their assigned dormitories. These spaces are strictly limited to authorized vehicles with Resident Assistant Parking Permits. All others in these spaces will be ticketed.

Temporary/Visitor Parking

All vehicles on campus must be registered. Parking spaces marked “Visitors” are reserved for official guests of the College only. If you have a friend or family member who will be visiting campus, please stop by the Public Safety Office to obtain a visitor pass. You will need your student ID as well as the vehicle information (make, model, tag number) for your visitor. These passes are issued free of charge and allow your visitor to park in any open parking space.

Non-student visitors who are attending a show or event on campus are not required to obtain a visitor parking pass. However, parents of students are encouraged to obtain a visitor pass when visiting campus. If a parent or guest receives a parking citation they believe is in error, have them contact Public Safety.

Fines are as follows:

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

Penalties

Responsibility for payment of penalties incurred rests with the student registrant, and if the registration has not been completed, it lies with the owner and/or operator of the vehicle. The person receiving the fine has the right to appeal the offense. You must appeal your ticket online (address is shown on ticket) within ten (10) days of the ticket being issued. Appeals will not be considered after this deadline.

Any person who receives more than five tickets may lose all parking privileges. Those who continually violate Washington College traffic regulations and/or parking guidelines may find their vehicles booted at the owner’s expense and may be subject to disciplinary action. There is a \$50 charge to have a boot removed from a vehicle. Any attempt to remove the boot will result in disciplinary action. Continued violations may result in further disciplinary action.

The college may withhold grades and/or transcripts as a result of the failure to pay fines.

Parking Ticket Appeals

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

An appeal based on how long you were parked in violation

Public Safety Officers will issue a citation to any vehicle parked in violation of regulations. An appeal that states that the vehicle was only parked for two minutes, five minutes, etc. is not considered valid.

An appeal based on your need to get to class/work/an appointment on time

It typically requires a few minutes to locate a parking space within the campus parking system. It is suggested that faculty, staff, and students plan their schedules so there is sufficient time to find and park in a legal space.

An appeal based on lack of a parking space near your destination

Parking spaces in certain areas are limited, and the campus parking system does not guarantee a space in a specific lot. Faculty, staff, students, and visitors must park in a legal space.

An appeal based on your need to load or unload

With the exception of the beginning and end of the semester, parking illegally next to a building to load or unload is not a valid excuse.

An appeal based on not seeing the sign or line markings

It is the driver's responsibility to comply with all posted signage, notices, and line markings. A map is available on the Public Safety webpage.

An appeal based on use of four-way hazard flashers

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

Community Parking

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

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

Students are asked to be considerate of the College's residential neighbors and their parking needs.

Vehicle Damage

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

Bicycle Registration

We encourage our students and others to use bicycles on and around campus as an environmentally friendly mode of transportation.

If you plan on having a bicycle on campus, you are asked to register your bike with our office. There is no cost to register your bicycle. This will help officers if your bicycle is lost or stolen. All bicycles on campus should be placed in a bicycle rack and secured with a lock at all times. If you do not have a lock, Public Safety will loan our students a lock free of charge.

Information on how to register your bicycle will be sent out via email at the start of the semester.

If your bicycle is found unsecured on campus, it may be secured by Public Safety with our lock. If this happens, you will need to contact Public Safety to access your bike. Bicycles are to be removed from bike racks at the end of each school year. International students or others who have difficulty transporting bikes home may contact Public Safety

to seek an exemption. Any bikes left behind at the end of the year will be considered abandoned and will be removed by Public Safety.

Billing & Payment Policies

Tuition, Fees, Room, and Board

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

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

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

The amount of the late payment fee is \$200 on any balance of \$2,000 or more for undergraduate students. A late fee is charged when a student:

- has not paid their account in full or made payment arrangements by the official posted due date for the current semester;
- has defaulted on a payment plan;
- has financial aid cancelled, in any manner.

Until this obligation has been met, students may not return to campus, attend classes, or obtain keys or a College ID card. Students may also be removed from class and housing arrangements. All students are required to complete the Financial Responsibility form found on the Student Web Advisor page under Financial Information.

Other Student Charges

The Business Office bills each month for fines incurred by the student. These include parking violations, library fines, Honor Board fines, residence hall damages, and other assessed charges. Before calling the Business Office, parents/guardians should first discuss questionable charges with the student and/or appropriate department head. Students are notified in writing when any fines are levied.

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

Students may view their student account through the Washington College website using **Student Self-Service**.

Prepaid Debit Card System

The College uses **Get.cbord.com**, where students (and parents) can view and/or manage a student's campus card account. It provides valuable information about account balances and spending history while enabling deposits to the campus card account using a credit card. **Get.cbord.com** is always on, and funds can be added anytime, day or night. The card can be used at retail venues throughout campus. Balances on the debit cards transfer from

semester to semester and year to year. Balances for graduating seniors will typically revert to their College account the last week of May. Refunds for medical withdrawals must be approved by the Business Office, otherwise there are no refunds. Lost or stolen cards are reported by logging on to [Get.cbord.com](https://get.cbord.com) to submit a lost/stolen card report, which immediately removes all access and spending privileges from the card. The student will be instructed on what their next steps should be in order to obtain a new card. The link for [Get.cbord.com](https://get.cbord.com) is found on the Business Office website as well as the Student and Parent login pages on the College website.

Payments

Washington College Business Office accepts cash, cashier's checks, traveler's checks, wire transfers, and money orders for payment of student accounts. Personal checks are also accepted unless there has been a previous incident of a check returned for insufficient funds. When a check is returned for insufficient funds, there is a \$25 return check fee assessed to the student account. Once an insufficient fund check has been returned on a student's account, future payments must be made using another acceptable form of payment. Post-dated checks are not acceptable. Credit card payment for student account balances may only be made via the Washington College website with American Express, Discover, Visa and MasterCard. There is a convenience fee for this service. E-check payment can be made via the Washington College website.

There is no fee for this service other than a \$4.50 return ACH fee for incomplete payments due to invalid account number information. Should an E-check payment be returned for insufficient funds, the standard \$25 return check fee will be charged. International fund transfers can be processed through the site located on the **Business Office** "Make a Payment" page.

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

To insure against financial losses associated with medical withdrawals after the beginning of classes, all students are automatically enrolled in the DeWar tuition refund insurance for a premium of \$174 per semester. Families who wish to opt out of this insurance coverage may do so in writing by sending an email including the student's name and student ID number to wac_trp@washcoll.edu requesting cancellation of coverage. Details of the tuition refund insurance can be found **on the Business Office webpage** under Student Services.

Official Payments, in partnership with Washington College, offers tuition installment payment plans. Tuition and fees may be paid in five or four monthly installments per semester under these plans. Information about the Official Payments Monthly Installment Plan is available **on the Business Office webpage**. All payment obligations not included in the Plan must be paid in full by the due date for the semester. If Official Payments terminates the student's plan for nonpayment, the student will be subject to a default penalty charge equal to the late check-in penalty.

Withdrawals and Refunds

All amounts paid to the College are refundable to the student unless they become non-refundable as set forth below. If a student withdraws from the College during a semester, the student will be responsible for all non-refundable amounts. When the student withdrawal results from a disciplinary action, regardless of the time of withdrawal, all amounts paid to the College become non-refundable and the College makes no refund of any kind.

Tuition refunds or credits will be allowed according to date on which student withdraws, as follows:

- before classes begin: 100% refundable
- during the first two weeks of classes: 75% (25% is non-refundable)
- during the third week of classes: 50% (50% is non-refundable)
- during the fourth week of classes: 25% (75% is non-refundable)
- After the fourth week of classes: 0% (100% is non-refundable)

Fees are not refundable after the start date of the semester for which fees have been paid. Residence hall spaces are assigned for the academic year; therefore, no refunds or credits for rooms are given for a student withdrawing for any reason after classes begin. Board refunds or credits will be determined on a pro-rated basis to be calculated based on the date of the student's withdrawal.

Students should contact the **Financial Aid Office** before dropping, withdrawing, auditing, or deciding not to attend a course to confirm how it will affect their financial aid. Students should also review both the Return of Title IV Financial Aid Funds (R2T4) and the Satisfactory Academic Progress (SAP) policy to make an informed decision.

Students who decide to drop, withdraw, audit or stop attending a course, should be aware that it can reduce their financial aid eligibility depending on the type of aid, how many credits they are no longer attending, and the timing of when their enrollment changes. Students will be required to repay any financial aid that they are no longer eligible to receive and it can negatively impact their Satisfactory Academic Progress.

Mandated Federal Policies

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

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

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

Copyright Policy

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

The complete Washington College Copyright Policy can be found [here](#). Students are expected to familiarize themselves with the policy and understand their responsibilities as established by the policy and understand their responsibilities as established by the policy, particularly regarding the downloading and sharing of media and data files.

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

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

For more information, please see the website of the **U.S. Copyright Office**, especially the **FAQs**.

The Drug-Free Schools and Communities Act

The Drug-Free Schools and Communities Act requires any institution receiving federal funds to certify that the institution has adopted and implemented a program to prevent the use of illegal drugs and the abuse of alcohol by students and employees. Information about Washington College's alcohol policies, health risks, and campus resources addressing alcohol or substance use can be found in the "Policy Statement and Federal, State and Local Laws/Penalties" section of this handbook.

Family Educational Rights and Privacy Act

[Click here](#) for the full content of the College's Record Release Policy.

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

These rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office

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

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

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

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

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

Directory Information and Privacy

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

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

- Student name
- Expected graduation dates
- Honor societies
- Permanent address
- Major(s) and minor(s)
- Specialization(s)
- Class year
- Graduation dates
- Honors
- Hometown and state
- Home phone number
- Concentrations
- Full-/part-time status
- Awards
- Previous institutions attended
- Cell phone number
- Email address
- Dates of attendance
- Degrees

For varsity athletes:

- Participation in officially recognized sports
- Height
- Photograph
- Weight

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

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

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

Requesting Student Records

Students interested in inspecting their educational records kept in the Student Affairs Office (housing and conduct records) should submit a request form either in person at the Student Affairs Office **or online**.

Requests for transcripts or other academic records should be requested through the Registrar's Office as described below in the section on "Transcript Requests."

Transcript Requests

Online

Washington College uses an online transcript ordering service. **Click here to order an official transcript**. Among the many features of this online service is the ability to track every step of the transcript order, including delivery and opening of electronic transcripts by the intended recipient.

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

Federal Law requires a signed (pen-to-paper signature) Consent Form* be returned before orders can be processed by the school. Once received and approved, the Consent Form satisfies the account requirements and does not need to be resubmitted for future orders. The Consent Form is presented at the end of the order.

*The Consent Form authorizes this system to act as the ordering agent for the student and gives permission for their transcripts to be released as requested by the student.

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

In Person

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

Enrollment Verification Requests

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

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

Student Handbook Notice

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

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