



STUDENT HANDBOOK

STUDENT LIFE | 60 S. LINCOLN ST. WASHINGTON, PA 15301



WELCOME TO W&J!

I am excited to welcome you to W&J for the 2019-2020 academic year. You are part of a talented and engaged student body that is recognized for its academic abilities, work ethic, dedication and integrity; I am proud that you are here at Washington & Jefferson College.

The Student Handbook is designed to acquaint all students about many aspects of W&J. In the handbook, you will see descriptions of the services and activities available to students, as well as our rules governing academic life and our Student Code of Conduct. Being a student at W&J is a privilege and with that distinction, comes responsibility. I encourage you to familiarize yourself with these rules and to abide by them to ensure a successful experience for you and success in the way you contribute to your community.

W&J offers exceptional opportunities to participate in activities outside of the classroom that add value to your education and experience inside of the classroom. I encourage you to fully engage in all that W&J has to offer to make your college experience fulfilling, rewarding and fun.

I wish you a successful year ahead – full of positive challenges and many successes!

Sincerely,

Eva Chatterjee-Sutton

Vice President of Student Life & Dean of Students

ACADEMIC LIFE

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

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Washington & Jefferson College is committed to providing reasonable accommodations to students with disabilities who are admitted through our admission process. The College fully supports the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act/Amendments Act. The College's goal is to make its programs and facilities available to all students.

DISABILITY SERVICES OFFICE

Director of Academic Advising

dss@washjeff.edu

P: 724-223-6008

F: 724-531-6875

Clark Family Library, Lower Level 003

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

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

W&J does not offer a specialized curriculum for persons with disabilities. Instead, the College works with the student to provide academic accommodations within the W&J curricular framework that do not substantially alter course content or requirements essential to the academic program. W&J is committed to working in partnership with students with disabilities to best ensure that they receive equal access to academic curriculum and programs.

WHAT IS A DISABILITY?

According to the Americans with Disabilities Act, a person with a disability is one who has a physical or mental impairment that substantially limits a major life activity; has a record or history of such an impairment, or is regarded as having such an impairment.

A physical impairment is any medical disorder, condition, disfigurement or loss affecting one of the body systems. A mental impairment is any mental or psychological disorder, including neurologically-based learning

differences. Some major life activities include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, standing, walking, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working and major bodily functions.

ACCOMMODATIONS PROCESS

Non-academic and housing accommodation requests are handled differently than the procedure listed below. Students seeking such accommodations must complete the College's Housing Accommodations request form, which is found at W&J's Residence Life webpage. Students should direct non-academic accommodation questions or concerns to Justin Swank, Director of Residence Life.

1. SELF-DISCLOSURE OR REFERRAL

The College encourages students to self-disclose early in their academic careers to fully access support systems, though students may self-disclose at any time. It is recommended that freshmen disclose the summer before the start of the fall term if possible. To do so, students must contact the disability support services office at 724-223-6008 or dss@washjeff.edu. Accommodations are not retroactive, so early disclosure is essential. Faculty and staff are encouraged to refer students with suspected disabilities.

2. SUBMISSION OF DOCUMENTATION

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

Supporting documentation is required to verify eligibility under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and W&J policies. The student is responsible for obtaining necessary documentation. An Individualized Education Plan (IEP) or a 504 Plan is not sufficient documentation.

Documentation Guidelines

The documentation must be on official letterhead and clearly state the medical professional or diagnostician's name, title, professional credentials, place of employment, areas of specialization, and contact information. Documentation must be no more than three years old. Students who have never been tested, or are in need of updated documentation are encouraged to complete this process prior to returning to campus. Students who would like to be evaluated once they arrive on campus should contact W&J's counseling services office for a referral to professional for diagnostic evaluation in the local Pittsburgh area.

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

Professionals that may provide supporting documentation include clinical/school/neuro- psychologists, psychiatrists, physicians, counselors, and learning disability specialists. The diagnostician cannot be a family member. DSM-IV stands for the Diagnostic and Statistical Manual of Mental Disorders, recent edition. Submission of documentation is not the same as a request for services. Documentation may be emailed, faxed or mailed: dss@washjeff.edu; Fax: 724-250-3463; Address: Disability Support Services, Washington and Jefferson College, 60 S. Lincoln St., Washington, PA 15301

Attention Deficit/Hyperactivity Disorder (ADD/ADHD) Documentation

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

The diagnostic report must include the following:

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

Learning Disabilities Documentation

The diagnostician should have comprehensive training and direct work experience in the assessment and treatment of learning disabilities. Assessments must include a measure of both aptitude and academic achievement. Documentation must include test dates and all test results. The College will make the final determination of reasonable accommodations. Acceptable tests include, but are limited to, the current editions of the following: Aptitude Testing (IQ and Information Processing Testing): Wechsler Adult Intelligence Scale (WAIS); Woodcock-Johnson Psychoeducational Battery-Revised: test of Cognitive Ability (WJ-R); Stanford-Binet Intelligence Scale Academic Achievement Testing; Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Achievement (WJ-R); Stanford Test of Academic Skills; Wechsler Individual Achievement Test (WIAT)

The diagnostic report must include the following:

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

Physical Disabilities Documentation

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

The diagnostic report must include the following:

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

Psychological Disabilities Documentation

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

The diagnostic report should include the following:

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

Traumatic Brain or Head Injury Documentation

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

The diagnostic report must include the following:

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

3. REVIEW OF DOCUMENTATION

The disability support services office reviews the documentation.

4. MEETING TO DISCUSS ACCOMMODATIONS

The student meets with the disability support services office to discuss the documentation and recommended accommodations.

5. ACCOMMODATION LETTER PREPARATION

The disability support services office writes a letter of accommodation that includes the list of approved academic accommodations. The student receives enough copies of this letter to distribute one to each instructor and other individuals as necessary.

6. STUDENT AND INSTRUCTOR MEETINGS (MUST BE SCHEDULED IN PERSON AND OUTSIDE OF CLASS)

The student schedules a meeting with each instructor. This meeting should NOT take place immediately before or after class. The purpose of this meeting is to present the letter of accommodation to the instructor and to discuss the requested accommodations. Testing accommodations such as extended time or solitary testing need to be scheduled in advance. This should be discussed at the initial meeting, and students should remind instructors one week prior to an upcoming test that will be needing accommodations.

7. SEMESTER MEETINGS WITH DISABILITY SUPPORT SERVICES

The student meets with the disability support services office each semester to reinstate his/her accommodations.

Grievance Process

If a student believes that his/her accommodation needs have not been met, he/she should speak with the course instructor first to address possible misunderstandings and to seek recourse. If the issue remains unresolved, the student should meet with the Director of Academic Advising, who oversees disability support services. The disability support services office is located in the Clark Family Library, Lower Level 003. Phone: 724-223-6008. Email: dss@washjeff.edu. If the grievance is with the disability support services office, the student should contact Academic Affairs and discuss the issue with the Vice President for Academic Affairs. Academic Affairs is located in Thompson Hall, upper floor. Phone: 724-223-6006. Email: academicaffairs@washjeff.edu.

CAMPUS LIFE

ATHLETIC FACILITIES

Henry Memorial Center (GPS Address: 51 North College Street, Washington, PA 15301) includes the main gymnasium with a seating area for 1,500 spectators and the swimming pool. The main gym floor is used for competition by the basketball teams, the wrestling team, and the volleyball team. The gymnasium is undergoing significant renovations during the summer of 2019 with an anticipated official opening during the 2019 fall semester. In addition, the campus wellness center will also move into the Henry indoor complex in the 2019 fall semester.

The Henry Memorial Natatorium, located inside the Henry Memorial Center, has a separate racing pool (six lanes, 25 yards) diving pool (1 and 3 meter boards), and a pool gallery for 500 spectators. The pool is home to the men's and women's swimming teams and the men's and women's water polo squads.

Cameron Stadium is located at the intersection of South Main Street and Park Avenue (GPS Address: 35 Park Avenue, Washington, PA 15301). The field is surfaced with Fieldturf (installed in July 2018), and has a seating capacity of approximately 3,500. This is the site of home NCAA football and field hockey games during the fall. During the spring, Cameron Stadium serves as the home of the men's and women's outdoor track & field squads. The multi-functional facility has an eight-lane, all-weather track named Prentice Track. Intramural activities are also held on this turf throughout the academic year. The site, formerly known as College Park and College Field, has served as the home of W&J athletic events since the land was purchased in 1885.

Brooks Park (GPS Address: 325 Central Avenue, Washington, PA 15301) is dedicated solely to the use of the softball team and has been revamped into one of the most impressive sites in NCAA Division III. Brooks Park is enclosed by an outside fence and is handicapped accessible with ramps leading to the bleachers. It has a bullpen on both the home and away sides of the field as well as a sport-specific scoreboard located behind the right field fence. The fence was reconstructed in the fall of 2016 and raised to 6 feet foul pole to foul pole. Brooks Park has dugouts for both home and away teams and has a storage facility on the end of the left field dugout. A press

box located behind home plate from which the scoreboard and the new public address system are operated. Restrooms are located at the adjacent Swanson Tennis Courts behind the press box.

Ross Memorial Park and Alexandre Stadium (GPS Address: 2111 North Franklin Drive, Washington, PA 15301) are located a few miles from campus, but comprise one of the NCAA Division III's top outdoor multi-purpose venues. Alexandre Stadium hosts the College's men's and women's soccer teams in the fall and men's and women's lacrosse programs in the spring season. Ross Memorial Park serves as home to the W&J baseball team. Ross Memorial Park was selected as the site of the 2015, 2016 and 2017 NCAA Division III Baseball Midwest Regionals. The baseball playing surface is entirely made of artificial turf with the exception of the pitcher's mound and home plate dirt areas. During installation in 2003, a FieldTurf representative indicated that Ross Memorial Park and Alexandre Stadium combined represent the largest continuous artificial playing surface in the world. The 233,000 square foot playing surface accommodates two full soccer/lacrosse fields. For the 2015 baseball season, a new infield was installed by A-Turf as well as a 6-foot Sport-a-fence outfield wall. The baseball outfield overlaps one of the two soccer/lacrosse fields primarily used for practices. Four hundred chair back seats surround Ross Memorial Park in addition to a newly expanded press box, state-of-the-art scoreboard, and public restrooms. Also, behind the backstop of the baseball field is a two-level structure that houses public restrooms on the bottom level. In 2009, W&J debuted Ross Locker Rooms on site, which has three full-size locker rooms, athletic training room and an equipment room. A new Fieldturf playing surface was installed at Alexandre Stadium in July 2018.

The Swanson Tennis Courts (GPS Address: 4 2nd Street, Washington, PA 15310) was unveiled during the 2015-2016 academic year. The courts are located on the property behind the theme houses on the way towards Brooks Park. Six regulation-size tennis courts, all LED lit for night play, give W&J's men's and women's tennis one of the nation's nicest outdoor facilities. In between the sets of three courts is an area for fans to watch both sets of courts at one time. Swanson Tennis Courts serve as the home of the Presidents' Athletic Conference Men's (spring) and Women's (fall) Tennis Championship Tournaments.

The James David Ross Family Recreation Center opened during the Spring 2017 semester. The 30,000-square foot recreation center features a three-lane indoor track, three recreational courts (50' x 84') for basketball, tennis or volleyball usage and a general exercise room. Each court as well as the three lane running track can be separated from the adjacent multi-use courts with netting that can be lowered from the ceiling. The main recreation space is 110 x 210' in size. The three lane running track is 167 meters in length and approximately 9 ½ laps around the track equals one mile. The ceiling height is 35' above the court and there are 60 high efficiency LED light fixtures that illuminate the multi-use court areas. The recreation center, including the exercise room is a fully air-conditioned space. The exercise room has rubberized flooring, similar to the multi-use court area, but is manufactured with a wood floor appearance. All perimeter window shades in the exercise room raise from the floor rather than dropping from the ceiling to take advantage of the outside light, but still provide some visual privacy from the adjacent outside areas while exercise classes are occurring. There is a full size batting cage, 15' wide x 70' long that can be lowered from the ceiling for use by the baseball and softball teams for indoor batting practice on the court closest to Chestnut Street. The recreation center is also extensively used for intramural sports, club sports and physical education classes.

Swanson Wellness Center

Monday through Friday: 6:00 am - 11:00 pm

Saturday and Sunday: 9:00 am - 10:00 pm

Henry Memorial Gym

Monday through Friday: 6:00 am - 11:00 pm

Saturday and Sunday: 10:00 am - 10:00 pm

Henry Pool (Starting on 1st day of classes)

Monday through Friday: Noon - 2:00 pm and 7:00 pm - 9:00 pm

Saturday and Sunday: Noon - 2:00 pm

Swanson Tennis Center (Public times)

Monday through Friday: 8:00 am - 3:00 pm

Saturday and Sunday: Closed

Cameron Stadium (Public times)

Seven days a week: Dusk to dawn

James David Ross Family Recreation Center

Monday through Friday: 9:00 am – 11:00 pm

Saturday and Sunday: 10:00 am – 10:00 pm

All facilities may not be available on certain days/times due to varsity athletic games and practices

INTERCOLLEGIATE ATHLETICS & INTRAMURALS

At W&J College there is athletic activity for all who want to participate. An extensive intramural program provides events ranging from Team Handball to Flag Football. Varsity sports provide men and women with opportunities to take part on 26 different College teams including: football, men's and women's soccer, men's and women's cross country, men's and women's water polo, field hockey, volleyball, women's tennis; men's and women's basketball, wrestling, men's and women's swimming; baseball, softball, men's tennis, men's and women's indoor and outdoor track & field, men's and women's golf, and men's and women's lacrosse.

Please see our Athletics website at www.gopresidents.com for more event information and the Intramural Sports web site at www.washjeff.edu/intramural-sports.

CAMPUS ACTIVITIES & STUDENT ORGANIZATION SUPPORT

The Office of Campus Activities and Student Organization Support seeks to provide creative, innovative and engaging campus-wide programming opportunities that meets the needs of our diverse campus community. As such, we will work alongside student organizations to plan programs and events, with a special emphasis on evening and weekend opportunities. We will also work to implement student organization training and development activities to provide tools to increase organizational collaboration and efficiency. Our goal is to foster the personal growth necessary for individual and organizational excellence that reaches beyond the borders of our campus community.

Contact Information

Marissa Krall, Coordinator of Student Activities and Organizations

Email: mkrall@washjeff.edu

Phone: 724-503-1001 Fax: 724-503-1049

Location: The Hub, Office 107

CAMPUS & PUBLIC SAFETY (CPS)

The Department of Campus & Public Safety (CPS) is staffed 24 hours per day. Police Officers and Campus Security Officers patrol the campus and respond to calls from the College community. The Police Officers are sworn and certified through the commonwealth and have full law enforcement authority. The Department is managed and overseen by the Director of Campus & Public Safety. The Department of Campus & Public Safety works closely with the City of Washington Police Department, the Pennsylvania State Police and the Washington County Emergency Operations Center. In an effort to disseminate emergency information, Washington & Jefferson College has implemented a free mass notification text messaging system. This emergency messaging system will alert students, faculty, staff and parents during a campus or weather emergency via a text message or email. The department strongly encourages signing up for this service to receive W&J emergency alerts. You must be registered to receive the alerts. You may sign up at www.washjeff.edu/safety. There are many emergency phones located throughout campus. Once activated, an officer will respond to that location. Although these phones are easily recognizable throughout campus, maps indicating their locations are available in the Campus and Public Safety Office.

The Purpose of the Escort Policy is for Campus and Public Safety Officers to provide vehicular or walking escorts to students, staff and faculty when practical to do so.

The escort service is designed to enhance your safety on campus if you find yourself walking alone and feel uncomfortable about it. The primary goal is to enable you to travel from point to point on campus with a greater sense of security.

Medical Escorts, off campus, are provided by Campus and Public Safety Officers within in a five mile radius of campus for non-life-threatening medical conditions. Escorts can be provided for doctor's office appointments, emergency room visits, Med-Express, hospital visits for testing, and trips to a pharmacy.

Safety escorts are not meant to meet an individual's routine transportation needs, or a ride program during inclement weather, rides to restaurants and bars, to and from sports practices and games, shopping locations and off campus jobs.

Groups of three or more people going to the same location on campus will be offered a walking escort. The department will also provide student escort services anywhere on campus. To request an escort, please contact Campus & Public Safety at 724-223-6032 or text 724-255-3968.

CPS recommends that students inventory all personal items they bring to campus. Students may request that an officer from the Department of Campus & Public Safety engrave their property through "Operation ID".

Noteworthy Safety Measures:

- Program the 24 hour Department of Campus and Public Safety number into your cell phone (724) 223-6032.
- Text CPS (724) 255-3968 to communicate with an officer at any time.
- Do not prop open exterior doors to campus buildings.
- Keep your room door locked when you are not present.
- Do not leave open windows unattended and lock your windows when you leave.
- Do not leave valuables in your car for long periods of time or overnight.
- Do not leave valuables visible in your car.
- Do not let anyone into the residence halls who does not belong in the hall.
- Notify Office of Campus & Public Safety immediately if your key card or student ID is lost or stolen.
- After dark, walk in groups and stay on lighted pathways.
- If you feel unsafe on campus or downtown, contact the Office of Campus & Public Safety for a security escort

at any time.

- Notify the Department of Campus and Public Safety if you see suspicious activity or feel unsafe for any reason.
- If you have not signed up to receive emergency texts from W&J, please do so online at www.washjeff.edu/safety.

Individuals with security concerns may contact Campus & Public Safety any time at (724) 223-6032 or visit the office located in Old Main at any time.

CAMPUS STORE

The Washington & Jefferson College Campus Store is located at 60 South Lincoln Street, inside the Rossin Campus Center. The Campus Store offers a variety of services for the campus community. In addition to W&J clothing and other W&J memorabilia, as well as online textbook sales our services include check cashing, package shipping, and selling postage stamps. The Campus Store also offers gift cards.

Hours

During the academic year, regular hours are Monday through Friday from 9 a.m. to 5 p.m. Between June 1 and July 31, hours are 9 a.m. to 4 p.m.

W&J Campus Store Online

The W&J Campus Store is open to every future, current and prospective President, plus their families and friends. W&J Campus Store Online Book has all of your course textbooks, Presidents apparel, memorabilia, and other W&J merchandise for sale.

Textbook Sales are Now Online!

Through a partnership with textbook vendor MBS Direct, textbook sales at W&J are online. This new system gives students purchasing options from multiple vendors and potential savings of up to 95 percent. Digital content will also be accessible anytime, anywhere, on any device. Additionally, through MBS Direct, you will have guaranteed buyback, with an online buyback option, and the ability to see a buyback amount before purchase. Visa and Mastercard are accepted, in addition to PayPal, Jaycash, Student Financial Aid and W&J Campus Store Gift Cards. Course packs, lab manuals, and other course-specific supplies (such as goggles and art supplies) will still be available in the store.

Textbook Rental

[MBS Rental](#)

What are rental books?

Rental books are a great option for students who may want their books only for a certain period of time or don't want to own their books in the long term. Rental books must be returned at the end of the term, where purchased books are yours to keep or sell back. Please review the MBS Rental Terms of Service Policy for more about how rental books work.

Is it cheaper to rent or buy?

Is it cheaper to rent or buy? The prices for a book are listed at checkout for convenient comparison. The best option for you will be based on your personal preferences, how long you need the book, and how you plan to use it. If you want to make a lot of notes and highlights in your book or own it after your course is over, we suggest you purchase a used or new copy instead of renting.

What is the rental period for my book?

What is the rental period for my book? The rental time frame will depend on the length of the course. The due date for your rental is 7 days after the end of class and will be noted at checkout.

What is the condition of your rental books?

Rental books come in new condition or used condition. New condition means the item has never been rented or owned. Used editions are all hand-inspected to meet high standards and will be in good condition or better. Used rental books may have some writing and highlighting, but nothing that interferes with readability. Not all conditions are available for all books, due to inventory and demand.

Why are some books only available for purchase, not rental?

Unfortunately, we may not have a rental edition in stock. Also, some books that are meant to be used only once, such as workbooks or other books that are written in, along with books not in high demand, may only be available for purchase.

How do I track my rental order?

All shipments have a tracking number, which provides the expected delivery date. To check the status of your shipment, log in to your account, find your order, and then look for the tracking number on the Rental Order Details page.

I didn't get my rental yet. What can I do?

We do our best to get our orders out to you quickly. Due to estimated delivery dates, please allow 2 extra days for delivery. If you still have not received your rental, please call Customer Service so we can arrange a replacement for you.

How do I return a rental book for a refund?

You have 14 days from the date of purchase or your class start date, whichever is later, to return a print rental item for a refund. Just log in to your account, then go to the rentals section, and select the refund link. Follow the steps on screen, indicate the reason for return, and print your pre-paid shipping label.

You must ship your rental books from an UPS store or drop box using the pre-paid shipping label within 14 days 11 of the order date or your class start date, whichever is later. Please note that it's important to use the pre-paid shipping label in your account, and not your own shipping method.

All rental items must be returned in their original condition. Please allow 2-4 weeks for your refund to process and appear on your credit/debit card statement. See the refunds section in the MBS Rental Terms of Service Policy for more information.

Can I return my rental book more than 14 days after purchase and receive a partial refund?

No, we do not provide partial refunds. You have 14 days from the date of purchase or your class start date, whichever is later, to return a print rental item for a refund.

What should I do if my book arrives in a damaged condition?

Well, that's no good. Give our Customer Service team a call within 3 days of delivery to let us know about damage that occurred in transit or from a previous owner.

Can I get a discount if there is wear and tear on my rental?

Our used rental books are verified to be in good condition or better, and the amount of wear and tear will vary from book to book. We don't offer any discounts on used rentals that may have general wear and tear. If you received a new edition with wear or tear, if the used rental is damaged, or if you are unhappy with the quality of your rental book, please get in touch with Customer Service within 3 days of receipt.

Where can I check due dates and other information about my rentals?

From the main menu, log in to your account and go to the rentals section in your order history. Here you'll find all information about your rental orders, including the due date, return authorization number, and more. You can also find your rental due dates in your original email confirmation and your packing slip.

Can I take notes or highlight in my rental book?

Yes, notes and highlighting are allowed. We do ask you to be mindful of excessive notes and highlighting since your rental will go to another student next semester. Please review the MBS Rental Terms of Service Policy for more information.

What happens if I lose my rental book or if it's stolen?

Per the MBS Rental Terms of Service Policy, you're responsible for returning the book at the end of your rental period. If you're unable to do so, you will be charged the replacement cost of your rental book, plus any applicable fees and taxes. Once you are charged a replacement fee, you opt out of the rental agreement and the book becomes your property.

What happens if my rental book is damaged or returned in poor condition?

If we receive a book that is damaged or in poor condition, you will be charged the replacement cost for the book, plus any applicable fees and taxes. Once rendered unusable or unrentable, the book will remain the property of MBS Direct and properly recycled. Please review the MBS Rental Terms of Service Policy for more information. To avoid replacement fees, please keep your books in good condition! We hand-inspect all rental returns, to ensure the next student receives the book in good condition. That means the book does not have any of the following:

- Stains or water damage
- Missing, torn, or loose pages
- Missing, torn, or loose cover
- Excessive writing or marking
- Excessive writing on the edges
- A broken spine
- Torn or damaged binding
- Highlighting, limited notes in margins (less than 50% of the book), and light wear and tear is OK. We are not responsible for damage incurred during shipping.

Please pack your books carefully and purchase additional insurance if you'd like.

Do I get my money back when I return my rental?

The price you pay at checkout is the cost to rent the book for a term; no money is returned to your credit/debit card if we get your rental back on time or early. Replacement fee charges can be incurred if the rental is returned late or not at all. How do I know when my rental book is due for return? Your rental period begins when your order is placed and the due date coincides with the end of your class. Your due date is 7 days after the end of class and will be noted during checkout. You can also look up your due date by logging in to your account and going to the rental history section, or by looking at your original email confirmation and packing slip.

Will you send me a reminder when my rental is due?

Yes, you'll receive several email reminders starting 3 weeks before your rental is due.

Will I receive any money back if I return my rental early?

No, we do not refund your credit/debit card for any amount if you send your rental back before the due date.

What is a replacement fee?

A replacement fee (plus any applicable taxes) is applied to your account when you return a book in unacceptable condition or have not returned a book by its due date. If your account has been charged a replacement fee, you are no longer under the rental agreement as you now own the book.

How much is the replacement fee?

The replacement fee is based on the retail price of the book, and varies by title. If you do not return your rental book by the due date, or return it in unacceptable condition, a replacement fee of 75% of the book's retail price will be charged to the credit card on file. A processing fee of 7.5% of the retail price is then added, along with any applicable taxes, per state and local laws.

What if my due date falls on a weekend or a holiday?

Your rental return should be postmarked by the due date. If the due date is on a weekend or holiday, then your rental must be postmarked by the due date to avoid a replacement fee.

Can I buy my rented books?

Yes, though there is a limited window of time. You have 7 days from the date of purchase to buy your rental book. The buyout cost is typically based on the retail price of the new or used condition (depending on which you rented), plus any applicable taxes, per state and local laws. If you'd like to own a rental, or "buyout" a book, just log in to your account and go to the Buyout section of your rental history. Select "Buyout," then add it to your cart and check out using a valid credit or debit card.

Are there any late fees for rentals?

If your book is not postmarked by the end of your rental period, you will be charged the replacement cost of your rental book, plus any applicable fees and taxes.

How do I return my rental books when I'm done?

Returning your rentals is simple, and return shipping is free! To return a rental when you're done for the semester, please follow these steps:

- Log in to your account and go to the rentals section of your account.
- Choose the rental(s) you are returning and follow the steps on screen to submit your information.
- Print the packing slip and free pre-paid shipping label.
- Securely pack your rental books in a sturdy box with your packing slip. You must use our free pre-paid UPS shipping label.
- Drop the package at any UPS Location.

How do I package my rental books for return?

Feel free to use the box your books came in or any other box, just be sure your book fits along with some packaging material and be sure to cover up all old labels, scan codes, and markings. Please use clean filler to avoid damage in transit. You can also purchase boxes and other packaging materials at most mail centers, including UPS Stores.

What happens if I return something other than my rental?

If we receive an item that is not our property, a member of our Customer Service team will email or call you. Even though we've successfully returned bowling shoes, an iPod, a diamond ring, and more to their rightful owners, we do not guarantee the return of any items sent in error. Additional fees may be charged for return shipping.

What happens if I return the wrong book?

If we receive a book that is different from the one you rented from us, you'll be notified via email that we didn't receive the correct book. You have one week from the date of this email to send us back the correct book with a pre-paid shipping label available through your account. If you don't send back your rental within a week, or if you don't send back your rental at all, you'll be charged the replacement cost of your rental book, plus any applicable fees and taxes. Once you're charged for a replacement fee, you've purchased your book and no longer need to return it. If you would like the incorrect item returned, additional fees will be charged for shipping and processing.

How do I track my rental return?

The UPS pre-paid label for your rental return will have a tracking number, which provides the date and time of delivery or attempted delivery. To check the status of your rental order, log in to your account and go to the rentals section of your profile.

Rental powered by Rent Text

If unsure, check your rental confirmation email.

How do I return an item?

We want to make your returns and refunds as easy and fast as possible. Our return policies vary by item ordered so please review below. Here are some general details:

- Print textbooks/course materials purchased directly from MBS Direct must be returned within 2 weeks after class start date or within 21 days of date shipped, whichever is later.
- Non-activated eBooks, digital content, and access codes can be returned within 14 days after class start date or within 14 days of purchase, whichever is later.
- NOTE: Digital content such as access codes, eBooks, etc. are non-returnable once accessed, activated, downloaded, or revealed. No exceptions.
- Apple iBooks are not eligible for a return or refund at any time. All sales are final.
- Rental books must be returned for refund within 14 days of purchase.
- Marketplace items must be returned within 30 days of purchase.
- New course materials must be returned in new, unopened condition in order to receive a full refund.
- All components of a packaged item must be returned together, unopened, and in the original shrink-wrap to receive credit. All components of an item must come back in the same shipment to receive credit.
- Loose-leaf items must be in the original shrink-wrap.
- CDs, DVDs, software, access codes, study guides, Info Trac pass codes (internet pass codes included with your textbook) and other supplemental components originally included with a book or sold alone must be intact, in the original packaging or it will be non-refundable.
- Books damaged in shipping may not be eligible for full refund.
- Original shipping costs are non-refundable and we do not pay for shipping on returns. However, for your convenience, we do offer the option of prepaid UPS shipping. Please look for this option during the return checkout process. Prepaid shipping costs are based on weight and location.

Shipping & Packing Guidelines for Returns

- Print out a copy of your invoice/packing slip and include it with your return. Keep a copy for yourself.
- If you chose the prepaid UPS return shipping option, print your shipping label. Otherwise you can use UPS Ground (keep your tracking number), insured USPS mail, or the shipping service of your choice.
- NOTE: Postage on returns is not refundable; only the item cost is refundable.
- Pack your return in a strong, sturdy box suitable for shipping. Fill the empty spaces with clean filler. If newspaper is used as the filler, be aware that print ink may degrade the condition of new textbooks to a used condition.
- Tape the box securely using shipping tape and attach the address label to the top of the box. Make sure there is only one label on the box you are using. If you are reusing a box, remove markings and labels.

Terms of Refund

- Your credit will be issued in the same manner the payment was originally made. Please allow 2 weeks for processing time.
- Original shipping costs and costs to send back a return are non-refundable.
- Any course materials received outside of the returns time period will be processed as a buyback. If processed as a buyback, you will receive current buyback value. If the item has no buyback value, you will receive notification in the form of a letter or email. You have one week from that notification to request that items with no value be returned to you. A replacement copy can be shipped at your expense. You may not receive the same copy you returned.

Buyback services are provided by MBS Service Company, Inc (MBS).

Returning eBooks and access codes: As long your digital item has not been accessed, activated, revealed, or otherwise redeemed, you can return it within 14 days of the purchase date or 14 days after the class start date, whichever is later. Digital content - such as access codes, online labs, and eBooks - are non-returnable once accessed, activated, downloaded, redeemed, or revealed. No exceptions.

Apple eBooks are not eligible for a return or refund at any time. All sales are final.

Returning a Rental Book: Rentals must be returned for refund within 14 days. Please visit the Rental FAQs for more details.

Returning a Marketplace Item: Marketplace orders must be returned within 30 days. Please visit the 15 Marketplace FAQs for more details.

Can I cancel my order for a refund?

Because we work hard to get your order out quickly, we unfortunately can't change or cancel the order once it's been placed. We do make the return process easy and you can find directions on how to return eligible orders in returns above.

What is the address for returns?

The address for returning items (not including rentals or Marketplace items) is:

MBS Direct Returns
[Your Order # Here]
2711 West Ash St.
Columbia, MO 65203

Please be sure to note your order # on line 2 of the shipping address and include a packing slip with your items so it is properly processed and credited.

For rentals, please [log in to your account](#) and go to the rentals section and use the pre-paid UPS label to return your book.

For Marketplace items, please contact the seller directly to return. You can find the seller's contact information in your order confirmation email.

What if I'm past the return period?

The best thing to do is see if your books have buyback value. Go to the main menu and click "Sell Your Textbooks" to find out the current buyback value of your materials. Buyback services are provided by MBS Service Company, Inc (MBS).

How will I be credited for my return?

Your credit will be issued in the same manner the payment was originally made. Please allow up to 2 weeks for processing time. If your order was purchased with your financial aid or with a book voucher, the credit will be made to your financial aid or book voucher account. If you have questions about your SFA/voucher funds, please contact the financial aid department directly.

How long will it take to receive credit for my returns?

Please allow up to 2 weeks for processing once the return shipment has been received.

Textbook Buyback

Our buyback program allows you to sell your textbooks back for cash - provided they are in good condition and have buyback value - at the end of the term. You can look up the value of your buyback by going to "Sell Your Textbooks", then lock in a quote and send your books back using our free pre-paid UPS shipping label. You can get paid via PayPal or check. Buyback services are provided by MBS Service Company, Inc (MBS).

How do I sell back my books?

Selling your textbooks to us is easy. To check the current buyback value of your books, select "Sell Your Textbooks" from the main menu, and follow the instructions to complete your buyback quote. From there you'll print out your packing slip and free UPS shipping label, pack your books, and drop your package at any UPS location. Buyback services are provided by MBS Service Company, Inc (MBS).

How do I get paid for my buyback books?

You can choose to be paid by PayPal or via check. Please allow the following processing times:

Method: PayPal | Delivery: Direct Deposit | Processing / Arrival Time: 1-2 Weeks

Method: Check* | Delivery: Mail | Processing / Arrival Time: 2-4 Weeks

*Please note that MBS is not responsible for the fraudulent use of checks.

Will you accept buyback books in any condition?

Because books are resold to other students, MBS does not accept or pay for buyback books with:

- Stains or water damage
- Missing, torn, or loose pages
- Missing, torn, or loose covers
- Excessive writing or marking
- Excessive writing on the edges
- A broken spine
- Torn or damaged binding

A textbook can still be in good condition if it shows signs of general use and wear and tear, such as:

- Some writing or notes
- Highlighting, from a little to a lot
- Rounded or dog-eared corners
- Minor scrapes or scratches
- Faded cover art
- Creased pages

You will not receive payment for books that do not meet our minimum standards of quality.

Do you buy back course manuals?

No, course manuals, workbooks, study guides, and reprints have no buyback value.

Do you buy teacher's editions or international editions?

No, we do not buy teacher's editions or international editions.

What is Guaranteed Buyback?

Guaranteed Buyback (GBB) is a great way to know how much cash you can get at the end of the semester when you sell your book back to us. GBB books are marked "Guaranteed Buyback" on the product page and throughout the checkout process. You'll see your Guaranteed Buyback price, which lets you know up front exactly how much you can get back (provided you return the book on time and in good condition). Once you've purchased a Guaranteed Buyback item, you can visit your account to view the return date and value details in your order history.

Once your course has ended, you can submit your book for buyback by going to "Sell Your Textbooks" from the main menu and accepting the Guaranteed Buyback value. From there, it works just like a regular buyback - you'll print out your packing slip and free UPS shipping label, pack your books, and drop your package at any UPS location. Once your item is reviewed and processed, we'll pay you via PayPal or check, your choice.

A few things to note: Guaranteed Buyback values expire 14 days after your course end date and books must be returned in good condition, with all required components. Guaranteed Buyback quotes are conditional based on the school/institution using MBS Direct as their sole source of course materials distribution for the next academic term or school year. Buyback services are provided by MBS Service Company, Inc (MBS).

When do I need to return my Guaranteed Buyback books?

Guaranteed Buyback books are due for return within 14 days after your course end date. All other buyback offers are guaranteed and valid for 30 days from the date you created your quote.

When you create a buyback quote for other books, your quote will include a 'Value Expires' date (sometimes different from Guaranteed Buyback expiration dates) and you have until this date to return the item(s) for the quoted value. Once this date passes, the item may still have buyback value but may be different. We recommend that you send in your books by the 'Value Expires' date to receive the highest price quoted for your materials!

What is the 'Value Expires' date?

Guaranteed Buyback items automatically have a value built in at the time of purchase. This locks in the highest value until the 'Value Expires' date. After this date, you may still be able to sell your books back; items will be updated with their current buyback value, which may be lower than the GBB value.

When you create a buyback quote for other books, your quote will include a 'Value Expires' date (sometimes different from Guaranteed Buyback expiration dates) and you have until this date to return the item(s) for the

quoted value. Once this date passes, the item may still have buyback value but may be different. We recommend that you send in your books by the 'Value Expires' date to receive the highest price quoted for your materials!

What happens if I send materials with no buyback value?

Items submitted to us for buyback that do not meet our minimum standards of quality will either be available for return to you (at your expense) or recycled after 21 days. You will be notified by email or mailed letter if your book falls into this category. You will then have one week to request that your book be returned to you. If your original copy has already been recycled, a replacement copy (if available) may be shipped at your expense.

I have a few extra books that are not on my buyback quote. Can I send them to you in case you want them?

No, please do not send books not already associated with your buyback quote. Items submitted to us for buyback that do not have a current buyback value will be available for return to you at your expense. You will be notified via email or mailed letter if your book falls into this category. You will then have one week to request that your book be returned to you at your expense.

Do I need to send you the original CD, DVD, or study guide that came with my textbook?

Yes, please include all supplemental components that are part of the ISBN listed on your buyback quote. If a set of items does not have buyback value or if you are missing any of the components listed as part of a package, you may see if individual items have buyback value by using the ISBN Lookup tool. If you have any questions about the components needed to complete a package, please contact Customer Service before sending us your buyback. Textbooks returned without original CDs/DVDs, study guides, workbooks, or other supplemental items listed on the quote are not eligible for full credit. Some items may have no value if the listed components are missing. If a set of items originally came with an access codes, curriculum card, online lab, or online passcode, the access/online code part of the set is not eligible for return (even if you have not used it). When you enter the ISBN on our site, we will let you know if individual items in the set - i.e. "text only" - have buyback value.

My buyback quote includes a packaged set and one of the items contained in the packaged set is listed separately. Will I receive payment for each item?

MBS often buys back books either as "text only" or as a packaged set. We list both items on your buyback quote to give you the option to sell back the text only if you have discarded or used the supplemental items that the packaged set originally included. The price paid is for either the textbook by itself or the packaged set.

How do you determine buyback values?

Buyback values are based on future adoption, demand for a book, and current stock level. If your book does not currently have a buyback value, check back closer to the end of the next term and it may have a value then. Buyback values can and do change. Please lock in your quote to ensure the price you see on the site.

What is an ISBN?

ISBN stands for International Standard Book Number. It's a unique identification number assigned to books. The ISBN allows a title to be located quickly and accurately, wherever it is sold.

Why do I need to enter an ISBN to sell back a book?

There are many different editions of textbooks. Using an ISBN to search for buyback values ensures you are getting a quote value for the correct book. If you search just by title or author, we can't be sure you are purchasing or selling back the same book we are referring to.

Where do I find a book's ISBN number?

An ISBN is usually located on the back of a book near the bar code, or you can find it in the inside front cover of your book near the copyright date.

What if I can't find the ISBN number?

If you purchased your book from us and you can't find your book's ISBN number, you may need to use the "MBS Book Number" to sell back your book. For books that don't have ISBNs, we put a small sticker on the back of the book with the MBS Book Number. The MBS Book Number is 11 characters, both beginning and ending with a letter. The MBS Book Number is printed beneath the barcode on every MBS label. Please enter the MBS Book Number in this exact format.

How do I pack and send back my buyback books?

Here are some tips for packing and sending in your buyback:

- Print your packing slip and your FREE UPS shipping label. Write down the tracking number so that you can keep tabs on your shipment while it's in transit.
- Enclose the packing slip with your shipment to ensure full buyback value; keep a copy for yourself.
- Pack your books carefully and fill empty spaces with clean filler. We're not responsible for any damage incurred during transit. Use a sturdy box suitable for shipping and tape it up securely.
- Include CDs, DVDs, study guides, and all other supplemental items originally sold with your textbook. Buybacks that are missing items will not be accepted for full credit.
- Insuring your shipment. The prepaid shipping label provided with your quote does not include insurance on your shipment. If you want to insure your shipment, you can purchase separate insurance at your expense.
- Drop your shipment at any UPS location. Go to UPS.com to find the nearest location.

Please note: MBS Direct is not responsible for lost, stolen or damaged books. Buyback services are provided by MBS Service Company, Inc (MBS).

What paperwork do I need to include with my buyback?

Be sure to include a copy of your packing slip. If you are sending multiple boxes, please place a copy of the packing slip in each box. We are not able to provide payment for buybacks that don't include required paperwork.

Do I have to pay for shipping for my buyback?

No, return shipping for buybacks is free! MBS provides a pre-paid UPS shipping label once your quote is finalized. When you receive your buyback confirmation email, be sure to click the link to print your packing slip and your free shipping label.

Please note: The UPS label does not insure your package. You can purchase insurance at your expense if you wish. MBS is not responsible for lost, stolen or damaged books.

Can I use a shipping method other than a prepaid label?

Yes, though we do recommend you use ours. It's free, easy, and trackable!

You're welcome to use the shipping service of your choice, at your own expense. Please use a trackable shipping service for any books you send to us.

I am a used textbook dealer and have a large number of books to sell on a frequent basis. Can I sell them to you through your buyback program?

No. The buyback program is only intended for individual students, sorry!

Buyback services are provided by MBS Service Company, Inc (MBS).

Campus Store Merchandise Returns

Returning items ordered online and in store is easy, for most returns there is no need to contact us. Within 14 days of receipt of your shipment or purchase (excluding textbooks), you may return any item in new condition with original packaging and accessories (including original tag), for any reason, for a full refund. We will even refund the shipping cost if the return is a result of our error. All purchases for exchange or return **MUST** be accompanied by original sales receipt from in-store purchase or packing slip from an online order.

Holiday Returns

We recognize that many customers do their holiday shopping in advance and that this might make it difficult to return gifts within the 14-day time period. Please note that we will accept returns of items purchased from November 15th, 2019 until January 23th, 2020.

Refunds

You can expect a refund in the same form of payment originally used for purchase within 7 to 10 business days of receiving your return. Please note that we can refund shipping costs only if the return is a result of our error. *Error to be determined by Campus Store staff.

Packing and Sending Your Return

Include the original packing slip with the items you are returning, wrap the package securely, and ship the package to the address below. Please note the reason for your return. Be sure to use a traceable means and record the tracking number for future reference since we cannot be responsible for lost or misdirected returns. Send your return to: Washington & Jefferson College Campus Store, 60 South Lincoln Street, Washington, PA 15301

If you are returning a gift, include the packing slip with the item you are returning and indicate the reason for return. Wrap the package securely and ship the package to the return address. If you do not have your packing slip, please indicate the order number and/or the email address and name of the person who purchased this order, along with the reason for your return on a separate piece of paper. Please note if you would prefer store credit for purchases from our online catalog, otherwise credit would be issued to the original purchaser's account.

**In-store returns must be accompanied by original sales receipt for all returns and exchanges.
No store credit will be issued.**

***No returns on special orders or clearance items.**

CAREER SERVICES

The Career Services office is committed to helping students determine and pursue their career goals. This is achieved through services and programming.

The office is located on the lower level of the Rossin Campus Center and offers career counseling and information to students of every class level and major. Students can participate in a wide variety of workshops designed to help in identifying career opportunities, job search preparation and transitioning from W&J to the next life-stage. Also available to help in career planning are career assessment tools, career resources, and one-on-one career counseling. In addition to career planning and job searching, Career Services can help students find internships and learn about graduate school programs and placement tests. Career Services offers an online career platform, which will allow students to access full-time, internship, part-time, work-study and summer opportunities. Students and alumni will be able to connect with employers, post resumes and cover letters and see a calendar of upcoming events. Students have access to a large W&J alumni network.

Also available online and in the Career Corner 24/7 are resources on resume writing and job search correspondence, interviewing basics, job search strategies, networking, and pre-health portfolios, as well as other publications. For an up-to-date events calendar, a list of useful links, plus much more, go to the Career Services Website at www.washjeff.edu/careerservices.

Career Services is open Monday - Friday, 9:00 a.m. to 5:00 p.m.

Summer Hours (June & July only): Monday - Friday, 9:00 a.m. to 4:00 p.m.

Extended hours available by appointment.

DINING SERVICES

W&J Dining Services offers a variety of meal plans to meet the diverse needs of our students. Residential students are required to purchase a meal plan. For more information on dining services, including menus visit: www.washjeff.edu/dining-services

Students eating at campus dining venues are to conduct themselves as they would in polite company. Shoes and shirts are required. No pets allowed. Upon exiting the Commons Cafe, students are expected to carry their dishes to the designated area. After eating at G&T's Grill, students are expected to clear trash from their tables and dispose of it in the designated area. Students who require a special diet should present special requests to W&J Dining Services for their review and W&J Dining will strive to provide menus for those students with special dietary needs.

The kitchenettes in the residence halls and fraternities are not intended for daily cooking of meals, but are provided for snack preparation only. Students who request non-participation from board status must submit explanatory documentation using the Petition for Campus Accommodation to the Office of Student Life and be approved for an exemption.

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

Students choose their meal plan option during the preregistration period and may make changes until the end of Add/Drop. After this time you will be required to remain on the chosen plan for the entire semester to which the preregistration applies. Those students desiring to change meal plans may do so only at the next preregistration period for the following semester. Jay Term meals will be governed by the option the students selected for the fall term.

The Commons Cafe Dining Hours (Subject to change)

Monday-Friday

Breakfast 7:00 a.m. to 9:30 a.m.

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

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

Limited Dining Options 2:00 p.m. to 5:00 p.m.

Dinner 5:00 p.m. to 8:00 p.m.

Saturday

Brunch 8:00 a.m. - 2:00 p.m.

Dinner 4:30 p.m. - 6:30 p.m.

Sunday

Brunch 8:00 a.m. - 2:00 p.m.

Dinner 4:30 p.m. - 8:00 p.m.

G&T's Grill Dining Hours (Subject to change)

Monday-Thursday and Sunday

11:00 a.m. - 11:59 p.m.

Friday & Saturday

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

X Prez O (Subject to change)

Monday-Friday

7:30 a.m. - 12:00 a.m.

Saturday & Sunday

9:30 a.m. - 11:00 p.m.

DIVERSITY & LEADERSHIP INITIATIVES

The Office of Diversity & Leadership Initiatives is committed to strengthening leadership development, cultural awareness, diversity education and inclusion at Washington & Jefferson College. The office strives to create learning and programmatic opportunities to meet the needs of a diverse campus community. We offer a variety of programs, discussions, and training opportunities on topics such as race, gender, sexual orientation, socio-economic status, and religion to engage the campus community, in dialogue grounded in social justice principles. .

In addition, we are strategically partnered to support the efforts of several of our campus' multicultural student organizations. We are always looking for new and creative opportunities to engage the campus community as we strive to complement the College's mission of scholarship, community service and global citizenship. The office also provides specialized support for our Charles West Scholars and YES Prep Student Scholars programs. We hope that you will consider being an active participant in the events and activities sponsored by the Office of Diversity & Leadership Initiatives! Contact Information

Contact Information

Sammie Walker, Coordinator Inclusive Campus Engagement: Diversity & Leadership Initiatives

Email: swalker@washjeff.edu

Phone: 724-229-5102 Fax: 724-503-1049

Location: The Hub, Office 103

FINANCIAL AID

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

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

FRATERNITY & SORORITY LIFE

The Office of Fraternity & Sorority Life is located on the Upper Level of Rossin Campus Center. It offers support to all students who are members of fraternities and sororities at the College, and those students who are interested in joining a Greek-letter organization. Fraternities hold recruitment events during the fall semester to meet interested potential new members, and women wishing to join a sorority participate in the formal recruitment process that begins at the start of the spring semester. Students interested in participating in the Fraternity & Sorority Recruitment process must have completed at least 3 college courses and hold a minimum 2.50 cumulative GPA to participate (new transfers are welcome). GPA requirements vary for each chapter, but no student may join a fraternity or sorority if their cumulative GPA is below a 2.0.

Mission Statement

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

Women's Greek-letter Organizations

Delta Gamma
Kappa Alpha Theta
Kappa Kappa Gamma
Pi Beta Phi

Men's Greek-letter Organizations

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

Governing Bodies

Panhellenic Council
Interfraternity Council

Greek Honoraries

Order of Omega (Leadership)
Rho Lambda (Academic)

Greek Organizational Sanctions

Information on organizational sanctions can be found in the Student Code of Conduct section.

Organizational Probation

Organizational Probation is a defined period of time in which activities of the chapter may be restricted or suspended. These may include restriction or suspension of participation in programs, recruitment, intramurals, and/or social probation (no social events). While on organizational probation, additional violations may result in additional sanctions.

An organization placed on Organizational Probation may be required to complete various tasks. Examples of these tasks may include, but are not limited to: A creation of an action plan outlining the steps the chapter will take to address concerns/incidents.

- A creation of an action plan outlining the steps the chapter will take to address concerns/incidents.
- Approval of all chapter events by the Coordinator of Fraternity & Sorority Life 2 weeks prior to scheduled event(s).
- Hosting educational programs for members of the organization addressing specific topics assigned by Washington & Jefferson College.

Social Probation

Probation Social Probation is a defined period of time in which the chapter is not permitted to conduct any social activities within its own chapter, nor with any other student organization. Additionally organizations may be asked to 24 complete various tasks required by the college.

The chapter may conduct any other activity that is not defined as social (i.e. brotherhood/ sisterhood, community service, philanthropy, meetings, rituals, etc). Alcohol is not allowed at non-social events or activities.

An organization on Social Probation will be restricted from the following: Social Events including but not limited to:

- Mixers
- Pinnings
- Formal/Semi Formal events
- Restriction to Homecoming events
- Alumni events
- Any additional events that are seen as social by the College

Greek Community events, such as Greek Week, will be subject to approval by the Coordinator of Fraternity & Sorority Life.

Chapter Reassessment

Chapter Reassessment is a defined period of time in which the chapter is only permitted to participate in and hold chapter meetings, ritual events and new member events. These events will need to be pre-planned and must be approved by the Coordinator of Fraternity & Sorority Life.

An organization placed on Chapter Reassessment may be restricted to the following:

- All Social events outlined under social probation
- Brother/Sisterhood events
- Recruitment events
- Philanthropy and service events
- Greek Week
- Participation in other group's events

Cease and Desist

An organization that is required to cease and desist will have all privileges revoked for a designated period of time. During this time, the organization will not be permitted to hold any events of any kind and cannot operate as an active chapter at Washington & Jefferson College.

During this time additional sanctions may be placed on the chapter that prohibits the chapter from operating as a recognized Greek Organization at W&J.

Fraternity & Sorority Life Addresses

(Building - Fraternity / Sorority)

127 Chestnut St. - Alpha Tau Omega

325 Chestnut St. - Beta Theta Pi

211 Chestnut St. - Delta Tau Delta

135 Chestnut St. - Phi Delta Theta

125 Chestnut St. - Phi Kappa Psi

322 Chestnut St. - Delta Gamma

301 Chestnut St. - Kappa Alpha Theta

315 E. Chestnut St. - Kappa Kappa Gamma

147 E. Chestnut St. - Pi Beta Phi

All fraternity/sorority mail should be addressed to: Office of Fraternity & Sorority Life, 60 S. Lincoln St., Washington, PA 15301-4812

For more information on Fraternity and Sorority Life, visit the Office of Fraternity & Sorority Life website at <http://www.washjeff.edu/fraternity-sorority-life>.

HEALTH SERVICES

Student Health Services, in conjunction with Washington Family Medicine, provides ambulatory outpatient care during the academic year while students are in attendance at the college. All incoming freshman and transfer students are required to provide a medical history, a physical examination, and proof of required immunizations. A physical exam is performed for students planning to participate in intercollegiate athletics during the team physicals as scheduled by the Athletic Department. **The team physical examination does not replace the required college entrance physical.**

Students may walk in without an appointment for assessment and evaluation by the College Nurse. Students may be referred to the Washington Family Medicine if necessary for treatment, or to another medical specialist in the community based on assessment findings. If referred, you will need to provide your insurance information and any copay responsibilities to the provider at the time of service.

After hours or if serious and immediate medical attention is required, the student should seek treatment at the Emergency Room of the Washington Hospital or other emergency provider. Students are free to find medical attention on their own at their own expense.

Location

New Res Hall
Washington & Jefferson College
60 South Lincoln Street
Washington, PA 15301
Phone: (724) 223-6047
Fax: (724) 250-3323

Hours

Mon. - Fri. 9:00 a.m. - 5:00 p.m.

HOSPITAL & EMERGENCY AMBULANCE SERVICE

Emergency ambulance service is available upon request or may be required in certain situations. Students are charged for this service by the ambulance company. Students should also note that treatment at The Washington Hospital Emergency Room may not be covered by their health insurance plan. It is advised that you check with your insurance provider prior to coming on campus regarding benefits in case you should require emergency or diagnostic services.

THE HUB

The Hub is W&J's student center, which offers plenty of space and resources for you to kick back and relax. You are welcome to hang out in one of the TV lounges, or downstairs in the game room – which features ping pong and billiards tables, a sure shot basketball shooter and more! There are various board games and video games 26 (Nintendo Switch and Xbox) available for FREE to check-out (you'll just need your student ID), as well as FREE Hulu and Netflix available so that you can catch up on all of your favorite movies and TV shows! Monticello's, the Student Activities Board-run milkshake and snack bar, is located on the bottom level and is open 9:00pm – 12:00am every Friday and Saturday night.

The Hub Hours (during the academic year, not including breaks)

Monday – Thursday: 9:00 am – 12:00 am

Friday: 9:00 am – 1:00 am

Saturday: 12:00 pm – 1:00 am

Sunday: 12:00 pm – 12:00 am

INTERCOLLEGIATE ATHLETICS & INTRAMURALS

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

Please see our Athletics website at www.gopresidents.com for more event information and the Intramural Sports web site at www.washjeff.edu/intramural-sports.

OFFICE OF INTERNATIONAL STUDENT INITIATIVES

The Office of International Student Initiatives fosters a community of inclusion through academic, cultural and visa advising for international students at W&J. To that end, the office works to support the whole student in their academic, personal and social goals as they experience life as a W&J College student. This office also manages a Global Ambassador program which involves W&J degree-seeking students in the orientation and campus acclimation experience of incoming international students. Services provided by the office include: immigration advising, academic support, on and off campus cultural experiences, and programming meant to enhance cross-cultural awareness, communication and understanding throughout the campus community. We aim to be one of the most welcoming places on campus.

In keeping with the mission of the College, the office collaborates with faculty, staff, administrators and students to promote the values of global citizenship and community. The presence of international students at the College creates multiple opportunities for cultural enhancement, diversity education and multicultural appreciation. We hope that you will join us in our efforts to create a more culturally sensitive, respectful, global and unified campus community.

THE LODGE

The Lodge is located on the lower level of The Commons next to The Barista. The fireplace and comfortable furniture create a Lodge like environment and an inviting place for students to meet with classmates, study groups, and faculty. Faculty and staff often hold casual meetings in the lounge while enjoying a Barista coffee. The warmth and comfort of the Lodge makes it suitable for many of the College's special events held throughout the year.

MAILROOM

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

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

All first class mail for continuing students will be forwarded during the summer. If a student desires mail to be forwarded to an address other than that listed in the current student directory, they must notify the Mailroom. The U.S. Post Office will NOT accept a change of address card from the student's College address. Students are responsible for making their own arrangements to have any papers, magazines, etc., forwarded to a designated address.

The student regulations for receipt of mail are as follows:

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

Student Mailroom Hours

Open Monday through Friday 9 a.m. - 5 p.m. (Normal hours of operation)

Open Saturday 11 a.m. - 2 p.m.

MAINTENANCE REQUEST

All requests for general maintenance, room repairs, or housekeeping should be submitted to the W&J Facilities Services Department via a work order on the following webpage: <https://www.washjeff.edu/facilities-services>. First time users will need to register by clicking the link: "Never Submitted a SchoolDude Request? Register Here!". Once logged in, just complete the work order request form. The submittal password, which is at the bottom of the form, is **2Presidents**. Please be sure to provide the specific room and issue(s) that need to be serviced. There is a space provided for additional comments to assist the technician in completing the work. For assistance with registering, feel free to contact the Facilities Services Department at 724-223-6086. Residents can also request assistance from their RA, who can help with the work order process.

PARKING

W&J provides free parking to all students actively attending, as well as all Faculty and Staff members of the College. While providing this service at no cost to students, staff, or faculty is a unique opportunity for the members of our community, it does require each member to abide by policies set forth in order to preserve the different needs of all members of the community. Parking permits, as described in this policy, not only provide direction to individuals of where to park, but also help W&J identify who is part of this community. This helps to provide a safer campus for our community members. Individuals who violate the parking policies can expect to receive a ticket. Ticketing on campus is done consistently and objectively.

The opportunity for students to park free of charge at W&J is a privilege and for that reason this privilege can be suspended or removed at any time if a student is found to be abusing, violating, neglecting or otherwise manipulating these policies in any way. You can find the following information related to parking below. Parking policies at W&J are enforced by the Department of Campus & Public Safety. Please note that the City of Washington and the State Police can issue tickets on city and state streets which run through campus. If you have any questions regarding this policy please contact the Department of Campus & Public Safety.

Permits

Parking permits (stickers) are required and obtained through the Department of Campus & Public Safety. Students may register one car on campus per academic year at no charge. Students will have the opportunity to register their car on campus prior to moving in during the fall semester each year. Otherwise, students must contact Campus and Public Safety to register their car on campus. Students may not register or obtain a permit for another student.

Beginning in the academic year 2018-2019, W&J parking permits will consist of stickers issued annually. These stickers must be placed on the outside, lower left-hand-side of the rear windshield of the registered vehicle. Students are required to park "head first" or so that the sticker is facing the inside of the parking lot.

Permits are provided to students based on the appropriate parking lots they are assigned. Parking lot descriptions and locations are detailed below. Students who park in lots that are not associated with the permit sticker they have been assigned will be ticketed and found in violation of the parking policy at W&J.

Exchanging permits between cars or other students is not permitted. Each permit will be associated with the registered car that it was issued for. If a permit is found to be on a car that has not been registered on campus,

the student who was issued that permit, as well as the owner of the car who had the permit displayed, will be in violation of the parking policy on campus.

If a student is requesting a new permit or needs to exchange an existing permit, they must go to the Department of Campus & Public Safety. Depending on the student's need or request, students may be required to show proof of new car purchase, turn in an existing permit, or provide updated car information. Additional or new permits will cost \$100 per permit to be paid by the student.

Upon request, Campus & Public Safety can issue students temporary permits. Students are strongly encouraged to contact Campus & Public Safety if they are in need of special parking or permit accommodations. It is at the sole discretion of the Department of Campus & Public Safety to issue students temporary permits. Examples of temporary permit needs: a student has been injured and needs appropriate parking accommodations or a registered car is temporarily out of commission or broken down.

Parking Locations and Regulations

Parking lots on campus are color-coded; signs at each lot will contain a color notation. These colors will be associated with the color of the parking permit that has been issued to student, staff and faculty. Parking in these locations is only permitted by individuals who have been issued the corresponding colored permits. Parking lots will be identified based on the following:

- Red Lots: Staff/Faculty
- Yellow Lots: Commuter Students
- Blue Lots: Upperclass Students
- Green Lots: First-Year Students
- Orange Lots: Visitors
- Purple Lots: Student Parking on weekends and on weekdays from 7:00pm to 7:00am

The following parking lots on campus have been identified for the following permit usage:

- Admissions Lot: Visitors
- Burnett Lot: Staff/Faculty, Visitors
- Campus Center Lot: Staff/Faculty
- Chestnut St. Lot: Staff/Faculty, Visitors
- College St. Lots 1, 2, and 3 (formerly College St., West 1 and 2): Upper-class Students
- Commuter Lot (Church of The Covenant): Commuter Students, Staff/Faculty
- Dieter Porter Lot: Staff/Faculty
- Grant St. Lot (Formerly Taylor and Grant St. 2): All Students, Staff/Faculty, Visitors
- Henry Lot: Staff/Faculty
- Library Lots 1 and 2 (Formerly Library and Grant 1): Staff/Faculty
- Lincoln St. Lot: Upper-class Students
- Old Main Lot (Formerly Visitors Lot): Visitors
- Olin Parking: Staff/Faculty, Visitors
- Tech Center Lot: Upper-class Students/ Limited Faculty, staff and visitor
- Theme House Lots: Upper-class Students
- Wade Lot: Upper-class Students, Staff/Faculty, Visitors
- Whitworth Lot: Upper-class Students

Students will be permitted to park in the Library 1 and 2 lots, as well as the Chestnut Street lot, between the hours of 7:00 pm and 7:00 am on weekdays and anytime on the weekends. Students who do not move their cars from staff and faculty spaces before 7 am Monday – Friday will be subject to ticketing.

Appropriate parking must take place on campus. Vehicles must be parked between the white lines outlined in the parking lot. Individuals who park on grass, outside white lines, double-park, take up more than one space, park in fire lanes, accessible spaces, reserved spaces, in front of dumpsters, or between non-white lines will be in violation of the parking policy and will be ticketed.

All accessible parking is open to faculty, staff, & students with properly displayed plate or placard.

Parking in loading zones is not permitted. There may be times in which Campus & Public Safety allow an individual to park in these areas for a brief amount of time if it is for a specific purpose and this purpose is communicated and approved by Campus & Public Safety in advance.

At no time may an individual park or leave a vehicle unattended in the Rossin Campus Circle or other disengaged fire lanes on or adjacent to campus.

Parking is not permitted in areas that have been designated construction zones or have otherwise been sealed, fenced or marked off.

Ticketing

Campus & Public Safety actively monitor all lots and parking accommodations on campus daily. Tickets are issued to individuals who are found to be violating any parking policy on campus. These tickets will be placed on an individual's front windshield.

Students who are found to be removing tickets from windshields or otherwise manipulating tickets or permits will be in violation of the Student Code of Conduct and may face disciplinary action through the office of Community Standards and Support Services.

Ticket fines must be paid within two weeks (10 business days) of the issue of the ticket. These must be paid at the Business office during normal business hours (9am-5pm, Monday – Friday). Ticket fines will no longer be immediately charged to a student's account. Tickets that are not paid on time are considered delinquent and will be charged to an individual's student account with a 10% administrative fee.

It is the student's responsibility to ensure any parking tickets have been paid. Accumulations of parking tickets will not be grounds for appeal. Students who have unpaid parking tickets will be required to ensure these tickets are paid in full the same as any other part of their student account.

Fines for tickets vary depending on the nature of the offense. The following are typical fines associated with the parking violations on campus:

- First – Third offense - \$50
- Parking in Staff or Faculty lots between 7am-7pm Monday – Friday - \$100
- Parking in accessible or fire lanes - \$100

Individuals who are found to be abusing parking privileges or who have received four or more tickets may have their permit suspended for a minimum of one academic semester. Campus & Public Safety reserves the right to suspend or permanently revoke parking privileges from any individual.

If an individual continues to abuse parking policies, has failed to remove a vehicle from a particular location upon request; or has parked in locations that prohibit access to emergency, construction, garbage or other authorized vehicles, Campus & Public Safety may have this vehicle towed. Costs associated with towing a vehicle as well as storage of the vehicle will be the responsibility of the individual owner of the vehicle.

Visitors, guests or other individuals who are found to be violating parking policies on campus, who do not have a registered permit, or who have no official business at W&J will be ticketed through the Pennsylvania Department of Transportation. These citations may result in a higher fine amount and will be required to be paid through the Department of Transportation.

Appeals

Tickets may be appealed within 10 days of the issue of the ticket; appeals must be filed online. Students who request to speak to ticketing officers or staff members of Campus & Public Safety will be encouraged to appeal their ticket online at: [Parking Ticket Appeal](#)

An individual who wishes to appeal a ticket is encouraged to provide narrative, photographic evidence or other information that supports that individual's claim that the ticket was unwarranted.

The appeals are read and determined by the Parking Ticket Appeals Committee. This committee is composed of students, staff and/or faculty members of W&J. Upon receipt of an appeal, this committee reviews and votes whether to deny or uphold an appeal. Once a conclusion is determined, the individual will be notified in writing of the Parking Ticket Appeal Committee's decision.

If an appeal is upheld, that ticket will be removed and will not be considered an offense. If the appeal is denied, that individual will be responsible for payment of the ticket. All appealed decisions are final.

Liability

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

Individuals who park on College grounds are responsible for ensuring they take proper safety precautions such as locking doors and parking in identified lots and spaces to reduce risks of vandalism, theft or damage.

If an individual finds that their vehicle has been subject to vandalism, theft, or damage they should report it immediately to Campus & Public Safety.

RELIGIOUS ACTIVITIES POLICY

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

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

Student religious organizations are expected to support educational as well as social and/or religious functions. These organizations, like other recognized campus organizations, are responsible to the Student Government, the faculty, and the administration.

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

Implementation Procedures for Religious Activities on Campus

1. Students organizing for religious activities are encouraged to make this known to the College chaplain.
2. Recognized religious organizations must have a College approved advisor and be approved through the student organization process.
3. Student religious organizations are expected to conduct their meetings in appropriate locations designated by the College. Requests for reservation of a College facility are limited to availability of space and of appropriateness of location and must first be cleared through the College Chaplain.
4. Outside speakers (or guests) invited on campus for any religious meetings should come at the invitation of a recognized campus organization with guidance from the College Chaplain to insure compliance with all College procedures pertinent to such events.
5. Recognized religious organizations on campus are responsible to the College Chaplain and to the Vice President of Student Life & Dean of Students.

ROSSIN CAMPUS CENTER

The Rossin Campus Center is centrally located on campus and serves the College in many capacities. The lower level houses three main offices/services: G&T's Grill, the Mailroom and Career Services. The Rossin Information Desk, The Campus Store and the Ballroom are both located on the main level. Many of the offices of the Division of Student Life are located on the Upper Level, including Residence Life, Fraternity & Sorority Life and the office of the VP of Student Life & Dean of Students.

Rossin Information Desk

Monday through Friday 9:00 a.m. - 8:00 p.m.

Saturday 10:00 a.m. - 8:00 p.m.

Sunday noon - 8:00 p.m.

Campus Center Hours

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

Saturday & Sunday 8:00 a.m. - Midnight

SCHEDULING EVENTS - RESERVING FACILITIES

Requests for reservations for the use of campus grounds and facilities may be made by logging on to the campus website. On the left hand side of the Current Students page, click the "Facilities Services." Look on the right hand side of that page for the heading 'Reserve a Room', then click on 'Room Scheduler'. In the middle of that page, click on 'Create an Event'. Fill out as much information on each page as required. Please note that if your chosen room doesn't show as an option, it is not available and you must choose another space. In addition, if a red brick wall icon appears, that space cannot be reserved.

Also, certain spaces on campus require approval from other departments. These are Athletics, Olin Theatre, Olin Art Gallery, Library rooms, the Law Library, Faculty/Staff Dining Room, the Lodge and Swanson 204. Once you have finished and 'Save', you will receive an email confirmation. That is when your request has been

approved and confirmed. If you have questions you may contact the Office of Conferences and Events or the Office of the Registrar.

STUDENT ACTIVITIES BOARD (SAB)

The Student Activities Board (SAB) is charged with planning and promoting both on and off campus events for the student body at W&J. All students are encouraged to join SAB as there are multiple opportunities for you be a part of crafting your student programming experience. Some of the events and experiences hosted by the SAB include: Monticello's, Bingo, Holiday Kick-off Week, a Big City Trip and the annual Street Fair.

Student Activities Board Advisor

Marissa Krall, Coordinator of Campus Activities and Student Organization

Email: mkrall@washjeff.edu

Phone: 724-503-1001 ext. 3025

Fax: 724-503-1049

Location: The Hub, Office 107

Monticello's

Commonly referred to as Monti's, this late-night snack shop is run by volunteers of the Student Activities Board (SAB) every Friday and Saturday night during the academic year from 9:00pm – 12:00am, with the exception of academic breaks. Come by and enjoy FREE milkshakes, snacks and a variety of live entertainment including karaoke and musical performers.

SAB Contact Information

Location: The Hub, Office #105

Email: sab@washjeff.edu

STUDENT COUNSELING SERVICES

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

- Relationship Issues
- Stress Management
- Depression
- Sexual Assault
- Anxiety
- Adjustment to College Life
- Sexual Orientation
- Eating Issues
- Grief and Loss

Student Counseling Services Hours

9:00am - 5:00pm, Monday through Friday during the regular academic school year. Call 724-223-6107 to schedule an appointment or just stop by! Walk-ins are welcome if a counselor is available, and if not, an appointment will be schedule for students for the next available time.

Student Counseling Services Location

Student Health and Counseling Services are located on the Ground Floor of New Res Hall at the corner of College and Beau Streets.

After Hour Emergencies

For After Hours Emergencies call 724-223-6032 and ask for the Counselor on Call. You can simply provide your name and the best number to call back. The dispatcher will reach the counselor who is on call, and we will call you back as soon as possible.

STUDENT EMPLOYMENT

Students have the opportunity to work part-time on-campus to offset educational expenses. The Office of Financial Aid administers the Student Employment Program for the College. Information about Student Employment is available on the website under Current Students/Student Employment.

Preference for campus jobs is given to students awarded federal work study, a work program supported by the federal government and the College. Jobs that demand special skills do not require work study eligibility. The Office of Financial Aid works with both students and offices to fill employment positions. Students can access employment information in the Student Employment section of the website. There are instructions on how to access Handshake, where campus jobs are posted. Positions are designated as FWS (federal work study) if you must be FWS eligible for that job. Students should follow the directions for applying to each position as stated in the job description.

Students must have a Work Authorization Form issued by the Office of Financial Aid each year before starting any position. Students awarded federal work study as part of their financial aid package will receive their Work Authorization Form via email or in their campus mailbox before the beginning of the academic year. If you have any questions about your eligibility for FWS, contact the Office of Financial Aid.

Any student who is employed on-campus must complete an I-9 and W-4 form with Payroll if they have not worked at a campus job previously. These forms are available on the Human Resources Wiki and on the Financial Aid website under Student Employment. They are also available in the Payroll office, located in Thompson Hall. Paperwork with Payroll and the Work Authorization form must be completed and submitted in order for the student to receive a timesheet on Web Advisor. Students are paid on the 15th and last day of each month. They have the option of direct deposit or receiving a paper check sent through campus mail.

STUDENT GOVERNMENT ASSOCIATION

The Washington & Jefferson College Student Government Association (SGA) exists to promote standards of student freedom and maturity and the individual interests of the student body. It is the overarching organization for student advocacy and support on campus. In addition, SGA provides support to all student organizations and accordingly allocate student activity funds. Legislative power within the Student Government is vested in an assembly of representatives who are elected by students.

The SGA Office is located in The Rossin Campus Center. Students are encouraged to contact their Student Government Association officers or representatives whenever the need arises. Contact the Student Government Association office at 724-503-1001 ext. 5131 or by email at sga@washjeff.edu.

Student Government Advisors

Eva Chatterjee-Sutton, Vice President of Student Life and Dean of Students
Phone: 724-223-1360

Billie Eaves, Director of Events and Programs
Phone: 724-223-5264

STUDENT ORGANIZATIONS

Involvement in activities outside the classroom is a valuable piece of the liberal arts college experience. Over sixty student organizations exist at W&J and the majority of students are actively involved in extracurricular programs. For a complete listing of student organizations, please visit the Student Organizations website at <http://www.washjeff.edu/student-organizations>

DIRECTORIES

EMERGENCY SERVICES

Crisis Hotline - 724-223-6500
Text CPS: 724-255-3968
Addictive Diseases Information - 724-222-7150
Emergency Number-Fire, Police, Medical - 911
Family Health Counsel - 724-228-7113
Legal Aid Society - 724-225-6170
Mental Health Clinic - 724-225-6940
Planned Parenthood - 800-426-4636
Student Counseling Services - 724-503-1001, ext. 6107
The Washington Hospital - 724-225-7000
The Washington Hospital Family Medicine Center -
724-223-3353

FREQUENTLY CALLED CAMPUS NUMBERS

Academic Affairs - 724-503-1001, ext. 6006
Campus Store - 724-503-1001, ext. 5115
Business Office - 724-503-1001, ext. 6010
Dining Services - 724-503-1001, ext. 6037
Financial Aid - 724-503-1001, ext. 6019
Post Office/Mail Room - 724-503-1001, ext. 5106
Residence Life - 724-503-1001, ext. 5120
Campus & Public Safety - 724-223-6032
Student Life - 724-503-1001, ext. 1360
Diversity & Leadership - 724-503-1001, ext. 3540

RESIDENCE LIFE ADMINISTRATIVE STAFF

Justin Swank
Director of Residence Life
724-229-5120

Lauryn Nett
Coordinator for Upperclass Communities
724-229-5120

Kevin Intihar
Coordinator of First Year Communities
724-503-1001, ext. 6529

Lisa Allen
Student Life Office Coordinator
724-229-5120

STUDENT SERVICES

Main Switchboard - 724-503-1001

Academic Matters

Dr. Jeff Frick/Dr. Dana Shiller
Academic Affairs Office- Thompson Hall, Main Floor
724-503-1001, ext. 6006

Admission/Admission Staff

Admission House
724-503-1001, ext. 6025

Alumni Affairs

Michele A. Hufnagel
Alumni House
724-503-1001, ext. 6079

Athletics

Scott McGuinness
Henry Memorial Gymnasium
724-503-1001 ext. 3461

Bills/Business Clerks

Thompson Hall, Ground Floor
724-503-1001, ext. 6014

Campus Store

Cindy Briceland
Rossin Campus Center, Main Level
724-503-1001, ext. 5117

Campus Ctr. Director

Billie Eaves
Rossin Campus Center, Upper Level
724-503-1001, ext. 5264

Campus & Public Safety

Jonathan Miles
Old Main, Ground Level
724-503-1001, ext. 6032

Career Services

Roberta Cross/Jami Klingensmith
Rossin Campus Center, Lower Level
724-503-1001, ext. 5126

Chaplain

Pastor Gary A. Gibson
The Commons, Lower Level
724-503-1001, ext. 3359

Community Engagement

Jay Helmer, Coordinator of Community Engagement
The Commons, Lower Level
724-503-1001 ext. 3086

Commuting Students

Student Life Office
Rossin Campus Center, Upper Level
724-503-1001 ext. 5120

Computer Services

ITS Helpdesk
Tech Center, Ground Floor
724-503-1001, ext. 6022

Dining Services

The Commons, Lower Level
724-503-1001 ext. 6037

Disability Services

Academic Affairs Office - Thompson Hall, Main Floor
724-503-1001, ext. 6008

Diversity & Leadership Initiatives

Sammie Walker
The Hub, Main Level
724-503-1001, ext. 5102

Employment

Christine Shaffer
Admission House, 3rd Floor
724-503-1001, ext. 6019

Financial Aid

Charlene Bedillion

Admission House, 3rd Floor
724-503-1001, ext. 6019

Fraternity & Sorority Life

Kaitlyn Bamrick
Rossin Campus Center, Upper Level
724-503-1001, ext. 5140

Health Services

Heidi Ryan
New Res Hall, Ground Floor
724-503-1001, ext. 6047

Housing

Justin Swank
Rossin Campus Center, Upper Level
724-503-1001, ext. 5120

I.D. Cards

Business Office
Thompson Hall, Ground Floor
724-503-1001, ext. 6010

International/Multicultural Services

Dana Poole
The Hub, Main Floor
724-503-1001, ext. 6867

Internships

Thompson Hall, Main Floor
724-503-1001, ext. 6006

Intramurals & Club Sports

Christopher Faulk
Henry Memorial Center
724-503-1001, ext. 6058

Key Replacement

Residence Life
Rossin Campus Center, Upper Level
724-503-1001, ext. 5120

Laundry Service

Residence Life
Rossin Campus Center, Upper Level
724-503-1001, ext. 5120

Learning Assistance

Academic Affairs Office- Thompson Hall, Main Floor
724-503-1001, ext. 6008

Library Information

Ronalee Ciocco
Clark Family Library
724-503-1001, ext. 6070

Loans

Dana Staudt
Admission House, 3rd Floor
724-503-1001, ext. 6019

Lost and Found

Campus & Public Safety
Old Main, Ground Level
724-503-1001, ext. 6032

Mailroom

Jay Ann Elliott
Rossin Campus Center, Lower Level
724-503-1001, ext. 5106

Newman Center

1 S. College Street
724-228-5004

Notary Public

Business Office
Thompson Hall, 3rd Floor
724-503-1001, ext. 6010

Olin Theatre

Dan Shaw
Olin Fine Arts Center
724-503-1001, ext. 6085

Parking

Campus & Public Safety
Old Main, Ground Level
724-503-1001, ext. 6032

Physical Plant/Facilities

Physical Plant Building
724-503-1001, ext. 6086

Radio Studio/WNJR

Carla Valentine Myers
The Burnett Center, Ground Floor
724-503-1001 Ext. 3345

“The Red & Black”

(College newspaper)
Alexander Hall, 1st Floor
redandblack@jay.washjeff.edu

Residence Halls

Justin Swank
Rossin Campus Center, Upper Level
724-503-1001, ext. 5120

Student Organizations & Campus Activities

Marissa Krall
The Hub, Main Floor
724-503-1001, ext. 3025

Student Conduct

David Zlockie
Rossin Campus Ctr. Upper Level
724-503-1001, ext. 5120

Student Life

Eva Chatterjee-Sutton
Rossin Campus Center, Upper Level
724-503-1001, ext. 1360

Student Counseling Services

Dr. Shelly Lear
New Res Hall, Ground Floor
724-503-1001, ext. 6107

Student Government

Eva Chatterjee-Sutton
Rossin Campus Center, Upper Level
724-503-1001, ext. 1360

Student Records

Student Life
Rossin Campus Center, Upper Level
724-503-1001, ext. 1360

Transcripts

Leslie Maxin
Thompson Hall, Ground Floor
724-503-1001, ext. 6017

Tutorial Assistance (Peer Assisted Learning)

David Zlockie
Rossin Campus Center, Upper Level
724-503-1001, ext. 5120

Withdrawal from College

Student Life Office
Rossin Campus Center, Upper Level
724-503-1001, ext. 5120

MEET THE W&J COMMUNITY

W&J'S MISSION & VISION STATEMENTS

Mission Statement

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

Vision Statement

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

W&J'S CORE VALUES

Integrity

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

Honesty

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

Respect

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

Responsibility

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

Courage

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

MEET THE ADMINISTRATIVE STAFF



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STUDENT LIFE MISSION, VALUES, & GOALS

STUDENT LIFE MISSION

Comprised of a diverse set of student-centered departments and programs, the Division of Student Life supports the mission of W&J by devoting energy and attention to the success of the individual and the community. Our mission to guide, support, and challenge students to live a life of uncommon integrity and to attain their full intellectual and personal potential at W&J and beyond.

STUDENT LIFE VALUES

The Division of Student Life at W&J is guided by the following values:

Respect

Fostering an inclusive community which values equality, student advocacy, integrity and fairness.

Transformation

Building upon W&J's rich history to develop a brighter future for our students and our college.

Connection

Working to create a sense of true belonging for each individual in the W&J community.

Purpose

Working as a team toward intentional student-centered engagement.

STUDENT LIFE GOALS

Student Development

Provide an engaged learning environment where each individual student has the potential to succeed.

Community Development

Foster a sense of belonging and lifelong connection to W & J.

Holistic Learning

Provide opportunities outside the classroom that promote academic excellence and social development.

Diversity

Facilitate experiences that promote students' understanding and appreciation of cultural differences.

Responsibility & Integrity

Empower students to take ownership for their actions, personal growth, and responsibility to the community.

Professional Excellence

Promote best practices and collaboration in our work to support our students and mission.

STUDENT GOVERNMENT ASSOCIATION AFFIRMATION OF PEER TO PEER COMMUNITY VALUES

As students at W&J, we hold each other to a standard to achieve uncommon integrity as individuals and as a community. In order to thrive and excel, we expect that individuals within our community will:

- Promote a culture of respect and civility
- Respect the privacy, property and freedom of others
- Practice personal and academic integrity and expect it from others
- Respect the dignity and work of all individuals
- Promote the diversity of opinions, ideas, and backgrounds of others

As a member of the W&J community, you are asked to adopt these tenets for yourself and your peers. The college motto: *Juncta Juvant* (Together we Thrive) embodies the expectation that we hold ourselves and our peers to a standard of responsibility, excellence and integrity.

LEAVE OF ABSENCE

MEDICAL LEAVE POLICY

Please carefully review this policy as it contains important information about the medical leave process, the impact on financial aid and a student's readmission after taking a Medical Leave.

Occasionally it is necessary for students to be absent from the College for an extended period of time for medical and/or psychological conditions which substantially limit their ability to perform their academic work, to remain safe in an independent residential environment, or to avoid disrupting the College community.

If a student has a medical condition that prevents him or her from attending or completing their courses they may seek a medical leave. As part of the process, they will be required to submit documentation from a medical professional indicating that they are under a doctor's care and are unable to attend classes. A Medical Leave allows a student to withdraw from the College at any time during the term prior to the last day of classes. Students seeking a medical leave should contact the Vice President and Dean of Student Life.

International students should be aware that a leave may have implications for their I-20 status.

Applications for Medical Leaves are reviewed by the Vice President and Dean of Student Life in consultation with the Director of Health and Counseling Services. Leaves are typically granted for up to one year. Current documentation from a medical professional must be provided for the Leave application to be considered.

For Medical Leaves initiated during a term or initiated for the following term, students must remain away from the College at minimum for the remainder of the term. The student may be required to remain separated from the College for one or more additional terms, depending upon the situation.

MEDICAL LEAVE IMPACT ON FINANCIAL AID

Students who withdraw should be aware that a departure during the academic term will have implications for financial aid they receive and for the amount due on their student account with the Business Office. Recipients of any federal aid such as federal student and parent loans, Pell, SEOG, and TEACH grants will find that these must

be returned on a pro-rata basis unless a student is withdrawing more than 60 percent into the term. In general, this means that if a student withdraws 25 percent of the way into the term, approximately 75 percent of federal aid will be returned to its sources. This may leave a student owing money, possibly a substantial amount, for the academic term.

For more information about the financial implications, contact the Financial Aid Office, located in the Admission House at x6019 or via email finaid@washjeff.edu. Information can also be obtained in the Financial Aid Handbook which can be accessed at www.washjeff.edu. This federal return of funds policy is separate from W&J's adjustment to costs, a copy of which is sent annually and is available from the Business Office.

TUITION REFUND INSURANCE

If tuition refund insurance has been purchased for the student through GradGuard, please refer to the brochure that outlines coverage information and/or visit GradGuard's website at <https://gradguard.com>.

APPLICATION PROCESS

1. Student meets with Vice President of Student Life & Dean of Students to discuss reason for leave request and to review the Medical Leave process.
2. Student must make arrangements for their departure from campus and disposition of personal belongings. Typically, the student must check-out of his/her room and return their room key within 48 hours of initiating the Leave process. A student on Medical Leave may not visit campus without prior written approval from the Vice President of Student Life & Dean of Students. Requests must be made via email a minimum of 3 working days in advance of the requested visit.
3. Student returns completed Medical Leave application to the Vice President of Student Life & Dean of Students along with supporting documentation from a medical professional within 2 weeks from the date received.
4. Once paperwork is received, the Vice President of Student Life & Dean of Students will send a letter confirming approval or denial of medical leave as well as the steps for readmission.

INVOLUNTARY MEDICAL LEAVE

When the Vice President of Student Life & Dean of Students has determined after consultation with the Director of Health and Counseling Services or with a consulting physician that a student continuing at the College poses a significant risk to the well-being of the student or others and/or a significant disruption to the community, the student may be placed on Involuntary Medical Leave.

The student may appeal the decision to the President of the College within 5 days of the notification of leave. The decision of the President of the College is final. Typically students placed on Involuntary Medical Leave must remain separated from the College for at least one full year.

READMISSION AFTER MEDICAL LEAVE

A student applying to return from a Medical Leave must do so in accordance with the requirements below or as noted in the individual letter concerning the Medical Leave. A student on medical leave is not automatically reinstated at the end of the leave. The process is generally as follows:

1. The readmission application must include all written materials required by the Vice President of Student Life & Dean of Students as noted in the student's Medical Leave letter and as required by this policy. Generally a brief written statement from the student is required explaining the reasons for the student's departure, the student's activities since leaving the College, and the student's readiness to return. It may be necessary for a student to write an academic plan as part of the reapplication process, in which case the Director for Academic Advising will review and make a recommendation. To coincide with the Vice President of Student Life & Dean of Students registration and housing processes applications for readmission should be received by the by March 1 for the Fall term and by October 1 for the Spring term. A student may submit applications at other times for consideration.
2. Recent documentation (dated within a month of the date of reapplication) by a medical professional with qualifications acceptable to the Director of Health and Counseling Services must be submitted, addressing: (1) the student's capability of returning to the College and sustaining an independent, residential and academic life, and (2) any additional criteria required by the. Vice President of Student Life & Dean of Students The student must sign a medical release for his/her medical professionals in order to enable additional communication as necessary. In addition, the College may require the student to be evaluated by a medical professional designated by the Director of Health and Counseling Services.
3. For financial aid appeals, the student must provide written permission to the Vice President of Student Life & Dean of Students releasing his/her medical records to the W&J College Financial Aid Office. This can be sent via mail or email to studentlife@washjeff.edu.
4. After all paperwork is submitted, an interview will be scheduled with the Vice President of Student Life & Dean of Students. In some cases this conversation will include the Director of Health and Counseling Services.
5. The student will be notified in writing about the decision. Appeals can be made to the President of the College within 10 days of the receipt of the decision letter.
6. Decisions of the President of the College are final.

MISSING PERSON POLICY & PROCEDURE

Note that the following policy is for students who are residents of W&J College. Please refer any concerns about a possibly missing off-campus or commuter student to Campus and Public Safety by calling 724-223-6032.

In compliance with the Missing Person Procedures 20 USC 1092 C (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Office of Student Life and the Department of Public Safety to investigate any report of a missing student who resides at W&J College.

W&J's practice, procedures, and policy are as follows:

- Faculty and staff are instructed to contact the Department of Campus and Public Safety if a student living in on-campus housing has been missing for more than 24 hours. The College encourages any student or member of the faculty or staff to contact the Department of Campus and Public Safety with any concerns about missing students.
- The Department of Campus and Public Safety investigates missing person reports and will involve or assist local law enforcement agencies in such an investigation as necessary. If an investigation shows the student has been missing for more than 24 hours, the Department of Campus and Public Safety or Office of Student Life will inform the student's emergency contact or custodial parent or legal guardian.

- The College collects from each student during her or his first year the name, phone number and additional information for emergency contacts. Students are asked to keep this information current by contacting the Department of Campus and Public Safety or Office of Student Life and providing correct, updated contact information for whom to call in the event of an emergency.
- If a student has been missing for more than 24 hours and he or she is over the age of 18 and has provided an emergency contact, the Department of Campus and Public Safety will inform the student's registered contact. If the student is under 18 years of age, the Department of Campus and Public Safety will contact the student's custodial parent or legal guardian. If a student who has been missing for more than 24 hours is over 18 years of age or is emancipated and has registered no emergency contact, the Department of Campus and Public Safety will inform the appropriate law enforcement agency

RESIDENCE LIFE POLICIES & PROCEDURES

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

Listed within this section are policies and procedures to assist in creating safe and secure communities.

Office of Residence Life
 Upper Level of the Rossin Campus Center
 724-229-5120
www.washjeff.edu/reslife

HOUSING - RESIDENTIAL POLICY

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

Commuting

Students may request to commute to campus for the following reasons:

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

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

A student found in violation of these expectations and procedures may have a room charge added to his/her bill and may also be subject to disciplinary action.

ACCOMMODATIONS FOR HOUSING

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

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

Each petition for Housing Accommodations will be reviewed by the Housing Accommodations Committee consisting of professional staff from Residence Life, Disability Support Services, and Student Health Services. Submitting a Housing Accommodations Petition does not automatically qualify you for accommodations. If you would like more information or have questions regarding housing accommodations or other support services, please contact the Office of Residence Life at reslife@washjeff.edu or 724-229-5120.

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

For additional information pertaining to accommodations for any student with a disability, please visit the website of Disability Support Services at <http://www.washjeff.edu/disability-support-services>.

Please refer to Housing - Residential Policy for more information.

COMPUTER & CABLE TV HOOKUP

Computer network access is available in all residence halls. Each room has one data port per bed. This system provides residents with direct access to the campus intranet, as well as Internet services. For internet issues, contact the IT Help Desk at 724-223-6022.

Cable TV is also available in each room by connecting the DTA (cable box) to your television and utilizing the DTA remote. There is one cable outlet per room. Students will be able to receive more than 50 channels including local broadcast stations.

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

Issues with your DTA Equipment can be addressed by contacting Comcast directly. Instructions for contacting Comcast can be found [here](#).

DAMAGES - WORKING TOGETHER TO REDUCE COSTS

Property damage and loss in the residence halls affects all of us. Damages and losses often compromise the safety, security, and comfort of community members, so we need to work together to reduce the impact that damages have on our buildings.

All residents are responsible for damages that may occur in their rooms with the costs to be shared equally between roommates/suitemates. Students will be assessed for damages for rooms left in excessively dirty conditions that require additional cleaning at the conclusion of the year. This policy also applies to damages in the common areas of the residence halls, with costs being shared equally among the residents.

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

How the Damage Policy Works

1. A resident or staff member reports common area property damages.
2. Residence Life staff, in consultation with Facility Services, determine the cost for repair or replacement.
3. The person(s) responsible for the damage, if known, receives a bill for the damage.
4. If the person(s) responsible is not known, charges are billed to the members of the building or space.
5. Costs for common area damages at the end of the year are assigned by the Assistant Director/Coordinator and billed over the summer by Residence Life.

Does This Policy Work?

Over time, we have seen damages decrease because of this policy. Here are several reasons why we believe it works:

1. Damage and loss in the residence halls have been significantly reduced.
2. Many residents have become more active in reducing damage and loss.
3. Several buildings on campus have been able to identify the person(s) responsible for damages and loss so no charges had to be recovered from residents of the hall.

What Can I Do to Reduce Damage?

1. Report damage to the Office of Residence Life as soon as you notice it or complete a Work Order Request.
2. Don't allow non-residents into the building. Sometimes damages are caused by non-community members.
3. Don't prop doors.
4. Don't remove screens from windows.

EARLY ARRIVALS

Individual Student Requests

Any returning student that wishes to move into housing prior to the Upperclassmen Move-In date will be charged \$125 per night. The fee will cover the cost of the students housing as well as meals for each day. This policy will apply to any student moving belongings into their room prior to the scheduled move-in date. All students can make a request by filling out the Early Arrival Request Form on the Office of Residence Life website. The deadline for all early arrival requests will be announced annually by Residence Life. Confirmation of your approved early arrival will be sent out within three (3) business days of your request.

Students arriving to campus early should also note that access to any belongings stored over the summer will not be available on the day that you arrive. A storage schedule posted on the Office of Residence Life website will list dates and times that storage will be open. Students may visit the storage pick-up site during the scheduled windows to collect their belongings.

Please note that first-year students are not permitted to return to campus early without participation in a fall athletic team.

Unannounced Student Arrivals

No student that arrives to campus early without prior approval will be permitted to move into their building without a \$200 improper check-in fee. This fee will be in addition to the \$125 per night early arrival charge.

FIRE SAFETY POLICY

All residential facilities are protected with fire detection equipment which is connected directly to Department of Campus and Public Safety and the Washington Fire Department. All residents should acquaint themselves with the emergency escape plan of the residence hall and will participate in fire drills throughout the academic year. All fire doors are to be kept closed at all times.

Should a fire alarm sound, all residents and guests must evacuate the facility immediately. Residents will be permitted to re-enter the facility when the appropriate safety personnel clear and re-open the building after thorough inspection. Failure to vacate a facility may result in College sanctions and/or fines from the City and/or the College. The College reserves the right to not levy a fine and will determine in each case the appropriate action. In the event that the alarm was pulled falsely and no individual student or group is found responsible, fines/charges may be divided among the residents of the floor or building for tampering with fire safety equipment. Disciplinary sanctions may also be considered.

Misuse of fire safety equipment is a violation of the College Fire Safety Policy and is strictly prohibited. This includes but is not limited to:

- Tampering with, covering or removing smoke detectors, fire alarms, fire extinguishers, exit signs or other life safety equipment
- Breaking pull station or fire extinguisher covers, unless the situation warrants such action.
- Pulling and/or unnecessarily causing a false fire alarm to be pulled

Violations of the College Fire Safety Policy will result in disciplinary sanctions. Sanctions will vary based on the nature and frequency of the offense. Sanctions for a first offense will include one or more of the following:

- Disciplinary probation
- \$100-500 fine
- Mandatory campus service hours
- Participation in fire safety education and/or the completion of a fire safety awareness project

FRATERNITY & SORORITY HOUSES

Fraternities and Sororities are part of the rich history of W&J College and represent an important part of the College experience. To maintain the integrity of the Fraternity and Sorority system all chapters must maintain maximum occupancy of their chapter houses. Chapters unable to do so will be billed the cost for each empty bed. The organization may be required to relinquish their house with the members being assigned to other residence accommodations if they are too far below the maximum occupancy for their house. All students residing in residence halls and chapter houses are required to participate in the board plan.

HEALTH & SAFETY INSPECTIONS

Washington & Jefferson College takes students' safety and health very seriously and has established guidelines and protocols for students living in campus residence halls. It is the responsibility of all community members to support these standards to maintain a healthy and safe living learning environment. Goals of Health and Safety Inspections include:

- Encouraging students to become engaged in maintaining the condition of their living environments
 - Assisting students in learning how to maintain a clean and safe environment in their residence
 - Promoting a better understanding of the expectations the university has for students living on campus
 - Assisting in the prevention of rodent and pest infestations, damage problems and other issues that impact health and safety
 - Increasing safety within our residential buildings by timely identification and removal of prohibited items
- Residence Life performs Health and Safety Inspections three times in an academic year: fall break, winter break and spring break. During the inspections, the staff member will conduct a non-invasive inspection of the room/apartment/suite. They do not open drawers, refrigerators, or closets, but may move (or ask the resident to move) items blocking outlets. All inspections are advertised and announced.

The inspections will include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and windows. In addition, each room will be examined for the presence of prohibited items (e.g., candles, non-surge protected extension cords, halogen lamps, cooking appliances in non-kitchen areas, etc.) Students should do the following on a regular basis to keep their residence clean:

- Remove all trash and properly dispose of it in the trash room or other trash receptacles located in your building.
- Vacuum or sweep and mop all floors in your room.
- Check your smoke detector to see if it is properly attached and in operational condition.
- Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding.
- Check to ensure that beds, other furnishings, and other items are not blocking emergency exits and heating and ventilation units.
- Note any maintenance problems in your room and report them to the Work Order System.
- Do your laundry on a regular basis and properly store your clean clothes when finished.
- Clean up any spills and dispose of leftover food.
- In the bathroom, clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away and/or organize personal items. (If applicable)

JAYTERM

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

KEYS, IDS, & LOCKS

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

To assure the safety of our residence facilities, it is imperative that all residents follow specific guidelines if a resident loses their Student ID or a room key. If the ID or key is lost, please contact the Office of Residence Life immediately. The safety of the residents and all of their belongings may be in jeopardy. If a lock change is necessary, a charge of \$75 (\$150 for Bica or New Res) is incurred by a student(s) who loses his/her room key. **When a student checks out of his/her room, s/he must turn in his/her keys when completing the Room Condition Report or a lock change charge may be applied.**

Students who lock themselves out of their rooms should notify his/her RA or Campus & Public Safety. Students are not charged for the first occasion of a lock out. Each subsequent time a lock out occurs students are billed. For the second and third occasions students are billed \$10.00 per lock out. For the fourth and all future occasions students will be billed \$50.00 per lock out.

LAUNDRY FACILITIES

Washers and dryers are available in all laundry rooms and there is no cost to W&J residents. Additional washers and dryers are located in the back of Beau.

For notification of issues in or damage to the laundry area, please contact the Office of Residence Life at 724-229-5120 during business hours 9:00 a.m. - 5:00 p.m. or Campus & Public Safety after hours at 724-223-6032.

MAINTENANCE & HOUSEKEEPING

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

If you have a maintenance issue with your room that is not an emergency, please submit a work order [online](#).

If you have an emergency maintenance issue, during business hours call Facility Services at 724-223-6086. If it is after business hours, call Campus & Public Safety at 724-223-6032.

Upon occupancy and prior to checking out of a room, students, with the assistance of a Residence Life staff member, are asked to conduct a thorough room inspection to note current conditions and complete a Room Condition Report. The right to inspect or repair rooms at times convenient to its staff or authorized agents is unconditionally reserved by the College.

PERSONAL PROPERTY

Students are responsible for their own property, and the College is not liable in case of fire, theft, or damage. While Washington & Jefferson College cannot and does not cover students' lost, stolen or damaged property. We certainly recognize your need for ensuring the safety of your property. The college does not recommend or

endorse any individual insurance company, but we strongly urge all families to contact their insurance agents, check their homeowner's policies, and to consider purchasing renter's insurance as necessary.

Feel free to let Residence Life know if you have further questions or if we can help in the future.

PETS

Monroe Hall, also known as the Pet House, and Buchanan Hall are the only residence facilities where pets are allowed on campus. Please refer to the Pet House Manual and Pet Agreement for further information. Violators of this policy will receive disciplinary sanctions including fines for each day a pet is present. Non-carnivorous fish are permitted in tanks less than 10 gallons.

QUIET HOURS & COURTESY HOURS

Courtesy Hours are the hours outside of the listed Quiet Hours. During all hours of the day, you are expected to be sensitive to the fact that your neighbors may not want to hear your noise. If you are confronted for noise during Courtesy Hours, you are expected to comply with the request as if it were Quiet Hours. Courtesy Hours are in effect 24 hours/day. Quiet Hours are 11:00pm to 9:00am daily. Since a residence hall is a group living situation, it is important that residents be considerate of one another and the community around them. Generally, the right to quiet supersedes the right to make noise. Please respect your neighbors.

ROOM ASSIGNMENTS

Current/Returning students choose their roommates and assignments through the Housing Selection process conducted each Spring Semester. The Office of Fraternity and Sorority Life conducts a separate housing selection process with chapter members interested in living in Chestnut Street Housing. The Office of Residence Life makes room and roommate assignments for incoming first-year students based upon returned Housing Preference Forms and available space. In like-manner, transfer students are housed based upon their Housing Preference Forms. All students must complete a Housing Contract available on Web Advisor to remain eligible to reside in campus housing.

ROOM FURNISHINGS

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

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

Bed lofts and MicroFridges are available for rental. Supplies are limited. [Click here for further information.](#)*

ROOMMATES

Part of W&J College's educational mission is to assist students in developing the skills necessary to maintain healthy relationships with others. All First-Year Students will complete a Roommate Agreement provided by their RA in the first two weeks of the semester. This opportunity is available to upper-class students and those interested should contact their RA.

ROOM CHANGES

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

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

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

ROOM CONSOLIDATION POLICY

Generally, implementation of the consolidation policy will only occur during the consolidation period (third week of classes through sixth week of classes). The purpose of the policy is to ensure spaces for incoming students and rectify the inequitable condition which exists when many students end up living alone (without roommates) in rooms traditionally designated as double rooms/suites.

Students living in a room/suite with a vacancy will receive correspondence from the Office of Residence Life describing their options. Students required to move due to the consolidation policy will be allowed seventy-two (72) hours to make the housing change and return their old room key.

Our office will make efforts to keep students affected by the Consolidation Policy within the same area of campus (if the space exists).

Students with vacancies are encouraged to seek out roommates or a new room/suite during Open Room Change Period (weeks three and four of each semester). New rooms/suites must be within class level guidelines, i.e. first-year students may only move within first-year halls, Bica-Ross and New Res Halls are reserved for junior and senior students.

Timeline

- First two weeks of the semester: room change freeze
- Monday of the third week: open room change period begins
- Fourth Friday of the semester: open room change period ends
- Weeks five - six: consolidation period begins
- Two weeks of consolidation –required moves occur to complete consolidation
- Sixth Friday of the semester: consolidation period ends
- All moves should be complete - no room changes again until the following semester

SAFETY & SECURITY

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

In many ways, our campus seems like a perfect environment without dangers. But it still requires forethought about protecting yourself and your personal belongings. Crime occurs everywhere in the world, even on campus. You now have the responsibility of locking your doors and looking after your belongings more than in the past. Below are the top safety tips for living on campus:

- **Lock your room, suite, and apartment door.** Most thefts on campus occurs in unlocked rooms. Locking your door is the best way to decrease theft and enhance safety.
- **Do not open your door to someone you do not know and do not lend your key or ID card to anyone.** Lending your ID card to others is a violation of College policy. Report lost or stolen keys/cards to Residence Life/Campus and Public Safety immediately.
- **Don't let people you don't know into your building.** Letting unescorted visitors into the building eradicates the effects of all safety measures.
- **Plan for your safety.** Make a plan for how you will remain safe and how you will get home before you go out. Tell people your plans.
- **Consider Renter's Insurance.** Talk to your insurance agent and consider some form of renter's insurance.
- **Do NOT walk alone at night.** Make arrangements to walk in groups and, whenever possible, use the College Escort Service. Requesting and escort is as simple as calling the Office of Campus and Public Safety at 724-223-6032. If you must travel alone at night, stay on well-lit paths and sidewalks.
- **Call Campus Safety and Police at 724-223-6032 in case of emergency, if you observe suspicious activity, or if you wish to report criminal activity.** For police, fire or medical emergencies, contact Campus and Public Safety by calling 911 from any phone. You may also use any of the emergency call boxes throughout campus to contact Campus and Public Safety and Police.
- **BE ALERT.** Your safety depends on your attitude and actions. Use common sense.
- **Report all security-related maintenance issues (locks, doors, windows, lighting) to the Office of Residence Life (business hours) or Campus and Public Safety (after business hours).**

Crosswalk Safety

Although there are several mid-block crosswalks on W&J campus, students are encouraged to cross major thoroughfares through campus at the controlled intersections where crosswalks and traffic lights exist.

Tips for Using Crosswalks

- When using crosswalks, cross only at established crosswalks, don't cross between cars.
- Wait for a gap in traffic, then step one foot off of curb or fully enter crosswalk and make eye contact with approaching drivers.
- Look left, right then left again and keep looking.
- Always obey traffic signs and signals. Where lights are present, never try to beat the light.
- See and be seen – drivers need to see you to avoid you.

- Watch for turning vehicles at intersections, even if you have the right-of-way and are proceeding lawfully.
- On streets with lanes in each direction, be aware of what drivers in both lanes are doing. If one driver is allowing you to cross, the other might not see you.

STAFF

Residence Life Student Staff members are on duty from 5:00 p.m. to 8:00 a.m. daily and 24 hours a day from Friday at 5:00 p.m. until Monday at 8:00 a.m.. A Professional Residence Life/Student Life Staff Member is on call 24 hours a day, 7 days a week. The Office of Campus & Public Safety is open 24 hours a day, 7 days a week, 365 days a year. The Professional Student Life Staff Member on duty and Campus & Public Safety can be reached at 724-223-6032.

SMOKING POLICY

All campus buildings, including residential buildings, are non-smoking areas. This includes all individual student rooms. The areas immediately surrounding our residence halls are also non-smoking. No smoking is permitted within 20 feet of any residential facility, which includes the use of electronic and/or vaporizing cigarettes. Resources are available both on and off-campus to assist students wishing to address their smoking habits. Students may contact Student Health Services to schedule a consultation or contact a local support agency. The Stay Quit Smoking Cessation Program is located at Washington Hospital and can be reached at 724-229-2616.

SOLICITATION POLICY

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

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

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

STORAGE DURING BREAKS & SUMMER

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

During summer break, students are expected to take their personal belongings home and possessions may not be left in students' rooms. Students are responsible for securing storage for their belongings over the summer months. The Office of Residence Life provides access to summer storage through All Ways Moving for all

students, but it still remains the choice of each student for their storage options. Any non-College items found in a student's room will be discarded.

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

Students may contact the Office of Residence Life for more information.

STUDY ABROAD & HOUSING

Washington & Jefferson College is a residential campus and provides on-campus housing to all students enrolled as full-time students. On-campus housing is not provided to students during the same semester as their off-campus study program.

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

Students studying abroad during the spring semester will receive information regarding participation in Housing Selection. Students studying abroad in the spring need to assign a proxy to a student who will select their housing for them in accordance with their preferences. Proxy Forms must be submitted to Global Education. Students failing to assign a proxy are not eligible to participate in Housing Selection and will be placed randomly after the process has ended. Upon assigning a proxy, students acknowledge that they have given their proxy the authority to choose their housing assignment and that they are bound to the assignment chosen on their behalf.

THROWING OBJECTS FROM WINDOWS

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

UNAUTHORIZED ITEMS IN RESIDENCE HALLS

Items producing open flame or heat, such as candles, incense, potpourri burners, and the like, may create an unsafe situation for all residents and are prohibited and shall be confiscated and the students possessing them are subject to disciplinary action. Electrical devices that produce heat must be used with caution.

Halogen lamps, candles, microwave ovens (excluding MicroFridges), hot plates, George Forman-style grills, toasters, and toaster ovens are all prohibited and a fine may be charged per room per incident.

Only small refrigerators (4 cubic feet or less) may be brought to campus by students. Each violation of this policy will necessitate the removal of the appliance and could result in a warning and/or fine.

Students are not permitted to have common source containers of alcohol including but not limited to kegs and keg distribution devices (e.g. Beer Meister) on campus for any reason. Because of the risks to student health and safety that may result from these behaviors, drinking games and other behavior that encourages binge drinking are prohibited. Students who are under 21 years of age are not permitted to possess alcohol.

VISITATION & GUEST POLICY

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

Visitation Hours

Weekdays: Noon to midnight

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

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

STUDENT INFORMATION & RECORDS

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that the school correct records, that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

The Federal Family Education Rights and Privacy Act of 1974 (FERPA), as amended prohibits us from sharing information about you (student) with other individuals.

We cannot tell third parties the balance of your account or the amount of your loan check. We cannot tell third parties if you have paid your Statement, or the amount and date of the payment.

Grades and information concerning your enrollment status cannot be released except to state and federal agencies requesting specific information necessary to service you appropriately.

Transcripts are only released under your explicit written authorization.

We recognize that this limitation may cause occasional inconvenience to you, your family, and other interested parties, but we are bound by law to protect your right to privacy.

You may choose to allow certain individuals access to your information. In order to consent for release of records, you must come to the Office of the Registrar with photo identification (drivers license, school ID, passport) and complete the “Student Consent for Release of Records” form. The form must be signed in the presence of an employee of the Office of the Registrar. You will be required to submit a “FERPA Release Password” on the form, and at that time we will confirm your understanding of the following:

- in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, my records cannot be released without my written consent;
- by completing and signing this form, I am submitting written permission for the school officials at Washington & Jefferson College to release my records to and discuss my records with any individual that provides my “FERPA Release Password”;
- the records eligible for release and discussion include Academic, Accounts Receivable, Financial Aid and Student/Discipline;
- this written permission and password is valid during my enrollment at Washington & Jefferson College or until I:
 - change my password by completing and submitting a new “Student Consent for Release of Records” to the Registrar therefore establishing a new password; or
 - terminate my password and written consent by completing and submitting a “FERPA Release Password Termination Form” to the Registrar.

Set or Change a FERPA Password

Family Educational Rights and Privacy Act of 1974 (FERPA) can be found on the Registrar's Office wiki page. You can also update your FERPA settings in WebAdvisor using the step by step instructions below.

1. Log in to WebAdvisor and click on the “FERPA Password Maintenance” link in the “Students” tab.
2. Review the statements under the “Student Consent for Release of Records” section.
3. Display of your current FERPA Password (if one exists).
4. Set a FERPA password, or change your current password to a new one. If you are disabling your FERPA

password, skip 3 and go directly to 4.

5. If you are disabling (clearing) your current FERPA password, enter a “Y” in this field.
6. Enter a “Y” in this field to proceed.
7. You must click “Submit” in order for your changes to go through.

Give this password to anyone who should be authorized to call and speak to College personnel regarding your bill/financial aid/schedule/grades. Safeguard this password, and if you suspect that any unauthorized person knows it you should disable or change it immediately. If you have any questions or concerns, please contact the Registrar’s Office.

STUDENT BILL OF RIGHTS & RESPONSIBILITIES

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

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

ARTICLE I: STUDENT RECOGNITION

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

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

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

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

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

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

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

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

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

ARTICLE II: EXPRESSION & CONGREGATION

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

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

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

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

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

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

ARTICLE III: FREEDOM FROM DISCRIMINATION

Section 1. The College should provide students with the ability to live and study in a safe campus environment

free of discrimination, regardless of whether it is based on age, creed, ethnicity, gender, marital status, physical disability, nationality, parental status, pregnancy, political affiliation, race, sex, sexual orientation, and/or socioeconomic status.

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

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

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

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

ARTICLE IV: RIGHTS OF PRIVACY & INFORMATION

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

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

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

ARTICLE V: STUDENT GOVERNANCE

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

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

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

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

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

Section 6. Students and the Student Government Association President have the responsibility to accept the position and the authority of the Board of Trustees, the Office of the President, and all other administrative and academic offices. Furthermore, Students have the responsibility to respect and recognize whether the final

decisions of said offices are legitimate and whether or not they hold the same opinion.

ARTICLE VI: JUDICIARY

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

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

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

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

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

ARTICLE VII: GRIEVANCES

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

Section 2. If a Student has a grievance with a Faculty member, they shall adhere to the following process: The Student will be advised to speak directly with said Faculty member;

- If the Student believes the grievance has not been resolved, they will be directed to the Chair of the Department;
- If the Student then believes the grievance has not been resolved, they will be directed to the Dean of Academic Affairs;
- If the Student still believes the grievance has not been resolved, they will consult with the Student Government Association.

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

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

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

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

ARTICLE VIII: AMENDMENT PROCESS

Section 1. If a Student Representative of the Student Government Association wishes to amend this document,

the proper amendment procedure is as follows:

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

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

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

STUDENT CODE OF CONDUCT & STUDENT CONDUCT PROCEDURES

PREAMBLE

Washington & Jefferson College is dedicated to the intellectual and ethical development of every student and promotes an environment for students that enhances the educational and developmental opportunities for individuals to grow into well-rounded, educated and responsible persons. The purpose of the Student Code of Conduct is to maintain a campus that builds character through learning, maturity, leadership and integrity. The educational environment is enhanced for all students when there are clear standards of behavior. To this end, any conduct that is found to be detrimental or disruptive to this environment or to the persons included in this environment will be found in violation of the Student Code of Conduct and will be subject to the disciplinary process.

As community members at Washington & Jefferson College, students should:

- Take responsibility for personal behavior and challenge others to consider their behavior towards others and the community when appropriate
- Respect the individual differences in others
- Work, study and perform duties on and off-campus with integrity

All students in the W&J College community will be treated with respect. Students are expected to take responsibility by acting in accordance with the policies of Washington & Jefferson College, as well as all applicable local, state, and federal laws.

ARTICLE I: FREEDOM FROM DISCRIMINATION POLICY

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

not conducive to a living-learning community. Any individual who engages in such conduct will be subject to discipline on the grounds of such conduct.

As an academic institution, we believe in democratic education and academic freedom. Therefore, this policy is intended to provide guidelines for members of the College community and is not intended to confer any contractual rights or obligations. The law supersedes College policy to the extent that any provision in this policy is or may be interpreted to be inconsistent with the requirements of Pennsylvania state or federal law. The College will adhere to the applicable law.

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

The College welcomes students, faculty, staff, and visitors from diverse backgrounds, and it works to ensure that they will find the College environment free of discriminatory conduct. It is unacceptable - and a violation of College policy - to directly or indirectly, through the use of social media and/or electronic communication, harass, abuse, or discriminate against any person because of age, race, gender, gender identity, color, national origin, ethnicity, sexual orientation, religion, or disability. Any student or students found to be violating this policy will be held accountable through the conduct process.

Members of the W&J community affected by hate-motivated offenses are strongly encouraged to report these incidents. Such offenses can be reported to a variety of offices on campus including: Office of Community Standards, Student Life, Office of Inclusive Engagement, the Office of Disability Support Services, the Title IX Coordinator, and Campus and Public Safety.

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

ARTICLE II: OMBUDSPERSON

The Staff or Faculty members who have been designated as the Ombudsperson can be found online at the Community Standards and Support Services webpage: <http://www.washjeff.edu/community-standards-support-services>.

Ombudsperson

The Ombudsperson is a member of the Washington & Jefferson Faculty who meets with students who wish to discuss possible infractions and proceedings of the Academic and Student Codes of Conduct. The Ombudsperson serves as a source for objective and confidential discussions about the process of adjudicating academic misconduct.

This person is appointed by the Vice President of Student Life and Dean of Students in consultation with the Vice President of Academic Affairs. The Ombudsperson is informed of all changes to the Student Code of Conduct. The Ombudsperson generally serves a one-year term. The Vice President of Student Life and Dean of Students may appoint additional Ombudspersons under the following circumstances:

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

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

ARTICLE III: DEFINITIONS

1. The term "College" means Washington & Jefferson College.
2. The term "student" includes; all persons taking courses at the College (either full-time or part-time), persons who withdraw after allegedly violating the Student Code of Conduct, persons who are not officially enrolled for a particular term but who have a continuing relationship with the College, persons who have been notified of their acceptance for admission, and persons who are living in Campus Housing, although not enrolled in this institution. This Student Code of Conduct applies at all College owned property.
3. The term "organization" means any number of persons who have complied with the formal requirements for College recognition. This is to include athletic teams and Greek organizations.
4. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks). Here, the term "used" may include areas off campus where College programming takes place.
5. The term "policy" means the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Residence Life Handbook, the College web page(s) and computer use policy.
6. The term "Faculty member" means any person employed by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
7. The term "College Official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
8. The "Director of Community Standards" or "DCS" is the person designated by the Vice President of Student Life and Dean of Students to be responsible for the administration of the Student Code of Conduct.
9. The term "designee" refers to any College Official who is assigned or appointed by the Vice President of Student Life and Dean of Students or the Director of Community Standards to perform a duty or function that requires immediate need or attention or is best suited for the role in which the College Official is responsible.
10. The term "Complainant" means any person who submits a charge alleging that a student violated this Student Code of Conduct.
11. The term "Respondent" means any student accused of violating this Student Code of Conduct.
12. The term "witness" refers to an individual who was witness to a violation of a Code of Conduct or who is in defense of a Complainant or Respondent.
13. The term "Guest" refers to anyone who does not reside in a specific student's room or suite. This may include a current student who lives in a separate residence on campus or may be an individual who is not currently a part of the W&J community.
14. The term "Support Person" refers to an individual selected by the Complainant or Respondent who is a member of the Washington & Jefferson College Community who supports the Complainant or Respondent through the Conduct process. This person may not be an attorney.

15. The term “mediation” refers to mutual discussion between parties involved in a student conduct matter. If successful, its end result is the resolution of said matter and cannot be reversed.
16. The term “mutual consent” refers to agreement of sanctions, mediation, or disciplinary decision by all parties involved in a conduct related matter. This may include the Respondent, Complainant, Conduct Officer or witnesses.
17. The term “Conduct Meeting” refers to the regular conduct process in which a meeting between a Respondent and a Conduct Officer is scheduled to discuss the Student Conduct charges, sanctions, responsibility, and appeals process.
18. The term “Conduct Hearing” refers to the formal procedure in which students provide testimony or evidence to a board of faculty, staff and students when they are charged with a violation of the Student Code of Conduct.
19. The term "Conduct Officer" refers to the Director of Community Standards or his or her designee to coordinate Conduct Meetings or Hearings on a case-by-case basis and to impose sanctions upon any student(s) found to have violated the Student Code of Conduct.
20. The term “Appeals Board” refers to the person or persons authorized by the Director of Community Standards to reject or uphold appeals made regarding decisions and/or sanctions imposed on a Respondent or Student organization
21. The term “Hazing” is defined as doing any act or coercing another person to do any act of initiation into any organization that causes, or creates a risk of causing, psychological or physical harm to any person. Hazing includes actions or situations that could or do result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment whether intentional, for fun, or by consent. Hazing is also coercing another person to violate any College policy. Examples of hazing include but are not limited to: Whipping, paddling, or beating; forced calisthenics; exposure to weather; forced or required consumption of any food, liquor, beverage, drug, or any substance; any brutal or cruel treatment; and, any activity which subjects any student or other person to ridicule, mental stress, or undue physical endurance. Administrators, faculty members, and all other employees of the College should be alert to possible situations, circumstances or events, which might include hazing.
22. The term “not in good standing” refers to the time period in which a sanction is imposed on a student. During this time some opportunities to the student may not be available. Examples of such opportunities could be, but are not limited to, leadership roles, employment, study abroad and athletic competition. Unless a sanction specifically indicates a restriction in College activities or roles such as these, any department, team, office or organization can restrict a student at their own discretion from participation. Once the sanction is completed or has expired, a student is then considered in good standing with the College.

ARTICLE IV: ADMINISTRATION OF THE STUDENT CONDUCT CODE

23. The Director of Community Standards maintains the appropriate Student Conduct Process and proceedings as outlined below.
24. The Director of Community Standards shall develop policies for the administration of the Student Conduct system and establish procedures for Student Conduct proceedings that are consistent with provisions of the Student Code of Conduct.
25. Decisions made by the Conduct Officer or Conduct Board shall be final, pending students’ rights to appeal. (See Article IX, Sec. C)
26. When applicable to matters of campus safety or potential infractions of the Student Code of Conduct

members of the Student Life office and/or Campus and Public Safety staff may search a student room, athletic locker, or other College property in use by a student when it appears that College policies may have been violated. In such cases, the Vice President of Student Life and Dean of Students or designee, upon hearing the initial evidence, will provide approval authorizing a search.

ARTICLE V: CONDUCT

Washington & Jefferson's Student Code of Conduct shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. This includes conduct that may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Director of Community Standards shall decide whether the Student Code of Conduct shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her sole discretion.

Additionally, any student found to be in violation of any other departmental policy could face discipline through the student conduct system. All departmental policies can be found in their subsequent portions of this handbook.

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A. Student Code of Conduct Violations

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

B. Abuse of the Student Conduct Proceedings

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

C. Departmental Policies and Procedures

Students are required to follow any policies and procedures that are outlined within department guidelines. This includes, but is not limited to, guidelines set forth within the Offices of Housing and Residence Life, Campus and Public Safety, Inclusive Campus Engagement, Fraternity and Sorority Life. The policies and procedures for these offices are located in the Student Handbook in their relevant sections. Any student who violates any of these policies and procedures can be held responsible through the Office of Community Standards and Support Services.

D. Acceptable Use Policy for Technology

1. As social media has developed, so too has the ways in which individuals communicate and share views. Students should be mindful of the content that they share on social media as well as the ways in which they communicate. To this end, material shared or communicated through social media that negatively impacts, harasses, causes harm or perception of such harm towards a student or group of students is a violation of the Student Code of Conduct and appropriate use of technology policies.
2. Any unauthorized use of electronic or other devices to make an audio or video recording of any person without their knowledge or without their prior consent when such recording is likely to cause injury or distress. This includes taking pictures, using phone apps, using computers, or any other electronic, social media or capturing equipment.
3. Any misuse of internet programs, social media websites, electronic technologies, language or behavior that could be seen as hurtful, harassing or endangering others in the community.
4. Additional policies regarding the use of technology can be found here: [Acceptable Use Policy](#)

E. Academic Dishonesty

1. Acts of academic dishonesty that are considered violations of the Student Code of Conduct include, but are not limited to, cheating, plagiarism, furnishing of false documentation to any staff or faculty member, forgery

or alterations to any document, record or instrument of identification.

2. Any behavior or language within a classroom setting that could cause disruption to the learning environment or cause others to feel unsafe, harassed, intimidated or threatened.
3. Additional explanations and policies related to Academic Dishonesty may be found on in the College Catalog or at: Academic Dishonesty Policy

F. Disorderly Conduct

1. Endangering, threatening, harassing or causing physical harm to any person or causing reasonable apprehension of such harm. This includes, but is not limited to, fighting, written or spoken threats, and intimidation of any kind.
2. Engaging in harassment based on age, race, color, national origin, ethnicity, sex/gender, gender identity, religion, disability or sexual orientation.
3. Engaging in behavior that is disruptive of the living and learning environment of the campus or disrupts or negatively impacts the experience, property or well-being of another student.
4. Examples of this behavior, include but are not limited to: excessive noise, throwing objects, behavior that is inappropriate in nature, using language that is aggressive, demeaning, inappropriate or disrespectful. This may also include being present and failing to intervene in multiple occasions in which violations of the Student Code of Conduct are committed.

G. Falsifying Information Misconduct

1. Concealing one's identity individually or collectively for the purpose of avoiding the consequences of illegal, irresponsible or inconsiderate behavior.
2. Furnishing false information to any College official, faculty member, or office.
3. Forging, altering, or misusing any College document, record, or form of identification.

H. Destruction and Misuse of Property

1. Attempted or actual theft, damage to, alteration of, and/or misuse of property, including but not limited to the property and grounds of the College or property of a member of the College community.
2. Unauthorized possession, duplication or use of keys to any College premises, or unauthorized entry into or use of College premises.
3. Unauthorized use or possession of another student, Staff, or Faculty ID card.
4. Unauthorized or unwanted entry into another student's room and/or residence halls, as well as inappropriate entry into restrooms.
5. Unauthorized access to any restricted areas on campus including but not limited to: rooftops, pools and buildings. These areas cannot be accessed after posted hours of services for any reason. Accessing these areas may result in criminal trespassing charges.

6. Possessing or utilizing property that is not one's own, without the owner's permission.
7. Causing or contributing to litter on College grounds, properties or in College buildings, including misuse of campus recycling equipment.

I. Guest/ Host/ Social Event Policies

1. Students hosting guest(s) are responsible for informing their guest(s) of all policies and will be held responsible for the behavior of their guest(s).
2. Friends and relatives of students are welcome to visit the College during approved visitation hours and within the terms of the College's escort policy. The escort policy requires that a guest in the residence hall be accompanied (i.e., escorted) at all times by his or her student host whenever in a public area of the building and/or leaving the student's room. Students are responsible for the conduct of their guests and should be prepared to identify them if asked. A student host must obtain permission from his or her roommate to bring a guest into their room or have a guest stay overnight.
3. Visitation Hours: Weekdays: Noon to midnight; Weekends: 24-hours (i.e., from noon Friday to midnight Sunday). More restrictive visitation hours may be arranged in a residential facility on the basis of a two-thirds vote of the residents.
4. Room occupancy of any residence hall room on campus is limited to 2 guests per occupant of room. As an example of this: If a student lives in a room by him/herself then that student may be able to have 2 guests in their room at one time. If a student lives in a room with one additional roommate, that room may occupy 4 guests in room at a time. An additional example can be found in our suite style living: If the suite consists of 4 individuals who each have a single room within the suite, each of those individuals may have 2 guests at the suite at one time. The total guests for a suite at one time, in this example, is 8. This guest limit is based on individuals who reside within the suite. Common space availability or size does not increase or change the number of guests that are permitted at one time. If a student is acting as a host for an admissions or athletic recruitment event and has more than 2 guests, those guests must pre-approved and registered through the Residence Life Office.
5. Social events are to be conducted and communicated as appropriately laid out in the social event guidelines found in the office of Fraternity and Sorority life. Any deviations from the social event guidelines without prior approval could result in disciplinary sanctions.
6. Any non-Greek organization or group of students who register an event on campus or with affiliation to W&J through any office must abide by the guidelines that are set forth. Any deviations from those guidelines could result in disciplinary sanctions.

J. Disruption of College Activities

1. Disrupting or obstructing teaching, research, administration, or other College activities, including its public service functions on or off-campus, or other authorized non-College activities. Interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, research, College administration, or fire, police or emergency services.
2. Participating in a campus demonstration which infringes on the rights of other members of the College community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus building.

3. Obstructing the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions. This includes but is not limited to parking illegally on, or driving on, grass or walkway areas.
4. Breach of peace, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.

K. Hazing

On Oct. 19, 2018, Governor Tom Wolf signed Senate Bill 1090, the Timothy J. Piazza Anti-hazing Law, which strengthens penalties for hazing and ensures that schools have safeguards to protect students. The new law provides several measures to prevent hazing, including requiring schools to have anti-hazing rules, enforcement policies and preventative measures and to make information about hazing violations, including biannual violation reports, available to the public to help inform students and parents.

Under the Timothy J. Piazza Anti-hazing Law, the definition of hazing includes but is not limited to the following examples of conduct: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

It is the policy of Washington & Jefferson College that hazing activities of any type are inconsistent with the College mission and are strictly prohibited at all times. No student may plan, encourage, or engage in hazing. This policy applies to both individuals and organizations. All hazing activities should be reported immediately to any College official including but not limited to the Vice President of Student Life and Dean of Students, the Coordinator of Fraternity and Sorority Life, the Director of Residence Life and/or the Director of Community Standards.

Students violate this policy if they are aware that hazing has occurred or is planned to occur and do not report such activities. Administrators, Faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with federal, state, and local laws.

L. Health and Safety

1. Possession or use of explosives, firearms, other weapons, dangerous chemicals or objects intended to be perceived as explosives, firearms, weapons or chemicals on College property, including in an automobile parked on College property, or at events sponsored or supervised by the College or by recognized College organizations is prohibited.
 - a. This includes, but is not limited to, fireworks, air pistols, air rifles, BB guns, pellet guns, paintball guns, brass knuckles, slingshots, knives, martial arts weapons, tasers, stun guns, blasting caps, ammunition or other objects carried for the purpose of injuring or intimidating. Violations under this section also include the irresponsible possession or careless and dangerous use of these or any other object in such a way as to threaten or endanger any person or property. Any items confiscated by Campus and Public Safety pursuant to this policy will be disposed of appropriately according to Campus and Public Safety procedures.
 - b. Knives that are longer than 6 inches in length from bottom of handles to tip of blade are not to be permitted. Additionally, any blade that is longer than 4 inches in length, regardless of handle size, is not permitted. Any knife that is spring loaded is not permitted on campus.

- c. For a more complete list of items that may not be authorized in the residence halls please refer to the Residence Life portion of the handbook.
2. Creating a safety hazard, including throwing objects in, at, or out of College buildings is prohibited.
3. Accessing residence hall and other College building roofs or ledges is not permitted.

M. College Fire Safety Policy

1. All residential facilities are protected with fire detection equipment which is connected directly to the Department of Campus and Public Safety and the Washington Fire Department. All residents should acquaint themselves with the emergency escape plan of the residence hall and are expected to participate in fire drills throughout the academic year. All fire doors are to be kept closed at all times.
2. Should a fire alarm sound, all residents and guests must evacuate the facility immediately. Residents will be permitted to re-enter the facility when the appropriate safety personnel clear and re-open the building after thorough inspection. Failure to vacate a facility may result in College sanctions and/or fines from the City and/or the College. In the event that the alarm was pulled falsely and no individual student or group is found responsible, fines/charges may be divided among the residents of the floor or building for tampering with fire safety equipment. Disciplinary sanctions may also be considered.
3. Misuse of fire safety equipment is a violation of the College Fire Safety Policy and is strictly prohibited and could result in a minimum fine of \$250 per person, per incident. Tampering with and misusing this equipment could result in the health and life of others being put at risk. Violations related to the misuse of this equipment are strictly enforced to protect all community members in the event of an emergency. This includes but is not limited to:
 - a. Tampering with, covering or removing smoke detectors, fire alarms, fire extinguishers, exit signs or other fire safety equipment.
 - b. Breaking pull station or fire extinguisher covers, unless the situation warrants such action.
 - c. Pulling and/or unnecessarily causing a false fire alarm to be activated.
4. In accordance to directives given by the fire marshal and in adhering with fire safety standards all occupancy levels for rooms, common spaces, residence halls, greek houses, classrooms and any other spaces on campus must be strictly abided by.
5. Smoking is not permitted in campus buildings and may not occur within 20 feet of the entrance to campus buildings. This includes the use of any electronic or vaporizing cigarette. Cigarette butts and other trash associated with smoking must be disposed of properly. Failure to do so will be considered a violation of the College's policy against littering.
6. The following are federally illegal and violate the student Code of Conduct: falsely pulling a fire alarm, phoning a false report to 911, intentionally initiating or causing to be initiated any false report, arson or starting a fire or providing the conditions where a fire is likely to occur or continue.

N. Search Protocol

Campus and Public Safety has a Student Consent Form for room searches that are used when students consent to the room search. A room search may also be conducted when a student gives verbal consent to a Campus

Police Officer or Campus Security Officer with an Administrator on Call staff member present. Seeking student permission to conduct a room search is a courtesy; if a student declines, a room search can still take place as it is ultimately College property. Students are advised that they should have no expectation of privacy from searches implemented by the College within any College-owned residential space.

If the College becomes aware of a potential policy violation, particularly a violation of the College's drug, health and safety, and/or weapons and explosive materials policies, the Vice President of Student Life and Dean of Students or his/her designee may authorize a search verbally or in writing. An Administrator on Call staff member will typically be present for such a room search. Room searches can also take place by Campus Police Officers for violations of the law through proper legal channels.

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

O. Solicitation

No person or group may engage in selling or solicitation of any kind on campus without prior clearance from the Office Inclusive Campus Engagement or the Office of Student Life. This includes, but is not limited to: door-to-door solicitation, posters, commercial stuffing of mailboxes, email solicitation, selling of goods, products or services.

You may refer to the Residence Life portion of the Student Handbook for more information regarding specific Solicitation regulations and policies for living in the residence halls.

P. Conduct at Public Events On or Off Campus

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

Q. Demonstration Policy Statement

Orderly and peaceful demonstrations on the campus are permitted. Any constituent who wishes to organize a demonstration, regardless of W&J affiliation, is required to request permission in writing to the Vice President of Student Life and Dean of Students at least one week prior to any organized demonstration. If permission is granted, W&J has the obligation to ensure the safety of individuals, the protection of property and the continuity of the educational process. When picketing or other forms of peaceful protest take place outside campus buildings, the College insists on the right of free passage for all through the areas where members of the W&J community have a right to be. Demonstrations are required to be conducted in such a manner that maintains orderliness, lacks excessive noise and does not interfere with classes, libraries, offices, assemblies or normal administrative functions.

R. Failure to Comply

A student is charged with insubordination when he/she disobeys, disrupts, ignores or becomes disorderly to a directive or action given/taken by a College official to act, respond, or provide information that is to the benefit

of the situation, process, students, Staff and/or Faculty.

Students are also considered to be failing to comply when an individual is found to be responsible in violating the Student Code of Conduct on multiple occasions. This includes violating the same policy multiple times or violating differing policies multiple times.

ARTICLE VI: ALCOHOL & DRUG POLICIES

1. Alcohol

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

1. The consumption of alcoholic beverages or the possession of open containers of alcohol is prohibited in public areas of the College, specifically including: common areas, porches, campus housing lounges, athletic facilities and outside grounds. Neither students nor the public may bring alcohol to any event that is open to the public.
2. Providing alcohol to minors is a violation of state and local law as well as a violation of the Student Code of Conduct. Any student or groups of students found to be providing alcohol to minors will be adjudicated through the Student Code of Conduct.
3. Students who provide or host an environment in which individuals under the age of 21 are found to be possessing or consuming alcohol or provided the opportunity to possess or consume alcohol, will be found in violation of the alcohol policy.
4. Students who are 21 years of age or older are expected to act responsibly if they choose to consume alcohol on campus. Behaviors that are disorderly, inappropriate, threatening, or disrupt the community will be found in violation of the alcohol policy as well as any other subsequent policy or procedure.
5. Alcoholic beverages may only be served at "closed" social functions in compliance with College policy and state law. "Closed" functions are by written invitation only.
6. Students may not drink alcohol from a concealed container or any container larger than 12oz.
7. Common source alcohol is not permitted. Common source includes but is not limited to: kegs, party balls, and punch bowls.
8. Drinking games such as beer pong or any other game that requires or encourages an individual to drink alcohol are prohibited.
9. Items that can be considered alcohol paraphernalia that are not permitted in the residence halls include but are not limited to: beer bongs, funnels, beer pong tables or any other items that are designed for alcohol related drinking games and activities.
10. Alcoholic beverages may not be included in organized membership recruitment activities.
11. The advertising, promotion, and sale of alcohol are prohibited.
12. Individual students and student organizations are responsible for their conduct, and the conduct of their guests and for promoting compliance with Pennsylvania Laws and College policy.

Regardless of any prior approval, the College may withdraw approval for any campus event or activity if the event or activity becomes unsafe, disruptive, or creates an environment conducive to violations of College policy or Pennsylvania Law. Such determination will be made in the sole discretion of the College.

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

A. Alcohol Emergency Amnesty Law

The state of Pennsylvania has an alcohol emergency amnesty law ("Good Samaritan" law). The alcohol amnesty law states:

Immunity from prosecution for a person under the age of 21 for the possession or consumption of alcoholic beverages if law enforcement, including campus safety police, became aware of the possession or consumption solely because the individual was seeking medical assistance for someone else. The person seeking the assistance must reasonably believe he or she is the first to call for assistance, must use her/his own name with authorities, and must stay with the individual needing medical assistance until help arrives.

On a case-by-case basis and at the discretion of the Director of Community Standards and Support Services, amnesty from violations of the Student Code of Conduct may apply to College policies and procedures if it is found that a student or students took action with the intended purpose of requesting, providing or seeking assistance for another individual or individuals in emergency situations. Furthermore, any individual who comes forward with concerns regarding another person's (or their own) abuse of alcohol or drugs with the sole purpose of seeking help for themselves or another student may be provided amnesty. This amnesty will also be provided to any or all parties who have knowledge of or are involved with the abuse of these substances.

B. Educational Resources and Treatment Options

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

- The Health and Counseling Services office is available to address individual concerns, provide assessments and referrals for treatment off-campus, and to provide information and education about alcohol use. They are also available to assist individuals with situations involving alcohol that affect the physical well-being of a student.
- The Washington CARE Center, 724-222-7150
- Washington Hospital Emergency Room, 724-223-3085
- Alcoholics Anonymous, 724-225-4188
- Narcotics Anonymous, 24 hour Crisis Line – 888-251-2426

C. Websites of Interest

- Pennsylvania Liquor Control Board: <http://www.lcb.state.pa.us/PLCB/index.htm>
- National Institute of Alcohol Abuse and Alcoholism: <http://www.niaaa.nih.gov/>
- National Council on Alcoholism and Drug Dependence (NCADD): <http://ncadd.org/>

2. Drugs

In accordance with state and federal laws, it is illegal for students to possess, use or sell illegal drugs, and to abuse, unlawfully possess, misuse, or distribute prescription drugs. Included in these categories, but not limited

to, are: opiates, barbiturates, amphetamines, marijuana, hallucinogens, illegal steroids, date-rape drugs, and other illegal or prescription drugs. Not only is it unlawful, but the presence, use and abuse of these drugs within the College are contrary to the intellectual and educational purposes for which the College exists. Indeed, possession of these substances may well be an indication that the student is not constructively engaged in academic endeavors. Individuals arrested for selling drugs or found to be in possession of significant quantities shall be subject to immediate suspension pending final disposition of the case in the Student Conduct process. If the student is subsequently found responsible by the College, she or he may be expelled from Washington & Jefferson College. In some cases the College may seek to include or provide outside law enforcement agencies with information, evidence or resources to assist in drug investigations. Students should be aware that no reasonable expectation of privacy exists with regard to the College's objective of providing a safe, drug-free environment. The following is additional information regarding the drug policy at W&J:

1. Use or abuse of illegal and controlled substances is a violation of College regulations. Students violating this policy should expect disciplinary action, which may include suspension from the College. Subsequent violations may result in suspension or expulsion.
2. Students, such as athletes, who are subject to random drug testing will be found in violation of the Student Code of Conduct if they are found to have tested positively for any drug that has not been prescribed or which has been identified as illegal under state or federal law. If you would like additional information regarding the NCAA and W&J drug testing policy as well as appropriate NCAA and athletics sanctions you may contact W&J's Director of Athletics.
3. The possession of drug paraphernalia, making no distinction between whether it has or has not been used for its intended purpose, is prohibited. Therefore, students are not permitted to possess, including but not limited to, the following items: hookahs, water pipes or bongs, rolling papers, grinders, weigh stations, and/or pipes designed to smoke tobacco alternatives. Possessing these items with or without the intent to utilize them may result in disciplinary action.
4. Odor of drugs, specifically marijuana, emanating from a person or a person's room causes a disruption to the living-learning environment. This also raises concerns regarding fire safety and the use and abuse of drugs on campus. If it is determined that the likelihood and preponderance of evidence suggests that an odor may be associated with an individual's use of a drug such as marijuana, that student may be held accountable for violating the drug policy.
5. In April of 2016, the state of Pennsylvania passed Act 16 legalizing the limited use of marijuana for medical purposes. However, marijuana remains illegal under federal law, specifically, Schedule I of the Controlled Substances Act. Thus, in conjunction with the Federal Drug Free School Zone Act of 1988, W&J remains an institution dedicated to maintaining a drug-free environment, including the possession or use of medical marijuana on campus. To this end, a student that has been prescribed marijuana for medicinal purposes may not possess or use medical marijuana on campus. If a student has a medical marijuana prescription they may consult the Health and Counseling Services Office to develop a reasonable accommodation plan involving responsible off-campus use, or to discuss alternative support while on campus.
6. Student Life staff members are available to provide counseling or referral services to students with concerns about drugs or alcohol use.

ARTICLE VII: COLLEGE-WIDE POLICY AGAINST SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL

ASSAULT & OTHER FORMS OF SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE, & STALKING

College-Wide Policy Against Sex Discrimination, Sexual Harassment, Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence and Stalking

Washington & Jefferson College is committed to maintaining a learning, working and living environment free from all forms of sex discrimination, sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking. This form of misconduct is specifically prohibited by Washington & Jefferson, as is retaliation for having brought forward a concern or allegations under this policy. This policy applies to all members of the College community (all students, faculty and staff) as well as to individuals not directly affiliated with the College (e.g. contractors, vendors and visitors). This policy also applies to off-campus conduct which may affect the campus community or may affect any student's access to or participation in the College's educational programs and activities.

Violations of this policy can occur regardless of sexual orientation or gender identity. Although sexual harassment often involves a supervisory relationship or teacher/student relationship, all forms of misconduct covered by this policy can also be committed by a student against a faculty member, by an employee against a supervisor, by an employee against a peer employee, or by a student against another student. Under federal, state and local laws (including, without limitation, Title IX of the Education Amendments of 1972), the College has an affirmative duty to address the issue of sexual assault and the other forms of misconduct covered by this policy; to devise and adopt appropriate procedures for maintaining an environment free of sexual harassment, coercion or intimidation; and to investigate claims of alleged violations of this policy. This policy is intended to implement this mandate, and represents the College's commitment to take prompt, effective steps to address sexual harassment, sexual assault and other forms of sexual violence by stopping the misconduct, preventing its recurrence, and addressing its effects.

All members of the College community are expected to take reasonable measures to prevent and discourage any sexual harassment from occurring. Prevention should, in particular, be a guiding concern for all involved in any proceedings under this policy. Any faculty member, student, staff employee, vendor or visitor found to have violated this policy will be subject to appropriate disciplinary and/or corrective action, which may include expulsion from school or termination of employment.

Reporting: Who You Should Contact

Members of the College community who are aware of conduct that violates this policy, whether they observe the conduct directly or otherwise learn about it, should report it to a Title IX Coordinator or one of the Title IX Investigators listed below. Responsible employees (as defined below) are obligated by this policy to report such conduct to assure the matter is handled promptly and appropriately by trained personnel and that appropriate corrective, protective, and remedial actions may be taken as warranted, including interim measures. In addition to reports to staff, Washington & Jefferson College uses an online reporting system that allows users to make reports anonymously, which is located at <https://www.washjeff.edu/SAPR/Reporting>. It is important to note that while the institution will evaluate all reports of sexual assault and sexual harassment, the institution's ability to investigate and respond to allegations may be limited depending on the information provided in the report. Individuals are encouraged to review the institution's policy for investigating reports of sexual violence for more information about procedures and resources. Only the Title IX Coordinator and the Vice President and Dean of Student Life have access to those reports. Information gathered in the online system will be used to begin the resolution process, which may involve a formal investigation.

Student Requests for Confidentiality

A student reporting an incident of alleged sexual violence might ask that his/her name not be disclosed to the alleged perpetrator or that no investigation or disciplinary action be pursued to address the alleged sexual violence. In such cases, the Title IX Coordinator will inform the student that honoring the request may limit the College's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator, and will explain that this policy and the law include protections against retaliation. If the student still requests that his or her name not be disclosed to the alleged perpetrator or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator will determine whether or not the College can honor such a request while still providing a safe and nondiscriminatory environment for all students, including the student who reported the incident of alleged sexual violence.

Title IX Coordinators and Investigators

If you believe you are a victim of some form of sex discrimination, sexual harassment, sexual assault or other forms of sexual violence, domestic violence, dating violence or stalking, the College's Title IX Coordinator and the Title IX Investigators are available to provide information to you about the processes under this policy for dealing with such concerns and complaints, and also to provide information about other resources that may be available to you. Questions regarding Title IX may be directed to the College's Title IX Coordinator or to the Office of Civil Rights. The Title IX Coordinator has authority to investigate complaints and is responsible for overseeing the processing of complaints of alleged violations of this policy, and for identifying and addressing patterns of alleged sex discrimination, sexual harassment/violence and systemic problems. The Title IX Coordinator must be knowledgeable about other applicable federal and state laws that overlap with Title IX.

The following individuals serve as the College's Title IX Coordinator and Title IX Investigators, and are available to speak with anyone who wishes to bring forward a concern or complaint under this policy:

Title IX Coordinator:

Angela Colorito
Ethics & Compliance Officer
Washington & Jefferson College
60 S. Lincoln Street
Washington, PA 15301
(724) 531-6878
acolorito@washjeff.edu
titleix@washjeff.edu

Title IX Liaison:

Eva Chatterjee-Sutton
Vice President of Student Life & Dean of Students
Washington & Jefferson College
60 S. Lincoln Street
Washington, PA 15301
(724) 223-1360
echatterjeesutton@washjeff.edu

Title IX Investigators:

Jill Gregory

Student Success & Student Athlete Recruitment Coordinator
Washington & Jefferson College
60 S. Lincoln Street
Washington, PA 15301
(724) 503-1001, Ext. 3059
jgregory@washjeff.edu

Dana Shiller
Associate Dean of the Faculty
Washington & Jefferson College
60 S. Lincoln Street
Washington, PA 15301
(724) 503-1001, Ext. 5265
dshiller@washjeff.edu

Jomara Coghlan
Head Coach Field Hockey
Washington & Jefferson College
60 S. Lincoln Street
Washington, PA 15301
724-503-1001, Ext. 3007
jcoghlan@washjeff.edu

To contact any of the listed coordinators or investigators by mail, please use the following format:

Title IX Coordinator/Investigator Name
Washington & Jefferson College
60 S. Lincoln Street
Washington, PA 15301

Resources:

Victims of sexual assault and other forms of sexual violence, domestic violence, dating violence and stalking may contact Campus & Public Safety 24 hours a day at 724-223-6032 or by dialing 911 from a campus phone. Calling 911 from a cell phone will route calls to a Washington County 911 dispatcher who will appropriately route calls from there.

On-Campus Resources

Advocates for Sexual Assault Prevention: asap@washjeff.edu
Campus & Public Safety: 724-223-6032
Office of Student Life: 724-223-1360
Student Health & Counseling Services: 724-223-6107

Off-Campus Resources

Washington Police Department: 724-223-4200
East Washington Police Department: 724-222-2929
Washington Hospital: 724-225-7000
Southwestern Pennsylvania Human Services CARE Center: 1-888-480-7283
Washington County Crisis Line: 877-225-3567
Domestic Violence Services of Southwestern PA - 24 Hour Hotline 724-223-5481

Confidential Resources

There are also confidential resources available on campus. Those confidential sources include counselors

and psychologists in the employee assistance program and student health services. Because the content of discussions with confidential resources is not reported to other offices on campus, such discussions do not serve as notice to the College to address alleged sexual discrimination, sexual harassment, sexual violence and/or other forms of alleged misconduct under this policy.

Contacts:

Advocates for Sexual Assault Prevention: asap@washjeff.edu

Student Health and Counseling Center, New Residence Hall, Ground Floor: 724-223-6107

Student Health Services, New Residence Hall, Ground Floor: 724-223-6047

Employee Assistance Program: 877-240-6863

Retaliation is Strictly Prohibited

No person will be retaliated against in any way for initiating an inquiry or lodging a complaint in good faith regarding alleged violations of this policy. Any conduct constituting retaliation is a violation of this policy and is equally subject to disciplinary action under it. Any person subjected to conduct perceived as retaliation for initiating an inquiry or lodging a complaint in good faith regarding an alleged violation of this policy should promptly report all relevant information to a Title IX Coordinator or one of the Title IX Investigators listed above. The College will take steps to prevent retaliation and will also take strong responsive action if the College finds that retaliation has occurred.

Options for Resolution

Individuals making reports of alleged violations of this policy will be informed about options for resolving potential violations. These options include informal dispute resolution, referral to other College offices or programs (where appropriate), formal investigation pursuant to this policy, and availability of resources outside the College process.

Complainants will be informed about the range of possible outcomes, including interim protections, remedies for the individual harmed by the alleged misconduct, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

Interim remedial measures may include, but are not limited to: changes in housing assignments, changes in course scheduling, alternative employment conditions, no contact orders, and other measures specifically calculated to remediate any harassment.

In consultation with, and approval of the Title IX Coordinator, a “no contact order” may be issued. No contact orders shall be issued in writing, with notice to both parties. The Department of Campus & Public Safety will be notified of all issued no contact orders. Under the terms of such an order, both the parties are prohibited from communicating with each other. This pertains to direct contact and all forms of communication, including but not limited to email, social networking sites, phone, instant messaging, and any contact through third parties. All parties have the option of pursuing a protective order from a court of relevant jurisdiction at all times. A no contact order may be valid pending the outcome of the investigation, or for a time period specified by the Title IX Coordinator.

In the handling of inquiries and complaints under this policy, the College will protect confidentiality to the extent consistent with the College’s legal obligations to take all reasonable steps to conduct an effective investigation of claims, and to protect the welfare of the College community.

Telling one's experience to the Title IX Coordinator does not obligate the individual to report it to the police, nor does reporting it to the police obligate someone to file a complaint under this policy – these are separate processes. College process and criminal process can occur simultaneously or they can occur independently. If a victim would like to notify law enforcement, the Title IX Coordinator (or designee) can assist with that notification. The College encourages victims of sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking to report those matters to the police.

Preservation of Evidence

The preservation of evidence in incidents of sexual violence is critical and particularly time-sensitive. It is important to keep records, documentation, or other types of evidence of the incident whether it is a repeated occurrence or a onetime event. An individual who has been sexually or physically assaulted should do everything possible to preserve any evidence of the incident and injuries.

A) Procedures for Informal Resolution

The College encourages informal resolution when the parties desire to resolve the situation cooperatively. Informal resolution may include an inquiry into the facts, but typically does not rise to the level of a formal and comprehensive investigation.

Informal resolution includes, but is not limited to, options such as referral to another campus office or program, mediation, separation of the parties, referral of the parties to counseling programs, conducting targeted educational and/or training programs, or other remedial measures. Situations that are resolved through informal resolution are usually subject to follow-up after a period of time to assure that resolution has been implemented effectively. Steps taken by the Title IX Coordinator or Title IX Investigators to help the parties achieve informal resolution will be documented.

Some reports of alleged sex discrimination, sexual harassment or sexual violence may not be appropriate for informal resolution, but may require a formal investigation at the discretion of the Title IX Coordinator. Also, the Office for Civil Rights of the U.S. Department of Education has taken the position that mediation is not an appropriate mechanism for resolution in cases of alleged sexual assault.

B) Procedures for Formal Investigation

In response to reports of alleged sex discrimination or sexual misconduct in cases where the complainant does not wish to engage in informal resolution, where informal resolution is not appropriate, or in cases where attempts at informal resolution are unsuccessful, a formal investigation will be conducted. In such cases, unless a written complaint has already been submitted, the individual making the report (here termed the "Complainant") should file a written, signed complaint containing the relevant allegations against a person (here termed the "Respondent"). The written complaint shall be submitted to the Title IX Coordinator. The Title IX Coordinator will manage this process.

The following general principles and procedures shall govern this process:

1. All persons concerned are to be treated with respect and impartiality. Procedures are to be fair, both in substance and in perception, to all persons concerned, to the various constituencies, and to the College community.
2. The Title IX Coordinator shall appoint an investigator or investigators and shall inform the complainant and the respondent of their identity and shall provide the respondent with a copy of the written complaint. The

investigation and adjudication of complaints under this policy will be prompt, fair and conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

3. The investigator(s) shall conduct a thorough investigation of the allegations in the complaint with a view to (a) determining whether any conduct alleged in the complaint did occur in the manner and circumstances alleged or otherwise; and (b) to the extent that alleged misconduct did occur, determining whether the conduct constitutes a violation of this policy.
4. The investigation generally shall include interviews with the parties, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.
5. The investigator(s) shall give both the complainant and the respondent an opportunity to be heard, to provide documentation and other evidence to the investigator(s), and to suggest the names of other persons who they believe may have relevant information. The complainant and the respondent will be provided equal access to relevant information and documents regarding the investigation, usually after the investigation has been completed.
6. At any time during the investigation, the investigator(s) may recommend to the Title IX Coordinator that interim protections or remedies be provided by appropriate College officials. These protections or remedies may include (but are not limited to) separating the parties, placing limitations on contact between the parties, or making alternative workplace, student housing, transportation, extracurricular or academic arrangements where reasonable and feasible. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.
7. The investigation shall be completed as promptly as possible and in most cases within 60 calendar days of the date the original complaint was received. In the event that an investigation cannot be completed within 60 calendar days, the parties shall be notified in writing.
8. After concluding the investigation, the investigator(s) shall record his/her findings and recommendations in a written report. In making findings, the investigator(s) shall use a “preponderance of the evidence” standard (which means it is more likely than not that a violation has occurred). The investigator’s recommendations may include, but are not limited to, educational programs, counseling/coaching, remedies for the complainant, and/or a referral to applicable campus disciplinary procedures, if and as appropriate. The written report shall be submitted to the Title IX Coordinator, who shall inform the complainant and the respondent of the completion of the investigation and will provide a copy of the investigator’s written report to each of them simultaneously.
9. The Title IX Coordinator shall evaluate the findings and recommendations of the investigator(s) and recommend appropriate action, based on that evaluation, in accordance with the provisions of this policy and other applicable College policies and procedures. The Title IX Coordinator’s evaluation and recommendations shall be submitted to the appropriate vice president(s) of the units where the complainant and respondent are located. Final decisions with respect to actions to be taken will be made by the appropriate vice presidents. Reports and recommendations for student complaints are reviewed by the Vice President for Student Life for final decisions and implementation.
10. The Title IX Coordinator’s recommendations as well as final decisions of the appropriate vice presidents will be communicated in writing to both the complainant and the respondent simultaneously. The appropriate actions will be implemented consistent with the Corrective Actions and Disciplinary Procedures section of this policy.
11. Appropriate sanctions and corrective actions will be implemented on a case-by-case basis for violations

of this policy. The College also will take appropriate steps to prevent recurrence of any violations and to remediate the effects on the complainant and others in the campus community, if and as appropriate.

12. No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Intentionally making a false complaint or giving false information is a violation of this policy and may be a basis for discipline, up to and including expulsion from school or termination from employment.
13. The College will respect the privacy of students involved in this process by sharing information only with those who need to know the information. The privacy of student information is protected by the Family Educational Rights and Privacy Act (“FERPA”), and nothing in this policy or process would violate FERPA.

Additional Points Relevant to Complaints of Alleged Violations of this Policy

The Title IX Coordinator may accommodate concerns regarding the personal safety, well-being and/or peace of mind of the Complainant, Respondent, and/or any witness(es) during the above-described process.

If found responsible, the Respondent will be subject to sanctions based on the findings and severity of the incident. In cases where it is determined that a violation of this policy has occurred, student disciplinary action may range from (but is not limited to) coaching/counseling, verbal or written warning, suspension or expulsion from residence halls and/or dining facilities, suspension or exclusion from extracurricular or co-curricular activities, community service, suspension or expulsion from the College. All decisions concerning sanctions are made on a case-by-case basis based upon the specific findings in a particular case.

After any report of an alleged sexual assault, the Title IX Coordinator may recommend that interim protections or remedies be provided by the College. These interim protections and remedies may include (but are not limited to) separating the parties, placing limitations on contact between the parties, limiting/restricting access to campus events and/or facilities, making alternative housing, extracurricular or academic arrangements where reasonable and feasible, and/or imposing an interim suspension to ensure the safety of all students involved until the issue is resolved.

Role of Advisors

The respondent and complainant may be assisted during meetings under this policy by an advisor of their choice. The respondent and complainant may present witnesses and may produce other evidence for consideration. The respondent and complainant are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee, respondent or complainant, during the investigation. Either party may request a brief recess to consult with their advisor. Advisors for the respondent and complainant may not present evidence or question witnesses.

Corrective Action and Disciplinary Procedures

Possible sanctions for students resulting from a policy violation are listed above (under “Additional Points Relevant to Complaints of Alleged Violations of this Policy”). Possible corrective actions for faculty and staff range from an oral warning to termination of employment. Both the complainant and the respondent shall be informed of the outcome of the corrective action or disciplinary process.

Guests and other third parties who are found to have violated this policy will be subject to corrective action deemed appropriate by the College, which may include removal from the campus/campus owned properties and termination of any applicable contractual or other relationships with the College.

Definitions

Consent means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by coercion, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation. Intoxication is not an excuse for failure to obtain consent. Consent is also lacking when the activity in question exceeds the scope of consent previously given.

Dating Violence is any act of violence committed by a person who is or has been in a romantic or intimate relationship with the victim. The existence of such a relationship shall be determined based on the type, length, interactions and frequency of interactions between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context would constitute a romantic or intimate relationship.

Domestic Violence is knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person (i.e. stalking) that puts them in fear of bodily injury. These acts can take place between current or former family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic violence.

Responsible Employee: A “responsible employee” for purposes of this policy includes all College employees except for the professional counselors in the Counseling Center and professional staff in the Health Center. Responsible employees have an obligation to promptly report incidents of sexual violence or other types of misconduct prohibited by this policy to the Title IX Coordinator or one of the Deputy Title IX Coordinators listed above. The report should include all relevant details about the alleged incident that a student or another person has shared with the responsible employee, including the name of the alleged perpetrator (if known), the student or other member of the campus community who experienced the alleged misconduct, others involved in the incident as well as the date, time and location of the incident. Before a student reveals this type of information to a responsible employee, the responsible employee should make every effort to ensure that the student understands the employee’s reporting obligation and the student’s option to request that the College maintain his or her confidentiality (which request would be considered by the Title IX Coordinator), and the student’s ability to share the information confidentially with certain individuals on campus (i.e., the professional counselors) or with off-campus sexual assault resource centers, advocates and health care providers.

Sex discrimination means differential treatment based on sex.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature. Sexual harassment also includes unwelcome sexual conduct when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or student status in a course, program or activity; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
3. such conduct has the purpose or effect of interfering with an individual’s work or educational performance; or of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from an educational program or activity.

Sexual Violence is a form of sexual harassment and it includes but is not limited to rape, sexual assault, sexual battery and sexual coercion (which is the act of using pressure or force to have sexual contact with someone who has already refused). It is a violation of this policy to have sexual contact with any member of the community without that person’s clear and voluntary consent, or where that person is incapable of giving consent.

Sexual Assault includes any type of sexual activity perpetrated against a person’s will, where that person does

not give clear and voluntary consent or where the person is incapable of giving consent due to drug or alcohol use or due to intellectual or other disabilities.

Sexual Exploitation means taking sexual advantage of another person without consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person; electronically recording, photographing, or transmitting intimate sounds or images of another person; and/or allowing third parties to observe sexual acts.

Stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional distress. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

Statement on Privacy

The College recognizes and respects the sensitive nature of incidents that revolve around the issues of sexual assault and sexual harassment. The College will make every effort to protect the privacy of those involved and will comply with all applicable state and federal privacy laws concerning student and health information. Personally identifiable information regarding incidents or complaints of sexual assault or relationship violence will not be publicly released, except where required by law or court order. Personally identifiable student information is protected by the Family Educational Rights and Privacy Act (FERPA). Statistical crime reporting required by the Clery Act does not include personally identifiable information.

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

Education and Training

Washington & Jefferson College's ongoing, campus wide initiative to educate all members of the college community about policies and procedures regarding sex discrimination, sexual harassment and sexual violence and about Title IX includes the dissemination of policies and procedures through email and website announcements, information provided in recruitment advertisements, and information provided in the college catalog. All incoming students, student leaders (members of Greek organizations, athletes, RAs, and LINKs) and employees are required to participate in training programs, and all members of the college community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus. The Title IX Coordinator and Title IX Investigators are appropriately trained and possess comprehensive knowledge in all areas over which they have responsibility in order to effectively carry out their responsibilities, including the College's policies and procedures on sex discrimination and all complaints raising Title IX issues throughout the institution.

Annual Reporting

The Title IX Coordinator and Title IX Investigators are responsible for maintaining records relating to reports, investigations and resolutions of complaints of alleged violations of this policy. Records shall be maintained in accordance with College records policies, generally for at least six years after the date of final resolution of the complaint. Records may be maintained for longer periods of time at the discretion of the Title IX Coordinator in cases where one or more of the parties have a continuing affiliation with the College. All records pertaining

to threatened or pending litigation or a request for records shall be maintained in accordance with instructions from College legal counsel. Requests for information should be directed to a Title IX Coordinator.

ARTICLE VIII: VIOLATION OF LAW AND STUDENT CONDUCT CODE

1. College conduct proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation). Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Director of Community Standards.
 - a. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change due to criminal charges arising from the same facts.
2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IX: STUDENT CONDUCT CODE PROCEDURES

Contents:

- A. Charges and Student Conduct Proceedings
- B. Interim Suspension & Suspensions
- C. Appeals

A. Charges and Student Conduct Proceedings

Any member of the College community may file charges or an incident report against a student for violations of the Student Code of Conduct. A charge shall be prepared in writing and directed to the Director of Community Standards. Any charge should be submitted as soon as possible after the incident takes place.

In situations in which a student has taken responsibility for violations during an incident in the presence of either a Campus and Public Safety officer and/or a member of the Administrator on Call team, students may receive an electronic letter of responsibility that provides them the opportunity to forgo a meeting to discuss the incident. However, letters of this nature will only be sent at the discretion of the Director of Community Standards and Support Services.

In cases that result in a Conduct Meeting or Conduct Hearing the technical rules of evidence applicable in criminal court shall not apply. Decisions shall be made using a preponderance of evidence standard, meaning that it has been proven that a violation occurred more likely than not. Below outlines the proceedings for the Student Code of Conduct.

1. Conduct Meeting:

Upon receipt and review of an incident report or charges, the Director of Community Standards (DCS) or his/her designee will meet with the Respondent(s) in a Conduct Meeting. This meeting will be arranged through either a phone call or email. The purpose of this meeting will be to:

1. Inform the student of possible violations of the Student Code of Conduct.
2. Determine if additional investigation is required.
3. Determine if the incident can be resolved by mutual consent of the parties involved and on a basis acceptable to the Director of Community Standards

At the conclusion of an investigation or a Conduct Meeting, the Director of Community Standards may impose sanctions appropriate towards the charges if they are admitted to or found to be more likely than not that the student(s) violated the Student Code of Conduct. If a resolution is met between the parties involved or sanctions imposed by the Director of Community Standards are agreed upon with the respondent then the matter shall be considered final and have no subsequent proceedings.

If the sanctions imposed as a result of a violation of the Student Code of Conduct are not agreed upon or are in dispute, a student may appeal the decision through the appeals process outlined in this Code of Conduct in Article IX.C.

If responsibility of charges is not admitted, cannot be determined to be more likely than not, or cannot be disposed of by mutual consent, a request for a Conduct Hearing to determine responsibility can be made.

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

2. Student and Organizational Conduct Meeting

A Conduct Hearing is a process in which an incident or conduct case is to be heard by a board of faculty, staff, and students. This process is implemented when the responsibility of a violation of the Student Code of Conduct is not clear to be more likely than not or is dispute by the parties involved after a Conduct Meeting(s). Conduct Hearings are not held to determine sanctions that may be the result of a violation of the Student Code of Conduct but sanctions can be recommended. The request for a Conduct Hearing can be made by any party involved in the conduct process.

Procedures:

1. All charges shall be presented to the Respondent in written form. A time shall be set for the Conduct Hearing, not less than five (5) nor more than fifteen (15) calendar days after the student has been notified initially.
2. A Conduct Hearing shall be conducted in private.
3. Conduct Boards are composed of one faculty member, one staff member and one student representative. Either the Faculty or Staff member representative will serve as the chair of the board for a particular hearing.

4. Any information shared during these proceedings shall be kept confidential between the students involved and the College to the best and most appropriate standards as set forth by FERPA.
5. If the Respondent fails to appear to a scheduled Conduct Hearing in which he or she has received due notification, the information in support of the charges may be presented and considered in the Respondent's absence. The Respondent, by his or her absence, forfeits the right to present any information in his or her defense, and such an absence is not in itself grounds for appeal.
6. The Conduct Board may accommodate concerns regarding the personal safety, well-being and/or peace of mind of the Complainant, Respondent, and/or any witness(es) by providing separate facilities, by using a visual screen, and/or by permitting participation via telephone, videophone, video conferencing, videotape, audio tape, written statement, or other means, where and as determined by the sole judgment of the chair of the Conduct Board.
7. The Complainant and the Respondent have the right to be assisted by a Support Person of their choosing. Support Persons may be a member of the W&J community but may not be an attorney. The Complainant and/or the Respondent shall be solely responsible for presenting his or her own information and, therefore, Support Persons may only serve in a supporting role and not as an advocate. A student should select as a Support Person a W&J community member whose schedule allows attendance at the scheduled date and time for the Conduct Hearing; delays shall not be allowed due to the scheduling conflicts of a Support Person.
8. The Complainant and the Respondent may arrange for witnesses to present pertinent information during the Conduct Hearing. These witnesses must be identified and submitted to the Chair of the Conduct Board in advance.
9. During the proceeding, the Chair of the Conduct Board will make opening remarks. At that time, both the Respondent and the Complainant will have the opportunity to share pertinent information regarding their involvement and/or the charges of the Student Code of Conduct. Board members will then have the opportunity to ask questions of both the Respondent and the Complainant.
10. Written questions for witnesses may be submitted by the Respondent or the Complainant to the Chair of the Conduct Board. These questions will be asked by the Chair at his or her own discretion. Neither the Complainant nor the Respondent shall have the right to cross-examine each other or any witness.
11. After the portion of the Conduct Hearing concludes in which pertinent information is received, the Conduct Board, in private, shall determine whether the Respondent has violated each relevant section of the Student Code of Conduct under which the student is charged. If found responsible, the Conduct Board will recommend any sanctions they deem appropriate for the violations to the Director of Community Standards and Support Services. This recommendation will be considered by the Director of Community Standards, but may not be implemented based on the student's past conduct history, ability to complete sanctions, and/or the safety of the community and other students.
12. Both the Complainant and Respondent will be notified in writing of the Conduct Board's decision as to whether a finding of responsibility for the alleged violation was found. The Respondent shall be notified in writing as to any recommended Sanctions.
13. If Sanctions have resulted from a finding of responsibility by the Conduct Board, the Respondent will receive, from the Director of Community Standards, a letter outlining official College Sanctions that will be imposed. This letter will be sent no later than five (5) business days after the conclusion of the Conduct Hearing.

B. Interim Suspension & Suspensions

1. Interim Suspension

In certain circumstances, the Director of Community Standards or the Vice President of Student Life and Dean of Students, or a designee, may impose a College or Campus housing suspension prior to the Student Conduct Process.

a. Interim suspension may be imposed to ensure the safety and well-being of members of the College community or preservation of College property:

1. To ensure the student's own physical or emotional safety and well-being;
2. If the student poses an ongoing threat of disruption of or interference with the normal operations of the College.

b. During the interim suspension, a student shall be denied access to Campus Housing and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible.

c. The interim suspension does not replace the conduct process, which shall proceed on the normal schedule, up to and through a Conduct Hearing, if required.

2. Suspension

A suspension is an imposed sanction that has resulted from significant conduct violations or repeated violations of the Student Code of Conduct that have been adjudicated through either a Conduct Meeting or Conduct Hearing. A suspension is for a designated period of time and will typically include pre-requisites for readmission to the College.

When a student has been suspended that student is not permitted to be on campus, attend College activities, live in College housing, visit campus without express and written permission and is considered separated from the College.

Suspensions are immediate and include the following:

a. Students are provided an opportunity to be escorted by a member of the Campus and Public Safety Department to their room to collect their belongings.

b. If students are unable to collect all of their belongings they will be encouraged to collect the most essential items. The College will work with the student to find a later time and date to return and collect their additional belongings or will make arrangements with the student to have these items shipped at the monetary cost of the student.

c. If a student is unable to vacate campus immediately, appropriate accommodations for travel and lodge can be made by the College but at the monetary cost of the student.

If a student requires medical leave at any point during the disciplinary process, the disciplinary issues will be evaluated and addressed as part of the evaluation on the student's return.

C. Appeals

The Respondent may appeal sanctions or decisions made by a Conduct Officer. Such an appeal shall be made by the Respondent in writing to the Vice President of Student Life and Dean of Students and must be addressed and delivered per the instructions provided in his/her follow-up letter within five (5) business days of the issuance of sanctions.

The Appeals Board is composed of The Vice President of Student Life and Dean of Students who serves as chair, one staff member, one W&J student and one senior Faculty member. The members of this Board are selected and approved by the Director of Community Standards. Those selected are in the positions of least opportunity of bias. All Board members will be trained on the Student Conduct Process, adjudication methods, procedures and functions.

In the event board participation is either limited or unavailable such as during breaks or College Closures, the Vice President for Student Life and Dean of Students, at his/her discretion, can postpone the appeal process or rule on the appeal his/herself if postponement is considered to be to the detriment of the student and/or the community.

Appeals are considered on the following grounds:

1. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct the student was found to have committed.
2. To consider new information, where such information is 1) sufficient to alter the decision, and 2) was not known to the Respondent at the time of the original Student Conduct Meeting.
3. To determine if Student Conduct Process was conducted in a fair and reasonably timed manner to allow the opportunity for the Respondent or Complainant to prepare and present information. Deviations from the Student Conduct procedures will not sustain an appeal unless significant prejudice is determined to be found on part of the Student Conduct Process or individuals involved in the process.

If the appeal is granted, the Appeals Board will recommend next steps of the conduct process.

If the appeal is rejected, the matter shall be considered final and binding upon all involved.

At the sole discretion of the Director of Community Standards and/or the Vice President of Student Life and Dean of Students, some appeals may be submitted to the President of the College for further review.

During the appeals process you will be notified of any impact, change or alteration to a sanction that has been put in place. This may include adjusting a sanction's deadline or requirements to ensure the appeals process can be followed appropriately while maintaining student health and safety.

ARTICLE X: SANCTIONS & FINES

A. The following are possible, but not limited to, sanctions that can be imposed on a student or organization. More than one sanction can be imposed on any violation.

B. During the time in which a sanction is imposed on a student the student is considered not in good standing with the College. During this time, some opportunities to the student may not be available. Examples of such opportunities could be, but are not limited to: leadership roles, employment, study abroad, honors, scholarship awards and athletic competition. Unless a sanction specifically indicates a restriction in College activities or roles such as these, any department, team, office or organization can restrict a student at their own

discretion from participation. Once the sanction is completed or has expired, a student is then considered in good standing with the College.

C. All imposed sanctions will be provided and outlined to the Respondent, or President of an accused student organization, in writing with information regarding additional processes such as appeals, a designated date in which sanctions are to be completed by and/or expire and any other relevant information regarding sanctions and the student conduct process.

1. **Statement of Concern** – A statement made in writing to students who may not have been formally held responsible for a violation of the Student Code of Conduct but may have been witness to, had knowledge of, or was in the presence of a violation.
2. **Disciplinary Warning** – Notice in writing that a student or student organization is or has violated the Student Code of Conduct.
3. **Consequential Notice** – This is a written statement that alerts the student, their academic advisor, coaches and/or supervisors of the concern or the severity of the violation of the Student Code of Conduct.
4. **Discipline** – This includes, but is not limited to, loss of student privileges for a designated period of time, essays, letters, community service, projects, presentations, assignments, educational programs, counseling.
5. **Fines/Restitution** – Punitive fines, compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. For more detailed information please refer below to section E.
6. **Administrative hold** – A freeze on a student's account that restricts their ability to register for classes, register for housing, receive transcripts or diplomas. Most often enforced when a student has not completed a sanction. This is lifted once the sanctions are complete.
7. **Disciplinary Probation** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student or student organization is found to be violating any institutional regulation(s) during the probationary period.
8. **Loss of Privileges** – In addition with a probationary period, Loss of Privileges includes but is not limited to, removal or denial of any leadership roles, removal from organizational or team functions for a period of time, loss of abilities to attend College functions, loss of visitation privileges.
9. **Suspension** - Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. **Deferred Suspension** –Deferred suspension is a designated period of time during which a student is given the opportunity to complete academic requirements before a designated suspension time period. This typically includes a removal from campus housing and structured plan to attend only classes. This could include completing in abstention.
11. **Campus Housing suspension** - Separation of the student from Campus Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
12. **Campus Housing Expulsion** - Permanent separation of the student from Campus Housing.
13. **Expulsion** - Permanent separation of the student from the College.
14. **Revocation of Admission or Degree** - Admission to the College or a degree awarded from the College may be revoked for fraud, misrepresentation or other violations of College standards committed by a student prior to graduation.

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

D. Organizational Sanctions

As members of the Washington & Jefferson Community the Fraternities and Sororities and all other organizations on campus must adhere to maintaining a campus that builds character through learning, maturity, leadership and integrity. The educational environment is enhanced for all student organizations and there are clear standards of behavior to which each organization must abide. Any conduct that is found to be detrimental or disruptive to this environment or to the persons included in this environment will be found in violation of the Student Code of Conduct and will be subject to the disciplinary process.

The Director of Community Standards maintains the appropriate Student Conduct Process and proceedings for individuals and student organizations. Following what is outlined in the Student Handbook the Director of Community Standards will adhere to the Organizational Conduct Process. Washington & Jefferson recognized Organizations may be placed on one or more probations concurrently.

1. Sanctions 1-5 outlined above

2. **Loss of selected rights and privileges** – Any right or privileges that an organization obtains through being recognized as a student organization can be suspended or removed for a designated period of time.

3. Organizational Probation

Organizational Probation is a defined period of time in which activities of the Greek chapter or student organization may be restricted or suspended. These may include restriction or suspension of participation in programs, recruitment, intramurals, and/or social events. While on organizational probation, additional violations may result in additional sanctions.

An organization placed on Organizational Probation may be required to complete various tasks. Examples of these tasks may include, but are not limited to:

- A creation of an action plan outlining the steps the organization will take to address concerns/incidents.
- Hosting educational programs for members of the organization addressing specific topics assigned by Washington & Jefferson College.

4. Social Probation

Social Probation is a defined period of time in which the organization is not permitted to conduct any social activities within its own organization, nor with any other student organization. Additionally organizations may be asked to complete various tasks required by the College.

The chapter may conduct any other activity that is not defined as social (i.e. brotherhood/ sisterhood, community service, philanthropy, meetings, rituals, etc.). Alcohol will not be allowed at non-social events or activities.

An organization on Social Probation will be restricted from the following:

- Social Events including but not limited to:
 - o Mixers
 - o Pinning ceremonies
 - o Formal/Semi Formal events
 - o Homecoming events
 - o Alumni Events
 - o Any additional events that are seen as social by the College
 - o Hosting Events
- Greek Community events, such as Greek Week, will be subject to approval by the Coordinator of Fraternity & Sorority Life.

5. Chapter Reassessment (For Greek chapters only)

Chapter Reassessment is a defined period of time in which the chapter is only permitted to participate in and hold chapter meetings, ritual events and new member events. These events will need to be pre-planned and must be approved by the Coordinator of Fraternity & Sorority Life.

An organization placed on Chapter Reassessment may be restricted from the following:

- All Social events outlined under social probation
- Brother/Sisterhood events
- Recruitment events
- Philanthropy and service events
- Greek Week
- Participation in other groups events

6. Cease and Desist

An organization that is required to cease and desist will have all privileges revoked for a designated period of time. During this time, the organization will not be permitted to hold any events of any kind and cannot operate as an active, recognized organization at Washington & Jefferson College.

E. Student Conduct Fines

The following are violations of the Student Code of Conduct that, in addition to other sanctions, typically incur fines. Fines are assessed to an individual's student account unless otherwise discussed with the Director of Community Standards and Support Services. The amounts suggested below are per-person minimum amounts and at the discretion of the Director of Community Standards can be increased. Furthermore, fines can be assessed for any violation of the Student Code of Conduct if the College or the Director of Community Standards determines it appropriate. The below fines do not include fees that could be associated with a sanction that an individual may be charged with.

Fire Safety Fines – Minimum \$250 - these fines are assessed when there is a violation of the Fire Safety Policy including but not limited to: damaging exit signs, covering smoke detectors, falsely pulled fire alarms, removing a fire extinguisher without cause, utilizing a fire extinguisher without cause, smoking in the residence halls, burning any material in residence hall rooms.

Alcohol and Drug Fines – Minimum \$100 – these fines can be assessed to a student who has been found responsible for violating the Drug and Alcohol policies. These may be in conjunction with additional sanctions a student may be charged with.

Paraphernalia fines – Minimum \$100 per item – these fines are assessed when a student has been found in possession of alcohol or drug paraphernalia that is not permitted on campus or in the residence halls. This fine can be in conjunction with additional violations of the Student Code of Conduct if it has been determined that a student has used these items. Paraphernalia includes but is not limited to: Kegs, party balls, beer bong, funnels, beer pong tables, hookahs, water pipes, and bong.

Restricted residence hall items – Minimum \$50 per item – these fines are assessed when a student has been found in possession of items restricted from the residence halls. A full list of these items can be found in the residence life portion of this handbook.

Removal of items - Minimum \$100 per day – these fines are assessed when a student has been found to be in possession of an item or subject that they have been instructed to remove from campus. These fines are assessed on a per day basis from the time the item or subject was determined to have arrived on campus to the time in which the item or subject has been removed from campus. Examples of this include but are not limited to: pets in unauthorized residence halls or campus locations, guests who are not permitted to be on campus or who have violated the visitation policy, alcohol or drug paraphernalia, items restricted from the residence halls.

Student conduct fines – Minimum \$200 – these fines are assessed when a student, at the discretion of the Director of Community Standards, has been found to be non-responsive to requests to participate in student conduct proceedings. These fines do not take the place of a sanction if a student is found responsible for violating the Student Code of Conduct.

Restitution – Cost of replacement – these fines are assessed to a student who has been found responsible in damaging property that is not his or her own. Restitution is determined upon the cost that the College has found to adequately fix or repair the damage.

Trespassing fines – Minimum \$250 – trespassing fines are assessed when a student has been found responsible with trespassing on campus. Trespassing may include but is not limited to entering unauthorized areas of campus, entering buildings after hours, entering another student's room without permission and entering rooftops.

ARTICLE XI - INTERPRETATION / REVISION & RECORD KEEPING

A. This update of the Student Code of Conduct shall supersede any and all information regarding matters of student conduct proceedings found within the databases (both written and oral) of the College. (July 2019)

B. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Director of Community Standards or his or her designee for final determination.

C. The Student Code of Conduct shall be reviewed annually under the direction of the Director of Community Standards.

Other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall

become part of the student's disciplinary record. Upon graduation, or anticipated graduation date, a request may be made by the student that the disciplinary record be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree.

D. Disciplinary files are held in the Student Life Offices. All files are held for seven (7) years after the student has graduated from the College. Disciplinary records involving residence hall expulsion, College suspension, College expulsion or revocation or withholding of degree are held permanently.

E. Students, or individuals who have been given explicit consent in writing by the student, who wish to have access to their file must arrange a time to do so with the Director of Community Standards or his/her designee. Disciplinary files or copies of the disciplinary file cannot be given or viewed without the consent and presence of the Director of Community Standards or his/her designee. Under certain extenuating circumstances, such as distance, the Director of Community Standards at his/her discretion can make certain accommodations for students to view their files.

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

G. If a student has been identified as potentially violating the Student Code of Conduct and has decided to withdraw from the College before completing the Student Conduct process, that student's record will reflect a pending conduct outcome.

H. A student's disciplinary record can have an impact on their academic career in a variety of ways. Below are some examples of how disciplinary actions could impact a student's experience:

a. Students who are on Disciplinary Probation or in some instances have outstanding sanctions to complete may not Study Abroad, apply to Study Abroad or participate in any international experience affiliated with the College.

b. Students applying to certain College leadership or employment positions may have their disciplinary records reviewed and any information will be factored into decisions regarding involvement or employment.

c. Applications for graduate schools, professional associations and licenses, (Bar exams, Medical Licensure, security clearances, CPA Exams, etc.), and some job applications may require a student to release their disciplinary records. Additionally some institutions will request records via the Dean's Certification Process / Background Check Process. W&J will release this information in accordance with law, and College policy.









