



WASHINGTON
& JEFFERSON
COLLEGE

Student Handbook

2026
2027



Welcome to W&J

I am excited to welcome you to Washington & Jefferson College for the 2026-2027 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 W&J.

Washington & Jefferson College 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.

The Student Handbook is designed to acquaint all students about many aspects of Washington & Jefferson College. 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.

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

Juncta Juvant,

A handwritten signature in black ink, reading "Eva Chatterjee-Sutton". The signature is fluid and cursive, with a large loop at the end of the last name.

Eva Chatterjee-Sutton

Vice President of Student Life & Dean of Students

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Mission, Values, & Goals

Mission Statement

The mission of Washington & Jefferson College is to graduate people 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.

Our Credo

Washington & Jefferson College is the college for cultivating skilled, adaptive minds.







Student Life Mission, Values & Goals

Student Life Mission

The Division of Student Life serves as co-educators in support of the mission of Washington and Jefferson College, focusing on cultivating life skills development and the interpersonal growth of our students. Through collaboration and partnerships, we foster and support a welcome community while creating innovative programs that provide leadership and developmental opportunities. We prepare students for their futures beyond W&J College as professionally ready, ethical leaders who are prepared to be engaged citizens who impact their communities in significant ways.

Student Life Values

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

Connection

Working to create a sense of true belonging for each individual in the Washington & Jefferson College community. Promoting the value of our interconnectedness in a healthy and thriving community.

Growth

Providing high-impact practices and opportunities to foster development and growth.

Intentional Leadership

Working as a team toward intentional student-centered engagement, and integrity and authenticity in our work.

Social Responsibility

Fostering an inclusive community which values respect, civility, kindness, empathy, student advocacy, and equity.

Student-Centered

Recognizing the needs of students and working to meet them individually or through collaboration.



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.

Statement of Community Values

Student Government Association developed the following statement to reflect peer to peer values among students. Read at each matriculation ceremony, students are asked to affirm these values as their commitment to the W&J community.

As students at Washington & Jefferson College, 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 Washington & Jefferson College 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.



Learning at W&J

Campus Store

The Washington & Jefferson College Campus Store is located at 60 S. Lincoln Street on the main level of the Rossin Campus Center. Open to both community members and the public, it serves as a hub for W&J merchandise, course materials, and school supplies. The Campus Store also carries a variety of essential general goods, including snacks, drinks, medicine, personal care products, and postage.

Campus Store Hours

During the academic year, regular Campus Store hours are Monday through Friday from 9 a.m. to 5 p.m. Special hours, such as weekend hours for certain events or holiday closures, are announced on MyW&J, the [Campus Store Online](#), and Campus Store social media. The campus store is also open over the summer with altered hours, from 9 a.m. to 4 p.m.

Campus Store Online

You can view the Campus Store's entire catalog of W&J merchandise digitally at the [Campus Store Online](#). This official site is managed by Campus Store staff and designed to mirror your in-store shopping experience as closely as possible! Except for designated online exclusives, all items come from in-store inventory, and most are available to ship or pick up in-store. (Perishable items like snacks and drinks, as well as certain course-specific materials, are only available in-store.)

Online Bookstore by BNC Virtual

In place of a physical bookstore, we work with Barnes & Noble College (BNC) Virtual to provide you textbook options through our [Online Bookstore](#).

This site has features like Guaranteed Buyback, in-store pickup, and free shipping periods to make buying your books easy. We also coordinate with faculty to ensure that all materials are available for purchase in a timely manner. Visit our [Online Bookstore](#) to buy, rent, and resell your new, used, and virtual course materials! *(Only certain course materials, such as lab equipment and course packs, are available to purchase in-store; we offer the majority exclusively through this website.)*

Online Bookstore FAQs

How do I order my textbooks?

You can find the books you need for each of your classes in a few simple steps on the [Online Bookstore](#):

- If it's your first time using the site, create an account using your W&J email address.
- Click "Let's Get Started" on the site's home page or "Order Your Materials" in the menu tab.
- Enter information for each of your courses including term, department, class, and section number.
- View the list of required materials for each course and select from new, used, rental, eBook, and independent Marketplace options for each. *(You can view this list without making a purchase. Not all purchase methods are available for each book. If no materials are listed for a course, please reach out to your professor to ensure this is not an error.)*

- Enter payment information and choose between direct shipping or in-store pickup. (*Free shipping options are in-store pickup only.*)
- If you request in-store pickup of your materials, a Campus Store staff member will contact you with pickup instructions when they arrive.

How do I resell my textbooks?

BNC Virtual offers Virtual Buyback year-round on materials purchased through the site and outside booksellers. Shipping your materials for buyback through this service is always free! Follow these steps to resell your textbooks:

- Log into your [Online Bookstore](#) account.
- Click “Sell Your Textbooks” in the menu tab.
- Mark which items from your purchase history you would like to resell, or enter the ISBN number associated with each item.
- Select whether to receive your payment via PayPal or check.
- Print out the provided packing list and prepaid

shipping label. Cut out the packing list and include it in the package with your materials. Cut out the label and attach it to the outside of the box.

- Deliver your package to a UPS drop-off point, including on-campus locations like the Mailroom and Campus Store.

As an additional benefit, if you purchase your materials through the [Online Bookstore](#), many items will have a Guaranteed Buyback price locked in at the time of purchase. Guaranteed Buyback typically ensures a better price than materials purchased from third-party sellers, and some books may not be accepted without Guaranteed Buyback depending on supply and demand. To redeem this offer, you must resell your books within two weeks of your class end date.

How do I return my textbook rentals?

Your rental returns will also be conducted through the Online Bookstore. As with Virtual Buyback, BNC Virtual provides free shipping on all shipments for this process. Follow these steps for rental returns:

- Log into your [Online Bookstore](#) account.



- View your Rental Information on the “Your Account” page.
- Select the rentals you are returning and enter the required information on the pages that follow.
- Print out the provided packing list and prepaid shipping label. Cut out the packing list and include it in the package with your materials. Cut out the label and attach it to the outside of the box.
- Deliver your package to a UPS drop-off point, including on-campus locations like the Mailroom and Campus Store.

You must return your rental books no later than one week after your class end date. Otherwise, you will be charged a replacement fee.

More on the Online Bookstore

For more help with the BNC Virtual Online Bookstore, including additional FAQs and more detailed guides, visit the [BNC Virtual Help Center](#) webpage.

Campus Store Returns

Generally, both in-store and online merchandise orders must be returned within two weeks of purchase; however, we offer an extended return period over the holidays and Winter Break each year. All returns must be accompanied by the receipt/packing list and original tags. For more details and instructions, you can view the most up-to-date version of our return policy [here](#).

Textbook returns are handled by BNC Virtual rather than the Campus Store. To learn more about BNC’s return policies and procedures, please refer to the [BNC Virtual Help Center](#).

Other Campus Store Services

Commencement Regalia

The Campus Store is responsible for distributing cap and gown sets to graduating students prior to Commencement. Eligible students will receive information about cap and gown pickup in the weeks leading up to the event. The Campus Store staff is also happy to help student leaders order honor cords or stoles for an organization on campus. Cord and stole recipients will pick up these items from the associated office or organization, not from the Campus Store.

Special Orders

Want to order custom gear for a team, program, or student organization? The Campus Store offers special order services to students, faculty, and staff! The team will work with you through the entire process, from design and logistics to ordering, billing, and pickup. For more information email Campus Store Manager, Cindy Briceland, at cbriceland@washjeff.edu.

College Catalog

For information about academic life at Washington & Jefferson College, including full descriptions of the academic policies at W&J, visit our College Catalog on MyW&J.



Living at W&J

W&J Dining

Washington & Jefferson College Dining offers a variety of meal plans to meet the diverse needs of our students. Residential students are required to purchase a meal plan. Students who require a special diet should present special requests to W&J Dining for review and W&J Dining will strive to provide menus for students with special dietary needs.

There are three dining venues on campus: The Commons Café, G&T's: The Grill & Corner Mercantile, and 1781 Coffee House & Market. Students wishing to use their meal plan must take their meals at any of these three locations.

At the Commons Café, only students presenting properly encoded identification cards or students who purchase an individual meal by credit card, 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. Students choose their meal plan option during the preregistration period and may make changes until the end of Add/Drop. After this time, students 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.

Students eating at campus dining venues are to conduct themselves as they would in polite company. Shoes and shirts are required, and no pets are allowed. Students coming to the Commons Café

are to use only those doors designated for entrance and exit. Upon exiting the Commons Café, students are expected to carry their dishes to the designated return area. Food, beverages, and utensils may not be removed from the Commons Café. After eating at G&T's students are expected to clear trash from their tables and dispose of it in the designated area.

The kitchenettes in the residence halls and Chestnut Street houses 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 Belonging & Engagement and be approved for an exemption.

The W&J Student Government Dining Committee serves as a liaison between the student body and W&J Dining. Contact us at dining@washjeff.edu

For more information on W&J Dining, including menus visit: www.washjeff.edu/dining-services.



The Commons Café Dining

Monday - Friday

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

Continental Breakfast: 9 a.m. - 10:30 a.m.

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

Light Lunch: 2 p.m. - 4:30 p.m.

Dinner: 5 p.m. - 8 p.m.

Saturday

Brunch: 10:30 a.m. - 2 p.m.

Light Lunch: 2 p.m. - 4 p.m.

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

Sunday

Brunch: 10:30 a.m. - 2 p.m.

Light Lunch: 2 p.m. - 4 p.m.

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

The Grill at G&T's Dining

Monday - Thursday

11 a.m. - midnight

Friday

11 a.m. - 11 p.m.

Saturday

4 p.m. - 11 p.m.

Sunday

4 p.m. - midnight

Corner Merc @ G&T's

Monday - Friday

4 p.m. - 9 p.m.

The 1781 Coffee Shop

Monday - Friday

7:30 a.m. - 9 p.m.

Saturday & Sunday

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

1781 Market

24/7 with card access

All hours are subject to change.



Fraternity & Sorority Life

The Office of Student Engagement, which oversees the Fraternity & Sorority Life Team, 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.

Mission Statement

The Fraternity and Sorority Life Team 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 complement 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 Kappa Psi

Recruitment

The Primary Formal Recruitment period for both fraternities and sororities is held at the beginning of the spring semester. Sorority Recruitment occurs in the last week of January, and the Fraternity recruitment occurs in the first week of February.

Students interested in participating in the Fraternity & Sorority Recruitment process, must have completed at least 3 college courses, which equals one semester at W&J or an accredited institution (new transfers are welcome). Dual enrollment from high school does not count towards this requirement. The GPA requirements vary for each chapter, with the lowest minimum cumulative GPA requirement being 2.5.

The Fraternity & Sorority Life community hosts many informational events during the fall semester so interested students can learn more about the community prior to the primary recruitment period. Students can begin registering for primary recruitment in October with the respective registration for each council (Panhellenic & Interfraternal).

Governing Bodies

- Panhellenic Council
- Interfraternity Council

Greek Honoraria

Order of Omega (Leadership)

- Order of Omega is the Fraternity and Sorority Honorary Society. Only the top 5% of initiated members who are at least sophomores are accepted. Each member must showcase high achievement in academics, Greek Involvement, campus involvement, character, and betterment of the community.

Rho Lambda (Academic)

- Rho Lambda is a Greek Women's honor society aiming to foster a strong network of sorority leaders and recognize their achievements, often facilitating professional development, networking, and women's empowerment.

Gamma Sigma Alpha

- Gamma Sigma Alpha is the National Greek Academic Honors Society. Membership is available to Fraternity & Sorority Members who are a Junior or Senior and have a minimum 3.5 GPA.

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.
- Approval of all chapter events by the Office of Belonging & Engagement two weeks prior to scheduled event(s).
- Hosting educational programs for members of the organization addressing specific topics assigned by Washington & Jefferson College.

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

Chapter Reassessment

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

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 prohibit the chapter from operating as a recognized Greek Organization at W&J.

Building Locations for Sororities & Fraternities

(Building - Fraternity / Sorority)

127 Chestnut St. - Alpha Tau Omega

325 Chestnut St. - Beta Theta Pi

211 Chestnut St. - Delta Tau Delta

125 Chestnut St. - Phi Kappa Psi

322 Chestnut St. - Delta Gamma

301 Chestnut St. - Kappa Alpha Theta

315 E. Chestnut St. - Kappa Kappa Gamma

147 E. Chestnut St. - Pi Beta Phi

All fraternity / sorority mail should be addressed to:

Office of Belonging & Engagement

60 South Lincoln Street

Washington, PA 15301-4812

For more information on Fraternity and Sorority Life, visit the Fraternity & Sorority Life website.

Fraternity & Sorority Fun Facts

Delta Gamma (DG)

- Symbol: Anchor
- Flower: The Cream Rose
- Colors: Bronze, Pink and Blue
- National Philanthropy: Service for Sight
- Local Founding: 1979
- GPA Requirement: 2.5
- Values: Friendship, Education & Culture, Social Responsibility, Character
- Instagram: wjdeltagamma

Kappa Alpha Theta (Theta)

- Symbol: Kite & Twin Stars
- Flower: Black and Gold Pansy
- Colors: Black and Gold
- National Philanthropy: Court Appointed Special Advocates
- Local Founding: April 8, 1988
- GPA Requirement: 2.8
- Values: Intellectual curiosity, Leadership Potential, Commitment of Service and Personal Excellence
- Instagram: WJTheta

Kappa Kappa Gamma (Kappa)

- Symbol: Owl, golden key, fleur-de-lis
- Flower: Fleur-de-lis
- Colors: Light blue and dark blue
- National Philanthropy: Mental Health Awareness: the Jed Foundation
- Local Founding: 1984
- GPA Requirement: 2.7
- Values: Trailblazing, Knowledge, Optimism, Respect, Connection, Truth
- Instagram: wj_kkg

Pi Beta Phi (Pi Phi)

- Symbol: Arrow
- Flower: Wine carnation
- Colors: Wine and silver blue
- National Philanthropy: Read>Lead>Achieve
- Local Founding: 1979
- GPA Requirement: 2.5
- Values: Integrity, Lifelong Commitment, Honor & Respect, Personal & Intellectual Growth, Philanthropic Service to Others, Sincere Friendship
- Instagram: wj_piphi

Mailroom

The Campus Mailroom is 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/her/their years at Washington & Jefferson College. Intercampus mail is sent to student mailboxes during the academic year; therefore, all students are expected to check them regularly.

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 (UPS), 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 of 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 mailbox 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

Monday through Friday 9 a.m. – 4 p.m.
(Normal hours of operation)

Maintenance Requests

All requests for general maintenance, room repairs, or housekeeping should be submitted to the W&J Facilities Services Department.

Students may submit a maintenance request for their Residence Hall Room by scanning one of the many QR Codes placed within the building. Once scanned the student will be directed to the campus maintenance request system that will allow them to detail the issue and upload photos. Facilities Services will then respond to the request.

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. In the case of emergency maintenance situations that occur after hours, such as leaks, or doors and windows that will not lock, notify the Office of Campus & Public Safety. CPS will contact facilities personnel.

Parking

Parking is available to all currently enrolled students at Washington & Jefferson College. The parking permit fee is \$100 per academic year. The College's parking policies and procedures are essential and promote safety and security. It is expected that each individual will abide by established parking regulations. Individuals who violate the parking policies may receive a parking ticket. Issuing of tickets on campus is done consistently and objectively.

Please note that, in addition to on-campus parking violations, campus police officers (as well as other local law enforcement officers) can, at their discretion, issue state traffic citations for any and all violations committed on city and state streets, which run through campus.

If you have any questions regarding parking, please contact CPS at **724-223-6032**.

Permits

Students are required to register their vehicles through the following website: <https://washjeff.thepermitstore.com/>. Once registered, students will receive a parking permit based on the options they select. Students can pick up the decal at the Campus & Public Safety (CPS) Office, located in Old Main. It is important to note that the parking program automatically recognizes the student's status (e.g., Commuter, First-Year, or Upperclass) to ensure proper registration.

Students will use their W&J account to sign into the system and will have to select the permit type appropriate to them: First-Year, Upperclass, Commuter.

Permits are issued to students based on the specific parking lot to which they are assigned. Descriptions and locations of the parking lots are provided below. Students who park in lots not associated with their assigned permit will be ticketed and deemed in violation of the W&J parking policy.

If a student needs to register a new vehicle, they will follow the same procedures as required for obtaining the initial permit.

Upon request, the Campus & Public Safety (CPS) can issue temporary and medical permits to students. Students in need of special parking or permit accommodation are encouraged to contact CPS. CPS has sole discretion in granting temporary or medical permits. A medical permit may be issued if a student has been injured and requires special parking accommodations.

If a student requires a medical permit, a letter from a college athletic trainer or a physician must be provided, verifying the need for medical parking accommodations.

Any vehicle parked on campus that becomes inoperable or temporarily disabled, must be reported to Campus & Public Safety (CPS) as soon as possible.

Any vehicle parked on campus that becomes inoperable or temporarily disabled must be reported to Campus & Public Safety (CPS) as soon as possible.

All visitors are expected to check-in with CPS for a temporary parking pass.

Parking Locations & Regulations

Parking lots are color-coded, and signs posted at each lot will contain a color. These colors will be associated with the color of the issued parking permit. Individuals may only park in lots which correspond to their colored permits.

For a map of the parking lots please visit: <https://www.washjeff.edu/files/parkingcampusmap>

Parking Regulations & Restrictions

All ADA accessible parking spaces are available to faculty, staff, and students, provided that an official ADA plate or placard is properly displayed.

Under no circumstances may an individual park or leave a vehicle unattended in the Rossin Campus Circle or in any fire lane on or adjacent to campus. Parking is strictly prohibited in areas designated as construction zones or where spaces have been taped, fenced, or otherwise marked off. Additionally, parking is not allowed where official permanent or temporary signs have been posted. Vehicles are also prohibited from driving over or parking on curbs, sidewalks, or pathways.

Electric Vehicle (EV) Parking Regulations

Several parking spaces on campus have been designated for electric vehicles (EVs). These spaces are clearly marked and equipped with charging stations. Each EV spot has a two-hour time limit.

Once an EV is fully charged, it should be promptly moved to a regular parking space to allow others access to the charging stations.

Parking Enforcement

Campus Police Officers and Campus & Public Safety Officers actively monitor all parking areas and accommodations on campus. Tickets will be issued to individuals and/or vehicles found in violation of any parking policies. These tickets will either be placed on the front windshield of the vehicle or handed directly to the owner or operator, if present. Tickets must be paid within 10 business days of the date the ticket was issued. Tickets are paid at the Office of Business & Finance in Thompson Hall during normal business hours (9 a.m. - 5 p.m., Monday through Friday). Tickets that are not paid on time are considered delinquent and will be charged to the student's account with an added 10% administrative fee. It is the student's responsibility to ensure any parking tickets are paid.

With the new parking system, the fines and fees are set by triggers. Violators will be notified by the email used to register their vehicle.

Trigger: 5-Day Reminder

Occurs 5 days after citation issued

Trigger 1: Appeal Blocked

Occurs 5 days after Trigger

Trigger 2: Overdue Warning

Occurs 21 days after Trigger

Trigger 3: Citation Overdue

Occurs 30 days after Citation Issue Date

Late Fee: \$20

Trigger 4: Citation Moved to Student Account

Occurs 30 days after Trigger 3

Transfer Collection to Business Office - Student Accounts

Trigger 5: Letter sent to (NLETS) National Law

Enforcement Telecommunications System occurs

5 days after Trigger 4 - If a parking ticket is sent

to NLETS, it may result in broader consequences,

such as an impact on vehicle registration or possible

enforcement across state lines. It's important

to address parking violations promptly to avoid

escalating penalties. A non-paid parking ticket can

also turn into a non-traffic citation issued through

the Washington County Magistrate Court.

The accumulation of parking tickets is not

considered valid grounds for appeal. Students with

outstanding parking violations are required to pay

all fines in full before any further action may be

taken. Fines vary based on the nature and severity

of the violation. Below are examples of typical fines

associated with campus parking violations:

Blocking Fire Hydrant	\$100
Blocking Handicapped Parking Space	\$100
ADA Parking	\$100
No Parking Decal Displayed	\$25
No Parking Zone	\$25
Parking Off Hard Surface	\$25
Prohibited Parking	\$25
Unauthorized Lot	\$25
Unregistered Vehicle	\$25
Electric Vehicle Charging Parking Space	\$25
Fire Lane	\$25

Individuals found to be abusing parking privileges

or who have received four or more parking

violations may have their parking permit suspended

for a minimum of one academic semester. The

Department of Campus & Public Safety (CPS)

reserves the right to suspend or permanently revoke

parking privileges at its discretion.

Students who remove tickets or permits from vehicles, or who alter, forge, or otherwise manipulate parking tickets or permits, will be considered in violation of the Student Code of Conduct and may be referred to the Office of Community Standards for disciplinary action.

Towing Policy

Individuals who continue to violate parking policies, fail to move their vehicle upon request, or park in locations that obstruct access for emergencies, construction, garbage, utility, snowplow, or other authorized vehicles, may have their vehicle towed at the owner's expense.

Towing will be carried out by a service approved by the Department of Campus & Public Safety. All costs associated with towing and storage are the responsibility of the vehicle owner.

The current towing provider is:

Pancake Towing
1861 E. Maiden Street
Washington, PA 15301
Phone: **724-222-4313**
Website: www.pancaketowingservices.com

Visitor and Guest Parking Violations

Visitors, guests, or any individual found in violation of campus parking policies—who do not possess a registered permit or have no official business at Washington & Jefferson College—may be cited in accordance with Pennsylvania State Law.

Such citations may carry higher fines and must be resolved through the local magistrate, as outlined in the instructions provided on the citation.

Parking Appeals Tickets may be appealed within 10 business days of the date the ticket was issued.

Appeals must be filed online at:

<https://washjeff.thepermitstore.com>.

The appeals are read and determined by the Parking Ticket Appeals Committee. This committee is composed of W&J students, staff, and faculty members.

Once an appeal is submitted, it is reviewed by the Parking Ticket Appeal Committee, which votes to either uphold or deny the appeal. After a decision has been made, the individual will be notified via email through the iParq permit store. If the appeal is approved, the ticket will be dismissed, it will not be recorded as a violation, and no fine will be owed. If the appeal is denied, the individual will be responsible for paying the associated fine. All decisions made by the Parking Ticket Appeal Committee are final.

Vehicle Liability Disclaimer

Washington & Jefferson College assumes no liability or responsibility for any damage to vehicles parked on College-owned or leased property, including all campus lots and grounds. Individuals who choose to park on College grounds do so at their own risk and are expected to take appropriate safety precautions—such as locking doors and parking in clearly designated spaces—to help prevent vandalism, theft, or damage. Any incidents involving theft, vandalism, or damage to a vehicle should be reported immediately to the Department of Campus & Public Safety by texting **724-255-3968**.





Polaroid



Staying Healthy at W&J

Athletic Facilities

Henry Memorial Center (GPS Address: 51 North College Street, Washington, PA 15301) includes the newly-renovated **Salvitti Family Gymnasium**, **Eaton Fitness Center**, and **Henry Natatorium**. The main gymnasium is used for competition by the basketball teams, the wrestling team, and the volleyball team. **Eaton Fitness Center** serves as the fitness center and weight room for the entire campus.

Salvitti Family Gymnasium was made possible by a generous lead gift from Dr. E. Ronald Salvitti '59, a Class of 2002 inductee to the W&J Athletic Hall of Fame. The gymnasium, originally built in 1970, is a state-of-the art, fully air-conditioned facility with 1,000 new bleacher-style seats, a refurbished floor from Connor Sports, and offices for the athletic director and sports information director. Also inside Salvitti Family Gymnasium is the Jerry L. Morrow Alumni Suite, which offers a comfortable space for alumni events and other special gatherings.

Eaton Fitness Center overlooks the Salvitti Family Gymnasium, is open to students, faculty, and staff, and includes treadmills, elliptical machines, and weightlifting equipment.

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 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 NCAA football and field hockey home 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 six 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 is 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.

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.

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 Mideast Regionals.

As indicated by a FieldTurf representative in 2003, Ross Memorial Park and Alexandre Stadium combined once represented the largest continuous artificial playing surface in the world. The 233,000 square foot playing surface accommodates two full soccer/lacrosse fields. A new FieldTurf playing surface was installed at Alexandre Stadium in July 2018, while the baseball field was replaced with an all-turf AstroTurf surface in October 2020.

The baseball outfield overlaps one of the two soccer/ lacrosse fields, primarily used for practices. Four hundred chair-back seats surround Ross Memorial Park, amplifying a newly expanded press box, state-of-the-art scoreboard, and public restrooms. Public restrooms can also be found on the bottom level of a two-story structure behind the backstop of the baseball field. In 2009, W&J debuted Ross Locker Rooms on site, which include three full-size locker rooms, an athletic training room, and an equipment room.

Janet L. 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.

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, and a general exercise room.

Each court, as well as the three-lane running track, can be separated with netting that can be lowered from the ceiling. The three-lane running track is 167 meters in length, and approximately 9 1/2 laps around the track equals one mile. The main recreation space is 110 x 210' in size, and the ceiling height is 35' above the courts. 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 with a wooden appearance. All perimeter window shades in the exercise room raise from the floor rather than drop from the ceiling, to let in outside light while providing some privacy from the adjacent areas.

There is a full-size batting cage, 15' wide x 70' long, on the court closest to Chestnut Street, that can be lowered from the ceiling for use by the baseball and softball teams.

The recreation center is also extensively used for intramural sports, club sports, and physical education classes.

Athletic Facilities Operating Hours

Eaton Fitness Center

Sunday - Saturday: 6 a.m. - 11 p.m.

Henry Natatorium (swim times starting on 1st day of classes)

Monday - Friday: Noon - 2 p.m., 7 - 9 p.m.

Saturday - Sunday: Noon - 2 p.m.

Janet L. Swanson Tennis Courts (public hours)

Monday - Friday: 8 a.m. - 3 p.m.

Saturday - Sunday: Closed

Cameron Stadium (public hours)

Sunday - Saturday: dusk to dawn

James David Ross Family Recreation Center

Sunday-Saturday: 9 a.m. - 11 p.m.

Commuter students utilizing W&J recreation facilities may have a maximum of two non-student guests with them while using the facility. Guests must remain with their commuter host at all times while in the facility. Students and their guests who are found to be in violation of this policy will be asked to leave the facility, and may have their privileges of using the facilities revoked for a period of time.

Guests are not permitted to use the Eaton Fitness Center without prior approval from the Director of Athletics.

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

Intercollegiate Athletics & Intramurals

At Washington & Jefferson College, there are athletic activities 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 in 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 varsity information, and the Intramural Sports web site at www.washjeff.edu/intramural-sports for more information on non-varsity sports.



Student Health & Counseling Support

The Crabtree Center for Student Wellbeing

The Crabtree Center for Student Wellbeing offers free and confidential individual and group mental health counseling and a variety of psychological, developmental, and connection-based programs for all W&J students. The goal is to empower each student to engage in the process of self-discovery, purpose, and authentic living to create an enduring culture of resilience and personal growth.

There are no session limits for mental health counseling. Instead, students collaborate with their therapist on an individualized treatment plan and set goals for personal growth and wholeness. On average, students are seen in counseling for about 6 sessions each semester (weekly or bi-weekly), and students who engage in counseling for 2-4 sessions begin to experience significant growth and relief from their presenting issues.

In addition to on-campus counseling, W&J provides access to telemental health support through BetterMynd (bettermynd.com). Included with BetterMynd, students receive 6 free online therapy sessions and a 24/7 Counseling Support Line. Students can register and gain access to BetterMynd services with their W&J email. Mental health support through BetterMynd is available to students all year including during holidays and breaks.

The Crabtree Center for Student Wellbeing hopes to create a culture where it is okay to ask for help regardless of the issue. The Center for Wellbeing encourages all students to engage in the process

of self-reflection and hopes to provide support for social, emotional, and developmental concerns that interfere with happiness, safety, or belonging on campus. Specifically, the counseling staff have experience and success in helping students with a variety of issues including, but not limited to, relationship concerns, anxiety, depression, academic struggles, family issues, grief and loss, substance use, procrastination, perfectionism, adjustment to college, stress management, identity issues, loneliness, finding purpose and meaning, spirituality, and connection and referral options.

To schedule an in-person appointment at the Crabtree Center for Student Wellbeing visit <https://mywj.washjeff.edu/office/Student-Counseling> or call 724-223-6107

Contact Information and Hours of Operation

Location

New Residence Hall, Ground Floor
10 N. College St.

Phone

724-223-6107

Office Hours

Monday - Friday: 9 a.m. - noon; 1 p.m. - 5 p.m.
by appointment







Getting Involved at W&J

Student Activities

The Office of Student Engagement provides creative, innovative, and engaging campus-wide programming opportunities that meet the needs of our diverse campus community. The office works alongside student organizations to plan programs and events, with a special emphasis on evening and weekend opportunities. It also implements student organization training and development activities, providing tools to increase organizational collaboration and efficiency.

The mission of the Office is to foster the personal growth necessary for individual and organizational excellence that reaches beyond the borders of our campus community.

Ryan Smith

Director of Student Engagement

Email: rsmith4@washjeff.edu

Phone: (724) 503-1001 ext.6529

Location: Student Life Suite, Upper Level
of Rossin Campus Center

Student Clubs & Organizations

Involvement in activities outside the classroom is a valuable piece of the liberal arts college experience, and it's easy to get involved at Washington & Jefferson College. With more than 60 student organizations on campus, you can find your place and your people. Most of your fellow students are actively involved in extracurricular programs and would love for you to join!

For a complete listing of student clubs and organizations, please visit the Student Clubs and Organizations webpage.

Scheduling Events - Reserving Facilities

Washington & Jefferson College's room scheduling system is called 25Live. On the main page, you will find a "Create an Event" button in the middle of the page. To create your request, click on "Create an Event," and complete as many of the questions as possible.

Please note: When selecting an event location, only the rooms available based on the information you provide will show as available to reserve, and though some reservations include set-up and break-down times, these times will not show up on the calendar. Additionally, there are several spaces on campus that require supplemental approval from associated offices and departments including all athletic locations, several locations in the Olin Fine Arts Center, Clark Family Library rooms, Sell Law Library, Dieter-Porter 109 and 305, Tech Center 215, 221, and 222, the Lodge, and Swanson 204. The 25Live room request form allows you to request specific resources from catering, facilities and IT services. You can also upload files to your request form such as floor plans. You can also contact the department through their MyW&J webpage."

The 25Live form also allows you to request that your event be added to a calendar. You will need to provide an event calendar name and a full description of your event and who is invited to attend.

Please remember to hit "save" when you have completed the form. This will tentatively reserve the space requested and make it unavailable to other requesters. You will receive a confirmation email once your request is confirmed by a scheduler.

If you have any questions, please contact the Office of Conferences & Events, or the Office of the Registrar.

Student Government Association

The Washington & Jefferson College Student Government Association (SGA) exists to promote standards of student freedom and maturity, as well as 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 allocates 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 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 Association Advisor

Eva Chatterjee-Sutton

Vice President of Student Life & Dean of Students

Phone: 724-223-1360

Location: Student Life Suite, Upper Level of Rossin Campus Center







Gathering at W&J

The Lodge

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 Lodge while enjoying a coffee from 1781 Coffee House & Market. The warmth and comfort of the Lodge makes it suitable for many of the College's special events held throughout the year.

The Inside Scoop

This free late-night milkshake shop is held every Thursday during the academic semester from 8-10 p.m., featuring themed milkshakes and interactive programs hosted by student organizations.

Staying Safe at W&J

The Office of Campus & Public Safety (CPS)

The Office of Campus & Public Safety is a stateauthorized law enforcement agency. As such, its police officers are sworn and certified through the Commonwealth of Pennsylvania and have full law enforcement authority on-campus and in the adjacent community.

CPS is staffed 24 hours per day, with its police officers patrolling the campus and responding to calls from the College community. It is managed and overseen by the Director of Campus & Public Safety and Chief of Police.

CPS pursues its mission with local, state, and federal public safety partners.

Sign Up for Emergency Alerts

In order to efficiently disseminate emergency information, Washington & Jefferson College has implemented a free, mass notification system. This system will send alerts to students, faculty, staff, and parents in the event of a campus or weather emergency, through text messages and emails.

Campus & Public Safety (CPS) strongly encourages all members of the W&J community to sign up for this service in order to receive important emergency alerts. Registration is required to receive these notifications.

To learn more and sign up, please visit: <https://www.washjeff.edu/student-life/campus-public-safety/emergency-text-message/>.

Emergency Communication

Emergency assistance is available throughout campus. In the event of an emergency, text Campus & Public Safety at **724-255-3968** or call **911**.

If safe to do so, remain at the location after reaching out for help. A Campus Police Officer or Public Safety Officer will respond immediately to assist.

Automated External Defibrillators (AEDs)

An Automated External Defibrillator (AED) is a device used to treat sudden cardiac arrest. AEDs are lightweight, portable machines that automatically analyze a person's heart rhythm. If a problem is detected that may respond to an electrical shock, the device delivers a shock to restore normal heart rhythm.

Thanks to their small size and ease of use, AEDs have been strategically installed throughout campus. Maps showing AED locations are available at the Office of Campus & Public Safety.

To use an AED:

1. Recognize the signs of a cardiac emergency.
2. Call 911 to get professional help on the way.
3. Text Campus & Public Safety at 724-255-3968.
4. If trained, begin CPR. If you are not trained, perform hands-only CPR by pressing hard and fast in the center of the person's chest.
5. Retrieve an AED if available, or direct someone to get one.
6. Turn on the AED and follow the visual and audible instructions provided by the machine.

CPS Escort Service

Students may request a safety escort through the Campus & Public Safety (CPS) Escort Service. While the CPS Escort Service is primarily a walking service, there are certain situations in which a ride may be requested.

For those who feel uncomfortable traveling across campus, whether walking alone or after dark, safety escorts are available upon request. Individuals or groups walking to the same destination on campus may also request an escort for added security. Additionally, a ride may be requested for those using crutches, wearing a medical boot, in a leg cast, or utilizing a wheelchair. In such cases, a letter from the College Athletic Trainer or a physician may be required to verify the need for transportation. This service is designed to ensure the safety and comfort of all campus community members.

In the event of an emergency or if you are in danger, whether on or off campus, please call 911 immediately or text Campus & Public Safety at **724-255-3968**.

Safety escorts are intended for personal safety and should not be used for routine transportation needs, travel during inclement weather, or for trips to and from restaurants, bars, sports practices and games, shopping locations, or off-campus jobs.

To request an escort, please contact Campus & Public Safety via text at 724-255-3968.

Personal Belongings

Campus & Public Safety recommends that students inventory all personal items they bring to campus. For added security, consider purchasing a small locking safe to store valuable items, and always remember to lock your door when you are not present in your room.

Noteworthy Safety Measures

- If you require police assistance for a safety or security concern, or in the event of an emergency, text CPS at 724-255-3968, and a police officer will respond, or call 911.
- Text CPS at 724-255-3968 for assistance with any service-related issues (e.g., escorts or lockouts). Program this number into your phone for quick access.
- Report suspicious activity or crimes immediately, or as soon as possible. Do not delay in contacting authorities.
- Do not prop open exterior doors to campus buildings.
- Always keep your room door locked when you are not present.
- Do not leave windows open or unattended. Lock your windows when you leave, especially if your room is on the ground floor.
- Avoid leaving valuables in your car for extended periods, particularly overnight.
- Never leave valuables visible in your car.
- Do not allow unauthorized individuals into residence halls.
- Immediately notify CPS if your key card or student ID is lost or stolen.
- After dark, walk in groups and stay on well-lit pathways. If you feel unsafe on campus or downtown, contact CPS at 724-255-3968 for security escorts at any time.
- Notify CPS if you see suspicious activity or feel unsafe for any reason.
- Individuals with administrative requests may contact Campus & Public Safety by calling

724-223-6032, visiting the office in Old Main, or emailing CPS@washjeff.edu. Office hours are Monday through Friday, 9 a.m. - 5 p.m.

Search Policy

The Office of Campus & 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 present. Seeking student permission to conduct a room search is a courtesy; if a student declines, a room search can still take place, as student spaces are ultimately College property. Students 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 policies, the Vice President of Student Life and Dean of Students or his/her/their designee may authorize a search verbally or in writing. An Administrator on Call 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.



Succeeding at W&J

Center for Career Advising & Networking

The Center for Career Advising & Networking is committed to helping students determine and pursue their career goals through various services and programming we provide.

The Center is located in the Hub for Student Success 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, completing job search preparation, and transitioning from W&J to the next life-stage. Also available to help in career planning are career assessment and exploration tools like Focus2Career, career resources, and one-on-one career counseling.

The Center for Career Advising & Networking offers an online career platform, Handshake, which allows students to access full-time, part-time, internship, work-study, and summer opportunities. On Handshake, students and alumni will be able to connect with employers, post resumes and cover letters, and see a calendar of upcoming events.

Also available online, are resources on resume writing and job search correspondence, interviewing basics, job search strategies, networking, and pre-health portfolios, as well as other publications.

In addition to career planning and job searching, the Center for Career Advising & Networkings can

help students find internships, explore fellowships and merit-based awards, and learn about graduate school programs and entrance exams. Through the Center, students also have access to a large W&J alumni network.

For an up-to-date events calendar, a list of useful links, plus much more, go to the Center for Professional Pathways website at <https://www.washjeff.edu/student-life/center-for-professional-career-pathways/>.

The Center for Career Advising & Networking is open Monday - Friday, 9 a.m. - 5 p.m.

**Extended hours available by appointment.*

The Magellan Project

The Magellan Project empowers students to embrace their cultural curiosity and craft a unique path to education and learning through self-designed research completed via domestic or international travel.

A project of possibilities, the Magellan Project provides funds for student experiences through the generosity of W&J alumni and allows W&J students to break through financial barriers to pursue almost any passion or interest in an innovative, intentional, and transformative way.

A Magellan Project begins with your idea to create an opportunity to pursue your passions in an original way. W&J faculty and staff provide the coaching and support you need to take your project from idea to reality. For your project, you write your proposal, detail the plan, and set the budget. Once approved and funded, your adventure begins.

If you have any questions about the Magellan Project, please contact **Kaisha Jantsch**, the Magellan Project Coordinator at kjantsch@washjeff.edu.

Affinity Programs

The Office for Affinity Programs provides support, encouragement, and engagement with special populations of the student body. The groups that fall within the programming of this office share specific like-minded characteristics that help participants support one another in typical life and post-secondary situations. Becoming part of the groups served by this office often takes place through invitation or character association. The office often integrates its programming with other divisions within Student Life to help students within affinity groups to assimilate within the overall W&J College community.

The mission of the Office is to provide enriching opportunities for populations who seek to build lasting meaningful experiences and relationships during their four years at the College and beyond.

Elizabeth M. Sanders, Ph.D.

Director for Affinity Programs

Email: esanders@washjeff.edu

Women of Excellence (WE) Leadership Program

Washington & Jefferson College's Women of Excellence (WE) Program offers female-identifying students a contextualized, supportive, and distinctive path to personal and professional success.

This program aids 15 high-achieving and leadership-oriented sophomore, junior, and senior students in skill development and provides them with opportunities to increase confidence and knowledge, advance into leadership roles, create stronger networks, and find safety and support amongst peers with guidance from faculty, staff, alumni, and professional mentors.

Each student in the program is paired with a single, dedicated mentor, who offers guidance, advice, support, and opportunity throughout the program and

academic year; and connected with a diversity of other female professionals through workshops and events, including our Women Across Professions Speaker Series. WE women are also connected with successful female alumni (many of whom serve as mentors) through our partnership with WOW (Women of W&J).

If you have any questions about the WE Leadership Program, please contact **the Division of Student Life** at studentlife@washjeff.edu.

Deliberative Dialogue Program

The Washington & Jefferson College Deliberative Dialogue Program offers civically minded students a unique opportunity to develop as conversational leaders who engage in and facilitate meaningful discussions across divergent perspectives.

A two-part program prefaced with pre-requisite work and a program retreat, participants engage in an eight-week training in the fall and lead community conversations in the spring. The fall training combines two integrated online modules with four in-person workshops to provide foundational knowledge and build essential facilitation skills, while community conversations transition learning to leadership through practiced application.

Designed to support a cohort of 6-8 student dialogue leaders with individual stipends of \$1,000 each, the program aims to establish participants as open-minded, thoughtful leaders who value pluralism and perspective; engage in, organize, and guide discussions with empathy, clarity, and purpose; and create an inclusive campus culture and

If you have any questions about the Deliberative Dialogue Program, please contact **the Division of Student Life** at studentlife@washjeff.edu.

The 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.

The office contributes to the orientation and campus acclimation experience of incoming international students. Additional 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. You can find the Office of International Student Initiatives in the Hub for Student Success.

We hope that you will join us in our efforts to create a more culturally sensitive, respectful, global, and unified campus community.

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 entities: G&T's Grill, the Mailroom, Prez Play and Prez Pantry, which includes the student recreation spaces

The student recreation room offers plenty of space and resources for students to kick back and relax. Here, students are welcome to hang out by the billiard tables, play various board games (which can be checked out with a student ID), compete on Nintendo Switch and Xbox gaming systems, or catch up on favorite movies and TV shows with FREE Hulu and Netflix accounts.

The Campus Store, and the Ballroom are all located on the main level of Rossin Campus Center, and the Student Life Suite is located on the upper level of the building. Many of the offices of Division of Student Life leaders are located in the suite. This includes the Director of Belonging & Engagement, the Director of Community Standards, the Director of the Center for Professional Pathways, and the Vice President of Student Life & Dean of Students.

Campus Center Hours

Monday - Friday: 7 a.m. - midnight

Saturday and Sunday: 8 a.m. - midnight



Financing W&J

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 15. This can be done through www.studentaid.gov. Pennsylvania residents who wish to be considered for the PA State Grant must have this application completed by May 1. For those who file a FAFSA, a financial aid offer 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 selected for verification will be notified by the Office of Financial Aid and the process for submitting documents will be explained. 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.

Student Employment

Students may work part-time on campus to help offset educational expenses. The Office of Financial Aid administers the College's Student Employment Program. Information is available on the website under Current Students/Student Employment. Preference for campus jobs is given to students awarded Federal Work-Study (FWS), a program supported by the federal government and the College. Students must file a FAFSA to determine FWS eligibility.

The Student Employment webpage includes instructions for accessing Handshake, where campus jobs are posted. Positions designated as FWS are limited to eligible students. Applicants must follow the application instructions included in each job description. Before beginning or continuing campus employment, students must submit a Work Authorization Form annually to the Office of Financial Aid. The form is available to students and supervisors on MyW&J. Questions about FWS eligibility should be directed to the Office of Financial Aid.

Students who have not previously worked on campus must complete I-9 and W-4 forms with Payroll. The forms are available through Colleague Self-Service, also known as JaySource, on the Financial Aid website under Student Employment, or in the Payroll Office in Thompson Hall.

Payroll paperwork and the Work Authorization Form must be submitted before a student can receive a timesheet in JaySource. Students are paid on the 15th and last day of each month by direct deposit or a paper check sent through campus mail.



Connecting at W&J: Directories

Emergency Services

Emergency Number (Fire, Police, Medical)

911

Emergency Services Crisis Hotline

724-223-6500

Text CPS

724-255-3968

Office of Student Health & Counseling Services

724-503-6107

Addictive Diseases Information

724-222-7150

Family Health Counsel

724-228-7113

Mental Health Clinic

724-225-6940

Planned Parenthood

800-426-4636

Legal Aid Society

724-225-6170

UPMC Washington

724-225-7000

The Washington Hospital Family Medicine Center

724-223-3353

Division of Student Life

724-223-1360

Frequently Used Campus Contacts

Main Switchboard

724-503-1001

**Offices & Departments
(listed alphabetically):**

Academic Affairs

724-503-6006

Athletics Department

724-503-3461

Business and Finance

724-503-6010

Campus & Public Safety

724-223-6032

Campus Store

724-503-5115

Center for Professional Pathways

724-503-5126

Clark Family Library

724-223-6070

Community Standards

724-503-5120

Disability Support Services

724-503-6008

Division of Student Life

724-223-1360

Financial Aid

724- 503-6019

Information & Technology**Services Helpdesk**

724- 503-6022

Post Office/Mailroom

724-503-5106

Radio Studio/WNJR

724-503-3345

Student Engagement

724-229-5120

Student Health & Counseling Services

724-503-6107

The Red & Black (College newspaper)

redandblackstaff@washjeff.edu

Title IX Coordinator

724-503-6878

W&J Dining

724-503-6037

Administrative Staff & Senior Leadership

Elizabeth Macleod Walls, Ph.D.

President of Washington & Jefferson College

McMillan Hall, Second Floor

724-503-1001, ext. 6000

E-mail: president@washjeff.edu

Jeffrey Frick, Ph.D.

Vice President for Academic Affairs

& Dean of the College

Thompson Hall, First Floor

724-503-1001, ext. 6006

E-mail: jfrick@washjeff.edu

Eva Chatterjee-Sutton

Vice President of Student Life & Dean of Students

Rossin Campus Center, Upper Level

724-503-1001, ext. 1360

E-mail: echatterjeesutton@washjeff.edu

Tracey Sheetz, Ph.D.

Vice President of Enrollment, Marketing, & Communications

Admission House, First Floor

724-503-1001, ext. 6025

E-mail: tsheetz@washjeff.edu

Kerri Lacock

Vice President for Development & Alumni Engagement

McMillan Hall, First Floor

724-503-1001, ext. 6078

Email: klacock@washjeff.edu

Joshua Guiser

Vice President for Business and Finance & CFO

Thompson Hall, Second Floor

724-503-1001, ext. 6010

E-mail: jguiser@washjeff.edu

Campus Directory

Students can find a [comprehensive directory](#) on MyW&J.



Leading at W&J

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 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 Washington & Jefferson College is to graduate people of competence, maturity, and uncommon integrity who will be effective lifelong learners and responsible citizens. In the College's pursuit to achieve that 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 an environment and opportunities, which enable 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 wellbeing, privacy, and security. Where reasonable and practicable, the College should solicit comments from students concerning the implementation of an amendment to policies that substantially impact students' experiences 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 with College policies or any federal, state, or local law. Students have the responsibility to express their ideas and opinions in a way that will not infringe upon the expression of ideas and opinions made by other members of the W&J community, by not engaging in hate speech and proceeding 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 to follow 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/her/their 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 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 Community Standards as outlined in the Student Handbook.

Section 5. Students have the responsibility to adhere to College policies concerning Community Standards.

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/she/they 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 Bill of Rights and Responsibilities null and void. Furthermore, the rights and responsibilities enumerated in this document are indivisible.

The Student 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.

W & J



WASHINGTON
& JEFFERSON



Being a President: College Policies

Policies that Govern Where I Live

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

<https://www.washjeff.edu/departments/residence-life/>

Housing - Residential Policy

Washington & Jefferson College 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, Washington & Jefferson College 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 ages '16-23' are required to live in College housing, and must maintain full-time status to remain eligible for campus housing. Students outside of the above age range can petition the Office of Residence Life to live on-campus, but campus residency is not required at not guaranteed.

The Student Housing Agreement

In order to gain access to their campus housing assignment all W&J students must electronically sign the student housing agreement in JaySource. This document is sent to each student at the end of the housing selection process for returning and incoming W&J Students. Students who fail to sign the agreement will not be granted access to their room assignment.

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.
7. If a student has a specific medical need that cannot be accommodated on campus and has been approved through the medical accommodations process.

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 four (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/her/themselves as commuting from the home of a parent/guardian, and is found instead to be living off-campus without being granted commuter status, may have a room charge added to his/her/their 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 their bill and may also be subject to disciplinary action.

Students who are required to switch to commuter status as the result of an accountability matter are not considered to have been granted commuter status, and a partial housing fee may be assessed at the discretion of the College.

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, medical, or religious housing accommodations must complete the Petition for Housing Accommodation, which can be found on the Residence Life intranet site. Completed petitions should be returned to the Office of Residence Life by emailing reslife@washjeff.edu, faxing (724-229-5143), or mailing to the following address by the published deadlines established by the College:

Washington & Jefferson College
60 South Lincoln Street
Washington, PA 15301

Each petition for Housing Accommodation will be reviewed by the Housing Accommodations Committee. 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, as the Office of Residence Life will work to find appropriate and reasonable accommodations that fit the specific needs of each student. 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>.

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 common areas of residence halls (typically the ground floor lounge). Standard cable service provides a variety of channels

including local broadcast stations. Unauthorized use of cable or internet signals, including tampering with the equipment, is not permitted and could be constituted as theft of service.

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 shared equally between roommates/suitemates. Rooms left in excessively dirty conditions which require additional cleaning at the conclusion of the year will be assessed for damages. 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. If no one has been specifically reported after five (5) days, 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 Office of Business & Finance.

How the Damage Policy Works

1. A resident or staff member reports common area property damages.
2. Office of 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 Office of Residence Life and billed over the summer by the Office of Business & Finance.

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 charges did not have 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

Students are not permitted to arrive prior to their designated move-in date unless they receive special permission from the Office of Residence Life. Approvable requests include NCAA sports that require early move-in, jobs or activities that require

participation in orientation (such as RAs and LINKs), and students who are arriving from out of the United States and have travel challenges.

Any returning student that has a particular need not listed above and requires a move into housing prior to the returning (Upperclass) student move-in date, should email reslife@washjeff.edu and explain their request in writing. The Office will review their request and approve or deny it within the next several business days. These requests should be submitted at least two (2) weeks prior to the scheduled returning move-in day. A request is not approved until an approval email is received by the student from the Office.

Those approved by the Office to move-in early, per a special request, will be charged \$125 per night. This fee will cover the cost of the student's housing as well as meals for each day. Please note that this will apply to any student moving belongings into their room prior the scheduled move-in date. Students moving in with an approved group (NCAA athletes, RAs, etc.) are sponsored by their respective office/department and will not be charged the fee.

Students arriving to campus early should also note that access to any belongings stored over the summer in PODS or other third-party storage vendors may not be available. Please note

First-year students are not permitted to move-in 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. Should the Office of Residence Life issue an exemption, the student will be charged a \$250 improper check-in fee. This fee will be in addition to the \$125 per night early arrival charge. Students who arrive early and attempt to access campus residence halls without written permission by the Office of Residence Life may be referred to the Office of Community Standards for disciplinary action.

Fire Safety Policy

Residential facilities are protected with fire detection and suppression equipment, which is connected directly to the Office of Campus & Public Safety and the Washington Fire Department.

All residents should acquaint themselves with the emergency escape plan of the residence hall and must 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.

Outdoor Fire & Fire Pits

The Office of Campus & Public Safety issues permits for outdoor fires. Applications to have an outdoor

fire must be made in person at Campus & Public Safety. Fires are permitted between the hours of 5 p.m. - midnight.

Approval for outdoor fires is at the discretion of the Campus & Public Safety shift supervisor and/or the Director of Campus & Public Safety. If approved, a permit will be issued. You must take a copy of this permit to the Office of Residence Life on the Upper Level of Rossin Campus Center. There you can obtain a fire pit and a fire extinguisher for your outdoor fire.

It is your responsibility to apply for a permit in enough time to obtain the pit and extinguisher from the Office of Residence Life. The Engagement Team recommends submitting an application a week in advance of your event to ensure a fire pit will be available. Call 724-503-1001 ext. 3025 to be sure a fire pit and fire extinguisher are available prior to submitting an application to CPS.

You can obtain your fire pit between the hours of 9 a.m. - 5 p.m. on business days. Pick-up of fire pits is not available on weekends.

The fire pits and extinguishers must be returned to the Student Engagement Suite on the Lower Level of Rossin Campus Center the next business day. If the fire pit is used over the weekend, please return it on Monday morning.

Outdoor fires must adhere to the following:

1. Fires must be contained in the issued metal fire pit and cannot exceed three feet in diameter and three feet in height. Fire pits must be 20 feet away from any structure or building, and the issued fire extinguisher must be nearby at all times.
2. Fire extinguishers should be discharged only in cases of emergency and should not be used for routine extinguishing of fires. If

a fire extinguisher is used Campus & Public Safety must be notified. CPS will make sure the fire extinguisher is recharged or replaced and put back into service as soon as possible.

3. Only approved burning material is permitted. Permitted materials include untreated wood and charcoal. Items not permitted to be burned include, but are not limited to, trash, plastics, rubber, painted wood, and plywood. Use of accelerants such as lighter fluid, alcohol, or gasoline is strictly prohibited. Store-bought fire starter fiber blocks or cubes are permitted.
4. Fire must be monitored at all times and must be completely extinguished with water (including all hot embers) by midnight.
5. Any behavior by an individual or group of individuals in attendance that puts the health and safety of themselves, others, or the community at risk may be addressed through the student conduct process as well as Pennsylvania state and local law. The individuals or group indicated on the application may also be held accountable for violations through the student conduct process as well.

The permit (pink copy) for the fire must be presented upon demand to any CPS Security or Police Officer, City of Washington Fire Fighter, or Washington or East Washington Police Officer.

Campus & Public Safety and/or the City of Washington Fire Department have the right to order the extinguishment of any fire at any time.

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.
- 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.

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 for many students. To maintain the integrity of the Fraternity and Sorority system, all chapters must maintain maximum occupancy of their chapter houses per the terms laid forth in the Greek Housing Agreement. Per the agreement, chapters unable to do so may be billed for vacant beds at the discretion of the College. If a chapter is too far below the maximum occupancy for its house, it may be required to relinquish the house, with members being assigned to other residence accommodations. All students residing in residence halls and chapter houses are required to participate in the board plan.

Health & Safety Inspections

Washington & Jefferson College takes students' health and safety very seriously and has established respective protocols for students living in campus residence halls. It is the responsibility of all community members to support these standards, which maintain a safe and healthy living and 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;
- Removing all trash and properly dispose of it in the trash room or in other trash receptacles located in their building.
- Vacuum, sweep, and mop all floors in their rooms.
- Check their smoke detectors to see if they are properly attached and in operating 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.

The Office of Residence Life performs Health and Safety Inspections during winter break of each academic year. During these times, a staff member will conduct a noninvasive inspection of the room/apartment/suite. He/she/they will 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:

- Check to ensure that beds, other furnishings, and other items are not blocking emergency exits or heating and ventilation units.
- Note any maintenance problems in their rooms and report them to the Work Order System.
- Do their laundry on a regular basis and properly store their 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 counter tops, clean the sink, and put away and/or organize personal items (if applicable).

Student Housing Outside of the Non-Academic Year

Students may request to stay on campus when classes are not in session, however they are not guaranteed campus housing. Prior to break periods in the academic calendar, the Office of Residence Life will notify students of the availability of break housing and provide guidelines related to requesting campus housing for the specific dates. Rates for break housing are as follows:

Winter Break Housing: \$750.00 for the entire break period

Summer Break and Summer Term Housing: \$250.00 per week of occupancy

Campus dining options during these times may be limited or not available. Students should plan to provide their own meals if they are approved for campus housing during a break period.

Student athletes in active competition may need to maintain occupancy within campus residence

halls during a break period. Residence Life works to coordinate the process for housing these student athletes with W&J Athletics. Individual student athletes that are required to stay on campus due to competition are not charged additional housing fees

Keys, IDs, & Locks

All residential facilities are locked 24 hours per day. Students are expected to carry their W&J Student ID (or have access to their Phone 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 ensure the safety of our residence facilities, it is imperative that all residents follow specific guidelines if a resident loses his/her/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 an ID replacement is necessary a \$15 fee is incurred by the student and billed to their account.
- If a lock change is necessary, a charge of \$150 is incurred by a student(s) who loses his/her/their room key. When a student checks out of his/her/their room, he/she/they must turn in his/her/their keys and complete the Room Condition Report, or a lock change charge may be applied.
- Students who lock themselves out of their rooms should notify his/her/their RA or Campus & Public Safety. Students are not charged for the first occasion of a lockout.

Each subsequent time a lockout occurs students are billed. For the second and third occasions, students are billed \$10 per lockout. For all additional occasions students will be billed \$50 per lockout.

Laundry Facilities

Washers and dryers are available in all laundry rooms at no cost to W&J residents. Additional washers and dryers are located in the back of Cooper Hall.

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 a.m. - 5 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, call Facility Services at 724-223-6086 during business hours. 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 room 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.

Pets

Pets are only permitted in approved pet-friendly buildings. Emotional support animals and service animals can be permitted outside of the pet-friendly buildings on a case-by-case basis, and only with the approval by the Office of Residence Life.

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 all halls 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 neighbors regarding noise. If you are confronted for noise during Courtesy Hours, you are expected to comply with the request. Courtesy Hours are in effect 24 hours/day.

Quiet Hours are 11 p.m. - 9 a.m. daily. Since residence halls require group living, 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 Fraternity and Sorority Life Team 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 Confirmation form prior to receiving their key for housing.

Room Furnishings

The College furnishes all rooms with beds, mattresses, desks, chairs, and closets or wardrobes for residents' use. Students are responsible for maintaining the condition of their rooms, including the condition of furniture and fixtures. In order to maintain a good contrition of living 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 the stacking of furniture, causes unusual wear and tear and is prohibited.
- The painting of 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.

Roommates

Part of W&J'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 their first semester. This opportunity is also available to Upperclass 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 RA 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 students live 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 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 Upperclass 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 & Public Safety and The Office of Residence Life Staff, as well as the students, 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. Student ID (swipe) 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 Campus & Public Safety or a College staff member. In many ways, our campus seems like a completely safe environment without dangers, but true safety requires protections for yourself and your personal belongings.

Crime occurs everywhere in the world, even on campus. As a residential student, you have a greater responsibility to lock your doors and look after your belongings. Below are some top safety tips for living on campus:

- Lock your room, suite, and apartment door. Most thefts on campus occur 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 the Office Residence Life/Campus & 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 an escort is as simple as texting the **Office of Campus & Public Safety** at **724-255-3968**. If you must travel alone at night, stay on well-lit paths and sidewalks.
- Call **Campus & Public Safety** at **724-223-6032** if there is an emergency, if you observe suspicious activity, or if you wish to report criminal activity. For police, fire, or medical emergencies, contact **Campus & Public Safety** by calling **911** from any phone. You may also use any of the emergency call boxes throughout campus to contact Campus & 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 during business hours or Campus & Public Safety after business hours.

Crosswalk Safety

Although there are several mid-block crosswalks on the 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 the 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

Office of Residence Life student staff members are on duty from 8 p.m. - 2 a.m. daily and 24 hours a day from Friday at 5 p.m. until Monday at 8 a.m. A professional Residence Life/Student Life staff member is on call 24 hours a day, seven days a week. The Office of Campus & Public Safety is open 24 hours a day, seven days a week, 365 days a year.

The Professional Student Life Staff Member on duty and Campus & Public Safety can be reached via text for non-emergency situations at 724-255-3968. In case of emergencies students on campus should call 911.

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 the Office of Student Health & Counseling 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 groups may not solicit students on the campus without written authorization from the Vice President of Student Life & Dean of Students or his/her/their 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 Division 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

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

During summer break, students are required to remove and take personal belongings home. Possessions may not be left in any student rooms. Any remaining items will be removed and disposed of or donated after students depart.

Students are responsible for securing storage for their belongings over the summer months. The Office of Residence Life provides a list of local vendors and their storage options for student convenience, but storage still remains the choice of each student. Again, any non-College items found in a student's room will be discarded.

Fraternities and sororities must arrange for storage of items with the Office of Residence 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 upon returning for the spring semester.

Students studying abroad during the spring semester will receive information regarding participation in Housing Selection. Students studying abroad in the spring need to assign another student as a proxy to select their housing 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 in housing 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. Students who violate this policy will be referred to the Office of Community Standards.

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. They shall be confiscated and the students possessing them will be subject to disciplinary action.

Electrical devices that produce heat must be used with caution. Halogen lamps, candles, air fryers, microwave ovens (excluding MicroFridges), hot plates, pressure cookers (Instant Pots, etc.) 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.

Storage of scooters, e-bikes or motorcycles are not permitted anywhere inside a residence hall

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. In accordance with the law, 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/her/their 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/her/their roommate to bring a guest into his/her/their room or have a guest stay overnight. Guests are not permitted to stay more than two (2) consecutive nights in a student's room. Additionally, guests may not spend more than seven (7) nights per month in a College-owned residence hall. Guests who are disrespectful to the community, violate College policy, or who present a safety issue for the community may lose permission to enter the residence hall.

Please note that the Visitation & Guest policy can be altered or suspended at any time for safety reasons.

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 based on a two-thirds vote of the residents.

For additional information related to the visitation, see the College's Guest Policy on pg. 85.

Social Event Policy

Social events are to be conducted and communicated as appropriately laid out in the social event guidelines provided by the Office of Residence Life. Any deviations from the social event guidelines without prior approval could result in disciplinary sanctions.

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 by W&J policy and the advisor of the organization. Any deviations from those guidelines could result in a violation of the Student Code of Conduct.

Policies that Govern My Privacy

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 (driver's 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 MyW&J page. To set or change a FERPA password, you must come to the Office of the Registrar with photo identification (driver’s license, school photo ID, passport) to complete the “Student Consent for Release of Records” form.

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.

Policies that Govern How I Study

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 Success

dss@washjeff.edu

Phone: 724- 223-6008

Fax: 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 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 to provide academic accommodations and to help students develop learning strategies that will enable them to succeed in the world beyond W&J.

Washington & Jefferson College works with students to provide academic accommodations, within the W&J curricular framework, that do not substantially alter course content or requirements essential to academic programs, in order to best ensure that students 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 which 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 exercising major bodily functions.

Accommodations Process

Note: Non-academic and housing accommodation requests are handled differently than the academic accommodations procedure listed below. Students seeking such accommodations must complete the College's Housing Accommodations request form. Students should direct non-academic accommodation questions or concerns to the Director of Belonging & Engagement.

1. Self-Disclosure or Referral

The College encourages students to self-disclose need for accommodations 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 Office of Disability Support Services 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 who may benefit from support.

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 the Office of 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 from high school is not sufficient documentation.

3. Review of Documentation

The Office of Disability Support Services reviews the documentation.

4. Meeting to Discuss Accommodations

The student meets with the Director of Academic Success in the Office of Disability Support Services to discuss the documentation and recommended accommodations.

5. Accommodation Letter Preparation

The Director of Academic Success 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 who will need accommodations should remind instructors one week prior to an upcoming test.

7. Semester Meetings with Disability Support Services

The student meets with the Director of Academic Success each semester to reinstate his/her accommodations.

Documentation Guidelines

The documentation provided to Washington & Jefferson College 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 need 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 Office of Student Health & Counseling Services for a referral to a professional in the local area for diagnostic evaluation.

The documentation must provide a specific diagnosis with clear evidence of the impairment/disability, its expected duration, and appropriate accommodations. Vague terminology, such as "learning differences," does not constitute a diagnosis. Professionals that may provide supporting documentation include clinical/school/neuropsychologists, psychiatrists, physicians, counselors, and learning disability specialists. The diagnostician cannot be a family member.

Submission of documentation is not the same as a request for services. Documentation may be emailed, faxed or mailed to the following:

Email

dss@washjeff.edu

Fax

724-250-3463

Address

The Office of Disability Support Services
Washington & 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; and Wechsler Individual Achievement Test (WAIT).

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.
- 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.

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:

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.

Grievance Process

If a student believes that his/her/their accommodation needs have not been met, he/she/they 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 Office of Disability Support Services is located in the Clark Family Library, Lower Level 003 and can be reached at 724-223-6008 or dss@washjeff.edu.

If the grievance is with the Office of Disability Support Services, 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 and can be reached at 724-223-6006 or academicaffairs@washjeff.edu.

Policies that Govern Safety & Wellbeing

Alcohol Policy

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. Items that can be considered alcohol paraphernalia that are not permitted in the residence halls include, but are not limited to: beer bong, funnels, beer pong tables, beer helmets, empty alcohol containers that have not clearly been repurposed for decorative purposes, or any other items that are designed to encourage binge drinking.
9. Alcoholic beverages may not be included in organized membership recruitment activities.
10. The advertising, promotion, and sale of alcohol are prohibited.
11. 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.
12. When the College holds an event open to the public, students and the public may not bring alcohol to that event.
13. Alcohol is not permitted in residence hall rooms on campus where all of the occupants are under the age of 21.
14. Bringing outside alcohol into events managed by the College is prohibited. All drinks brought into W&J events are subject to search by College officials acting in an official capacity.

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 at the sole discretion of the College.

It is required 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...she [or they] is the first to call for assistance, must use her/his[/their] 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, 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 may 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 several resources available on- and off-campus to provide alcohol and drug education or assistance with alcohol concerns:

- The Office of Student Health and Counseling Services 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/>
- National Institute of Alcohol Abuse and Alcoholism
<http://www.niaaa.nih.gov/>
- National Council on Alcoholism and Drug Dependence (NCADD)
<http://ncadd.org>

Drug Policy

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 is contrary to the intellectual and educational purposes for which the College exists.

Individuals arrested for selling drugs or found to be in possession of significant quantities of any drug shall be subject to interim suspension pending final disposition of the case through the Student Conduct process. If the student is subsequently found responsible by the College, he/she/they 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 to be charged with violating the Student Code of Conduct, and if found responsible, may be suspended from the College. Subsequent violations may result in suspension or expulsion.
2. Students who are subject to random NCAA drug testing may be found in violation of the Student Code of Conduct if they are found to have tested positive 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, vaporizers, and/ or pipes designed to smoke tobacco alternatives. Possessing these items with or without the intent to utilize them may result in being accused of violating the Student Code of Conduct.
4. The odor of drugs, specifically marijuana, emanating from a person or a person's room disrupts 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 Office of Disability Services 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.

Weapons Policy

All weapons are prohibited on campus. 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 & Public Safety pursuant to this policy will be disposed of appropriately, according to Campus & Public Safety procedures.

Knives that are longer than six (6) inches in length from the bottom of handles to the tip of the blade are not to be permitted. Additionally, any blade that is longer than four (4) inches in length, regardless of handle size, is not permitted. Any knife that is spring-loaded is not permitted on campus.

Residents are permitted to possess items such as pepper spray and mace for personal safety. If these items are used to intimidate or harm another person, the item will be considered a weapon.

For a more complete list of items that may not be authorized in the residence halls please refer to the Residence Life Policies & Procedures portion of the Student Handbook.

Leave of Absence

Medical Leave Policy

Note: Please carefully review this policy as it contains important information about the Medical Leave process, its impact on financial aid, and a student's re-admission 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/her/them from attending or completing their courses, that student 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 of Student Life & Dean of Students. 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 of Student Life & Dean of Students in consultation with the Director of Health & 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 for at least 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 may have implications for any financial aid they receive and for the amount due on their student account with the Office of Business & Finance.

Recipients of any federal aid, such as federal student and parent loans, Pell, and SEOG 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 Office of Financial Aid, located in the Admission House, at x6019, or via email at finaid@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 Office of Business & Finance.

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 three (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 two (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 five (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 re-admission 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. 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 re-application 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 re-admission should be received 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. In order to be approved for an upcoming semester, applications must be received a month prior to the start of classes.
2. Recent documentation (dated within a month of the date of re-application) 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 Office of Financial Aid. 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 decision of the Vice President of Student Life & Dean of Students is final.

Missing Person Policy & Procedure

The U.S. Department of Education requires institutions of higher education to have a policy in place with regards to missing persons. The law obligates colleges and universities to investigate any case when an on-campus resident has not been seen nor heard from for at least 24 hours. This policy adheres to those definitions and mandatory requirements.

However, Washington & Jefferson College and the Office of Campus & Public Safety may take prudent and lawful action prior to the 24 hour time requirement to investigate and, if appropriate, attempt to determine the whereabouts of any student, whether they are on-campus residents, live off-campus, or commute.

In compliance with the Missing Person Procedures 20 USC 1092 J (Sections 485/488 of the Higher Education Opportunity Act of 2008), W&J's practice, procedures, and policy are as follows:

- Faculty and staff are instructed to contact CPS 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 CPS with any concerns about missing students.
- CPS investigates missing person reports and will involve or assist local law enforcement agencies in such an investigation as necessary. If an investigation shows the student has been missing for more than 24 hours, the Office of Campus & Public Safety or Division of Student Life will inform the student's emergency contact, 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 & Public Safety or Division 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, CPS will inform the student's registered contact. If the student is younger than 18 years of age, CPS 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, CPS will inform the appropriate law enforcement agency.

Polices that Govern My Larger Community

Religious Activities Policy

The College recognizes the value and place of religious activities in its educational program, and offers opportunities for religious inquiry through courses within the Religious Studies Department. 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 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 Association, the faculty, and the administration.

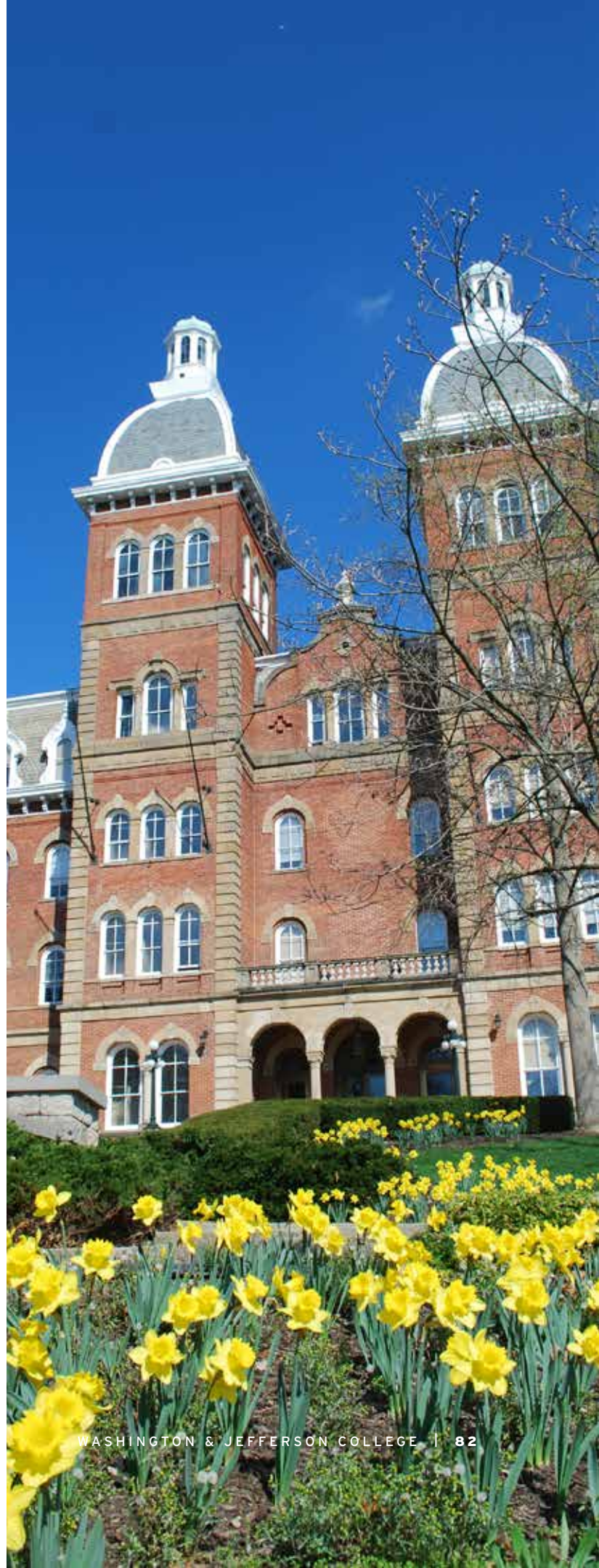
The College Chapel and the Multicultural/Interfaith Lounge are available for meetings, private prayer, and meditation, as well as approved services such as weddings and memorial services.

Implementation Procedures for Religious Activities on Campus:

1. Students organizing for religious activities are encouraged to make this known to the Student Life Office.
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 be coordinated through the Office of Belonging and Engagement,
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 Office of Student Engagement to ensure compliance with all College procedures pertinent to such events.
5. Recognized religious organizations on campus are responsible to the college advisor and to the Vice President of Student Life & Dean of Students.

Demonstration Policy

Orderly and peaceful demonstrations on the campus are permitted. A copy of the College's Demonstration Policy as well as requests to hold demonstrations are managed by the Office of Campus & Public Safety.



Student Code of Conduct & Student Conduct Procedures

Student Code of Conduct

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.

Statement of Community Values

The mission of Washington & Jefferson College is to graduate people 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.

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 throughout the college community
- 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

In joining the W&J community you are asked to adopt these tenants 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.

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: the Office of Community Standards, the Division of Student Life, the Office of Disability Support Services, and the Office of Campus & Public Safety, or to the Title IX Coordinator.

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 & Accountability Advisors

The staff or faculty members who have been designated as the Ombudsperson can be found online at the Community Standards and Support Services webpage: <https://www.washjeff.edu/departments/ombudsperson/>

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 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, etc.)

Accountability Advisors

Accountability Advisors are Washington & Jefferson students who have been trained by the Office of Community Standards on the W&J accountability process. All students are permitted to have an

Advisor of Choice present with them during their accountability meeting, and these Advisors have received special training to serve in this capacity.

Advisors can:

- Help students understand the accountability process and their various options
- Help students prepare for meetings, formulate questions, gather supporting documentation, or prepare an appeal

Advisors cannot:

- Speak on behalf of the student
- Directly address the Hearing Officer or Hearing Appeals Panelists
- Serve as a Witness and Advisor simultaneously

Students who are interested in requesting an Accountability Advisor should email osc@washjeff.edu at least two business days prior to their scheduled meeting. Community Standards-trained Accountability Advisors are not able to meet with students accused of academic dishonesty, or who are going through the Title IX process.

Any advisor disrupting a community standards proceeding will be asked to leave the meeting, and may be barred from serving as an advisor for future proceedings.

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. 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, student organizations, club sports, 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, Student 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 an incident report 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 an individual who is not currently a part of the W&J community.
14. The term “Advisor of Choice” refers to an individual selected by the Complainant or Respondent who supports the Complainant or Respondent through the Accountability process. This person may not actively participate in any Accountability proceeding.
15. The term “mediation” refers to mutual discussion between parties involved in a student Accountability matter. If successful, its end result is the resolution of said matter, which cannot be reversed.
16. The term “mutual consent” refers to agreement of outcomes, mediation, or disciplinary decision by all parties involved in an Accountability-related matter. This may include the Respondent, Complainant, Accountability Officer, or witnesses.

17. The term “Accountability Meeting” refers to the regular conduct process in which a meeting between a Respondent and an Accountability Officer is scheduled to discuss the Student Conduct charges, outcomes, responsibility, and appeals process.
18. The term “Accountability Officer” refers to the Director of Community Standards or their designee to coordinate Accountability Meetings or Hearings on a case-by-case basis and to impose outcomes upon any student(s) found to have violated the Student Code of Conduct.
19. The term “Hearing Appeals Panel” refers to the person or persons authorized by the Vice President of Student Life and Dean of Students to reject or uphold appeals made regarding decisions and/or outcomes imposed on a Respondent or Student organization.
20. The term ‘Accountability Hearing Panel’ refers to members of the College responsible for hearing accountability cases that may result in suspension or expulsion from the College. Annual training for these individuals is provided by the Office of Community Standards.
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 an outcome is imposed on a student. During this time some opportunities may not be available to the student. 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 outcome is completed or has expired, a student is then considered in good standing with the College.

Article IV: Administration of the Student Conduct Code

1. The Director of Community Standards maintains the appropriate Student Accountability Process and Proceedings as outlined below.
2. The Director of Community Standards shall develop policies for the administration of the Student Conduct system and establish procedures for Student Accountability proceedings that are consistent with provisions of the Student Code of Conduct.
3. Decisions made by the Accountability Officer shall be final, pending students’ rights to appeal. (See Article IX, Sec. C)

4. When applicable to matters of campus safety or potential infractions of the Student Code of Conduct, members of the Division of Student Life and/or Office of Campus & Public Safety 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 accountability matters that occur 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 their 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.

Students are also 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 Belonging & Engagement and Campus & Public Safety. 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.

Prohibited Conduct

- A. Alcohol - Use, possession, or distribution of alcoholic beverages or paraphernalia except as permitted by law and the College's Alcohol Policy outlined in the Student Handbook.
- B. Drugs - Use, possession or distribution of illegal drugs, controlled substances, prescription medication contrary to a valid prescription, or possession drug paraphernalia.
- C. Academic Dishonesty - 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; or 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.
- D. Complicity - Attempting to commit, knowingly permitting, encouraging, or assisting others with the commission or attempted commission of any act, omission or conduct prohibited under the Student Code of Conduct.
- E. Computer Misuse - 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; unauthorized access or entry into a computer, computer system, network, software or data; violating the College's Acceptable Use Policy.
- F. Destruction/Misuse of Property - 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. Unauthorized possession, duplication or use of keys to any College premises.

- G.** Disorderly Conduct - Engaging in behavior that creates an unreasonable disruption of the living and learning environment of the campus, or unreasonably disrupts or negatively impacts the experience, property, or well-being of another student
- H.** Disruption of College Activities - Disrupting or obstructing teaching, research, learning, administration, or other College activities, including its public service functions on- or off-campus, or other authorized non-College activities; disrupting or interfering with the orderly conduct of any Student Accountability proceeding; attempting to influence the impartiality of any individual involved in the Conduct process. Violation of the College's Demonstration Policy.
- I.** Endangerment - Physical abuse or force against one's self, another individual, or group, causing physical harm to any person or causing reasonable apprehension of such harm; conduct that endangers the health, safety, or well-being of one's self, or another group or person.
- J.** Failure to Comply - Defying the order or instruction of a College official, or other authorized person acting on behalf of the College. This includes when a student is found responsible for violating the Student Code of Conduct on multiple occasions.
- K.** False Information - Falsifying, distorting, or misrepresenting information before an Accountability Officer or administrator. Making an intentional or reckless misrepresentation which creates an unfair advantage or reasonable likely to damage, mistreat, or harm another.
- L.** Forgery - Altering, falsifying, or otherwise misrepresenting any College document, record, or form of identification.
- M.** Harassment - Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally. This includes cyberbullying and harassment based on age, race, color, national origin, ethnicity, sex gender, gender identity, religion, disability, or sexual orientation.
- N.** Hazing - 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 explicit or implicit 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.

Hazing may involve the following:

- 1.** Endangering the physical health or safety of a person, or would cause a reasonable person significant emotional distress;
- 2.** The destruction or removal of private or public property;
- 3.** The consumption of drugs or alcohol;
- 4.** The consumption of substances to excess or placement of substances on the body;
- 5.** Involves sexual activity;
- 6.** Violation(s) of federal, state, or local law or College policy;
- 7.** Disrupts the academic performance or class attendance of a person;

8. Branding, cutting, labeling, or shaving parts of the body;

9. Personal servitude or chores.

It is not a defense to hazing that consent of the Individual(s) Involved had been obtained, that the activity was not part of an official organizational event, or that the activity was not done as a condition of membership to the organization

O. Identity Misuse - Unauthorized use or possession of another student, staff, or faculty ID card; includes, but is not limited to permitting another student or non-student to use a College or government- issued identification card; alteration or sale of an identification card.

P. Residence Life Handbook Violation - Violating, attempting to violate, or assisting the violation of any contract, rule, policy, or handbook of the Office of Belonging & Engagement.

Q. Safety - Tampering with, or unapproved activation of any safety equipment and/or warning system; setting or causing a fire on campus; engaging in dangerous activities contrary to posted or verbal warnings.; failure to vacate buildings, sidewalks, or other College property during a fire alarm; use of a fire pit on-campus; throwing objects in, at, or out of a College building.

R. Sexual Misconduct - Any violation of the College's Title IX Policy.

S. Solicitation - Unauthorized or prohibited solicitation, sale, fundraising, canvassing, distribution or posting of any written material, email, web, or printed material.

T. Tobacco - Smoking tobacco, an electronic cigarette or a vaporizing cigarette in a campus building, or within 20 feet of a campus building entrance.

U. Trespassing - Unauthorized access into restricted areas of campus; unauthorized or unwanted entry into another student's room and/or residence hall, as well as inappropriate entry into restrooms.

V. Unauthorized Surveillance - 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.

W. Violation of the Law - Violation of any federal, state or local law.

X. Violating a Rule of the College - Violating, attempting to violate, or assisting in violating any College policy, rule, or regulation published in hard copy or available electronically on the College website.

Y. Weapons - 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.

Student Rights and Responsibilities During Accountability Proceedings

Rights

- 1.** Students have the right to due process in accordance with College policies.
- 2.** Students have the right to receive written notice of the specific charges and date of the scheduled meeting provided at least three days in advance of the meeting.

3. Students have the right to respond to the information presented in an Accountability Meeting, and call appropriate and relevant witnesses. It is expected that all witnesses will provide information that is accurate. Any student who knowingly provides false information during a conduct meeting will be charged with violating the Student Code of Conduct.
4. Students have the right to refuse to comment or answer questions.
5. Students have the right to an Advisor of Choice of their choosing. It should be noted this Advisor of Choice may not participate in the Accountability Meeting in any way.
6. Students have the right to the advice of the Ombudsperson.
7. Students have the right to have an outcome imposed that is commensurate with the violation for which they've been found responsible.
8. Students have the right to the appeal process as outlined in the Student Handbook.

Responsibilities

1. Students have the responsibility to be informed of the Student Code of Conduct as outlined in the Student Handbook.
2. Students have the responsibility to adhere to College policies concerning Student Conduct.
3. Students have the responsibility to be honest during all accountability proceedings.

Article VII (Title IX)

Washington & Jefferson College Title IX Policy

This Policy is current as of 1 November 2025

Title IX is a federal civil rights legislation that protects people from discrimination on the basis of sex in its education programs. Title IX includes protections against sexual misconduct, including Sexual Assault, Sexual Harassment, Dating and Domestic Violence, and Stalking. Protections further include prohibitions against all forms of discrimination on the basis of sex., including Sex Stereotypes, Sex Characteristics, Sexual Orientation, Gender Identity, and Pregnancy or Related Conditions.

Emergency Assistance

Personal safety and well-being should be the priority for any individual who has experienced sexual harassment, misconduct, or violence, including sexual assault. Emergency assistance is available by calling 911 or law enforcement, and/or seeking medical treatment. Additionally, these are the best options to ensure preservation of evidence and to file criminal charges immediately or at a later date.

Washington & Jefferson College's Title IX Coordinator oversees the implementation of the Title IX Policy and has the primary responsibility for coordinating W&J's efforts related to the intake, investigation, resolution, and implementation of supporting measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The Title IX Coordinator can be reached by phone or email at: **724-531-6878** or **titleix@washjeff.edu**

A report can be made by following the "Make a Report" link on the website listed below. The Title IX Policy can be read in its entirety at:

www.washjeff.edu/titleix

Article VII: Violation of Law and Student Code of Conduct

1. The Student Accountability process 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 are separate from criminal proceedings, and may proceed independently of any criminal investigation.
 - a. Determinations made or outcomes 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 the law, the College will not request or agree to special consideration for that individual because of their 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

A. Charges and Student Accountability Proceedings

Any member of the College community may submit an incident report against a student or organization for allegedly violating the Student Code of Conduct. Incident reports shall be prepared in writing and directed to the Director of Community Standards. All incident reports should be submitted as soon as possible after the incident takes place.

In cases that result in an Accountability Meeting, 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 is the outline of the proceedings for the Student Code of Conduct.

1. Accountability Meeting:

Upon receipt and review of an incident report, the Director of Community Standards (DCS) or their designee will meet with the Respondent or President of the Registered Student Organization in an Accountability Meeting. The Accountability Officer will provide written notice of the alleged violations of the Code and date of the scheduled meeting at least three days in advance. All official correspondence for Accountability Meetings will be sent to the student's Washington & Jefferson email address. The purpose of this meeting will be to:

1. Inform the student of possible violations of the Student Code of Conduct.
2. Gather information from the student's perspective regarding possible violations of the Code.

3. Determine if additional information is required to reach preponderance.
4. 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 Accountability Meeting, the Director of Community Standards will make a determination as to whether preponderance could be reached that the Student Code of Conduct has been violated. The Director of Community Standards will notify the student of the decision and any outcomes that have been imposed via the student's official College email address.

If a resolution is met between the parties involved, or outcomes 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 outcomes 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 a student fails to attend their scheduled accountability meeting, the Accountability Officer may proceed to make a decision in the student's absence, using the information that is currently available.

In some cases, where applicable and at the discretion of the Director of Community Standards, the Complainant and Respondent may be provided the opportunity to resolve the charges through mediation. The Accountability Officer may refer a matter to mediation in cases where suspension or expulsion from the College is not contemplated as an outcome 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, the standard accountability procedures described above will be employed.) The results of a mediation conference do not become part of a student's official record, but a record is kept of the findings and agreements reached.

2. Formal Accountability Hearing Panel

A Formal Accountability Hearing Panel is a live hearing in which an incident is reviewed by a board consisting of faculty, staff, and students. Cases will be referred to a Panel when the potential outcomes include suspension or expulsion from the College.

The Panel is responsible for determining whether a violation of the Student Code of Conduct has occurred and, if so, determining appropriate outcomes, in accordance with the standards and procedures outlined in the Student Code of Conduct.

A request for a Formal Accountability Hearing Panel may be made by any individual or organization involved in the accountability process and is subject to approval by the Director of Community Standards.

Procedures:

1. Notice of Charges

All charges shall be presented to the student or organization in written form. A hearing date shall be scheduled no fewer than five (5) and no more than fifteen (15) calendar days after initial notification.

2. Pre-Hearing Support Meeting & Information Access

The Office of Community Standards will schedule a Pre-Hearing Support Meeting with the respondent. During this meeting, the respondent will have the opportunity to review the complaint, discuss the process, and ask questions of a member of the OCS staff.

3. Privacy

Hearings will be conducted in private in accordance with FERPA regulations.

4. Panel Composition and Role of the Chair

Panels are composed of three (3) to five (5) members of the campus community, including at least one faculty member, one staff member, and one student.

The Director of Community Standards, or their designee, will serve as the Chair of the Panel. The Chair facilitates the process but does not participate in deliberations regarding findings or outcomes.

5. Failure to Appear

If the student or organization fails to appear at a scheduled hearing after receiving proper notice, the Panel may proceed in their absence. In such cases, the respondent forfeits the opportunity to present additional information, and their absence alone is not grounds for appeal.

6. Participation Format

The Panel may accommodate concerns related to personal safety or well-being by allowing participation through virtual means. This determination is made at the discretion of the Chair.

7. Witnesses

The student or organization may identify witnesses to provide relevant information during the hearing. Witnesses must be submitted to the Chair at least 24 hours in advance of the hearing. Additional expectations regarding witnesses are outlined in the Student Code of Conduct.

8. Hearing Procedures

The Chair will begin the hearing with opening remarks. The respondent will have the

opportunity to present information related to the incident and the alleged violations. Panel members may ask questions of the respondent and any witnesses.

All questioning and procedures will be conducted in accordance with the guidelines outlined in the Student Code of Conduct.

9. Deliberation and Determination

After all information has been presented, the Panel will deliberate in private to determine whether the respondent is responsible for each alleged violation. If the respondent is found responsible, the Panel will determine appropriate outcomes in accordance with applicable guidelines.

10. Outcome Notification

The Director of Community Standards will provide written notice of the Panel's decision to the respondent within 24 hours of the conclusion of the hearing.

11. Appeals

The respondent may appeal the Panel's decision to the Vice President of Student Life and Dean of Students within three (3) business days of notification. Grounds for appeal and related procedures are outlined elsewhere in the Student Handbook.

B. Interim Suspension, Suspensions & Medical Leave

1. Interim Suspension

In certain circumstances, the Director of Community Standards, 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:
 - I. To ensure the student's own physical or emotional safety and well-being;
 - II. 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 accountability process, which shall proceed on the normal schedule, up to and through the Appeals Process, if required.
- d. If a student or organization has filed an appeal, outcomes in the case will be stayed until a decision has been made by the Appeals Hearing Panel, except in cases where an interim suspension has been issued.

2. Suspension

A suspension is an imposed outcome that has resulted from significant conduct violations or repeated violations of the Student Code of Conduct that have been adjudicated through the accountability process. 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 Office of Campus & Public Safety 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 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 a medical leave at any point during the accountability process, the alleged violations will be evaluated and addressed as part of the evaluation on the student's return.

C. Appeals

The Respondent may appeal decisions made by an Accountability Officer or Formal Accountability Hearing Panel. 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 their outcome letter, within three (3) business days of the decision.

If the student or organization is appealing the decision of an Accountability Officer, a College Hearing Panel, which is composed of at least one

faculty member, one staff member, and one student will hear the facts related to the case via a live hearing, and will make recommendations to the Vice President of Student Life and Dean of Students regarding the validity of the appeal and proposed changes to the outcomes imposed (if any). The members of this Panel are selected and approved by the Office of Community Standards, and have received annual training regarding Panel procedures, adjudication methods, and the Code of Conduct. Those selected will have the least opportunity for bias. Respondents and Student Organizations filing an appeal will be permitted to identify any potential conflicts of interest among Panelists prior to the start of proceedings.

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 their discretion, can postpone the appeal process or rule on the appeal themselves if postponement is considered to be to the detriment of the student and/or the community.

Appeals of a Formal Accountability Hearing Panel will be heard by the Vice President of Student Life and Dean of Student. This appeal can include a meeting with the Vice President of Student Life and Dean of Students at their discretion.

Appeals are considered on the following grounds:

1. To determine whether the outcome(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 Accountability Meeting.

3. To determine if the 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 considered, the Appeals Board will recommend proposed changes in the outcome of the case to the Vice President of Student Life and Dean of Students. 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, the student will be notified of any impact, change, or alteration to an outcome that has been put in place. This may include adjusting an outcome's deadline or requirements to ensure the appeals process can be followed appropriately, while maintaining student health and safety.

Article X: Outcomes & Fines

- A. The following are possible, but not limited to, outcomes that can be imposed on a student or organization. More than one outcome can be imposed on any violation.
- B. For students who have been placed on probation, the student is considered not in good standing with the College. During this time,

some opportunities for 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 an outcome 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 Probation has been completed or has expired, a student is then considered in good standing with the College.

- C.** All outcomes 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 outcomes are to be completed by and/or expire, and any other relevant information in the student accountability 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. **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. **Educational Activities** - This includes, but is not limited to, essays, letters, community service, projects, presentations, assignments, educational programs, and counseling.

5. **Fines/Restitution** - 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, and receive transcripts or diplomas. Most often enforced when a student has not completed an outcome. This is lifted once the outcomes 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 outcomes if the student or student organization is found to be violating any institutional regulation(s) during the probationary period. A student placed on disciplinary probation may or may not lose privileges. This determination will be made based on the severity of the violation.

8. **No Contact Order** - A student may be directed to cease all communication and contact with another student, group of students, faculty member, or other College employee. Under a No Contact Order, a student may be prohibited from entering or remaining in or around a specified College building, facility, or area of campus. This may also be issued as an interim measure in cases where it has been determined a student may be a threat or harm to others.

9. **Loss of Privileges** - In addition to 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.

10. 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.

11. 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 removal from campus housing and an addition of a structured plan to attend only classes. This could include completing in abstention.

12. 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.

13. Campus Housing Expulsion - Permanent separation of the student from Campus Housing.

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

15. 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.

16. Degree Withholding - The College may withhold 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.

17. Other Outcomes - Additional or alternate outcomes may be created and designed as deemed appropriate to the violation with the approval of the Director of Community Standards or his/her/their designee.

D. Organizational Outcomes

As members of the Washington & Jefferson Community, all 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 accountability 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

Accountability Process. Washington & Jefferson recognized Organizations may be placed on one or more probations concurrently.

1. Outcomes 1-5 outlined above

2. Loss of Selected Rights and Privileges - Any rights or privileges that an organization obtains through recognition 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:

- 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 organization may conduct any other activity that is not defined as social (i.e. brotherhood/sisterhood, community service, philanthropy, meetings, rituals, practices, athletic competitions 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:
 - Mixers
 - Pinning ceremonies
 - Formal/Semi-Formal events
 - Homecoming events

- Alumni Events
- Any additional events that are seen as social by the College
- Hosting Events
- Greek Community events, such as Greek Week, will be subject to approval by the Office of Belonging & Engagement.

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 Office of Belonging & Engagement.

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 outcomes, typically incur fines. Fines are assessed to an individual's student account unless otherwise discussed with the Director of Community Standards. 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.

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 pulling 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.

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 Policies & Procedures portion of this handbook.

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

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. (August 2026)
- B.** Any question of interpretation or application of the Student Code of Conduct shall be referred to the Director of Community Standards or their 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 conduct record. Upon graduation, or anticipated graduation date, a request may be made by the student that the conduct record be expunged of disciplinary actions, other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree.

- D.** Case files are held in the Student Life Offices. All files are held for seven (7) years from the date of case resolution. 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 their designee. Disciplinary files or copies of disciplinary files cannot be given or viewed without the consent and presence of the Director of Community Standards or their designee. Under certain extenuating circumstances, such as distance, the Director of Community Standards at their 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 outcomes 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 conduct 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 outcomes 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, etc.), and some job applications may require a student to release their conduct 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.





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