

ACKNOWLEDGEMENT OF RECEIPT OF COMMUNITY HANDBOOK

Students please sign and return this page to the Division of Academic and Student Affairs.

I have received a copy of the 2010-2011 Wells College Community Handbook. I understand that as a student at Wells College, I am responsible for knowing and complying with the policies and Student Conduct Code and the Collegiate Association Constitution contained therein. If I have any questions or concerns, I will contact the Division of Academic and Student Affairs.

I understand that the information contained in the Community Handbook is current as of August, 2010. Wells College reserves the right to change or modify the policies and Student Conduct Code in this publication without notice or obligation. Students will be notified of substantive changes via campus email and the Community Handbook will be modified effective the date such notice is sent.

Signature

Printed Name

Date

Wells College is approved by the New York State Education Department for the training of veterans and other eligible persons. Wells College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 Telephone: 267.284.5000. E-mail: info@msche.org

Wells College reserves the right to add, delete or change, in their entirety or in part, policies, programs, curricular structures, courses, requirements, regulations, rules and/or fees noted in this Community Handbook at any time. Changes will become effective whenever the proper authorities so determine and must apply not only to prospective students but also to those who at that time are matriculated in the College.



Community Handbook 2010-2011

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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MESSAGE FROM THE PRESIDENT



Welcome to the 2010-11 academic year at Wells College.

This Handbook has been designed to help you through your time at Wells. It describes what is available to you, what is expected of you, and, importantly, what you can rightly expect from others. Please review its contents; keep it on hand as a valuable reference tool to which you can return.

We hope that as you become familiar with the contents of this Handbook, you'll come to see that Wells is a community that honors both the self and the collective. At Wells, we do more than accept diversity; we embrace the chance to understand and celebrate our differences. We cultivate more than a simple respect for one another; we take joy in each other. We ask of ourselves more than mere civility; we begin, with both our thinking and our actions, to create the kind of world in which we want to live—one that is inspiring, liberating and fair.

In order to be successful in this shared endeavor, we have established guidelines, policies and procedures. Far from being restrictive in their intentions, these structures exist to help community members collaborate in a spirit of understanding. You'll find these governing documents within this Handbook; as you read through them, please give special attention to the Honor Code and the Community Standards Statement. These two documents provide a foundation for understanding the ways in which, as individuals and as a community, the citizens of Wells interact.

In addition to official policies and procedures, you'll find in these pages a calendar, which we hope will be of use to you as you embark upon a year full of deadlines and celebrations. You'll also find a brief history of some traditions at Wells, information about the people who make up the Wells community, and resources of both the campus and the surrounding region.

No Handbook could fully describe the close-knit community that makes one's time at Wells so memorable. The students, faculty and staff of the College come to know and care a great deal about each other, not simply as classmates, teachers and administrators, but as people, mentors and friends. This is, of course, as it should be in an institution dedicated to the education of the whole person. In ways unimaginable at most other institutions, each individual's voice contributes to how the community defines itself.

We have come to Wells from many different places. We arrive from different geographies and different ideologies, yet all of us come to Wells by virtue of an invitation extended and accepted. In making our individual choices to join with one another at Wells, we have, in turn, accepted the personal obligation to both support each other and contribute to the continued vitality of the College.

This College will be what we make it—together, as a group. We have much to do. Let's get started.

A handwritten signature in black ink that reads "Lisa Marsh Ryerson". The signature is written in a cursive, flowing style.

— Lisa Marsh Ryerson, President of Wells College

MESSAGE FROM THE DEAN OF STUDENTS



On behalf of the entire Division of Academic and Student Affairs, we welcome you to another exciting year at Wells College! In particular, we look forward to getting to know the newest members of our community; the class of 2014 and our new transfer students. I trust that you will find this Community Handbook to be a valuable resource and reference guide. Many people have worked to prepare the contents to ensure we have the most accurate information possible in all sections.

For students, please pay careful attention to the information contained in the Honor Code, the Community Standards Statement, the Student Conduct Code and the Residence Life sections. This information represents the values and tenets by which we all agree to live and work with one another as socially responsible members of our community.

Our Mission Statement in Student Life states that investment in the Wells College community requires courteous regard for self and others through words, actions, behaviors and choices.

In accordance with the Wells College Mission, Community Standards Statement and Honor Code, the Student Life staff members aspire to cultivate a socially responsible community comprised of knowledgeable students of integrity. Student Life staff partner with students to design policies, programs, practices and opportunities to assist students in developing life skills, perspective, civility, competence, compassion, responsibility and vision for citizenship in an intercultural society. In addition, our staff strives to embody a collaborative, cooperative and sustainable team approach that expects personal and interoffice accountability.

In addition to the Community Handbook, we hope that you will visit the Wells College web site (www.wells.edu) for information and updates. The Globe (global.wells.edu) is also a valuable resource. Many documents and resources and answers to your questions can be found there.

The student life staff is available to answer questions and hear insights or suggestions from any member of the community. Please feel free to stop by our offices or e-mail us with any ideas and thoughts you may have for making Wells the type of community all of us envision.

All the best for a wonderful year,

A handwritten signature in black ink that reads "Joel A. McCarthy". The signature is written in a cursive, slightly slanted style.

Joel Andrew McCarthy
Dean of Students

WELLS COLLEGE MISSION

The mission of Wells College is to educate students to think critically, reason wisely, and act humanely as they cultivate meaningful lives. Through Wells' academic program, residential atmosphere, and community activities, students learn and practice the ideals of the liberal arts. The Wells experience prepares students to appreciate complexity and difference, to embrace new ways of knowing, to be creative, and to respond ethically to the interdependent worlds to which they belong. Committed to excellence in all areas of its reach, Wells College equips students for lifelong learning and for sharing the privileges of education with others.

WELLS COLLEGE HONOR CODE

Community honor shall be the basis of student government at Wells College. The principle of community honor is based on the pledge of each member of the student body to be honest and trustworthy in the conduct of her or his collegiate life as it is defined or encompassed by the Collegiate Constitution. Wells College students are under community obligation and pledge not to lie, cheat, steal, deceive, or conceal in the conduct of their collegiate life as defined or encompassed by the Collegiate Constitution. Each student is obligated to report violations of community honor involving her or himself to a member of the appropriate judicial body within 24 hours. A member of the student body, member of the faculty, or member of the administration or staff who is witness to a violation (or an admission of a violation) of community honor has the responsibility to urge the offender to report her or himself. If the offender fails to do so, the obligation falls to the witness.

WELLS COLLEGE COMMUNITY STANDARDS STATEMENT

Wells College strives to become a diverse and inclusive community where individuals live, work, teach and learn with a goal of promoting and maintaining an atmosphere of respect. Membership is a privilege that requires all individuals to treat others humanely, and with mutual understanding and tolerance. Wells College fosters an environment in which free speech, openness, acceptance, and inclusion—even of those ideas or beliefs that may be controversial—are appreciated and considered in their appropriate settings.

Discrimination on the basis of (but not limited to) race, color, religion, ethnic or national origin, sex, age, varying physical or mental abilities, sexual orientation, gender identity, or political beliefs will not be tolerated. Verbally or physically abusive or harassing behavior that makes the College atmosphere intimidating, hostile, or threatening is unacceptable. All community members are subject to the laws that govern the rest of society.

NONDISCRIMINATION STATEMENT

Wells College welcomes students of every origin to all the privileges, programs, and activities available to every Wells student. Wells College does not discriminate on the basis of race, sex, color, creed, age, marital status, sexual orientation, disability, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, employment or other College-administered programs. Inquiries may be directed to the Title IX coordinator, Kit Van Orman, at 315.364.3317.

WELLS COLLEGE TRADITIONS

Odd/Even

The first Odd/Even game was played in 1898. Upon entering, First-Year students belong to one of two traditional lines. The Evenline, whose colors are blue and green, consist of students who graduate in even-numbered years. The Oddline, whose colors are purple and yellow, consists of students who graduate in odd-numbered years. Each line has its own mascot. For women, the Evens have Cleo (the elephant), and Odds have Oddwina (the bear). During the first week of this tradition, tryouts take place and teams are picked. Each team then selects its song leaders, who carry the responsibility of preparing the teams for the sing-off competition the day before the basketball game. The song leaders supervise the creation of the class banners and writing of the class song. After two weeks of practice and songs in the dining hall, the First-Year and sophomore teams meet in the gym for the famed game. The victors get first dibs on a side of the “outdoor grill,” which they paint over. The other team shares this experience and paints the other side of the grill. Regardless of which team wins, there is plenty of enthusiasm, and valued memories are once again added to this long-standing tradition.

The first Men’s Even/Odd dodgeball game was played in February 2008. Like the long-standing women’s tradition, the colors are the same, and players consist of members of the First-Year and sophomore classes, who are coached by members of the junior and senior classes. The game is refereed by members of the dining hall staff. The Men’s Evenline mascot is Clyde (the elephant), and the Oddline mascot is the Oddlion. Every year the men have an additional event equivalent to the women’s sing off which is currently still in transition. Men’s Even/Odd occurs during the spring semester as a continued celebration of the long standing and famed Even/Odd tradition.

Tea Time

Tea and coffee are served every weekday afternoon in Macmillan Hall’s Art Exhibit Room. Though the long dresses and china cups have disappeared, this break from afternoon seminars is still a great time to get together with friends and professors.

Convocations

Opening Convocation celebrates the beginning of the academic year and the formal introduction of the new incoming class. A traditional part of this convocation is the candlelight ceremony. Symbolized by a candle flame, the spirit of the Wells connection is passed from alumnae/i to students, signifying the support that Wells students give one another throughout their lives. The Collegiate Cabinet plans the Convocation that opens the spring semester and welcomes students, faculty and staff back to campus after the intersession. Honors Convocation is held at the end of the year where most annual award presentations for student’s achievements are made.

Weihnachten

To celebrate the holiday spirit that sweeps through campus each winter, the Traditions Committee organizes a holiday show for the community to enjoy. Village residents and their children, students, faculty and staff engage in the activities that take place on the first Monday night of December. The main attractions of the night are holiday skits put on by students, resident advisors and administrators. Seniors try to remember and re-create their First-Year skit, and the new students work the crowd by performing theirs. Singing groups on campus such as Henry’s VIII, Appointed, and the Whirligigs are invited to sing.

October 2nd:

October 2nd marks the anniversary of the Board of Trustees decision to make Wells College a Co-educational institution. In remembrance of the protest carried out by our past Sister Classes, this day will stand to honor their strength, determination, and passion for single sex education and standing up for their rights, and this important moment in the history of Wells College. Collegiate Cabinet hosts a ceremony, open to the public which includes a slide show, readings from news reports, and speeches. This event is meant to be informative and highlights the history of Wells College. A candle light ceremony is held at the end of the program.

Charter Day

Charter Day marks the dates of the original two charters granted by New York State at the end of March: the charter in 1868 for Wells Seminary and the charter in 1870 for Wells College. Community members are greeted by “Henry Wells” who also reads snippets from the many speeches he wrote during his lifetime; we show a slide show of events at Wells throughout its more than 140 years; students put on a skit comparing Wells today with Wells in an earlier time, illustrating “the more things change, the more they stay the same”; and we hear a talk about some aspect of Wells’ history—all combined with the long-standing practice of enjoying food while we celebrate!

May Day

May Day is a ceremony organized by the First-Year class and May Queen that celebrates the “Royal Senior Court.” The College held its first official May Day celebration in 1923. Held on or around May 1st, the ceremony includes announcing and crowning the Senior Royalties and the Junior Queen. Elected by the Junior Class, the Junior May Queen is crowned by her senior predecessor at the May Day celebration. During her senior year, the May Day Queen is charged with helping the First-Year class to organize the event.. During the celebration, poetry is read, songs are sung, and the First-Year student dancers, dressed in white, perform a dance while wrapping the May pole. Women who dance their first year are then eligible to be crowned May Queen their junior year or be on the court their Senior year. The Senior Court members are voted on by the Senior Class. Only women may perform the May Day dance but men are encouraged to help organize the event and participate in readings and performances. Male students who help with the event their first year are eligible to be recognized their senior year.

Moving Up Day

Each spring the senior class promotes students to the next class year. This all-student occasion organized by the senior class includes skits, songs, jokes and the pinning of the juniors with college pins.

Commencement

Since the first graduation activities were held in 1869, Wells has hosted a distinguished Commencement ceremony accompanied by many festivities.

A reception on Friday evening is held with a special concert by one of the College’s student singing groups. On the morning of Commencement, seniors and their families ride in the original Wells Fargo stagecoach to the ceremony where degrees are awarded. In the early days, essays (sometimes amusing) were delivered by the graduates on Commencement day, with musical interludes by the students; a dignitary gave the keynote address. Commencement speakers are selected by the senior class.

CLASS YEAR TRADITIONS

FIRST-YEAR

First-Year Student Signs

When First-Year students arrive on campus for orientation, they receive a small piece of cloth, a piece of string and instructions. The job of the First-Year student is to make a sign from the cloth, including their name and hometown. Students wear these signs throughout the first week on campus to aid the faculty and other students in knowing their names.

Halloween Hayride

On or around Halloween night (usually during Family and Friends Weekend), the freshmen class officers organize a hayride for local children and community members. Weather permitting, a hayride carries groups of students around campus where rehearsed skits are performed outside the residence halls and other buildings portraying ghost stories from Wells' history. After the hayride, the children are invited to walk around the campus supervised by parents or students and go trick-or-treating at each of the residence halls. Students who wish to hand out candy to the children will be asked to make a sign to put on the door to let the supervisors know where to bring the kids. Afterwards, all are invited to a party on campus for snacks and cider.

Caroling

During the holiday season, a few days before the start of J-Term, the First-Year class officers organize a multitude of holiday events. The officers gather volunteers who wish to go caroling around the village of Aurora, making stops at the Aurora Inn and various other locations. The parade is concluded at the president's home, where she offers cocoa and cookies to the carolers.

Volunteers for Weihnachten

During the winter holiday season, the First-Year class officers gather volunteers who, on a designated day, go to each residence hall and decorate the lobbies and common areas to reflect several holiday traditions. During Weihnachten, the volunteers are responsible for creating a skit to perform at the Sommer Center amongst all the other class skits. This gathering is open to the entire Wells community.

Talent Show

During Spring Week, First-Year and sophomore students star in a talent show, showing off their most amazing and unique talents to Wells and to the community. The event is hosted by the sophomore class with prizes from the First-Year class.

20 Days

During the last 20 days before the seniors graduate, the First-Year students choose 20 silly things for the seniors to wear, do, say, etc. for the entire day. This is a playful response to the freshman signs!

SOPHOMORE YEAR

Spring Dance

To welcome in the warm weather, the sophomore class hosts an annual Spring Dance for Wells students and their guests. This event usually takes place in the Sommer Center in March.

Sophomore Smash

This annual event is run by the FARGO Board (Friends And Recent Graduates Organization). They throw an appreciation and bonding event during the first semester. Also, sophomores receive their Wells ivy plant which is symbolic of their growth, time and success at Wells.

JUNIOR YEAR

Junior Mugs

At the end of sophomore year, students receive their personalized ceramic mugs in celebration of being juniors. These mugs are christened at Junior Blast and then used for champagne breakfast during the senior year.

Junior Blast

In the spring, the junior class throws themselves a party—Junior Blast!

Junior Stunt

At the end of each spring semester, the junior class creates skits about the seniors. The hilarity is open for the entire student body to watch.

SENIOR YEAR

Senior Table

The table closest to the windows on the south end of the dining hall is traditionally the senior table. It is reserved for seniors and their guests only. Anyone who is not a senior is welcome to join the seniors at the table. HOWEVER, they must ask a senior before sitting. Otherwise, the non-senior will be requested to participate in good natured antics of senior choice.

Senior Auction

At the end of the spring semester, seniors compile a list of individual attributes that they auction off to their fellow students. The basis of this tradition is to exchange an item or a service to raise funds that will benefit the senior class. Some services include cleaning residence hall rooms, holding study sessions, and possibly making home-cooked meals.

Caps and Gowns

Seniors wear academic gowns on the first and last day of classes each semester, at champagne breakfast, convocations, Odd/Even game and sing-off, 20 Days, and at Moving Up Day.

Minerva

Outside of Main, the College's first building, sits the lovely statue of the Roman Goddess Minerva. Symbolizing wisdom, craft, wit and intellect, the senior class decorates Minerva at the beginning of the fall semester. Minerva remains decorated throughout the school year. During the morning of the last day of classes, after singing around the Sycamore tree, the senior class takes turns kissing the feet of Minerva to bring good luck, success and prosperity to all graduating seniors.

Sycamore Tree

On the last day of classes, seniors, in their robes, are joined by fellow students and administration on the front lawn of Main where they dance and sing around the old Sycamore tree. The sophomores present the seniors with roses to commend them on their accomplishments, then everyone proceeds to the dining hall where they are cheerfully served breakfast by the senior administration. Before going inside, the seniors stop to kiss Minerva's feet.

PROGRAMMING BOARD TRADITIONAL ANNUAL PROGRAMS

Disco Dodge

This annual event is held in the lounge of Dodge Residence Hall early in the fall semester. Wells students and their guests dance to '70s music and compete for best costume in their finest polyester attire.

Semi-Formal

In November, students and their guests participate in an elegant soiree with the chance to dress in formal attire and enjoy a candlelit dinner. Following dinner, a performance by one of the singing groups is held in the Chapel. After the performance, students head to the dining hall for the dance.

Mainly '80s

Mainly '80s is the perfect chance to break out the spandex and funky hairstyles.. Traditionally held in the basement of Main Building, Mainly '80s is the time where students dress in their best '80s attire and cut "footloose" to live tunes of the '80s! The night is also filled with hula-hoops, break dancing and lip sync contests.

Spring Week

Held in late April, Spring Week is a chance for students to have fun and unwind before finals begin. Various events are held throughout the week with an all day event capping the week off on Saturday. Held rain or shine, Saturday's event usually includes live music, student club sponsored activities and a BBQ dinner.

INSTITUTIONAL LORE

Bells

The bells in Main Building's tower are rung to announce dinner every night, on the arrival of the first snowflakes, and other special events. Alumnae/i often request them rung in honor of a wedding, birth of a child, or other momentous life occasion.

Singing

When a Wells student deserves special recognition for an election, birthday, or other accomplishment, friends will often sing the "Wells Congratulation Song" which goes as follows:

Oh (name of student) we sing to you
You are so good and true
We'll all be loyal to you
We'll raise your name
And praise you, too
And so we sing to dear Wells and you, hey!

Sister Classes

First-Years and Juniors are each other's sister class, and Sophomores and Seniors are sister classes. They traditionally support each other and have several bonding opportunities throughout the year. These include Odd/Even, the Opening Barbecue, May Day, Junior Stunt, and multiple other traditions.

Rings

Each semester, members of the upper classes may order the traditional onyx and gold Wells College ring. The ring symbolizes the memories that Wells provides. Modeled after Henry Wells' own signet ring, it was originally gold with black onyx. However, students have the option of having their ring made in silver.

Lake Freezes Over

Should Cayuga Lake freeze over, no classes are held that day and a formal holiday pronouncement is made.

ACADEMIC CALENDAR 2010–2011

WELLS COLLEGE

FALL SEMESTER 2010

AUGUST

2	Monday	Hall Directors Return to Campus
7	Saturday	RAs Return to Campus
14	Saturday	Orientation/Peer Leaders Return to Campus
17	Tuesday	Athletes Return to Campus
19	Thursday	Student Leaders Return to Campus
19	Thursday	New Faculty Orientation
22	Sunday	New First-Year Students Arrive
22–25	Sunday–Wednesday	Orientation
23	Monday	Day for Faculty
25	Wednesday	Returning and New Transfer Students Arrive
25	Wednesday	Welcome Back BBQ
26	Thursday	Late Registration Classes Begin, 8:15 a.m. Opening Convocation, 7:30 p.m.

SEPTEMBER

Sept. 30– Oct. 2	Thursday–Saturday	Fall Board of Trustees Meeting
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OCTOBER

9–12	Saturday–Tuesday	Fall Break (Classes end Friday, October 8 at 4:30 p.m. and resume Wednesday, October 13 at 8:10 a.m.)
29–31	Friday–Sunday	Family and Friends Weekend

NOVEMBER

24–28	Wednesday–Sunday	Thanksgiving Break (Classes end Tuesday, November 23 at 4:30 p.m. and resume Monday, November 29 at 8:10 a.m.)
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DECEMBER

6	Monday	Weinachten
8	Wednesday	Last Day of Classes
9–12	Thursday–Sunday	Study Period
13–16	Monday–Thursday	Final Examination Period

INTERSESSION 2011

DECEMBER 26–JANUARY 30

SPRING SEMESTER 2011

JANUARY

28	Friday	Employee recognition breakfast
30	Sunday	Returning and New Students Arrive
31	Monday	Late Registration Classes Begin, 8:10 a.m. Spring Convocation, 4:45 p.m.

FEBRUARY

10–12	Thursday–Saturday	Winter Board of Trustees Meeting
18–19	Friday–Saturday	Gospel Weekend
25–26	Friday–Saturday	Henry Wells Weekend

MARCH

19–27	Saturday–Sunday	Spring Break (Classes end Friday, March 18 at 4:30 p.m. and resume Monday, March 28 at 8:10 a.m.)
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29	Tuesday	Charter Day
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MAY

5–7	Thursday–Saturday	Spring Board of Trustees Meeting
11	Wednesday	Honors Convocation
13	Friday	Classes End, 4:30 p.m.
14–16	Saturday–Monday	Study Period
17–20	Tuesday–Friday	Final Examination Period
		21 Saturday Residence Halls Close, 5:00 pm (for non-seniors)
28	Saturday	Commencement, 10:00 a.m. 28 Saturday Residence Halls Close, 5:00 pm for Summer Break

JUNE

2–5	Thursday–Sunday	Reunion
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SECTION TWO: ADMINISTRATIVE POLICIES

BIAS INCIDENT PROTOCOL

In keeping with the Wells College Mission Statement, Honor Code and Community Standards Statement, we strive to provide an educational, working and living environment free from discrimination, harassment, intolerance and hate.

A bias incident is characterized as a behavior or act—verbal, written or physical—which is personally directed against or targets an individual or group based on perceived or actual characteristics such as race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status or age. Behavior reflecting bias may constitute a violation of Wells College policy, as outlined above.

The Community Handbook contains policies that govern how we work and live together at Wells College. Specifically, the following policies expressly prohibit intolerance and bias:

- Computer, Internet and Electronic Communications Policy
- Harassment Policy
- Student Conduct Code

REPORTING A BIAS INCIDENT OR HATE CRIME

Students, faculty and staff may report a bias incident or hate crime to the department of campus safety, the office of residence life and learning communities or the office of human resources. There is an option to anonymously report a bias-related incident online by going to the campus safety section of The Globe:

global.wells.edu

For additional information, please contact the Bias Incident Response Team (BIRT) at bias-response@wells.edu.

RESPONSE PROTOCOL

1. All reports of an alleged bias incident or hate crime should be documented in writing. When documenting the incident:
 - Provide a detailed account of the incident, including date, time and location;
 - Relate to the best of your ability the specific content of the words, gestures, or other behavior;
 - Identify the alleged perpetrator, if known to you and/or provide a detailed description;
 - List all witnesses and contact information;
 - Attach written information (i.e. e-mails, letters or notes); contact the Department of Security to take photographs of visual evidence or information;
 - include other pertinent information that will assist the college in response
2. All reports of an alleged bias incident or hate crime will be forwarded to the Bias Incident Response Team (BIRT).
3. The dean of students and/or the manager of human resources will respond immediately to the needs of the affected party or parties and notify members of the campus community as appropriate and/or as required by federal law. For incidents that affect the immediate health and safety of the campus community, the critical incident response protocol will be activated and followed as outlined.

4. The department of campus safety, in consultation with the dean of student's staff and/or the human resources office, will conduct an investigation.
5. Coordinated campus responses may include, but are not limited to:
 - Identification of and referral of affected parties and/or offenders to appropriate support resources and services on or off campus;
 - Disciplinary action as outlined in the community handbook, employee handbook and/or faculty manual;
 - Informal resolutions such as mediation, facilitated dialogue between parties, discussions in residence halls or staff meetings; and/or
 - Educational awareness programs for the community.

Efforts will be made to protect the identity of individuals involved and to maintain the level of privacy requested by the reporting party. Persons reporting an incident may self-identify or remain anonymous. Anonymous reporting, however, may impact the college's ability to respond or pursue appropriate action against the alleged perpetrators.

BIRT members receive confidential information on a need to know basis, evaluate the facts and circumstances of the reported incident, and assist in creating and implementing an appropriate campus response and action plan. Faculty committees, administrators and staff, and student groups are consulted as necessary in the development of a response and action plan. BIRT keeps the campus community appropriately informed as the college works toward resolution of the reported bias incident. The purpose of the Bias Incident Response Team is to:

- (1) respond to bias incidents in a timely and coordinated manner;
- (2) be proactive in Wells College's response to bias incidents; and
- (3) engage bias constructively as an opportunity for learning and transformation of individuals and the community.

The department of campus safety, the dean of students office and the office of human resources will maintain a historical record of documented bias incident and hate crime reports that occur on campus or at college sponsored events or programs. The Crime Awareness and Campus Security Act of 1990 requires the College to publish statistics in certain types of crimes, including Hate Crimes. For annual Wells College crime statistics, visit <http://www.wells.edu/slife/crimestats.htm>.

COMPUTER, INTERNET, AND ELECTRONIC COMMUNICATIONS

I. General Statement of Policy

Wells College (the "College") is committed to academic excellence and providing the resources necessary to maintain academic excellence. Pursuant to this goal, computers, computer accounts, network and Internet access, electronic mail, and related services (individually and collectively, these computing resources and services are referred to as the "computer system") are provided for use by all members of the College community. This policy applies to any student, faculty member, staff member, employee, or other individual who has received appropriate authorization to use the College's computer system. Access to and use of the College's computer system is a privilege, and such use must be consistent with the terms of this policy, and with the goals, standards, and overall mission of the College.

II. Electronic Communications

All messages, data, files, programs, Internet Web sites, and other material or information (individually and collectively referred to as “electronic communications”) stored in or transmitted via the College’s computer system are College records. Accordingly, the College reserves the right to access and disclose the content of electronic communications stored in or transmitted via its computer system: (1) as it deems appropriate for the administration and maintenance of the computer system; (2) when the College determines that such access or disclosure is necessary to investigate a possible breach of security, misuse of College resources, violation of law, or violation of College rules; (3) when the College determines that such access and disclosure is necessary in connection with an academic, disciplinary, or administrative inquiry, or legal proceeding; or (4) for all other purposes permitted by law. The College may routinely monitor and log usage data such as network session connection times and end-points, computer and disk utilization for each user, security audit trails, network loading, etc.

Each user’s use of the computer system constitutes consent to the College’s access, disclosure, and monitoring. Users of the computer system should not have any expectation of privacy in any electronic communications stored in or transmitted via the College’s computer system.

III. Prohibited Uses of the Wells Computer System

The College’s computer system may not be used in any manner that is inconsistent with the goals, standards, or mission of the College. The College’s faculty, staff, other employees, and guests are expected to use the computer system only for legitimate purposes consistent with their employment and the College’s mission. Students may use the computer system for lawful and proper recreational purposes, unless such use interferes with another student’s ability to complete their academic work.

Prohibited uses of the computer system for all users include, but are not limited to:

- 1) Engaging in copyright infringement or other unauthorized downloading, copying and/or distribution of copyrighted material, including (1) unauthorized downloading of anything of which you do not already own a copy (software, MP3s, movies, etc.), (2) copying and/or distributing copies of copyrighted audiovisual works without the authorization of the copyright owner via “peer-to-peer” programs such as KaZaA, LimeWire, BearShare, and Morpheus, and (3) setting up file shares with copyrighted material, violates the U.S. Copyright Act, 17 U.S.C. §§ 101 *et. seq.* and is prohibited by College Policy.

Copyright infringement may subject you to both civil and criminal liabilities. In a civil action, you may be liable for the copyright owner’s actual damages plus any profits made from your infringing activity. Alternatively, the copyright owner can elect to recover statutory damages of up to \$30,000 or, where the court determines that the infringement was willful, up to \$150,000. Copyright infringement may also constitute a federal crime if done willfully and: (1) for purposes of commercial advantage or private financial gain; (2) by the reproduction or distribution, during any 180-day period, of 1 or more copies of 1 or more copyrighted works, which have a total retail value of more than \$1,000; or (3) by the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if you knew or should have known that the work was intended for commercial distribution (17 U.S.C. § 506). Criminal penalties for infringement may include imprisonment for up to 10 years, fines up to \$250,000, or both (18 U.S.C. § 2319).

Students who violate the College’s policy are also subject to discipline under the College’s Student Conduct Code, which may result in sanctions including, but not limited to, written warnings, disciplinary probation, monetary damages and fines, interim suspension, disciplinary suspension and disciplinary expulsion. The sanction imposed for a particular violation will be determined on a case-by-case basis depending on the specific facts and circumstances involved.

- 2) Installing software on the College’s computer system;
- 3) Attempting to access or monitor another user’s electronic communications, reading, copying, changing, or deleting another user’s messages, files, or software, without permission of the user, or in some other way invading the privacy of others;

- 4) Engaging in any illegal commerce or any illegal activity of any kind;
- 5) Posting or transmitting any material that is threatening, abusive, profane, defamatory, obscene, offensive, or pornographic, or that is discriminatory, harassing, derogatory, or demeaning to any individual or group based on race, color, religion, sex, sexual orientation, disability, familial status, age, national origin, ethnicity, or other prohibited basis;
- 6) Engaging in any type of harassment of other individuals, including continually sending unwanted messages after a request to stop;
- 7) Attempting to destroy or sabotage the computer system or attempting to perform any act that impacts upon the proper operation of the computer system, such as intentionally spreading computer viruses;
- 8) "Hacking," tampering, or attempting to gain unauthorized access to confidential information within the College's computer system or to other remote computer systems;
- 9) Accessing, transmitting, or releasing information or data of a confidential or proprietary nature obtained by virtue of the user's position with the College to unauthorized persons;
- 10) Attempting to subvert security systems or data protection schemes to gain unauthorized access to other accounts;
- 11) Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others, such as sending unnecessary mass mailings or chain letters;
- 12) Sending electronic mail messages to the "everyone group" (students@wells.edu, staff@wells.edu, or faculty@wells.edu) except for necessary and legitimate purposes, such as in the event of campus emergencies or urgent operational needs, for notification of campus meetings, and for notification of College-sponsored events or other events off campus which relate to the College's educational goals;
- 13) Operating businesses, unauthorized fundraising or using the computer system in some other way for personal financial gain; and
- 14) Creating and/or operating Web sites on computers on the College network without obtaining prior approval from the College.

All users of the computer system must act responsibly and maintain the integrity of the computer system. The College reserves the right to limit, restrict, revoke, suspend, deny, or extend computing privileges and access to the computer system. Those who do not abide by the College's policies regarding the computer system are subject to having their computer privileges, including use of and access to the computer system limited, restricted, suspended, revoked, or denied, and may be subject to campus disciplinary procedures, termination of employment, and/or appropriate legal action.

DISCLOSURE OF DISABILITIES POLICY – STUDENTS

Wells College fully supports and complies with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and all other federal and state laws prohibiting discrimination against individuals with disabilities. The College is committed to providing reasonable accommodations to students with disabilities who are otherwise qualified.

REQUESTING AN ACCOMMODATION

If you have a documented disability and wish to request accommodation(s) to provide equal access to your education at Wells, you must disclose your disability and provide official documentation of the disability from a qualified professional who can also make recommendations about reasonable accommodations that relate to your disability. In order to disclose, you should complete the Wells College Disabilities Disclosure Form, available from the dean of students office, the dean of the college's office or on the Wells College website. You must also provide a signed Wells College Learning Disabilities or Other Diagnosed Disabilities Release Form so that the coordinator of learning support services can notify faculty and relevant people about your disability and recommended accommodations.

The coordinator of learning support services is available to assist students with disabilities to arrange for reasonable accommodations. The College determines which accommodations, if any, are necessary and reasonable under the circumstances. Students with disabilities are encouraged to complete the Disabilities Disclosure Form and contact the coordinator of learning support services.

ACADEMIC ACCOMMODATION

Academic adjustments must be reasonable accommodations. Whether a particular accommodation is necessary and reasonable will depend on the circumstances and the student's individualized needs. Generally speaking, the College assumes the cost, if any, of accommodations such as auxiliary aids which may be necessary for classroom participation. However, aids which assist the student in her or his daily living, such as wheelchairs, glasses, and hearing aids, for example, are the responsibility of the student.

DOCUMENTATION

Generally speaking, the cost of providing documentation to support a requested accommodation is the student's responsibility. In certain situations, the College may cover the cost of further assessment, or provide financial assistance in those cases where assessment would present a significant financial burden to the student. Requests for such assistance should be made to the dean of the college.

If you are requesting accommodations based on a disability or requesting readmission to Wells College after a leave for medical or psychological reasons, you must complete the Wells College Disabilities Form and provide documentation as specified below.

If you are requesting off campus housing, housing in a specific room or residence hall or a single room based on a disability, you must complete the Wells College Disabilities Disclosure Form and Housing Exemption Form and submit the following specific documentation in writing to the division of academic and student affairs:

1. Documentation must be provided by a qualified medical professional with comprehensive training and relevant experience in diagnosing the full range of the medical/psychological/psychiatric/mental disability for which you have been diagnosed and have appropriate licensure and certification.
2. For psychological or learning disabilities, current testing (within three years) must be attached.
3. A well-written, comprehensive report from a qualified medical professional must include the following:
 - specific medical or learning disability or diagnosable mental disorder (with a specific diagnosis based on the DSM-IV criteria)
 - specific evidence of substantially limiting one or more major life activities and how the disability affects the student in the classroom or residential campus environment
 - major symptoms of the disability
 - specific areas of educational impact
 - previous history of the diagnosis and prognosis
 - medications currently prescribed, including substantial side effects
 - rationale for specific recommended accommodations that affect academic or housing needs

The dean of students will consult with the coordinator of learning support services to determine the appropriate accommodation(s) (or make a readmission decision) and will respond to your request in writing. The request will be considered on an individualized basis and may require a meeting with the dean of students and/or the disability specialist in order to better assess your needs. In order to facilitate the request, please sign the release on the Disabilities Disclosure Form granting the dean of students or coordinator of learning support services permission to discuss the student's condition (and how it affects the student in the College setting) with the student's medical provider.

POST-GRADUATE ENTRANCE EXAMS

Students should be aware that the GRE, LSAT, and MCAT currently have stringent documentation guidelines for individuals seeking disability-related accommodation. Students are not guaranteed accommodation when taking these exams merely because they have received or are receiving accommodations at Wells College. Students interested in taking the GRE, LSAT, MCAT, or similar post-graduate entrance exams are encouraged to research the documentation guidelines for these exams well in advance. Students are responsible for the cost of any additional assessment or documentation which may be needed under those guidelines.

GRIEVANCE

Students who have a disability-related grievance are to follow the procedures outlined in the Wells College “General Policy on Grievances and Appeals” which can be obtained from the offices of the deans and vice presidents. It is also available in the reserve collection of the library.

DISCLOSURE OF DISABILITIES POLICY – EMPLOYEES

Wells College fully supports and complies with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and all other federal and state laws prohibiting discrimination against individuals with disabilities. The College is committed to providing reasonable accommodations to individuals with disabilities who are otherwise qualified.

If you have a disability and believe you need a reasonable accommodation to perform your job, you should notify your supervisor and the human resources office. These individuals will work with you to determine what accommodation, if any, is necessary and reasonable. The College determines what accommodation, if any, is necessary and reasonable under all the circumstances.

You may be asked to provide documentation from an appropriate medical professional to support your request and to assist the College in determining an effective reasonable accommodation. The College may request further medical documentation in certain circumstances.

If you have any questions about this policy, or if you have any concern involving a reasonable accommodation, you should contact the Human Resources Office at ext. 3317.

DISSENT POLICY

A college community is characterized by and devoted to the principle of academic freedom. Its nature requires that all who seek membership in it are wholly given to the proposition that truth will be found only when the freedom to teach and the freedom to learn are protected. Indeed, its corporate life is governed by its faith in reason and civility and in the frank and open exchange of views.

It is also true that students, faculty and staff in joining a college community do not in any way surrender the overarching citizen rights provided by the U.S. Constitution. Thus, they continue to enjoy the right of free speech, the right to participate in activities on and off campus, the right of peaceful assembly, the right to substantive and procedural due process, and all the other rights which safeguard the citizen in the exercise of freedom. Unorthodoxy, vigorous dissent, and the articulate advocacy of a minority point of view are not merely to be tolerated, but welcomed both on and off campus.

In the exercise of both citizen rights and those deriving from the principle of academic freedom, students, faculty, and all other members of the Wells community have an explicit responsibility to act in accordance with College regulations and local, state, and national laws, and to assure that expressions of dissent do not impair in any way the rights of others to teach, learn, or carry out the essential work of the College.

With these guiding principles in mind, the board of trustees, with the concurrence of the students, staff and faculty of the College, has adopted the following regulations, which are applicable to all demonstrations hereafter occurring upon College premises, and will govern the conduct of all demonstrators, those demonstrated against, and spectators, whether or not they are members of this academic community.

In addition to complying with the requirements of the following specific regulations, all persons, whether they are members of the Wells community or guests, shall conduct themselves in a manner which does not disrupt the academic community or infringe upon the rights of others.

- All persons shall assure and maintain reasonable and free access to and exit from any College office, building, or other premise.
- No one shall interfere with the freedom of movement or speech of any individual or group.
- No one shall interfere with persons, or disrupt classes, education, and administrative activities, or any orderly events sponsored by any College office or official, faculty group or student group.
- Anyone who attends or participates in any lecture, speech, discussion, demonstration, or public event shall treat everyone present in an orderly and courteous manner.
- When a speaker is the object of protest, no one shall display signs and other demonstration impediments so as to interfere with the reception of the speech.
- No one shall utilize physical force or harassment against persons, or willfully destroy property.
- No one shall use language or actions likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
- No one shall have access to or use of any College records without authorization.
- No one except law enforcement officers shall possess any firearms on campus.

It is the hope and expectation of the College that no demonstration or demonstrator will go beyond the bounds set by these regulations. To safeguard the interests of all concerned, it is requested that those planning a demonstration of any type inform the dean of students, dean of the college, or vice president and treasurer of their intentions as far in advance of the demonstration as possible. To this same end, the College gives notice that it will respond to violations of these regulations as follows:

ENFORCEMENT AND JUDICIAL PROCEDURES

Each member of the College community, student, faculty, or staff, who observes any action which appears to violate College regulations regarding demonstrations, shall request the demonstrator(s) to stop that action at once.

If the demonstrator(s) continue(s) the action, then the observer shall call upon the president of the College or her designate to come to the scene. The president shall (a) make clear to all participants that they appear to be acting in violation of College regulations and, when appropriate, in violation of the New York State Penal Code, and (b) ask them to cease and desist.

If the president's request that the demonstrators cease and desist is not heeded, she may:

- Inform students participating in the demonstration they are provisionally suspended from the College for appearing to violate College regulations and will be charged as such within 48 hours before the Community Court in accordance with the due process stipulations of the Collegiate Constitution.
- Inform faculty participants in the demonstration they are provisionally suspended from the faculty of the College for appearing to violate College regulations and will be charged as such within 48 hours before the Faculty Advisory Committee in accordance with the due process stipulations of the Faculty Manual.
- Inform staff (non-faculty) participants in the demonstration they are provisionally suspended from the staff of the College for appearing to violate College regulations and will be charged as such within 48 hours before an ad hoc committee (appointed by the senior administration) in accordance with the Staff Handbook.
- Inform non-members of the College community engaged in the demonstration they appear to be in violation of College regulations and that the privilege of remaining on campus has been rescinded and that they are subject to legal action for any past, present, or future act.

If those participating in the illegal demonstration continue to persist after the president's act of suspension, she will take such further action as she deems appropriate including:

- Calling upon campus safety officers to assist in restoring and maintaining order.
- Seeking legal assistance in requesting that an injunction be issued against the demonstrators.
- Seeking assistance from local law enforcement agencies to restore and maintain order. The president will not distinguish between members and non-members of the College community.

Penalties for those judged guilty of violating College regulations will be fixed by the appropriate judicial body of the College and will range from reprimand through probation and suspension, including expulsion or dismissal.

It is to be understood that members of the College community who are prosecuted by public authorities for acts arising out of an illegal demonstration on campus will also be subject to penalties prescribed by the College's judicial system.

The College reserves the right to override internal campus judicial penalties as appropriate.

DRUG-FREE SCHOOLS AND COMMUNITIES AND DRUG-FREE WORKPLACE POLICY

Wells College has long been committed to providing a safe, secure, and comfortable work and living environment for all members of the College community. To continue our efforts toward that goal, and in compliance with the Drug-Free Schools and Campuses Regulations and the Drug-Free Workplace Policy, the College prohibits the unlawful use, possession, distribution, and manufacturing of controlled substances (drugs) in and on Wells College-owned or -controlled property. Wells College is also committed to providing drug prevention programs and to educating the Wells community regarding the health risks associated with the use of illicit drugs and the abuse of alcohol or other drugs.

As a condition of employment, all faculty, staff, and student employees are required to abide by the terms of this policy. A copy of the complete policy is located in the human resources office in Macmillan. Consequences for not complying may include discipline up to and including termination and/or referral for assistance. Students must abide by the Alcohol and Drug Policies as outlined in the Code of Student Conduct outlined in this Community Handbook. Consequences for noncompliance may include referral for assistance and/or suspension or expulsion from the College.

To aid the College in complying with the Drug-Free Workplace Act, counseling services for employees may offer drug awareness at the discretion of the College. A full description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol, a description of the health risks associated with the use of illicit drugs and the abuse of alcohol and a description of the drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students can be found on the Wells College Web site.

Any questions regarding this policy may be directed to the human resources, campus safety, or the dean of students offices.

FIREARMS

Wells College prohibits any individual from possessing firearms on campus or in vehicles on campus.

FUNDRAISING AND SOLICITATION

This policy applies to individuals, departments, clubs and organizations who desire to fundraise or solicit donations as representatives or members of Wells College. All solicitations and fundraisers must be approved through the office of student activities and leadership. The intent of this policy is to ensure that the College's fundraising and solicitation efforts are coordinated and represent the mission of the institution.

FUNDRAISING POLICY

All Wells community members or groups interested in sponsoring a fundraiser must apply using the Fundraising Request Form provided by the office of student activities and leadership. Forms can be found on the Students tab on The Globe and should be submitted at least three weeks prior to the event, although for large scale fundraising, more time may be necessary. Monies raised from the events needs to be deposited or donated within seven days after the close of the event. The amount raised from this event must be reported to the office of student activities and leadership within seven days after the close of the event – this report can be emailed to: studentactivities@wells.edu.

When reviewing applications, the following questions will serve as deciding factors:

- Does the fundraiser align with the mission of Wells College?
- Has sufficient planning taken place for the fundraiser to be successful?
- Are the goals of the fundraiser realistic?
- Who are the proceeds going to benefit?
- Who is the intended audience?
- Are there any competing fundraising efforts, events or activities that might be compromised?
- Is the intended audience appropriate, and have they recently been targeted by another Wells initiative?
- Has your group repeatedly hosted this event? Does your group have a monopoly on this fundraising idea?

The Office of Student Activities and Leadership will coordinate the approval of all applications that reflect intent to hold an event on campus with an internal audience and beneficiary. Student Activities must pre-approve all materials used to advertise and promote the event on or off campus.

Applications that intend to appeal to an external audience, or to donate to an appropriate external organization, and/or a capital improvement, will require the approval of a Senior Staff member(s). Senior Staff and External Relations must pre-approve all materials intended to advertise and promote the event including but not limited to posters, flyers, letters, e-mails, etc.

PHILANTHROPIC GIFTS

All gifts to the College as a whole, or to individual groups or departments, must be processed through the advancement office. Gifts should be brought to the Advancement office in Pettibone House.

No College buildings may be used for commercial purposes by outside vendors without prior permission. Students may utilize their own talents and time for earning personal money as long as the project is approved by the director of campus involvement.

GRIEVANCE POLICY

As a community, Wells College respects the right of each individual member of the community to a fair hearing of complaints and grievances. The Wells College policy on grievances and appeals is intended to ensure the fair and careful consideration of complaints, guarantee the right to due process and appropriate appeal, preserve confidentiality, and protect the rights of all parties concerned.

Any Wells College student, faculty member, or staff member with a grievance or complaint against another member of the College community has a right to a fair and objective consideration of her or his complaint, first through informal complaint procedures and then, if necessary, through formal grievance procedures. Only grievances submitted by the individual with the complaint will be considered. Formal grievances must be in writing.

Every effort will be made to resolve grievances and complaints at the lowest possible level. In all circumstances, the rights to privacy and due process of both the person making the complaint and the person complained against must be protected. Retaliation in any form against a person exercising her or his rights to grievance and appeal is in itself an offense for which action may be sought under this policy.

This policy covers a wide range of possible categories of grievances and appeals, including, but not limited to those related to personnel decisions, charges of unfair bias, or grading disputes. Specific applications of the policy may be found in other College policies, such as the Harassment Policy or the Collegiate Constitution. The subject of a grievance has the right to appeal an adverse decision.

A copy of the Grievance Procedures is available in the dean of students office, the dean of the college's office or the human resources office.

HARASSMENT AND SEXUAL MISCONDUCT POLICY FOR WELLS COLLEGE STUDENTS

The following policy and protocol applies to all situations in which a Wells College student believes he or she has been the alleged victim of harassment or sexual misconduct by another student. Policies governing alleged harassment or sexual misconduct by or between a faculty or staff member are outlined in the Wells College Harassment Policy which can be obtained in the office of human resources.

STATEMENT OF POLICY

Wells College is committed to maintaining a positive emotional and physical environment in which all students have an equal opportunity to achieve success. The College will not tolerate any acts of harassment or sexual misconduct as outlined in this policy. Intimidation, harassment, and sexual misconduct are inconsistent with the Wells College mission and Community Standards and with maintaining social responsibility and academic freedom on campus.

HARASSMENT DEFINITION

For the purpose of this policy, harassment is defined as unwelcome verbal or physical conduct based on a student's race, sex, sexual orientation, religion, age disability, national origin, ethnic background, military status, veteran status, marital status or any other characteristics protected by law.

Sexual harassment includes, but is not limited to, blatant and overt acts such as unwanted or unwarranted touching, bribery, demands for sexual favors, threats of physical and/or emotional harm, exposing one's self, undue attention, unwanted embraces or bodily contact, sexual gestures or verbal abuse. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. such advances or requests are made under circumstances implying that one's response might affect decisions that are subject to the influence of the person making the proposal; or
2. such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or
3. such speech or conduct is reasonably regarded as offensive and substantially impairs students.
4. the behavior may be an unwanted series of events or an unwanted single encounter that causes a reasonable individual worry, trouble, or concern.

SEXUAL MISCONDUCT DEFINITION

Sexual misconduct is defined as any sexual contact or conduct with another person without that person's consent. Sexual misconduct also includes sexual contact or conduct with another person who is under the age of 16 or whose ability to appraise or control conduct is substantially impaired.

Whether a person is impaired or incapacitated by ingestion of alcohol, drugs or otherwise, and thus incapable of providing consent, invokes the judgment of a reasonable person. That is, would a reasonable person observing an individual's behavior believe that he/she may be mentally impaired or incapacitated? Whether or not this standard is met will be determined on a case-by-case basis, followed by an investigation and/or meeting involving the appropriate College administrators and/or disciplinary body as outlined in the Wells College Community Handbook. Impairment or intoxication by the alleged perpetrator does not excuse the conduct.

VIOLATIONS

Acts of sexual harassment and sexual misconduct violate this protocol and sanctions for students found responsible for such violations will be determined on a case-by-case basis in accordance with the nature and severity of the violation:

APPLICABLE PROCEDURES

1. Bringing a complaint

- (a) Any student in the College community who believes that he or she has been the victim of harassment or sexual misconduct as defined above may report the incident to the department of campus safety, the office of residence life and learning communities or the dean of students office.
- (b) A College administrator may initiate charges within the scope of these procedures to address potential issues of concern to the College and/or a member or members of the College community. In such cases, the procedures described below will be altered to the extent necessary at the discretion of the College for the efficient disposition of a charge, given the circumstances presented.

2. Resolution of a complaint

- (a) Once the incident is reported to the department of campus safety, the office of residence life and learning communities or the dean of students office, the dean of students (or his or her designee) meets with the alleged victim, discusses the nature of the complaint and requests a written statement from the alleged victim. Complaints must be brought forward within six months of the date of the alleged violation in order for the College to investigate and resolve.
- (b) The dean of students (or his or her designee) explains the complaint and resolution process, answers questions and informs the alleged victim that the investigation is confidential to the extent practicable. The dean (or designee) advises the alleged victim not to have contact with the alleged perpetrator until the incident is resolved. The dean (or designee) also ensures that the alleged victim either has already or is offered, as the circumstances may warrant, the option to:
 - a. make a police report
 - b. receive medical attention (on or off campus)
 - c. receive counseling
 - d. change living locations
 - e. arrange for alternative class accommodations if the two students share a class
 - f. select a faculty/staff member to serve as a confidential advocate during the investigation and resolution process.
- (c) The dean of students (or his or her designee) contacts the alleged perpetrator and explains the reason for meeting, the nature of the alleged complaint and the process going forward. The alleged perpetrator is instructed to keep the process confidential and not to have contact with the alleged victim until the incident is resolved. The dean of students (or his or her designee) will request that the alleged perpetrator submit a written statement regarding the alleged incident within 24 hours of this meeting. The dean of students (or his or her designee) ensures that the alleged perpetrator is offered the option to:
 - a. receive counseling;

- b. select a faculty/staff member to serve as a confidential advocate during the investigation and resolution process.
- (d) At any point in the process, the dean of students (or his or her designee) can make a determination based on the presented facts about the safety of the complainant and the potential risk to other students. If deemed necessary in her or his discretion, the dean of students (or his or her designee) may impose an interim suspension or other conditions as outlined in the Community Handbook. Except in exceptional circumstances, the dean of students (or his or her designee) will have at least a preliminary discussion first with the accused before imposing interim sanctions
- (e) The dean of students (or his or her designee) reviews the written statements of the alleged victim and alleged perpetrator (and any other relevant information) and conducts any necessary follow-up investigation and questioning.
- (f) Unless circumstances do not reasonably permit, within five business days from the date the alleged victim notifies the College of the incident, the dean of students makes a determination regarding next steps for resolution. In the dean of student's discretion, the incident may be resolved in one of the following manners in keeping with the Student Conduct Code and the College's judicial process:

Informal Resolution. In some instances, incidents and/or allegations are most appropriately resolved in a manner not resulting in formal judicial charges, including, but not limited to, meeting with a counselor at the Medical Center and/or other faculty/staff or other campus or off-campus resources as appropriate (i.e. off campus agencies, mediators, counselors, etc).

Conduct Review Meeting. A Conduct Review Meeting may be conducted by a Student Life administrator to adjudicate the alleged violation in keeping with procedures outlined in the Student Conduct Code.

Harassment Complaint Board Investigation. The dean of students contacts the Harassment Complaint Board as outlined in the Wells College Harassment Policy and follows the Hearing procedures outlined in the Harassment Policy.

Administrative Decision. The dean of students may make an administrative decision regarding an alleged violation of the Student Conduct Code. The College also reserves the right to place a student on interim suspension when conduct is deemed to be in violation of College policy or in situations where the student poses a risk to him/herself, to other or the College and its programs and mission. In taking such action, the College need not assign further reasons. A student placed on interim suspension will normally be entitled to a Conduct Review Meeting within 72 hours.

No Further Action. The dean of students determines there is not sufficient basis to justify proceeding further and the disciplinary matter is dropped or other charges are assigned, as appropriate.

False Report. The dean of students determines that the alleged victim made a knowingly false statement and the disciplinary processes outlined in the Student Conduct Code is engaged.

ADDITIONAL INFORMATION REGARDING THE COLLEGE'S SEXUAL HARASSMENT AND SEXUAL MISCONDUCT PROCESS

1. The dean of students, acting on behalf of the College, determines whether or not to proceed with disciplinary action, in keeping with the procedures outlined in the Student Conduct Code. A student does not initiate a charge against another student.
2. The College's process will proceed as stated above even if the alleged victim has filed a police report. The College encourages students to report alleged sexual misconduct to outside law enforcement agencies. However, the individual student, not the College, must take such action. The College may consult with and review information provided by municipal authorities, but the College makes its independent determination about whether or not the Student Conduct Code has been violated. The College's investigation and ultimate decision regarding the complaint proceeds independent of decisions made or not made by law enforcement authorities or a court.

3. The College's process as described above is between the College and the students involved. All records and information will be held in confidence to the extent practicable.
4. Parents/guardians, attorneys or other outside representatives are not permitted to participate in the College's disciplinary process, with the limited exception that if criminal charges are pending against the alleged perpetrator, an attorney may accompany the alleged perpetrator to any Conduct Review Meeting or Harassment Complaint Board meeting attended by the alleged perpetrator. The alleged perpetrator may consult with his or her attorney during such Meeting(s), but the attorney may not speak to or address the Student Life staff member or Board or otherwise represent the alleged perpetrator before the Student Life staff member or Board, orally or in writing. With the student's written permission, the dean of students may keep parents appropriately informed regarding the proceedings and outcomes. In accordance with federal law, the alleged victim is entitled to know the outcome of the judicial decision for the alleged perpetrator.
5. Knowingly false reports will be dealt with through the College's disciplinary process as outlined in the Student Conduct Code.
6. Alcohol or other substance charges may be filed against either or both parties, as applicable, but the investigation regarding the alleged sexual misconduct complaint will proceed and be resolved first.
7. Information and/or counseling services for alleged victims and alleged perpetrators are available at the Medical Center.

The College's designated Title IX Coordinator is The director of human resources. The College's Title IX coordinator is responsible for assuring the College's compliance with laws designed to require non-discrimination on the basis of sex. Complaints regarding the College's compliance with such laws may be addressed to the Title IX Coordinator, if the complainant is not satisfied with the resolution reached through other College procedures, or if the complainant prefers to make such complaints directly to the Title IX Coordinator. Complaints may also be addressed to the Department of Education's Office of Civil Rights, contact information for which is readily available on the internet.

Procedures for addressing harassment can be obtained in the human resources office, dean of students office and the dean of the college's office and is available on the Wells College Web site.

HAZING

Wells College, in accordance with Section 6450 of the New York State Education Law, prohibits hazing. Hazing is defined as any action or activity that recklessly endangers the physical or mental health of a person, or that violates the dignity of another person. Hazing is further defined as any activity that is expected of someone to join a group or team that humiliates, degrades, abuses or endangers them, regardless of intention or willingness to participate.

Alleged violations of the hazing policy should be reported to the department of campus safety or the dean of students office. The College enforcement of hazing will prevail regardless of whether it is conducted on or off the College campus. Individuals found responsible for violation of this policy will be held accountable for their actions.

Students are encouraged to develop positive team building activities that build trust, bring individuals together in common pursuit, encourage mentoring and teamwork, increase motivation to perform, improve individual's self confidence, develop leadership abilities, enhance relationships and promote a positive attitude.

These regulations shall govern the conduct of students, faculty and staff as well as other visitors on campus. Violators may be subject to any applicable provision of the Penal Law in addition to any College sanctions.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

To comply with the 2004 Federal Privacy Rules under the Health Insurance Portability and Accountability Act of 1996, the College will no longer be able to assist employees with health insurance issues or disclose personal health information (unless required by law) without a signed authorization form. Employee authorization forms are available in the Personnel Office.

Students with health insurance issues will also be required to complete an authorization form when requesting assistance from the controller's office. The College will be unable to assist with medical claims or disclose personal health information (unless required by law) even to family members without a signed authorization on file. Student authorization forms are available in the controller's office.

Questions concerning the Federal Privacy Rule may be directed to the Human Resources Office.

LAKE ACTIVITIES: BOATING AND SWIMMING

Passing the swimming test is required before a student may swim in the lake or use the College's boats (sailboats, canoes, kayaks).

A Wells College lifeguard or other designated supervisor(s) must be on duty on the dock during swimming and boating activities. To use a Wells College watercraft, one must have passed the proficiency test of that boat or signed an appropriate waiver. The assistant director of the schwartz center has an updated list of qualified boaters. Watercraft will only be available for use during designated recreational times. Any use of the Wells College watercraft requires the user to sign out and upon returning, sign in on the posted sheet at the Boathouse.

Boating is limited to the area within 400 yards of the Boathouse, and always within sight of the dock. There is no swimming or boating after sundown and students may not be under the influence of any substances that may affect their ability to swim in the lake or operate the boats. Permission for more extensive lake activity may be granted by the physical education coordinator, director of the schwartz athletic center, or the assistant director of the schwartz center.

PETS

To maintain an environment that shows respect and courtesy for the entire community, and reduces the potential of health risks and facility damage, pets are not allowed in campus buildings with the exception of certified service dogs that assist the visually/and or hearing impaired. Pets visiting the campus grounds are to be under their owner's control at all times and the College expects owners to clean up after their pets. Damage caused by pets will be the financial responsibility of the owner. Staff who live in on-campus apartments should contact the dean of students regarding the staff pet policy.

POLITICAL ACTIVITY AND USE OF COLLEGE RESOURCES

This statement outlines the distinction which must be made between Collegiate, as opposed to individual, participation in political activity on or off campus. The purpose in drawing the distinction as clearly as possible is to preserve the essential neutrality of the College as an educational institution while ensuring the freedom of political thought and action of individual members of the collegiate community.

The political neutrality of the College is vital to its character and purposes. Section 501 (c) (3) of the Internal Revenue Code states that “an institution operating exclusively for educational purposes may devote no substantial part of (its) activities... carrying on propaganda, or otherwise attempting to influence legislation” and, further, that it may not “participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate of public office.” The Tax Reform Act of 1969 reaffirmed these prohibitions by developing companion provisions governing deductions of contributions for income, gift, and estate tax purposes. In brief, the College simply cannot become involved in the use of its facilities on behalf of political candidates or in support of political causes.

Individual members of the College community may not be denied their right to participate in the political process. No citizen rights are surrendered at the point of association with a College or university. However, students and faculty and staff must shape their participation to insure that they are indeed acting as individuals and do not inadvertently implicate the College through their actions. The thoughtless use of the College’s name on a political poster or the free employment of a College mimeograph machine on behalf of a political candidate could place the College in the position of having devoted its resources and prestige in a partisan political cause.

The problem is complicated, of course, by the traditional commitment of the College to its role as an open forum for the exchange of views. This role is a vital one and must be preserved. It means that students and faculty must continue to be free to associate themselves with collegiate political organizations and that these organizations must be free to request and, when available, to use College facilities for outside speakers or programs which may be explicitly partisan. We must not put ourselves in the position of denying access to the campus and its facilities to any political figure so long as the invitation has been extended by a recognized organization and the program is essentially for the benefit of members of the College community.

However, when these same campus organizations devote themselves to political activity off campus or in efforts designed to intervene in the campaigns of candidates, or seek to use College facilities on behalf of non-members of the College, then collegiate advocacy can indeed become an issue and the College must either deny the use of its facilities and services or, at the very least, collect appropriate charges for their use.

Clearly, no set of policy guidelines will be able to speak to every exigency that might arise. Judgments will have to be made and as much care as possible must be exercised. The administrative officers of the College must bear primary responsibility for making such judgments, but every member of the community should do everything possible to protect the College from inadvertent advocacy.

The following points of policy have been approved by the Wells College Board of Trustees for the guidance and protection of all concerned members of the Wells community:

- The name or seal of Wells College may not be used in connection with the solicitation of funds or the endorsement of political candidates, or in support of legislation or political positions unrelated to its educational purposes and programs.
- No office of the College, including the offices of members of the faculty or staff, should be used in connection with the solicitation of political funds or endorsements. All such activity must be conducted by individuals without involving the support services of the College. When individuals or campus organizations engage in such activity they must take pains to dissociate the College from their efforts.
- When engaged in political statements or correspondence, any member of the faculty or staff who identifies herself or himself as such must also state that she or he is speaking individually and not on behalf of her or his colleagues, or the College.

- The facilities, equipment, and services of the College (e.g., telephones, duplicating equipment, mail service, and electronic communications) may not be used to assist members of the community in efforts to solicit support for any political candidate or any political cause, nor may any College employee be asked to perform a politically related activity while on duty. An exception to this general prohibition may be granted by the College president or the dean of students when recognized campus organizations or ad hoc groups of students and faculty seek the use of College facilities for political speakers or programs designed as part of the on-going co-curricular program of the College. Requests for the use of facilities must continue to be filed with the dean of students and must reveal that the program or use will be primarily for the benefit of members of the College community.

POSTING POLICY

It is important that all postings promote a culture and climate on campus that is welcoming, inclusive, respectful and safe to all who live, work, visit and study at Wells. College divisions or student groups have the right to post information and announcements in designated public spaces throughout campus after obtaining approval from the Office of Student Activities and Leadership. This policy includes but is not limited to the following materials: posters, flyers, announcements, table tents, *sidewalk chalking* and signs.

The Wells College posting policy establishes guidelines for all postings by student groups and for postings on designated boards around campus. This policy is intended to ensure that campus messages are communicated effectively, uniformly and in a way that is respectful of all community members who use Wells' public spaces.

The Wells College posting policy is enforced by the Office of Student Activities and Leadership and the Department of Campus Safety. All postings sponsored by student groups must obtain the stamp of approval from the Office of Student Activities and Leadership before being publicly displayed. *Flyers must be posted on designed bulletin boards only and held with provided thumbtacks. The use of staples is prohibited.* Bathroom stalls and mirrors require special permission for posting and will be determined on an as needed basis. The Office of Student Activities and Leadership reserves the right to remove postings at any time.

GUIDELINES FOR ALL POSTINGS:

Before posting a campus event, be sure to first complete and Event Form on the Globe. Once approval is obtained, promoting your event through flyers/posters can occur.

- To ensure effective communication, all posting materials must include:
- Name of sponsoring division, department or group
- Contact information in case of questions
- Location, date and time of event (when appropriate)
- Cost of admission and purchase information (when appropriate)
- Postings are permissible only in designated areas. To prevent hazards and damage, materials may not be placed on walls, doors, windows, roads or sidewalks.
- The advertisement of drugs and/or alcohol is strictly prohibited
- All materials must be removed by the sponsoring division, department or group within 72 hours of a completed event. Long term postings must be removed when information becomes outdated or materials become damaged.
- All postings must comply with policies outlined by Wells College and with Federal and/or New York State law.

ADDITIONAL GUIDELINES FOR STUDENT-SPONSORED POSTINGS:

- All student sponsored postings must first obtain approval by the office of student activities and leadership. This approval will be visually indicated on the posting and must be included for display. Student sponsored postings found without this approval will be removed.
- Student groups wishing to advertise Wells affiliation must be officially registered through the office of student activities and leadership.

- Postings on approved group-sponsored bulletin boards meant to advertise the group's mission DO NOT require prior approval by the Office of Student Activities and Leadership. However, all postings must comply with the other rules set forth by this policy.
- The bulletin board located in the Mail Room can be used to communicate to the student body. Information on this board does not require approval from the office of student activities and leadership.

The office of student activities and leadership reserves the right to remove any and all postings that do not comply with this policy.

SMOKING POLICY

Wells College is committed to promoting health, wellness, prevention, and the treatment of diseases within the community as well as to provide a safe, clean and healthy environment for our students, faculty, staff, and visitors. We serve as a model for the community in the area of promoting good health by influencing public attitudes about use of smoking. Therefore, it is the policy of Wells College to provide a total smoke-free environment and to assist students, faculty, staff, and visitors in adhering to this commitment by embarking on positive programs aimed at smoking cessation and providing education about the health hazards of smoking and second hand smoke. As of July 1, 2008, smoking is not permitted in any campus building at Wells College or on the Wells College campus, including campus grounds and parking lots. A map of campus properties and boundaries is posted on campus bulletin boards and on the web site. Signs are posted throughout Wells College campus

Smoking is prohibited in or on any part of the College campus including any and all remote sites within the designated boundary lines, College vehicles or any office or program operated off site by Wells College (with the exception of Study Abroad programs, which have their own policies). The only exception to smoking on campus is one designated smoking area located near Leach House. This single smoking area is clearly labeled. Properties in the Village owned by Wells College and operated by Aurora, Inc, have their own smoking policies, to which faculty, staff, visitors, guests and students must adhere.

Smoking is defined as the carrying or using of any lighted cigarette, cigar, or pipe.

Main Campus buildings include the buildings known as the AA House (including Athletic Fields and Tennis Courts), Barler/Campbell Building, Bellinzoni Building, Boat House, Cleveland Hall, Community Medical Center, Dodge House, Glen Park, Leach House, Long Library, Macmillan Hall (including Amphitheatre), Main Building, including the Dining Hall, Morgan Hall, Pettibone Building, Schwartz Athletic Center, Peachtown School, Service Building, Smith Hall (Sommer Center), Stratton Hall, Weld House, Green House, Mandell House, Fairlane Apartments, and Zabriskie. Smoking is permitted in college-owned private residences leased or rented by a member of the community, in keeping with the signed rental agreement.

Parking lots include all College parking lots and designated parking spots on campus, including those along interior campus roadways.

Boundary lines include the sidewalks, parking lots, driveways, loading docks and adjoining areas and properties surrounding all College buildings.

Compliance with the smoke-free policy will be a collaborative effort of all Wells College students, faculty, and staff members and is the responsibility of all members of the Wells Community. All management and security personnel will address visitors who violate this policy. Wells College students, faculty, and staff are required to adhere to, and encouraged to promote compliance with, the smoke-free policy.

- a. Students, faculty, and staff observing anyone in violation of the smoke-free policy are requested to courteously remind that person of the smoke free policy and ask that the smoking materials be extinguished. Reports can be made to the department of campus safety.

- b. In the event the smoking violation involves a potential threat to health or safety (smoking where combustible supplies, flammable liquids, gases or oxygen are used or stored), the campus safety staff may be called for additional support and intervention.
- c. Violations of the Smoking Policy will be handled in accordance with the Student Conduct Code (for students) and the Employee and Faculty Manuals (faculty and staff). Student dismissal or staff/faculty termination may occur after the first violation of the policy if smoking occurred in areas where combustible supplies, flammable liquids, gases of oxygen are used or stored.

STUDENT ACCESS TO RECORDS AND RELEASE OF INFORMATION (FERPA)

OVERVIEW

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a law that governs the privacy of student education records and gives parents certain rights with respect to the student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA grants students, and, in some cases their parents, access to their academic and educational records, an opportunity to seek to have amended any information that is thought by the student to be inaccurate or misleading, and to have some control over the disclosure of information from the record.

The information below describes generally the provisions of FERPA, a law that is enforced solely by the United States Department of Education through specified procedures. The complete text of that Act is available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. By providing the following description, the College is not in any sense undertaking contractual or other obligations, or acceding to any enforcement methods or forum(s), beyond the Department of Education's procedures and obligations imposed by law.

WELLS COLLEGE POLICIES REGARDING THE PRIVACY OF RECORDS AND INFORMATION

Academic Records

Wells College releases information regarding a student's academic record/performance to a student's parents/guardians in accordance with FERPA. That means that academic information can be released only if the College has written authorization from the student or if the student is listed as a dependent for tax purposes. Academic information includes copies of grades, attendance reports, and other information pertinent to an individual student's academic record. Access to records is available to school officials who have a legitimate educational interest. As used in this policy, school officials include members of the faculty, administrative officials, support staff, trustees, companies contracted by the College to provide certain services in accordance with FERPA, and others serving the College such as attorneys and auditors.

Records of a Non-Academic Nature

Two sets of records for each currently enrolled student are maintained in the Dean of Students Office. One record tracks a student's non-academic accomplishments and records, such as College housing information, campus achievements and appropriate correspondence. Records are maintained for currently enrolled students and recently withdrawn or graduated students. The records for alumnae/i of Wells College are transferred to the Alumnae/i Office upon graduation. A second record is maintained for disciplinary proceedings and incidents that involve conduct that violates the Wells College Student Conduct Code. These records are maintained in the dean of students office for seven years in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. At the discretion of the dean of students, a disciplinary record for violations of the Student Conduct Code or violations of local, state and federal laws may be maintained by the College indefinitely.

School officials have access to non-academic records on a need-to-know basis as determined by the dean of students, provided they have a legitimate educational interest.

Education Records

With certain exceptions, an education record is any record (1) directly related to the student and (2) maintained by the College. Education records include any records in whatever medium (handwriting, computer media, print, e-mail, magnetic tape, film, diskette, microfilm and microfiche, video or audio tape, etc.) in the possession of any school official.

Education records excluded from this definition include, for example:

- confidential information placed in the record before January 1, 1975;
- medical and psychological information;
- private notes and procedural matters retained by the maker or substitutes;
- financial records of parents or guardians.

Release of Records: Exceptions Not Requiring the Student's Written Consent

FERPA states that education records may not be released without the written consent of the student to any individual, agency or organization except, for example, in circumstances including, but not limited to, the following:

- to parents, if the student is a tax dependent as defined by Section 152 of the Internal Revenue Code of 1954;
- to school officials who have an educational interest in the student;
- to officials of other schools in which student seeks to enroll (transcripts);
- to parents, for disciplinary proceedings involving alcohol and/or other drugs;
- to certain government agencies specified in the legislation;
- to an accrediting agency in carrying out its function;
- in emergency situations where the health or safety of the student or others is involved;
- to educational surveys where individual identification is withheld;
- in response to a judicial order;
- in a campus directory unless the student requests otherwise in writing, as described below;
- in connection with financial aid;
- disciplinary records of violent crime or non-forcible sex offense (disclosure is limited to the name of the violator, the type of violation, and the sanction).
- to third parties contracted to perform a service for the College, such as the National Student Clearinghouse

Directory Information

Directory information may be released without consent. The College may, without prior written consent from the student, release the following directory information at the discretion of the College:

- Parents' names and addresses
- Student's name, address(es) and telephone numbers
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance
- Major field(s) of study
- Degrees and awards received
- Academic Honors
- Most recent previous school attended
- Athletic team members: height, weight and position played
- Photographs (non-captioned)
- E-mail address
- Enrollment status (full-time or part-time)
- Anticipated year of graduation

Process for Withholding Directory Information

The previous information may be released for any purpose at the discretion of Wells College. However, FERPA states that each student has the right to withhold any or all of the information. Wells College will honor the student's request to restrict the release of "Directory Information." Once restricted, that information cannot be released without the written consent of the student. A student may make such a request in the registrar's Office. Requesting the withholding of directory information does not prevent the College from releasing educational records and information to a parent or guardian or to a College official with a need to know as outlined under the other provisions of FERPA.

To prevent disclosure of any or all categories of directory information, the student must submit a written request to Prevent Disclosure of Directory Information Form in writing to the registrar. A new form for non-disclosure must be completed for each academic year.

Student Access to Academic Records

1. Present as well as former students must submit a request in writing to the registrar for access to their individual academic records. These requests, with signed acknowledgment of compliance, are retained for one year.
2. The registrar or designated agent will inform the student when the requested record will be available within seven (7) business days. However, every effort will be made to make the records available within a few days of the request.

Student Access to Non-Academic Records

1. Present as well as former students must submit a request in writing to the dean of students for access to their individual records. These requests, with signed acknowledgment of compliance, will become part of the student's record.
2. The dean of students or designated agent will inform the student when the requested record will be available within seven (7) business days. However, every effort will be made to make the records available within a few days of the request.

Challenges to Student Records

A student has the right to request the amendment of her or his educational records if the student believes that inaccurate or misleading information is contained therein. A student may request, in writing, an opportunity to review the official educational records maintained by the College. The student should write the College official responsible for the record, clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. The College has five (5) business days to respond to the student's request. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a meeting regarding the request for amendment. Additional information regarding the meeting procedures will be provided to the student when notified of the right to a meeting.

Student's Right to Waiver of Access

The student may waive his/her right of access to confidential academic statements (i.e., recommendations) by signing the appropriate waiver form.

The waiver shall be valid only if:

- upon student request, the names of all persons making confidential recommendations must be provided;
- such recommendations or statements are used only for the purpose for which they were specifically intended. The College may not demand such a waiver as a condition of admission, award of financial aid, or the receipt of any other services and/or benefits.

A student may also waive his/her right to privacy of the academic or disciplinary record by signing a Release of Information form (available in the Office of Student Life) indicating the nature and type of information to be released and to whom it may be released, or by other forms that may be used in connection with College athletics or other programs.

A student may file a written complaint regarding an alleged FERPA violation by Wells College with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

WITHDRAWAL AND READMISSION POLICY AND PROCEDURES

Students wishing to leave Wells College during the semester or who are planning to transfer to another higher education institution after the completion of a semester must initiate the withdrawal process with the dean of students office. The process includes an exit interview with the dean of students or his/her designee and the completion of paperwork that assists the student in satisfying all obligations to the College. All forms regarding withdrawal may also be found online and on The Globe at global.wells.edu.

The official date of withdrawal is set when the completed form is received from the student by the dean of students office or the last known academic activity (i.e., class attendance)—whichever is later. Once the student completes the withdrawal form, the student has 48 hours to move out of his/her residence hall. If a student leaves the College without initiating the withdrawal process, the College is entitled to determine the official date of withdrawal and will administratively withdraw the student from the college. It is the student's responsibility to take care of all business and College-related matters prior to leaving Wells College.

FINANCIAL POLICIES RELATED TO WITHDRAWAL

A withdrawal from the College shall be subject to the refund policy for tuition, fees and room and board as stated in the financial information section of the *Wells College Catalog*.

A withdrawal from all courses is considered to be an official withdrawal from the College for financial aid purposes. If a student has borrowed in a federal loan program, loans will enter repayment after the grace period has exhausted. If a student leaves during the semester, financial aid could be subject to the return of Title IV funds as required by federal regulations. The complete policy regarding the return of federal funds is outlined in the *Wells College Catalog*.

ACADEMIC IMPLICATIONS OF WITHDRAWAL

When a student withdraws from the College, the transcript will read as follows:

- before the end of the drop period, no record is entered.
- from the end of the drop period through the official withdrawal period, the registrar will assign a "W" for each course.
- after the official withdrawal period, a student will receive grades from their instructor of "W" or "WF" depending on progress to date in each course.

READMISSION

Wells College will not automatically readmit a student who has withdrawn or been suspended from the College. Students who desire to reenter Wells College following a voluntary or involuntary (i.e. academic or disciplinary suspension) withdrawal must complete the Application for Readmission form and submit it to the dean of students. The dean of students will consider the student's readmission on an individualized basis, taking into consideration financial, academic and disciplinary status and information and will consult with all appropriate offices and staff members regarding the student's readiness and ability to return to the College. The decision of the dean of students whether to readmit a student or not is final and not subject to appeal. The provost and dean of the college will make all decisions regarding students who were academically suspended from Wells. The decision whether or not to readmit a student is final and not subject to appeal.

INVOLUNTARY LEAVE AND ADMINISTRATIVE WITHDRAWAL

The College reserves the right to suspend or expel a student at any time when conduct is deemed to be in violation of College policy or poses a risk to the student or the College. In taking such action the College need not assign further reasons. At the discretion of the dean of students, and following individualized assessment, a student who is determined to be a danger to self, other members of the community, or the College, or in which the behavior of the student significantly disrupts the living and learning environment of the College, may be involuntarily or administratively withdrawn or placed on interim suspension. No refunds for tuition, room, board and fees are given for administrative withdrawals, including, but not limited to, disciplinary action that results in the suspension or dismissal of a student.

PROCEDURES FOR INVOLUNTARY/ADMINISTRATIVE WITHDRAWAL FOR STUDENTS WHO POSE A DANGER TO SELF OR OTHERS

1. If it becomes evident (through observed behavior and/or by report(s) of danger to self or others from faculty, staff or students) that a withdrawal from the college may be in the best interests of a student and the college and the student (and/or his or her family) does not agree, then the following procedures will be engaged:
 - The dean of students will review all available information obtained from incident reports, conversations with students, faculty and staff, and the expert opinions of appropriate medical professionals.
 - The dean of students will engage in a determination on an individualized, case-by-case basis and will apply the direct threat analysis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of the future harmful conduct, either to the student or to others.
 - The dean of students will meet with the student (if possible), giving notice to the student of the meeting and providing an opportunity for the student (and his/her family if the student has a signed waiver indicating permission to share information) to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the college.
 - If, after conversation with the student, appropriate medical professionals and other college officials, the student:
 - chooses to withdraw voluntarily, a Withdrawal Form will be processed indicating that the withdrawal is voluntary and of a medical nature and setting appropriate conditions for the student's return. Failure to sign the waiver so that appropriate medical/clinical information may be obtained and discussed will result in an involuntary withdrawal as the college will have insufficient information to make an individualized determination.
 - maintains that s/he would like to remain enrolled, the dean of students will consult with appropriate medical professionals regarding the evidence presented by the student. The dean will also consult with other college officials as appropriate.
 - The dean of students will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. The College will not as a condition of return mandate that any self-injurious behavior cease unless that behavior continues to constitute a direct threat to the student or others. The college will require, as a condition for return, a signed release by the student for the dean of students and appropriate college officials to discuss the student's readiness to return to college and provide assistance in developing reasonable accommodation(s) to mitigate any direct threat to self or others.
 - Should the student choose to appeal the dean of students' decision, s/he will follow the procedures outlined in the Community Handbook, making such appeal to the president, who will render a final decision.

SECTION THREE: ACADEMIC POLICIES AND REGULATIONS

A complete listing of the Wells College academic requirements, course offerings and policies can be found in the *Wells College Catalog*, given to each Wells College student, available in the registrar's and dean of the college offices and available on line at <http://www.wells.edu/academic/regist.htm>.

ACADEMIC INTEGRITY

A student may neither give nor receive aid when taking examinations or writing papers; plagiarize; employ methods of preparation disapproved by the instructor; or make unauthorized use of academic materials. Neither question papers nor answer books may be removed from an examination room without the permission of the instructor.

LIBRARY

The Library features open stacks with its large collection of books for a college of Wells', as well as electronic resources and archives, an online catalogue, wireless connectivity throughout the building, and other educational supports. A student may not infringe upon the rights of others in the use of library materials and/or study spaces. Abuse of library procedures and privileges is considered academic dishonesty.

Students must follow the rules governing the circulation and use of all library materials (including reserve, reference, periodicals, and departmental libraries).

ACADEMIC PENALTIES

Academic penalties that may be imposed by the Community Court for infractions of the Honor Code in academic areas:

- Failure of all or part of the course involved, with the approval of the instructor
- Probation: placement of student on Academic Conduct Probation for a period to be determined by the court upon approval of the Academic Standing and Advising Committee
- Suspension for up to 30 weeks
- Suspension with no transfer credits earned at another institution while under suspension
- Expulsion
- Other educational penalties aimed at educating the student and/or restoring community.

ACADEMIC REQUIREMENTS AND PROCEDURES

The provost and dean of the college has oversight of the academic program and deals with all matters of an academic nature. The Committee on Academic Standing and Advising oversees the application of the academic requirements of the College and establishes guidelines and policies for academic standing and advising.

The director of academic advising assists the WLLS 101 advisers who are responsible for advising first-year students. At the beginning of the sophomore year, the director of academic advising may re-assign students to a different adviser as needed. Upon formal selection of a major, a student selects or is assigned an adviser from that field.

A student is expected to consult her or his academic adviser about all matters pertaining to her or his academic program, and is also encouraged to seek advice from the director of academic advising, other faculty members, or the appropriate faculty committee. Petitions for exceptions to existing regulations must be approved by the academic adviser, any faculty member whose course is involved, and the director of academic advising, dean of the college, or the Committee on Academic Standing and Advising. The petition form can be obtained at the registrar's office or online.

The duties and responsibilities of faculty committees are defined in the *Faculty Manual* on file with the president of the Collegiate Association and on reserve in the library.

REQUIREMENTS

A student—not her or his adviser—is responsible for observing the requirements for her or his degree as defined in the *Wells College Catalog*.

The Committee on Academic Standing and Advising reviews student records after each semester to ascertain whether satisfactory progress is being made toward completion of the degree. A student whose progress is deemed to be unsatisfactory is so notified and may be placed on academic warning, academic probation, suspension, or dismissal from the College as indicated in the *Wells College Catalog*.

ACADEMIC REGULATIONS

- **Registration for Courses:** Students are responsible for submitting their course registrations during the announced registration period each semester. A late registration fee of \$50 will be incurred by any student who has not registered by the first class day, unless she or he is excused by the registrar or dean of the college.
- **Petitions for Variance:** A student who wishes to register under our cross-registration agreements with Cornell University, Ithaca College, or Cayuga Community College; arrange an accelerated program; do independent work; establish an individualized major or double major; exceed the maximum course load; or waive an academic regulation must apply through forms available in the office of the registrar. Students who wish to study abroad should obtain the appropriate paperwork from the study abroad office.
- **Absence from Class and Class Activities:** Faculty members shall announce to students, at the beginning of each course, their policy in regard to absences. It is the general policy of the College that class attendance is expected.

A student absent from classes because of illness or family emergency has the responsibility to arrange to make up missed work with her or his instructors. The dean of students will notify instructors about students who have been confined to their residence hall rooms for medical reasons, or who must unexpectedly leave campus for reasons of illness or family emergency.

When permission to complete missed or late work during the semester has been granted by the instructor, she or he will set a deadline for the completion of the work and will determine whether or not a penalty for lateness is to be exacted. Once the deadline has been set, no further extensions will be allowed except under unusual circumstances. Extensions beyond the end of the semester must be filed by the last day of classes on an “Incomplete Grade Request and Contract” (available in the registrar’s office). “Incompletes” are allowable for a student who is passing the course but for whom circumstances beyond her or his control occur within the last three weeks of classes that prevent completion of the course. The student may be asked for documentation of these circumstances. The “Incomplete Grade Request and Contract” form must be filed within the last three weeks of classes and must have the signatures of both the student and the faculty member, the due date indicated, a listing of work remaining to be completed, and an indication of the grade the student will receive if she or he does not complete the work by the due date. The due date for an “incomplete” may not be after the eighth week of classes of the subsequent semester, but may be extended by the instructor to the end of the subsequent semester if there are further extenuating circumstances. Students with pending grades of “incomplete” may not participate in internships or off-campus study in the subsequent semester, nor may achieve the Dean’s List.

A student may be required to furnish evidence of having made up work (reading, content of lectures, laboratory periods) or do substitutes for class work missed during an absence.

A student under suspension shall be allowed to make up work missed for illness or other grave personal circumstances by permission of the instructors concerned, but faculty members are not required to give additional assistance or make special allowances for a student in this situation.

- **Examinations:** Each instructor shall hold a three-hour examination at the end of each course at the time indicated in the published schedule, except as noted below. No instructor is permitted to close a course of study or hold a final examination before the appointed time except that, at the discretion of the instructor, a student(s) may take the examination at a time other than that at which the rest of the students in the course are taking it.

In courses in which papers are part of the work, but in which there is also a final examination or substitute, instructors may not set a time for submitting papers any later than 4:30 p.m. on the day immediately following the last day of classes.

Final examination books shall be returned to the student upon request. Examination books that are not returned will be kept on file by the instructor for a period of at least one year.

An instructor may substitute in any course a form of evaluation other than examination. Papers and projects assigned in lieu of a final examination will be due no later than the conclusion of the last scheduled examination.

- **Grade Reports:** Grades, both midterm and final, are posted online as they are received from faculty members; students and advisers can obtain this information themselves using the online system

It is a course instructor's right and duty to determine course grades. If a student feels that there is a mistake in the grade earned, he or she must meet with the instructor before the end of the second full week of the subsequent semester. If a course instructor is no longer at the college, the student shall meet with the chair of the major involved. If an instructor wishes to change a recorded grade, he or she will submit to the dean of the college a request for the change. Grades will be changed only because of the instructor's corrected calculation of the grade or because of the instructor's decision to consider lost work submitted by the student. Upon approval by the dean of the college, the change will be recorded by the registrar.

Questions regarding academic policies or procedures should be directed to the provost and the dean of the college.

SECTION FOUR: ATHLETIC POLICIES AND REGULATIONS

All student athletes are responsible for complying with the policies outlined in the *Wells College Student Athlete Handbook*. A copy of the handbook is available in the Department of Athletics and on the Web site at <http://www.wells.edu/athletics/index.htm>.

SECTION FIVE: STUDENT CONDUCT CODE

PURPOSE AND FOUNDATION

Wells College is dedicated to the personal development and academic excellence of its students. Wells students possess certain rights and privileges together with corresponding duties and responsibilities. Every student is entitled to socially responsible freedom of action as an expression of collegiate activity. Each individual is due the respect of his/her personal dignity and property. In turn, each student is responsible for maintaining community standards of behavior that do not interfere with the rights of others or the effective functioning of the College.

The foundation of student conduct at Wells College is the Honor Code and the Community Standards Statement. The Honor Code requires all students to act with integrity and to hold themselves and others accountable. The Community Standards Statement requires all students, faculty and staff at the College to treat one another with dignity and respect and to respect differences.

In keeping with the Honor Code and Community Standards Statement, each student at Wells is required to practice personal and academic integrity, to demonstrate respect for the dignity of all persons, to respect the rights and property of others, to discourage intolerance and to show concern for others. Students are required to engage in responsible and ethical conduct that reflects the principles of the College and each student must refrain from and discourage behavior that threatens the freedom and respect that every individual deserves. Toward that end, the College, with input from the community, has set forth certain expectations for socially responsible student behavior systems through which the College may seek redress against persons who have infringed upon the rights and privileges of others and/or the College.

SCOPE

All violations of College policies and procedures committed on or off College property (both inside and outside the classroom), or at officially sponsored College events (on or off campus) or via the College's electronic network fall within the scope of the Student Conduct Code. Although the College is not legally responsible or financially liable for the behavior of students off-campus, it reserves the right to take disciplinary action against students when their off-campus behavior violates College expectations and/or policies or when it adversely impacts the College and its students or the surrounding community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though the conduct in question may occur before classes begin or after classes end, during the academic year or during periods between terms of actual enrollment (even if such conduct is not discovered until after a degree is awarded).

The College recognizes that all students, in addition to being members of the College community, also belong to the community at large. The College's Student Conduct Code does not protect or shield students from their responsibilities under federal, state, and/or local laws or ordinances. The College reserves the right to refer any situations involving student misconduct to appropriate law enforcement authorities. The College may impose disciplinary sanctions on a student or recognized student group, club or organization found responsible for the violation of College policies and procedures contained herein, regardless of the pendency, timing or result of any external proceedings related to the conduct at issue. The rules of conduct and the associated procedures contained herein are limited to students, full-time and part-time.

DISCIPLINARY AUTHORITY

The College's president and the board of trustees have designated the dean of students to be responsible for the administration of student conduct standards and the enforcement of the Student Conduct Code. The dean of students, in consultation with students, faculty and staff, has developed policies for the administration of campus discipline. The College community and its board of trustees have established the following policies and procedures to support a philosophy of education based on socially responsible freedom. The policies and procedures contained in this *Wells College Community Handbook* are established in order to provide a climate necessary for achieving the goals of learning and personal development.

JURISDICTION

1. The dean of students, pursuant to the authority delegated by the College president and the board of trustees of Wells College, is responsible for the administration and enforcement of the Student Conduct Code and all policies contained within the *Wells College Community Handbook*.
2. The dean of students in consultation with the Collegiate Cabinet and other Student Life Staff, is responsible for the annual review of the policies and procedures contained in the *Wells College Community Handbook*.
3. The Wells College Student Conduct Code applies to all Wells College students and student groups, clubs and organizations.
4. Wells College students are also subject to rules and regulations contained in the *Wells College Catalog*.
5. The jurisdiction of the Student Conduct Code may be extended to individual or collective activities which are not recognized or approved by the College and which do not occur on Wells College premises if, in the opinion of the dean of students, such activities violate College expectations and/or policies, adversely impact the College or surrounding community, and/or have an adverse affect on the interests or educational mission of Wells College.

RESOLUTION OF COMPLAINTS

Students, faculty, staff, municipal authorities or other members of the community may bring forward complaints regarding the behavior of Wells College students. The College routinely reviews all such complaints and any related incident reports or information and determines the method of resolution. Complaints should be brought forward within a reasonable period of time in order to ensure appropriate resolution. Complaints brought forward more than 90 days from the time of the original incident are not ordinarily pursued.

- Complaints by students, faculty, staff, municipal authorities or members of the community regarding Wells College students will be reviewed by the dean of students, who will make a determination as to the appropriate method of adjudication.
- Student complaints regarding faculty or staff members shall be resolved in accordance with the *Faculty Manual* or *Staff Handbook*.
- Student complaints regarding persons who are not members of the Wells College community shall be referred to the appropriate local, state or federal authorities.
- The College may also choose to initiate a complaint through the dean of students or other administrator.
- The College reserves the right to issue a No Trespass order to a Wells College student or non-student if, in its judgment, it believes that this will protect the health and safety of Wells College students, faculty, staff and property.

Depending upon the nature and circumstances of the alleged violation, the following methods of adjudication may be utilized to resolve allegations regarding student behavior. The dean of students has the discretion to decide which of the following methods, or some combination or variation of them, is the most appropriate procedure in a particular situation:

INFORMAL RESOLUTION

In some instances, incidents and/or allegations are most appropriately resolved in a manner not resulting in formal disciplinary charges. This may include, but is not limited to, meeting with a member of the residence life staff, the dean of students or her designee, and/or other faculty, staff or other on- or off-campus resources as deemed appropriate by the dean of students.

CONDUCT REVIEW MEETING

A Conduct Review Meeting is conducted by a student life administrator to adjudicate most first-time violations and/or violations where separation from the College is not a likely or potential outcome. In cases where separation from the College is a likely or potential outcome and depending on the nature and circumstances of the violation, the dean of students may administer the Conduct Review Meeting.

COMMUNITY COURT

The Community Court resolves alleged violations of the Honor Code brought forward through self-report or reported to the Community Court by a student, staff or faculty member. Violations under the jurisdiction of the Community Court include lying, cheating, stealing, concealing or failure to report a witnessed violation.

ADMINISTRATIVE DECISION

The dean of students or his/her designee may make an administrative decision regarding an alleged violation of the Student Conduct Code. The College also reserves the right to place a student on interim suspension when conduct is deemed to be in violation of College policy or in situations where the student poses a risk to him/herself, to others or the College and its programs and mission. In taking such action, the College need not assign further reasons. A student placed on interim suspension will normally be entitled to a Conduct Review Meeting within 72 hours.

At the discretion of the dean of students, and following individualized assessment, a student who is determined to be a danger to self or to others, or in which the behavior of the student significantly disrupts the living and learning environment of the College, may be involuntarily or administratively withdrawn, suspended or expelled.

CONDUCT REVIEW MEETING PROCEDURES

The following procedures are guidelines only, which will be followed to the extent they are practical and appropriate in a given situation. The fact that all guidelines are not followed in a particular situation will not affect the validity or appropriateness of a disciplinary decision or process.

1. Incidents of alleged violations of the Student Conduct Code or College policy are reported by members of the campus community or faculty/staff members in the course of their duties to the Office of Residence Life and Learning Communities, Office of Residence Life and Learning Communities and Learning Communities or the Office of Campus Security and Safety via Incident Report Forms or other means.
2. Incident Report Forms or complaints brought forward by other means are usually reviewed expediently by, where practical, the dean of students, the associate dean of students for residence life and the Director of Campus Safety.
3. The associate dean and/or the dean of students assign alleged charges as appropriate.
4. Absent extenuating circumstances, within seven (7) business days of the report or identification of the alleged violation, the student is usually notified in writing to attend a conduct review meeting. The following information will be provided:
 - Time, date and location of the meeting
 - Name and contact information for staff member conducting review
 - Section of the Student Conduct Code allegedly violated
 - Date of the alleged violation

In the event of a justifiable scheduling conflict, the student has three (3) business days following written notice of the meeting to notify the appropriate staff member and reschedule.

5. The student attends the scheduled meeting. At this time, the student may respond to any and all alleged violations and review relevant incident reports and documents and provide relevant oral or written information. The Student Conduct Code and the relevant procedures for resolution will be explained and an opportunity for questions will be provided. Legal counsel, parents/guardians or other representatives are not permitted at this conduct review meeting. At this time, one of the following will occur:
 - Charges dropped
 - Student does not accept responsibility
 - Student accepts responsibility
6. In some instances, additional information may be needed in order for a decision to be rendered. The staff member holding the conduct review meeting may adjourn the meeting in order to gather more information, talk with other relevant parties, etc. A follow-up meeting will be set to bring the matter to closure.
7. If the student accepts responsibility, sanctions are assigned as appropriate, and are effective immediately upon the close of the meeting. If the student does not accept responsibility, the case is referred to the associate dean for residence life or dean of students, as appropriate.
8. Within ten (10) business days of the meeting, the student is notified of the resolution and/or sanctions in writing.

VIOLATIONS

The conduct outlined below constitutes violations of the Wells College Student Conduct Code. Items noted with an * are also violations of the Wells College Honor Code.

Academic Dishonesty*: Any act of academic dishonesty including collaboration, copying, plagiarism, forgery, fabrication, inadequate or inappropriate citation, or invasion or theft of information.

Aggressive Behavior: Acting with violence, aiding, abetting or encouraging the commission of any act of violence, or potentially life-threatening behavior toward another person. Engaging in the use of threatening, harassing or abusive language, actions or behavior.

Alcohol: Students must abide by New York State and federal law in the purchase, distribution and/or consumption of alcohol. The following constitute specific violations of the alcohol policy:

- **College functions.** Alcoholic beverages are prohibited at all College functions in which students are in attendance, including (but not limited to) dances, concerts, athletic events, and dinners, without proper submission of an Event Request Form and advance permission from the dean of students.
- **Open container.** Alcoholic beverages and open containers of alcoholic beverages are prohibited in all public areas of the campus, both in the buildings and on the grounds, regardless of age.
- **Intoxication.** Impairment as the result of intoxication does not relieve a student of responsibility for the consequences of his or her actions or the actions of his/her guests.
- **Private rooms.** Alcoholic beverages may be in the possession of or consumed in the residence halls only by students or visitors of legal age.
- **Providing alcohol to minors.** Students who purchase for or provide alcohol to minors are in violation of New York state law as well as the Wells College Conduct Code.
- **Bulk containers.** Bulk containers are prohibited on College property. A bulk container is defined as, but not limited to: kegs, beer balls or alcoholic punch in excess of one gallon. All students present in a room or area where a bulk container is present are in violation of the Alcohol Policy.
- **Public display.** Students may not display advertisements or items (i.e. signs, posters, photographs, bottles) that promote illegal drug and/or alcohol products in the public spaces of the campus, i.e. hallways, lounges, bathrooms, exterior windows of residence halls, etc.
- **Health and safety.** Alcohol bottles and containers (full or empty) are not permitted as decorations in residence hall exterior windows. They may be confiscated during routine health and safety inspections or at the discretion of residence life or campus safety staff.
- **Off-campus.** Wells College reserves the right to assign disciplinary sanctions to students based on socially irresponsible and/or illegal alcohol-related incidents that occur off-campus.

Destruction of Property: Damage, destruction, or theft of College property or property belonging to others; failure to report accidental damage.

Disrespectful Conduct: Language or behavior that disrespects and/or demeans another person.

Disruptive Conduct: Interference with any class or other College function by any form of deliberate disturbance or disruption; noise or general disorderliness that creates an unreasonable disturbance and/or trespasses on the rights of others. Lewd or indecent behavior, including use of electronic or other devices to make an audio or video record of any person without his/her consent. No student shall engage in behavior that poses a direct threat to the health or safety of self or others.

Drug Paraphernalia: Possession, use, storage or sale of drug paraphernalia or use of paraphernalia in connection with the use of illegal drugs.

Drugs: Possession, use, manufacture, storage, distribution or sale of illegal or controlled substances. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but are obtained or distributed illegally or used for illegal or unauthorized purposes.

Failure to comply*: Failure or refusal to cooperate with a reasonable request by a College official (or emergency response or law enforcement personnel) acting in good faith and within the scope of his/her duties, including but not limited to, failure to cease the prohibited conduct, failure to produce identification, failure to respond to conduct notification letters, or interference with or failure to cooperate with an investigation by the College, including any meetings or proceedings that occur. Failure to comply with the sanctions as outlined by the Community Court.

Falsification*: Providing false information to any College office or official or providing false information during a disciplinary proceeding.

Fire Safety: Including, but not limited to the following:

- misuse of fire safety equipment (including but not limited to fire extinguishers, sprinkler system, etc.)
- false reporting of a fire*
- tampering with or causing malfunction of a pull station
- tampering with a smoke detector
- setting or causing a fire in a building
- setting or causing a fire in any outdoor area without advance approval
- remaining in a building during a fire alarm

Fireworks: Possession or use of fireworks, smoke bombs, etc.

Gambling: Gambling as prohibited by state or federal law.

Harassment: Written or verbal annoyances, threats, pestering, or teasing that causes or would be likely to cause any reasonable individual worry, trouble, or concern or that demeans or degrades another person.

Harassment on the Basis of Protected Characteristics: Any biased behavior based upon race, gender, age, national origin, ethnic origin, religion, disability, sexual orientation, or other characteristics identified in the College's non-discrimination statement, and of a nature and level prohibited by the College's Anti-Harassment Policy as outlined in this handbook.

Hazing: Violation of the Hazing policy as outlined in this handbook.

Host Responsibility: Wells College students are responsible for the registration and behavior of their guests or visitors in accordance with the Guest Policy as outlined in the Residence Life Policies and Regulations.

Improper Assistance: To assist or encourage others to commit any of the prohibited acts stated in the Student Conduct Code.

Local, State and Federal Laws: Being charged with or convicted of the violation of local, state or federal laws or ordinances.

Motor Vehicles: Violation of the Motor Vehicle Policy as outlined in this handbook. In addition, continued violations of the Motor Vehicle Policy may be referred for conduct action.

Network Acceptable Use Policy: Any abuse or interference with computers or computer access that disrupts or infringes on the rights of others as outlined in this handbook and in the *Wells College Catalog*.

Other College Policies: Violations of other published College policies in hard copy or available on the College Web site, including but not limited to, the *Wells College Catalog*, the *Wells College Student Athlete Handbook*, Wells College club and organization policies, and policies relating to discrimination, discriminatory harassment, sexual harassment, computer use and residence halls.

Residence Halls: Violation of the residence hall policies and procedures as outlined in this handbook or communicated to students via electronic and/or hard copy memos and announcements. Violation of the Residence Hall Contract.

Sexual Harassment: Violation of the Sexual Harassment Policy as outlined in this handbook.

Sexual Misconduct: Violation of the Sexual Misconduct Policy as outlined in this handbook.

Smoking: Wells College is a smoke-free campus. Smoking is not permitted on College property, in College vehicles or in personal vehicles while on College property. The complete Smoking Policy is found under Administrative Policies in this handbook.

Theft*: Unauthorized acquisition, removal or use of personal or College property, including computer files or data, e-mail or other electronically stored information or service; mutilation and/or theft of library material. Possession of property on College premises stolen from the College or from others.

Unauthorized Entry or Use*: Illegal or unauthorized entry into any College facility. Using or attempting to use College property in a manner inconsistent with its designated purpose. Tampering with property, services, or resources belonging to the College, guests, or approved vendors. Duplication of keys, computer access codes or other devices meant to provide access to unauthorized areas or information.

Weapons: Possession and/or use of a dangerous article or substance with the potential to injure or discomfort a person. Possession and/or use of unregistered firearms, ammunition or other weapons (or items that may be construed as weapons) on College property.

SANCTIONS

Wherever possible, Wells College utilizes the principles of Restorative Justice in the sanctioning of students who commit violations of College policy. Restorative Justice is defined as “a collaborative decision-making process that includes victims, offenders, and others seeking to hold offenders accountable by having them (1) accept and acknowledge responsibility for their offenses, (2) to the best of their ability repair the harm they caused to victims and communities, and (3) work to reduce the risk of reoffense by developing positive social ties to the community” (Karp, David and Thom Allena. *Restorative Justice on the College Campus*. Springfield, Illinois: Charles C. Thomas, 2004).

The following are recommended sanctions imposed in the course of proceedings as outlined in the Resolution of Complaints section above. The sanctions outlined below serve as a guide. Final sanctions are determined based on the specific facts and circumstances of the incident. All documented violations for which a student is found responsible are kept in student files as outlined in the Disciplinary Records section below. Previous violations may be taken into consideration when imposing sanctions.

Written Warning: An official notice by a staff member or Community Court to a student who has violated College policy indicating that should the behavior in question continue, additional disciplinary action will be taken. The written warning is placed in the student’s disciplinary record.

Apology: A written or verbal expression of remorse and the willingness to take responsibility for a transgression that is extended to an individual who was inconvenienced, insulted or otherwise harmed by the accused student’s behavior. All written apologies must contain the following elements:

- a description detailing the harm caused by the offense
- an acknowledgement that the respondent is responsible for the offense
- an expression of remorse or regret in causing harm
- a statement of commitment not to repeat the offense

Disciplinary Probation: A student is allowed to continue enrollment at Wells College with the understanding that, during the period of time while s/he is on disciplinary probation, any further violations of the Student Conduct Code could result in suspension from the College.

Community Restitution: A student who accepts responsibility or is found responsible for a violation of the Student Conduct Code serves the community s/he has inconvenienced, insulted or harmed. This restitution may be through assisting a faculty/staff member or working with a campus department. It is the accused student’s responsibility to make contact with the specified person or campus department and to complete the restitution by the deadline. A specific number of hours and a deadline are established at the time of sanctioning.

Educational Sanction: A sanction designed to provide an additional educational opportunity for a student who has been found responsible for violating the Student Conduct Code.

Monetary Damages: Fees assessed to students for damage done to an individual or College property. Damages may be assessed to individuals who have been found responsible for the damage and/or to a group of individuals. Damages not associated with specific individuals may be billed to a hall, building, or organization.

Fines: Money to be paid to Wells College by students who have been found responsible for specific violations of the Student Conduct Code or other College policies.

Coach, Adviser, and/or Club/Organization Notification: Students who serve in leadership roles in campus clubs or organizations or who are members of intercollegiate athletic teams may have a coach or club/organization notified, who may take additional action based on their policies. In addition, when deemed appropriate, the student's academic adviser may be notified of the disciplinary infraction.

Parental Notification: Parents may be notified regarding alcohol and drug violations for which the student is found responsible. They may also be notified prior to the adjudication of a case at the discretion of the dean of students. Parents may also be contacted if the dean of students believes that the student poses a danger to him/herself or others or in other instances as outlined in the College's FERPA Policy contained herein.

Medical Center Referral: At any point during the investigation of an alleged violation or as a sanction for a violation for which a student has been found responsible, the student may be referred to the Medical Center for an assessment. The content of the assessment is held in strictest confidence, but the Medical Center staff will confirm that the student was assessed and provide recommendations as appropriate.

Removal from College Housing (without refund of room and board): A student may remain enrolled at Wells College, but be removed from campus housing. Additional restrictions regarding the student's presence on campus may be specifically imposed.

Interim Suspension: In certain circumstances where there is an alleged or perceived direct threat to self or others, the dean of students or her designee may impose a temporary suspension prior to formal disciplinary proceedings or administrative decision by the dean of students. Interim suspension may be imposed: (1) to ensure the safety and well-being of members of the College community; (2) to ensure the student's own physical or emotional safety and well-being; (3) if the student poses a direct threat of disruption of or interference with the normal operations of the College; (4) if the student has been charged or is likely to be charged with a felony. During interim suspension, the student shall be denied access to on-campus housing and/or the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, and/or may be subject to other conditions as the dean of students may deem appropriate. In taking such action, the College need not assign further reasons. A student placed on interim suspension will normally be entitled to a Conduct Review Meeting within 72 hours.

Disciplinary Suspension (without refund of tuition, room, board and fees): Separation from the College after being found responsible for a violation of the Student Conduct Code. Suspension is imposed for up to one year. Readmission is not guaranteed and is at the discretion of the dean of students.

Disciplinary Expulsion (without refund of tuition, room, board and fees): Permanent separation from the College as a result of a judicial meeting or at the discretion of the dean of students. Expelled students are ineligible for readmission to the College.

Other sanctions may be imposed by the adjudicating residence life staff member, Community Court, or the dean of students as they deem appropriate.

APPEALS

The College's appeals system operates within strict guidelines regarding grounds of appeal. Regardless of the method of original adjudication, the appeals process is as follows:

GROUND'S FOR APPEAL

For a case to merit appeal, one of the following criteria must be met:

- a procedural irregularity so substantial as to have likely altered the outcome of the meeting
- new information that could not have been known or brought forward at the time of the meeting that is so substantial as to have likely altered the outcome of the meeting
- a sanction that is grossly out of line with the violation

OPTIONS AVAILABLE TO THE APPELLATE OFFICERS

- Affirm the finding of responsibility and/or sanction
- Affirm the finding of responsibility but alter or reduce the sanction if deemed appropriate given the information presented by the appeal
- Alter or reduce the sanction if the original sanction is grossly out of line with the violation
- Remand the decision back to the original adjudicating student life staff member or Community Court in the case of new information or procedural error
- Take other action deemed appropriate in the discretion of the appellate officer.

THE PROCESS OF APPEAL

1. A student has seven (7) business days following written notification of sanctions to present a formal written appeal to the appropriate appellate officer or board (see below) that includes the grounds for appeal and the substantive relevant information.
2. The appellate officer reviews the appeal and makes a decision based on the options outlined above.
3. The appellate officer notifies the student in writing of his/her decision within seven (7) days of receipt of the formal written appeal.
4. The decision of the appellate officer is final and not subject to appeal.

APPELLATE OFFICERS

1. The associate dean of students is the appellate officer for decisions rendered by the director of residence life or other student life staff.
2. The dean of students is the appellate officer for decisions rendered by the associate dean of students.
3. The president is the appellate officer for suspension and expulsion decisions rendered by the dean of students.
4. The president is the appellate officer for suspension and expulsion decisions rendered by the Community Court and/or the Appeals Board.

DISCIPLINARY RECORDS

Conduct records are created for all student incidents in which disciplinary charges are alleged. All Incident Reports, Conduct Review meeting records and notices provided by the Community Court are maintained in the student's disciplinary file. These records are maintained and purged according to the following guidelines:

1. Records involving alleged violations in which the student was charged and found not responsible, or in which charges were subsequently dropped, are, absent extenuating circumstances, retained in the official conduct records for a period of one year, then destroyed.
2. Records involving alleged violations in which a finding of responsible was determined are held in the official conduct records at the College in the Office of Student Life for seven calendar years beyond the meeting date.
3. Records are retained indefinitely at the College's discretion.

Note: All outstanding conduct charges and/or sanctions must be resolved before a student may graduate from the College or before a withdrawn student may be readmitted to the College. Students with unresolved conduct charges and/or sanctions may have an administrative hold placed on their account resulting in the inability to receive transcripts, register for classes, sign up for College housing, or graduate. Proceedings of Conduct Review meetings or Community Court meetings may be audio or videotaped at the discretion of the College.

SECTION SIX: RESIDENCE LIFE POLICIES

Wells College is a residential college and believes deeply in the value and benefits of on-campus living. The social and governmental experience of residential life is matched in importance by the vitality and participation in an on-campus community that greatly enhances the College's co-curricular programs and experience.

Therefore, the College requires full-time traditional-age students (21 years of age or younger) to live in College residence halls. Exceptions to this policy may be made, under limited circumstances, by the office of residence life and learning communities. Students must complete the Housing Exemption Form, available on the office of residence life and learning communities website.

The office of residence life and learning communities, with input from the Housing Committee, is responsible for overseeing housing procedures on the Wells College campus. Specific procedures regarding housing, room changes, and other related topics are revised each year by the office of residence life and learning communities with recommendations from the appropriate committees.

The following policies and procedures have been developed to create a sense of community awareness and social responsibility in the residence halls. As members of the residential community, students are required to adhere to these policies and procedures. Violation of any policy contained herein may be charged formally through the disciplinary system as a Residence Hall Policy violation and sanctions will be assigned in accordance with the procedures outlined in the Student Conduct Code.

COMMUNITY STANDARDS

Community Standards are the agreements made by the residents in a given community concerning how they will conduct themselves and relate to and treat each other. Community Standards are a process by which individuals form a socially responsible living environment and community through dialogue, compromise, and commitment. Because Community Standards evolve, they should not be viewed as a task to be completed, but rather as a means by which interactions occur.

An important aspect of Community Standards is discussing and deciding how students will hold themselves accountable for the agreements and expectations. Discussing the issue of responsibility and accountability of each resident to every other resident can be difficult. One may believe that someone else (i.e., an RA, campus safety or student life staff) is responsible for making sure residents get exactly what they want. We encourage all of our residents to advocate for themselves and to hold themselves and their peers accountable for their actions.

Community Standards are on-going processes that define mutual expectations for how the community will function on an interpersonal level. Community Standards further provide a mechanism for the residents of a community to respond to behaviors that violate the agreements of the community.

At the beginning of each academic year, members of each residence hall meet and form their own Community Standards. These standards are posted in the residence halls and on the Wells College Web site. As needed, students meet with their co-residents to address issues that arise and/or to revisit the Community Standards and adjust them as necessary.

BEHAVIOR IN COLLEGE RESIDENCE HALLS

ANIMALS

Students are not permitted to have animals in the residence halls with the exception of fish. Fish tanks can be no larger than 10 gallons. Students requesting the use of certified service animals must apply for a formal accommodation by submitting documentation and a Disabilities Disclosure Form.

ATHLETIC AND RECREATIONAL EQUIPMENT

The use of athletic or recreational equipment or any other potentially dangerous or damaging equipment is prohibited in the residence halls. Athletic and recreational equipment is permitted to be used outside as long as the use does not disturb or threaten the safety and well being of others or College property.

COURTESY AND QUIET HOURS

All students shall observe and respect the rights of other students occupying student housing at the College. This includes not making excessive noise and observing the quiet/courtesy hour policies for proper sleep and study within the residence halls and the areas around the exterior of the residence halls, parking lots, and campus roadways. Audio equipment must be used in such a manner that the sound will not disturb other students or interfere with the interests or standards of the College community. Students are required to comply with reasonable requests from their fellow residents, members of the College staff, and security regarding noise complaints.

Quiet hours are set by each floor annually and posted in the residence halls. Courtesy hours are in effect 24-hours a day. Quiet hours in the residence halls are in effect 24-hours a day from the beginning of the Study Period at the close of each semester through the final day of exams.

GUESTS

Students are welcome to host others in their residential areas. If a guest wishes to visit or stay in the same room as their host, the host needs to register their guest with the office of residence life and learning communities and the department of campus safety. Students can register their guests by going to the Residence Life section of the Globe (http://global.wells.edu/ics/Students/Residence_Life.jnz). All guests must carry a guest pass, which can be printed from the Residence Life section on the Globe.

“Guests” are defined as any person who does not live in the immediate building/floor community, and are to be escorted at all times by their hosts while in residential spaces. Non-Wells students shall always be categorized as guests and are subject to following the above parameters. Guests may not stay overnight more than three nights in any 14-day period. Students with roommates must consult each other ahead of time to ensure all occupants of the room will be comfortable with the presence of the guest.

RESIDENTIAL OPERATIONS

CARE AND CLEANLINESS OF RESIDENCE HALL ROOMS

Students shall exercise care with regard to the premises and the contents of their respective rooms. Reasonable “wear and tear” is expected. The student shall be personally responsible for any damages to College property resulting from the intentional or negligent act of the student or any guest of the student. The student will be required to pay for the amount of any cost, expense, or loss resulting from any such damages.

A student is responsible for the care and cleaning of their room and must leave the room in presentable condition at the end of each semester. Students who leave their room unclean will be billed accordingly by the office of residence life and learning communities.

PROPER USE OF RESIDENCE HALL ROOM

Students shall use the housing unit solely for the purpose of a residence for him/herself, with the exception of guest privileges. Residence hall rooms are not to be used by their residents for any commercial purposes whatsoever.

FURNISHINGS

Furniture supplied by the College shall be maintained in its proper location. The student may rearrange furniture within the housing unit but may not disassemble it, exchange it with other students, or move it to other locations. No furniture shall be taken from lounges or other common areas and placed in a student's private area of residence or moved to any other location. An administrative fee will be charged for locating and returning public area property found in students' rooms. This fee may also be assessed for removal of screens from windows.

The costs for loss of property or damage to common areas may be assessed to occupants of the floor or contiguous area. The students will be subject to billing for the amount of any cost, expense, or loss resulting from any such damages.

STORAGE

Wells College does not offer personal storage to students, with the exception of international students and students studying abroad. International students and students planning to study abroad should contact the Director of Residence Life and International Student Services to arrange for summer or winter break storage.

All items must be stored in non-flammable plastic bins. No cardboard boxes are permitted. Items must be clearly marked and labeled with the tags obtained from the office of residence life and learning communities once storage is approved. All items must be stored neatly on existing shelving. No large furniture or appliances are permitted.

No items are permitted to remain in storage during the academic year except for those students studying abroad. Hours for placing items into storage and removing them from storage will be posted at the beginning and end of each academic year. No access to storage is permitted over the summer.

The College assumes no responsibility or liability for items in storage and reserves the right to dispose of articles remaining unclaimed within thirty days after a student has left Wells by graduation or withdrawal. College furniture is not permitted to be stored in student storage areas. All College furniture must remain in the student's room, even if the student is occupying a double room as a single.

No personal belongings are to be stored in the parking lots or the areas surrounding student housing or in any of the common areas of residential housing.

HEALTH AND SAFETY

DOORS

Students are prohibited from propping open residence hall exit doors, egress doors or interior fire doors.

FIRE SAFETY

Students will comply with all College rules and regulations and municipal laws and ordinances, including building code regulations; shall exercise ordinary care to avoid fire hazards and occurrences; and shall not obstruct any of the walkways, hallways, or surrounding premises.

Fire fighting, detection, sprinklers, and alarm equipment are provided for the protection of all residents and are not to be used or tampered with except in the case of a fire. Misuse of this equipment is a violation of College regulations and New York State civil statutes. Severe criminal penalties are imposed by New York law for activating a fire alarm falsely. Students are not permitted on residence hall roofs, window ledges, or fire escapes. No egress shall be obstructed. Window screens are not to be removed for any purpose.

SMOKE-FREE RESIDENCE HALLS

Wells College is a smoke-free campus. Smoking is not permitted on campus or in any of the residence halls. Use of candles or incense for any purpose is prohibited in the residence halls.

RESIDENCE HALL ENTRY AND SEARCH

The College reserves the right to enter the housing unit when appropriate to inspect the housing unit or perform repairs and maintenance or to conduct routine health and safety inspections. The College shall endeavor to give advance notice to the student of the proposed entry, but such notice is not required and is specifically waived where emergency or other conditions prevent the giving of notice or make it impractical. Members of the dean of students' staff, which includes residence life and campus safety staff, maintain the right to enter a student's room if there is reasonable cause to believe the safety and/or welfare of the occupant(s) is at risk or the physical property of the College is in jeopardy. They also have the right to enter the room if there is reasonable cause to believe that College, local, state, or federal laws are being violated.

HOUSING SELECTION AND POLICIES

Rooming Guidelines: All first-year students will be assigned a roommate by the office of residence life and learning communities.

If the roommate of a first-year student leaves school, moves out, or does not arrive on campus for the fall semester, efforts will be made to pair the remaining student with a different roommate. If possible, the student will have the opportunity to select from a list of available roommates.

Consolidation Policy: First-year and returning students who do not have a roommate for the Spring semester (due to roommate leaving to study abroad, December graduation, etc.), may have several housing options. The office of residence life and learning communities will contact students during the winter break to offer the following:

1. A student without a roommate for the spring semester can select to have the office of residence life and learning communities match them with a roommate.
2. A student without a roommate for the spring semester can select to move in with another student who does not have a roommate.
3. A student without a roommate can "pull" another student into their room.
4. A student without a roommate may have the option to "buy out" their room as a single room. An additional fee of \$400.00 will be added to the student's room and board. Students need approval from the office of residence life and learning communities to buy out their room and this option may not always be available as it depends on current enrollment.

Students should contact the office of residence life and learning communities with questions.

Rooming Conflicts: Criteria for resolving roommate conflicts, before a room appeal is to be submitted, include:

- Talking directly with your roommate.
- Utilizing the resident advisor as a consultant or mediator.
- If a situation cannot be resolved, the director of residence life may be contacted.
- The director of residence life and/or the associate dean of students may approve a room change if deemed appropriate. In considering each room change request, preference will be given to those students who have made a conscientious effort to reconcile their differences.

A student must have permission from the office of residence life and learning communities to change rooms or residence halls. Residence Life reserves the right to change a student's room assignment and/or roommate when necessary.

Number Draw/Room Draw: Number Draw and Room Draw occur during the spring semester and are coordinated by the office of residence life and learning communities and the Housing Committee. Based on rooming preference forms submitted by members of the rising senior, junior, and sophomore classes, the committee establishes quotas for each class (including first-year students) in each residence hall. Students who submit their \$200 re-enrollment fee by April 1 are permitted to participate in the room draw process. Rooms are selected based on a lottery system. Specific guidelines are published each year by the office of residence life and learning communities and the Housing Committee and distributed to students.

SECTION SEVEN: COLLEGIATE BYLAWS AND CONSTITUTION

In accordance with Wells College's commitment to diversity and social justice, Collegiate Cabinet has decided to use gender inclusive pronouns in this constitution. The pronoun "ze" (pronounced "Z") replaces the conventional pronouns "he" and "she" and the pronoun "hir" (pronounced "here") replaces conventional pronouns "his", "him", "her" and "hers". These gender inclusive pronouns, first used by Kate Bornstein, acknowledge that not all people classify themselves into one gender or the other. These pronouns are inclusive of all people regardless of their gender.

PREAMBLE

The faculty of Wells College with the consent of the trustees has delegated to the student body responsibility and obligation for establishing and administering a system of student government which should regulate and direct activities of the student body, and which shall ensure a community of freedom and respect for the academic and personal lives of its members. The administration and the faculty are pledged to honor such self-government. In order to assume individual and collective responsibility and obligation for their own conduct and to create a community based on self-respect and integrity, the students of Wells College have organized themselves into a self-governing organization, known as the Wells College Collegiate Association, and have established this Constitution.

ANTI-DISCRIMINATION POLICY

The Collegiate Association does not discriminate, in any of its policies or activities, on the basis of qualities including but not limited to sex, gender, ability, race, religion, age, ethnic origin, or sexual orientation.

ARTICLE I. EXECUTIVE BRANCH

The Executive Branch shall consist of a Cabinet and a Student-Faculty-Administration Board (SFA Board), who shall by virtue of office accept the responsibility to uphold the Constitution of the Collegiate Association. Collegiate Cabinet Advisor will be the Dean of students.

Section 1. Cabinet

A. Duties

1. The Cabinet shall have the power to recommend legislative proposals to Representative Council and shall be responsible for carrying out all directives of Representative Council.
2. The Cabinet shall participate in the appointment of student Resident Advisors and Hall Directors.
3. The Cabinet shall make such other appointments as are necessary and appropriate for the functioning of effective student government
4. The Cabinet shall be responsible for the allocation of student fees upon recommendation of the treasurer.
5. One member of the Cabinet shall attend monthly faculty meetings with voice, not vote

B. Membership

1. The Collegiate Cabinet shall consist of the officers of the Collegiate Association. These officers shall be a president, vice president, chair of Community Court, treasurer, secretary, and senior elections manager.

2. The student body shall elect members to serve as the Collegiate Cabinet for the following academic year. All members of the student body are eligible to participate in votes for Collegiate Cabinet members. The president and vice president shall be elected from the rising senior class, the secretary shall be elected from the rising sophomore or rising junior class, and the treasurer from any class. The members of court elect the chair of Community Court. The members of Elections Committee shall elect the Senior Elections Manager. All elections shall be held in the spring preceding the term of office. Election procedures are found in the Elections Bylaws. Elected Collegiate Cabinet officials serve for a one-year term.
3. Members of the Collegiate Cabinet may not serve as Resident Advisors, Hall Directors or as Class Officers. Also all committee positions not affiliated with the Cabinet positions are forfeited upon acceptance of the Cabinet position.

C. Duties of the Individual Collegiate Cabinet Officers

1. The duties of the president shall be: to call and preside at all meetings of the Cabinet and the SFA Board; to call and chair meetings of the Collegiate Association at his own discretion or upon petition of 15 percent of the student body; to appoint committees (both temporary and permanent), to oversee the work of all officers and committees of the association in conjunction with the other officers of the Cabinet; and to serve on Constitutional Review Committee.
2. The duties of the vice president shall be: to prepare the agenda for meetings of the Representative Council; to call and preside over meetings of the Representative Council; to serve on the SFA Board; and to perform the duties of the president in his absence.
3. The duties of the chair of Community Court shall be: to call and preside over all hearings of the Community Court; and to ensure that such hearings are conducted impartially and confidentially; to chair the Constitutional Review Committee.
4. The duties of the treasurer shall be: to allocate funds to each organization specified on the Collegiate bill; to handle all monetary transactions of the association; to prepare a budget for the association; to examine and review the budgets of all classes, clubs, and residence halls, in cooperation with the other Collegiate Cabinet Officers and submit a formal report to the treasurer of the College at the end of the fall semester and again at the conclusion of the spring semester; and to chair the Traditions Committee.
5. The duties of the secretary shall be: to carry on all intracollegiate and intercollegiate correspondence of the Collegiate Cabinet; to chair the Communications Board; to record the proceedings of the Collegiate Cabinet, Representative Council, and the Collegiate Association.
6. The duties of the Senior Election Manager shall be: to oversee the voting process within the Collegiate Association; to serve as a member of Constitutional Review Committee; to preside over Elections Committee; and to act as Parliamentarian of Representative Council.

Section 2. Student-Faculty-Administration Board

A. Duties

The SFA Board shall act as Advisory Board to the Collegiate Cabinet or to such of its members who feel that faculty and/or administrative advice is needed; and it shall approve of all amendments to the Collegiate Constitution. The members of SFA Board shall serve as the official channel of communication between the Collegiate Association, the administration, and the faculty. The board shall settle disputed points of interpretation of the Collegiate Constitution and Collegiate Bylaws. The board will vote on any amendments to the Collegiate Constitution after the amendments have been approved by the Collegiate Association. Following the approval of the SFA Board, amendments to the preamble, anti-discrimination policy, Honor Code, Article I Section 2, Articles III, VII, and VIII, and Bylaw IV shall be sent to the faculty for approval.

B. Membership

The board shall consist of the dean of the college, the dean of students, three faculty members elected to the Academic Standing and Advising Committee of the faculty, four students elected at large (two rising juniors and two rising sophomores), the Collegiate Cabinet president, and the Collegiate Cabinet vice president. The students-at-large will be elected in the spring, to serve for the following academic year only.

C. Procedures

1. The Collegiate Cabinet president shall act as chair of the board, and a member-at-large shall record the minutes.
2. The board shall meet at the request of the Collegiate Cabinet, the Collegiate Association, the administration, or any member of the faculty on the board.
3. Decisions shall carry upon a two-thirds majority vote of a quorum.
4. Eight members constitute a quorum of which there must be at least three students, one faculty member and one member of the administration.

ARTICLE II. LEGISLATIVE BRANCH

All fulltime Wells College students are members of the Collegiate Association. When necessary, meetings of the full Collegiate Association may be called by the Collegiate president or by petition of 15 percent of the student body. Motions shall carry with a two-thirds vote. It may initiate legislative proposals and recommend changes of administration and faculty policies to the Student-Faculty Administration Board. It shall enact all Collegiate Rules necessary to implement goals of the association as stated in the preamble to the constitution, subject only to the approval of the SFA Board. It shall act upon petitions to establish recognized organizations as directed by Bylaw IIIA of this article. It shall have the power to dissolve such organizations which are established. The Representative Council shall consist solely of elected representatives.

Section 1. Duties of the Representative Council

The Representative Council shall function as the representative body of the Collegiate Association. The function of the Representative Council shall be to provide information to the Collegiate Association about the happenings of the Campus.

Section 2. Membership of the Representative Council

Members of the Representative Council shall consist of the:

1. Collegiate Cabinet.
2. One representative elected in the fall from Dodge North, Dodge South, Glen Park, Weld, Leach, and each floor in Main.
3. One representative or one alternate representative from each Collegiate-sponsored club to be selected by hir club or organization.
4. A representative to the Representative Council may only serve for one group

Section 3: Procedure of the Representative Council

A. The Representative Council

The Representative Council shall meet at the discretion of the vice president of the association, but in no case fewer than eight times per academic year; an agenda shall be prepared and posted on the Collegiate bulletin board or e-mailed to the student body at least 24 hours in advance of meetings; proceedings shall be open to the entire student body; and individual students may be heard upon acceptance of their request to appear on the agenda. Meetings will be run in accordance with Robert's Rules of Order. The senior elections manager will serve as the parliamentarian during Representative Council meetings.

B. Attendance

If the elected representative cannot attend a meeting, ze is responsible for finding a replacement. An officer of the club may attend in place of the elected representative or elected alternate. If a group fails to have a member in attendance at a Collegiate meeting, the group will be penalized by losing 20% of its semester budget allotment for each unexcused absence upon discretion of the Collegiate Cabinet Treasurer. Also, Collegiate will deduct 20% from the total budget allotted to the group for the next semester after the group's budget has been determined. The money received from such deductions will go into the general pool of funds from which money is allotted to all Collegiate-funded clubs.

C. Minutes of Meetings

Minutes of all Representative council meetings shall be kept by the Collegiate Secretary. These minutes shall be e-mailed to the entire student body within 24 hours. Faculty and Staff may request to receive minutes as well. Each meeting the Representative Council shall approve the minutes of the previous meeting. A record of approved minutes will be kept by Collegiate for seven years. Students may request copies of minutes from past meetings.

D. Presentation at Representative Council

Staff:

The president of the College and the dean of students or a representative must attend Representative Council once each semester.

Committees:

All standing committees must present each semester at Representative Council.

Grievances must be presented at Representative Council or an open forum before election.

ARTICLE III.: THE JUDICIARY BRANCH

The Judiciary Branch shall consist of the Community Court, the Appeals Board, and the faculty of the College.

Section 1. The Community Court

A. Duties

The Community Court meets upon the request of a member of the student body, faculty, staff, or the administration, to resolve alleged violations of Community Honor as defined by the Collegiate Constitution and Collegiate Rules of Wells College. Violations under the jurisdiction of the Community Court include lying, cheating, stealing, deceiving, concealing or failure to report a witnessed violation.

B. Membership

The Court is composed of ten students (four seniors, three juniors, and three sophomores), three members of the faculty and two staff members. Court members are expected to be available one week prior to the beginning of classes for training and remain accessible for one week following the exam period of the spring semester to hear cases. A quorum shall consist of seven members of the Court, one of whom shall be a faculty member and one of whom shall be a staff member.

A rising senior and three rising sophomores are elected each spring to serve for the remainder of their College careers. One faculty member is selected each spring by the faculty board in compliance with the faculty handbook and serves a two-year term. A member of Community Court may not have an Honor Code violation. Furthermore, members of Community Court who are found responsible for a violation may be held to a higher standard in terms of sanctions. One staff member and is elected by the Staff community each year to serve a two year term. Neither a student, staff member, nor faculty member may simultaneously serve on the Appeals Board.

The assistant chair and chair positions are decided by the Court. At the end of hir first year of Court membership, a rising junior member will be elected by Court members to serve a one year term as Assistant Chair for hir junior year and will then serve a one year term as Court chair for hir senior year.

The dean of students shall act as advisor to Community Court for the purpose of providing training and consultation on procedural matters.

In the absence of the Community Court Chair, leadership of the Court shall be as follows: 1) assistant chair, 2) the chair's designee, 3) a student appointment from the dean of students. Any appointments to the position of chair are strictly pro tempore.

If the Court is unable to hear and decide a case due to a lack of quorum, and if the chair determines that the case cannot be postponed until the board reconvenes, the chair of the Court, or in his absence the pro tempore chair chosen by the above succession of leadership, shall designate members of the board pro tempore in order to decide such a case. Any pro tem appointments will maintain the required proportion of student and faculty members. In designating members pro tem, the chair or acting chair will seek the approval of the majority of the remaining Court members on campus.

C. Procedures

1. All proceedings of the Community Court shall be kept confidential. The Court meets within 3-5 business days to handle all cases, unless extenuating circumstances require that special provisions be made or the Respondent wishes to waive his right to a hearing within 3-5 business days. In such cases the Respondent may waive his right to a hearing within 3-5 business days by signing such statements in the presence of the chair of the Court. All members of the Court are notified of the time and place of all hearings but are not informed of the nature of the case until the hearing. The Respondent shall be notified in writing at least 24 hours before his hearing and at that time shall again be given the reasons for the hearing. Failure to appear after the second notice of hearing entails automatic suspension until the Respondent presents himself to the Court.
2. Any student reported for a violation of Community Honor has three options: 1) Ze may have a hearing before the Court. 2) Ze may withdraw from the College. Should the student elect to withdraw from the College, ze will leave campus within 48 hours after declaring his intention to withdraw. 3) In cases where the ostensible violation has, in the judgment of the administration, a medical cause, ze may withdraw on medical grounds. The Court Chair shall be notified when a student withdraws.
3. The student has the right to Support of his choice from the student body, the faculty, or the administration of the College. The exception to this is the dean of students, or in his absence, the associate dean of students for residence life, both of whom may act as an advisor to Community Court on procedural questions. Ze must have Support in appeal of a case where the penalty is suspension or expulsion. The role of Support shall be to assure fairness while upholding the obligation to honor the Collegiate system of government. The student shall have the right to testify, and to confront all Witnesses against his, and to present evidence on his own behalf. The student has the right to remain silent on any question without the presumption of responsibility. All of those summoned by the Court must appear; failure to do so shall be considered Disrespectful to the Court. If, in the judgment of the chair of the Court, there are not extenuating circumstances involved in the failure to appear before the Court, those involved will be subject to a fine of \$75.00 for Disrespecting the Court.
4. At the time that the Respondent turns himself in to the chair of the Court or is sought out by the chair if ze is turned in by a Complainant of the alleged violation, the following procedure will be followed:
 - a. The chair will state the charge as stated in the constitution, and the exact charge of the Complainant. The Respondent and the chair, or the assistant chair in his absence, will both sign a statement stating the charges against the Respondent and the Respondent's rights.
 - b. The chair will read to the Respondent his rights as stated under Judicial Procedures in the Collegiate Constitution.

- c. The chair and the Respondent will then set the date and time of the hearing after consultation with the Complainant and any witnesses.
- d. The chair may ask the Respondent and Complainant for the names of individuals ze would like to serve as Witnesses for the hearing. If the chair or assistant chair believes witness testimony will be vital, they will contact these individuals directly and inform them of the time and place of the hearing. Witnesses have the option of attending the case (unless their presence is deemed necessary by the chair or assistant chair) but must provide a statement at least 48 hours prior to the case.
- e. The Assistant Chair of Court may assist the chair in organizing the case, which includes follow-up on sanctions.
- f. Upon receiving written notification from the chair of Court that you are to be a Respondent, Complainant, or Witness on a Community Court hearing, you must sign a statement which verifies that you received the proper advance notification.
- g. If the Respondent has not waived hir right to a hearing within 3-5 business days, the chair must receive all statements from the Respondent, the Complainant, and all of their individual Witnesses no later than 48 hours before the time the trial is scheduled to begin. The chair must sign, date, and include the time received on all statements presented to hir. Statements will only be valid if signed immediately by the chair. Any statement submitted less than 24 hours before the case will be invalid and that individual involved will be disqualified from the hearing. Lack of statements from the Complainant or the Respondent will result in penalties for Disrespecting the Court. If the Respondent waives hir right to a hearing within 3-5 business days, the chair of Court must receive all statements no later than 48 hours before the hearing is scheduled to begin. The chair must sign, date, and include the time received on all statements presented to hir. Statements will only be valid if immediately signed by the chair. Any statement received less than 48 hours before the case by anyone will incur the penalties previously stated above.

Items (a)-(g) may be addressed in a meeting between the court chair (or assistant chair) and the respondent. This meeting must be held within three business days of the time the Court Chair is notified of the violation. The hearing will be held within 3-5 days of this meeting. Respondents who fail to attend such a meeting after the second notice shall be reported to the dean of students

5. All hearings by the Court shall be tape-recorded to provide a verbatim record of all proceedings, excluding closed deliberations of the Court. After three years the tapes shall be destroyed, but a synopsis, written by the chair of Court, including the names of those involved in the hearing, the charge, and the decision, including the rationale for it, shall be maintained for seven years after the hearing.
6. A member of the Court having a special interest in a case before it, disqualifies himself from the case. All decisions carry upon a two-thirds vote of the Court, provided a quorum is present. Decisions of responsible or not responsible shall be determined by a preponderance of the evidence. A decision of acquittal may only be reached when there is a failure to meet a two-thirds vote. Decision of acquittal is final.
7. The chair of the Community Court immediately informs all present at the hearing of the decisions of the Court. In cases of suspension or expulsion, the student must leave campus within 48 hours, even if waiting the outcome of an appeal.
8. The Respondent and hir Support, the Witness against the Respondent and hir Support, and the faculty member(s) involved (present only in an academic case) shall receive written notice of the outcome (includes student name) within one week after the end of the hearing.

9. Right to Appeal:
 - a. In the event that the Community Court finds the Respondent responsible for the charge or charges brought against hir, ze must be informed of hir right to appeal.
 - b. Should the Respondent wish to appeal the decision of Community Court, ze must indicate hir intent in writing to the chair of the Appeals Board within seven business days of receiving the written decision from the Community Court.
 - c. A decision of Community Court may be appealed, if in the Respondent's judgment at least one of the following criteria is met:
 - i. A procedural irregularity so substantial as to have likely altered the outcome of the decision.
 - ii. New information that could not have been known or brought forward at the time of the hearing that is so substantial as to have likely altered the outcome of the hearing.
 - iii. A sanction that is grossly out of line with the violation.
10. The student body shall be informed of all judicial decisions within one week after the end of the hearing by posted notice on the Community Court Board. This notice shall preserve the anonymity of the student. The same report given to the faculty will be given to the students at the last Representative Council.
11. The faculty shall be informed of all judicial decisions. Such notice shall be made by a report given by the Chair of Community Court during the last faculty meeting of each semester. This report shall preserve the anonymity of the student and will contain the nature of the violation, the decision of responsibility and the sanctions in broad terms.
12. The dean of the college, the dean of students, and the president shall be informed immediately after the hearing, no matter what the hour, of all decisions involving suspension or expulsion.
13. A. Official charges must be filed within one month of witnessing an alleged violation or admission of a violation. A hearing may occur up to one year after the charges are filed.
 B. Self-reported violations that are reported later than one year after occurrence of the violation shall not result in a hearing.
14. Short College Breaks: Alleged violations of the Honor Code discovered during College breaks shall be heard within the first week of resumption of classes provided the Respondent and Complainant have returned to campus.
15. Long College Breaks: Any alleged violation reported or discovered during the fall examination period, or the grading period thereafter, will be heard during the first week of the following spring semester. The chair of the Court shall notify the Respondent and Complainant of the pending case in writing and ask them to submit a written statement to hir of their involvement in the case. This statement should be mailed to the chair within one week of notification of the pending case. The statement may be revised with Support upon the student's return to campus but both statements will be admissible as evidence. In the letter of notification, the chair will ask if either party has any Witnesses. If names of Witnesses are given, the chair will also request a written statement from these individuals.

Court members are expected to remain accessible for one week following the exam period of the spring semester (Senior Week) in case alleged violations are discovered during this time. In the case that the Respondent is a senior, a hearing will take place during this week.

If the student(s) involved are not seniors and have left campus for the summerbreak, they will be notified by the chair of the pending case following the procedure outlined above. The hearing will take place within the first week of the fall semester. Written statements in the case of Witnesses in the senior class will be taken at the time of report and will be admissible as evidence.

D. Penalties

1. Academic penalties may be imposed by the Community Court or by the Appeals Board. These penalties may include, but are not limited to:
 - a. Failure of all or part of the course involved, with the approval of the instructor.
 - b. Suspension for up to 30 weeks.
 - c. Suspension with no transfer of credits earned at another institution while under suspension.
 - d. Expulsion.
 - e. Fines or appropriate work assignments.
2. Nonacademic penalties may be imposed by Community Court. Some examples of penalties are:
 - a. A Letter of Warning to be placed on file in the Community Court's file and/or the dean of students office.
 - b. Fines or appropriate work assignments.
 - c. Probation.
 - d. Removal from the residence hall.
 - e. Suspension.
 - f. Expulsion.
3. Previous cases where a student has been found responsible shall be taken into consideration in the assessing of penalties.
4. A student who fails to observe the sentence imposed by the Community Court will be referred by the chair to the dean of students with the further charge of "failure to comply".

E. Documentation

All records of Wells disciplinary proceedings shall be kept confidential. A verbatim record (tape) shall be kept of all cases for three years. The chair of the Court shall keep files on all students who come before the Court, and a notice of the violation (with the students, name date of violation, type of violation, sanctions imposed and deadlines for sanctions) will be placed in the student's file in the Dean of Student's Office. The files of students found responsible shall be kept for the duration of their academic careers at Wells. The files of students found not responsible will be destroyed. A written file of the hearing shall also be kept for seven years after the hearing. This file shall include all statements by all parties, copies of the evidence submitted in the case, the posted community notice, and a written summary of the case prepared by the chair. This summary shall include the following:

1. The allegation or charge - in the words of the Complainant and as covered in the constitution.
2. A set of facts that describe the violation including date, time, and individuals involved.
3. The names of those present at the hearing- Court members, Support persons, Witnesses, etc.
4. The date and manner of notification of the Respondent.
5. The Witnesses and the nature of their testimony.
6. The decision, including appropriate deadlines for completing assigned sanctions.

A summary of all major cases shall be kept permanently, exclusive of names, for reference and precedent. Court files shall be kept in the Court filing cabinet in the locked Community Court Room. Only the chair of the Court shall have access to these files.

Section 2. The Appeals Board

A. Membership

The Appeals Board shall be comprised of the dean of the college (or hir designee), three faculty members, including two regular and one alternate members, and four students, including two regular and two alternate members. Terms shall run for two years with staggered terms. The faculty and students should each elect one regular and one alternate member each year. The student member and alternate shall be chosen from the junior class to assure that the board will be comprised of two juniors and two seniors or one regular and one alternate member from each class. Those elected to the board, both regular and alternate, should be available for one week after the last final exam of the spring semester. The chair shall be elected each year from the student and faculty members of the board. Members of the Community Court are not eligible to sit on the Appeals Board.

In the absence of the Appeals Board chair, leadership of the board shall be as follows: 1) the chair's designee, 2) a student appointed by the dean of the college (or hir designee). Any appointments made to the Appeals Board are strictly on a pro tempore basis only.

If the board is unable to hear and decide a case due to a lack of quorum, and if the chair determines that the case cannot be postponed until the board reconvenes, the chair of the board, or in hir absence the pro tempore chair, shall designate members of the board pro tempore in order to decide such a case. Any pro tem appointments will maintain the required proportion of student and faculty members. In designating members pro tempore, the chair or acting chair will seek the approval of the majority of the remaining board members on campus.

B. Right to Appeal

1. In the event that the Community Court finds the student responsible for the charge or charges brought against hir, ze must be informed of hir right to appeal.
2. Should the Respondent wish to appeal the decision of the Community Court, ze must indicate hir intent in writing to the chair of the Appeals Board within 48 hours of receiving the written decision from Community Court.
3. A decision of Community Court may be appealed, if in the Respondent's judgment at least one of the following criteria is met:
 - a. A procedural irregularity so substantial as to have likely altered the outcome of the decision.
 - b. New information that could not have been known or brought forward at the time of the hearing that is so substantial as to have likely altered the outcome of the hearing.
 - c. A sanction that is grossly out of line with the violation.

C. Procedures

1. The student has seven business days upon receipt of the decision to file an appeal. Upon receipt of a letter of intent to appeal, the chair of the board must call a meeting of the board to meet within seven business days from the time of receipt of such a letter, not including any intervening official College vacation periods.
2. A quorum shall consist of five members of the board. In the event that an appointed faculty or student member may not sit because of special knowledge or interest in the case, the alternate from the same election year shall sit in the regular member's place. In the event that the alternate from the same election year must also disqualify himself, the remaining alternate will sit. In the event that the dean of the college must disqualify himself, hir designee from the office of the dean of the college shall sit in the place of the absent dean. Should a board member who is the elected chair disqualify himself, the board sitting in appeal shall elect a chair pro tempore from among the faculty or student members.

3. All proceedings of the meeting shall be held in the strictest of confidence.
4. The appellant has the right to appear before the board with support: support shall be a student, a faculty member, or an administrator currently attending or employed by Wells College. The appellant has the right to call witnesses.
5. The board must call the chair of the Community Court and may call other such witnesses deemed appropriate.
6. All decisions of the Appeals Board to override a Community Court decision must have at least three of five members present in agreement.
7. Upon completion of the hearing, the board shall render a decision in writing to the appellant within 24 hours.
8. The board may remand the case to Community Court for reconsideration; Community Court shall act within 48 hours.

D. Penalties

1. The board may sustain or deny the findings of Community Court.
2. The board may decrease or eliminate any or all penalties assessed by Community Court, but it may in no case increase penalties.

E. Decisions

The decisions of the board are final, except in-so-far as the Respondent may make a final appeal to the president of the College in cases in which the penalty involves suspension or expulsion from the College. Such appeal shall be made within 48 hours of the receipt by the appellant of a written decision from the board.

The president shall render a decision in writing to the appellant within seven business days of receipt of a notice of appeal based on review of all relevant materials. The president may:

1. Sustain a decision.
2. Decrease or eliminate penalties, but in no case increase penalties.
3. If there is a procedural irregularity so substantial as to have likely altered the outcome of the decision, anyone involved has the right to bring it to the attention of the SFA Board.

F. Confidentiality

While maintaining confidentiality the board and, where appropriate, the president of the College shall report final actions on all such cases to the faculty at its next regular meeting. Students shall be notified by posted notice on the Community Court board.

G. Record Keeping

1. All hearings of the board shall be electronically taped.
2. After three years, the tapes shall be destroyed, but a synopsis, written by the chair of the board or the chair pro tempore, where appropriate, outlining the reasons for appeal, the names and basic arguments of the appellant and all witnesses, and the decision, including the rationale for it shall be kept in the dean of students office for seven years. Access to the records shall be limited to the president, the administrative members of the board, and the current chair of the board.
3. In cases in which final appeal is made to the president of the College, the president shall keep a written record of the reasons for the appeal, all of the material presented for consideration, the decision, and the reasons for the decision. Such records will be kept in the Office of the President of the College for seven years.

ARTICLE IV: CONDUCT REVIEW BOARD

This board shall consist of 12 student members and the Judicial Hearing Officers. Resident Advisors, Hall Directors, Community Court, or Collegiate Cabinet members shall not serve on this board as student members. Elections shall take place in the spring. Three rising Sophomores shall be elected for a three year term and one rising Sophomore, one rising Junior and one rising Senior shall be elected for a one year term (an election for a rising senior shall not take place if the current one year member is elected Chair). The board shall be chaired by a rising Senior member elected from within. This board shall review violations against the Student Code of Conduct. For a violation to be heard, a quorum must be met of five students, the Chair and a Judicial Hearing Officer.

ARTICLE V: CLASS GOVERNMENT

Each rising upper class shall elect a president, vice-president, secretary, and treasurer in the Spring Semester for the upcoming academic year. First years shall elect their officers in the Fall Semester. Individuals holding positions on the Collegiate Cabinet are not eligible for Class Officer positions. Elections for Class Officers shall be held annually. Duties of the officers are as follows: the president shall govern the class and call all class meetings; the vice president shall be responsible for social events and shall assume the duties of the president in his absence; the treasurer shall manage the class finances and sit on the Traditions Committee; the secretary shall be responsible for communication with the class. The senior class secretary shall serve as the class secretary after graduation and until he is no longer able. Officers must host at least three class meetings and one bonding every semester.

ARTICLE VI: DERELICTION OF DUTY AND DISMISSAL FROM ELECTED OFFICE

The procedure for addressing perceived negligence of duty by collegiate cabinet members, class officers, and Community Court members is as follows:

Cabinet members or class officers will meet with the group's advisor and the student in question to address issues of negligence. All due effort will be made to fully inform the student in question of his duties and responsibilities. In the event of continued negligence, the collegiate cabinet member or class officer in question will be taken to Community Court. The student will be dismissed from office if Community Court finds he has failed to uphold the standards and principles of the Collegiate Association.

Community Court members will meet with the Community Court Chair to address issues of negligence. In the event of continued negligence the Court member will be taken to the SFA Board. The student will be dismissed from office if the SFA Board finds he has failed to uphold the standards and principles of the Collegiate Association.

ARTICLE VII: AMENDMENT OF THE CONSTITUTION

Amendments of the Constitution must be approved by the Collegiate Association and the SFA Board. Amendments to the preamble, anti-discrimination policy, Honor Code, Article I Section 2, Articles III, VII, and VIII, and Bylaw III shall require the further approval of the faculty. Amendments shall take effect immediately upon approval.

ARTICLE VIII: RATIFICATION

This constitution shall become effective when it is approved by members of the Collegiate Association in a balloting to be held for that purpose, provided: that the balloting takes place no less than one week after presentation of this constitution to the association; that it receives a simple majority of the votes cast; and that it meets the approval of the faculty.

COLLEGIATE BYLAWS

I. ELECTIONS

A. Elections Committee

All voting processes within the Collegiate Association shall be conducted by this committee. In the fall, by the completion of the first week of classes, representatives will be elected to serve on the committee. The committee will be composed of 2 members of each class elected in the Fall semester for a four year term. Responsibilities of the Elections Committee are to encourage all students to vote; abide by the election procedures and send e-mails to the announcements@wells.edu in notification of all open positions, opening and closing of both nominations and voting periods; send emails to class-secretaries@wells.edu announcing positions relevant to each class; administrate all open forums; ensure that all candidates abide by elections procedure and meet the criteria for desired positions; receive and discuss any complications arising from Student Elections process or procedures; in conjunction with Cabinet will have the ability to dismiss a candidate for violating election procedures and/or protocol. Junior Elections Managers will be selected by current members of the Elections Committee in the spring of their Sophomore year to serve a two year term. The Senior Elections Manager will run the fall elections and the Junior Elections Manager will run the Spring elections. In the event that an Elections Manager runs in an election, the other representative of the Junior or Senior class will serve in the role of Alternate Elections Manager for that election.

The duties of the Elections Managers are to:

1. Schedule all regular elections
2. Serve on Constitutional Review Committee
3. Set up online elections and coordinate polling places
4. Explain and enforce campaigning rules
5. Help Collegiate Cabinet in the appointments when positions become vacant

B. General Procedure

1. Candidate Qualifications:

Candidates may only run for positions in which they are qualified (class year); if running for Class Officer, Collegiate Cabinet or other one year positions, candidates are required to be on campus and must fulfill the entire duration of their term. Failure to fulfill the duration of an elected position constitutes an Honor Code violation.

2. Nominating Procedure:

All nominations for student offices are self-nominations. All nominations must be held open for a minimum of three business days. If within that time only one student nominates himself, that student will run unopposed on the ballot. In the event that no one nominates himself, the nomination shall be held open for a second time. After the second round of nominations, if the position is still unfilled, Collegiate Cabinet shall appoint a student to fill the position. All nominations must be posted on the Collegiate bulletin board by a member of the elections committee at least 48 hours prior to the opening of the election.

On an 8 ½ x 11 white sheet of paper a self-nomination shall consist of:

- a. Candidate's name, class, and desired position.
- b. Candidate's qualifications for desired position.
- c. Candidate's photo.
- d. Candidate's signature.
- e. On the back of the nomination, candidates must include a phone number and an email address at which they can be reached following the election.

Any self-nomination that does not follow this format will be rejected by the election managers and will not be placed on the Elections Board. In addition, a self-nomination referring to, or mentioning the names of other candidates (for the desired position or any other position) is inadmissible.

Managers must make all rejections known to the candidate in question in writing within 12 hours after the close of the nomination period. The candidate will be given an additional 12 hours to resubmit an acceptable self-nomination if ze chooses to do so. The candidate may appeal the decision of the election managers to the Community Court by notifying the Community Court Chair in writing of hir desire to appeal within 24 hours of notification of rejection. Appeals will be brought to Community Court on the grounds of procedural error.

I. Collegiate Cabinet Positions

Nominations for Collegiate Cabinet positions (excluding Community Court Chair and Senior Elections Manager) open at 1 a.m. on the Monday of the third full week of classes in February, (in the fall it will be the third week of class) and are open until 1 a.m. on Thursday. For one week after nominations close, candidates have the right to express their platform by means of open forums. See C. for campaigning rules. Elections will be held the second Thursday after nominations close. After nominations close, and during this week of discussion, at least two days before the election, speeches must be given by the candidates at Representative Council. All candidates for Collegiate Cabinet positions must meet with the current Cabinet member in the position they are running for to discuss responsibilities of the office; failure to do so will result in negating eligibility for election. All Collegiate officers shall be elected by a popular vote. In the event of a tie between candidates, a run off election between tied candidates will occur within three business days. If the tie is not broken in the second election, the election is declared void and nominations are opened a second time. The election managers shall notify the dean of students and Collegiate Cabinet of the results of all elections. The secretary of the faculty shall also be notified when faculty committees are involved.

II. General Elections

In the fall, general elections will be held for the Freshman class and all open positions starting with the nomination period beginning the first full week of class. The nomination period will be open for a minimum of three business days. Elections will begin one week after the nomination period closes. In the spring, all non-Cabinet elections will follow the same procedure as the April timeline out-lined in the Collegiate Cabinet Positions listed above starting week after Spring Break. See C. for campaigning rules.

III. Off-Campus Study

Students who are taking advantage of off-campus study are permitted to run for any office, provided they will be on campus during the expected term of service. Students studying abroad during their elected term should notify the elections manager at least one month prior to studying abroad. Elections will be held to fill the space either permanently or temporarily depending on position. Self-nomination procedures are the same for OCS students as for on campus students. In the case of Collegiate Cabinet, excluding Community Court chair, nomination speeches may be read by another student.

C. Campaigning

Accepted candidates must meet with the Elections Managers to go over rules and guidelines of campaigning. In this meeting the Election Managers clearly define what forms of campaigning are acceptable; candidates must sign a campaigning contract stating they will abide by these rules to proceed in the elections process. The campaigning contract will follow this outline:

1. There will be no bashing of or mudslinging towards fellow candidates.

2. There will be no distribution of materials not provided by Elections Committee (this includes posters, pins, buttons, tee shirts, etc). Each candidate has the right to hold their own open forum, and must coordinate through Election Managers.
3. Either an elections manager or a member of Collegiate Cabinet must be present at these open forums. Failure to abide by these rules will be reviewed by the Elections Committee. Violations may cause candidates to be removed from the ballot and/or their position. Additional sanctions may be imposed by the Elections Committee based on the nature of the violation. All final decisions about violations of elections procedure will be decided by the Elections Committee.

D. Rights of Candidates

Once the tally is complete, the Election Managers are to notify all candidates of the results, prior to the campus announcement. If a candidate knows beforehand that ze will not be available at the time of notification, ze is to notify the Election Managers. The Election Managers will call the candidate; if the candidate is not available an email will be sent to the candidate. After following these two steps the Elections Mangers are no longer responsible for notifying that particular candidate as to the outcome of hir election. Each candidate may demand to know the statistical (percentage) results of hir election; these figures must remain confidential (exception: during a meeting to review the contested elections). A candidate may contest an election on procedural grounds (i.e., omission of a candidate's name from the ballot, breach of campaign instructions, etc.) or with the mutual consent of all candidates in a specific election.

E. Procedure for Contested Elections

Within 48 hours the candidate contesting an election must first petition the Election Committee in writing for a new election. If the candidate is not granted a new election by these means, ze may then present hir case before Community Court on procedural grounds. Notification for each appeal must occur, in writing, within 48 hours of the previous decision. Only in contesting hir election is the candidate authorized to use the statistics (percentages) from the contested election. Any decision reached by the Elections Committee on non-procedural errors is final. Once a decision is reached by Elections Committee or Community Court, it is final, and the same ground for contestation cannot be used by the same candidate again in the same election.

F. Procedure for Cabinet Appointment

If there are no nominations submitted for a position during the second nomination period, the position may be filled by Cabinet appointment. In addition, any office which falls vacant for any reason will be filled immediately either by general election or a Collegiate Cabinet appointment. At the next Cabinet meeting, Cabinet will nominate a student for all unfilled positions. Each Cabinet member may vote for or against each nominee. It is the responsibility of the Secretary to notify students of hir nomination to a position with 24 hours of the nomination by Cabinet. Upon receipt of nomination notification, the nominee has 24 hours to accept or decline the position in writing to the Collegiate Cabinet Secretary. Collegiate Cabinet is then responsible for informing the Election Committee, dean of students, the nominee, and the Secretary of the Faculty where faculty committees are involved.

II. STANDING COMMITTEES

A. Responsibilities of Collegiate Committees

All standing committees must meet at least once each semester and present at Representative Council. Each Committee must submit meeting times and minutes to the Collegiate Cabinet

B. Student Committees

1. Election Committee

See Bylaws I-A

2. Housing Committee

This committee shall consist of eight students. Two students shall be elected by and from the first-year class in the fall, and shall serve for four years. Students running or serving on this committee must live in Wells affiliated housing. The committee reviews petitions, establishes room quotas, and conducts room draw in the spring. Policies regarding room designations, room selections processes, applications for special interest housing, etc. must be approved by the associate dean of students for residential life, who serves as advisor to the Housing Committee.

3. Dining Hall Committee

This committee consists of eight students, two from each class and one representative from the dean of students Office. Two students shall be elected from each first-year class to serve for four years. The committee works in coordination with the food service director on meal plans and in helping him to be responsive to student needs. The Food Service Director and Associate dean of students for Residence Life serve as advisors to the Dining Hall Committee. The students running for/serving on this committee must be on the campus meal plan.

4. Communications Board

The Communications Board is comprised of the Collegiate Corresponding secretary (who shall serve as chair of the board), one rising sophomore shall serve a 3 year term, one faculty member and one staff member. Access to the Wells College Web mail system is a privilege granted to the students by College. The main purpose of this board is to ensure that students use appropriately and do not take advantage of this privilege. The board has the power to revoke any student's use of Web mail if the system is abused. The board will meet at the discretion of the chair no less than once a semester. The dean of students serves as advisor to the Communications Board. The secretary of each class takes responsibility for monitoring their individual class list serve with the support of Communications Board.

5. Health Center Committee

The committee shall consist of five student members, a staff representative from the Student Life Department and a representative from the Security Department. One student from the Women's Resource Center and one student from each class year shall be elected to the committee. All members serve for four years. This committee shall meet at least once a month to address student concerns and consider matters of importance to the health of the student community. In addition the committee shall meet every other month with physicians, nursing staff and/or counselors from the Community Medical Center to discuss any student and medical center concerns. A staff member of the Student Life Department serves as advisor to the Health Center Committee.

6. Coalition of Class Officers

The Coalition of Class Officers (CoCo) is a committee formed of the elected President, Vice President, Secretary, and Treasurer from each respective class year. A student is only a member of CoCo for as long as they are a class officer. The purpose of this committee is to allow class officers a forum to speak with other class officers to get input and advice for class events and traditions. The committee shall report to Representative Council no less than once a semester. The committee meets at the discretion of the Co-Chairs.

7. Transportation, Safety and Security Committee

The committee consists of four students, one student from the sophomore, junior, and senior classes, and one non-traditional and/or off campus student-at-large, two faculty members, two staff members, the coordinator of transportation, and the director of campus safety, who shall serve as

Chair. Students are elected annually and serve a one year term. The committee shall address student needs and concerns and make recommendations to improve transportation services, parking issues, and general safety and security on campus. The committee shall convene a minimum of three times each semester.

8. Constitutional Review Committee

The Community Court Chair shall serve as chair of this committee. The committee shall consist of the elections managers, the Collegiate President, Assistant Community Court Chair, who serves as secretary, and four students elected at large each year. This committee shall oversee all constitutional amendments and revisions. The committee shall convene a minimum of once per semester and at the discretion of the chair. This committee is responsible for the final draft of the constitution. The dean of students serves as advisor to the Constitutional Review Committee.

9. Traditions Committee

This committee shall be chaired by the Collegiate Treasurer and shall consist of the treasurers of each class and a student representative from each class. The student representatives will be elected in the fall for a two year term. At the first meeting of every year the chair of the traditions committee will appoint a committee secretary. The committee shall be responsible for the continuation and development of all traditions. This committee shall meet a minimum of once per month, and at the chair's discretion. The director of campus involvement shall serve as the advisor to the Traditions Committee.

10. Student Events Committee

This committee shall consist of 1 student from each class year and four additional students elected at large. Students elected to this committee shall serve a term of one year. This committee shall work directly with the department of campus involvement to act as a resource to the Collegiate Association that aids in the organization, implementation and evaluation of campus events. This committee shall convene monthly, or at the discretion of the chair or the director of campus involvement. This group will report to the Representative Council no less than once a semester. The director of campus involvement serves as advisor to this committee.

11. Student Committee on Inclusive and Intercultural Excellence

This committee shall consist of a student representative from each class as well as a representative from each of intercultural group including but not limited to: WISA (Wells International Students Association), POWER (Praising Our Work, Ethnicity and Race), Sexual and Gender Activist (SAGA), Sex Collective, Women's Resource Center (WRC), and Non-Traditional student. The committee works cooperatively with other Diversity groups on Campus to foster a community that respects and embraces interculturalism and pluralism with the Wells College Community. The committee shall meet at least once per month to address student concerns and consider matters of importance to the student community. The associate dean of students will serve as the advisor, in collaboration with the office of institutional diversity.

12. Student-Athlete Advisory Committee (SAAC)

SAAC consists of one or two student-athlete representatives from each athletic team (any athletic team with more 11 or more participants will have two representative). Each team is in charge of selecting their own representatives. In addition, three student-athlete officers lead the group in conjunction with the advisor. The positions for the officers are: Chair, Vice-Chair and Secretary who are elected by SAAC representatives each Spring Semester for the following school year. SAAC works as a liaison between students and the athletic department. All members work together to foster and develop a strong sense of personal responsibility and involvement among the students, administration, and the community. SAAC members are dedicated to representing the student-athlete in a positive manner both on and off campus. The head athletic trainer serves as advisor to the SAAC.

C. Faculty Committees

Any changes affecting these committees shall be reported by the secretary of the faculty to the Secretary of the Collegiate Association.

1. Curriculum Committee

The curriculum committee shall consist of the dean of the College as Chairperson and the chairpersons of the four divisions, the registrar as secretary and one student.

Responsibilities

- a. The Curriculum Committee shall supervise the structure and contents of the curriculum and shall implement current curricular policy
- b. In cooperation with the divisions, which shall submit their proposed departmental and divisional offerings, it shall review and provisionally approve all course offerings.
- c. Because the Faculty as a whole is the final authority for the curriculum, the Curriculum Committee shall each semester present to the Faculty the next semester's proposed offerings.
- d. The student representative shall attend faculty meetings in accordance with the faculty manual.

2. Educational Policy Committee

The committee on Educational Policy shall consist of the dean of the college as Chairperson, four members of the Faculty (one from each division) and one student

Responsibilities

- a. The committee shall concern itself primarily with long-range planning.
- b. It shall keep the Faculty informed of new developments in the theory and practice in higher education generally, so as to maintain and foster a high standard at Wells College.
- c. It shall study and make recommendations to the Faculty concerning matters of educational policy and practice, such as calendar revisions, consortium relationships, and examinations.
- d. It shall collaborate with every committee with which it has a common concern, so as to coordinate long and short range planning most effectively
- e. The student representative shall attend faculty meetings in accordance with the faculty manual.

3. Committee on Admissions and Financial Aid

The Committee on Admissions and Financial Aid shall consist of three members of the faculty, one of whom shall be chair, the dean of students, the director of admissions, and the director of financial aid. Two students shall serve as advisors. The students shall be one junior and one senior (elected in his junior year), elected by the student body from open nominations. Any member who is studying off-campus for a semester shall be temporarily replaced by another student chosen from a list of self-nominations and shall be voted upon by the Collegiate Cabinet. The committee shall confer with the Administration and Enrollment Management Team on such policy matters as admissions standards, recruitment and retention, and curricular and financial implications of admissions and financial aid. The committee shall bring recommendations about requirements for admissions to the faculty for approval. This collaboration will focus on making decisions on special cases of admission, coordinating Faculty involvement in the admissions process, and reviewing admissions literature. The committee shall also periodically receive reports from the Enrollment Management Team so that it can share this information with the faculty.

D. Trustee Committees

1. Board of Trustees

The members of the junior and senior classes shall nominate to the Wells College Board of Trustees two trustees to be ratified by and to serve on the Wells Board of Trustees. One such nominee will be elected from the senior class each year by the members of the junior and senior classes, to serve following graduation for a two-year term. The successful candidate shall be known as the Collegiate trustee. To ensure broad participation and consideration, self-nomination will be invited from all interested members of the senior class.

2. Student Affairs Committee (SAC)

This committee shall consist of three students (one sophomore, one junior, and one senior, elected in the spring to serve for one year), the trustee members of the committee, and the dean of students. In addition, up to eight other students shall be invited to attend meetings of the Student Affairs Committee with the privilege of participation in discussions. The committee shall convene at least twice a year during the trustee meetings and at other times as seems advisable. It shall provide an exchange between the students and trustees to make each group aware of the other's activities.

III. CLUBS AND ORGANIZATIONS

A. Membership in Collegiate Association

Students are free to organize and join clubs and organizations to promote their common interests. An organization is a group registered with the campus involvement office. A Collegiate Club is a group or organization that has successfully completed one trial semester with Collegiate and has been voted in by the Collegiate Association. To begin a trial semester, the group officers must fill out a trial semester form from Collegiate and submit it before that semester's budgets are due. The trial semester will consist of participation in all requirements of a Collegiate Club, including filling out a mock budget, sending a treasurer to the Treasurer's Roundtable, sending a representative to all Representative Council meetings, and completing a community service project. At the end of a group's trial semester, the group must present to Representative Council to be voted in as a Collegiate club. All groups that do not receive a majority vote in may begin a second trial semester. Trial clubs are not granted a budget, instead they must grieve to Collegiate for funds. Those organizations wishing to become inactive from the representative council for any length of time must submit written notification of their intentions to the Collegiate Cabinet. Inactive organizations will not receive or have access to Collegiate funds for their inactive semester. Clubs may only have one inactive semester before they are dismissed from Collegiate. Those organizations wishing to permanently remove themselves from the representative council must submit written notification to Collegiate Cabinet. Funds remaining in the organization's account will be liquidated into the Collegiate treasury.

B. Budgets

A fee shall be levied upon each fulltime student for maintenance of the Collegiate Association. Such dues shall be distributed by the Collegiate Cabinet to student organizations and clubs which have the approval of the Collegiate Association, and to the four classes and all residence halls. Before an organization or club may obtain funding from the Collegiate Association, it must submit its budget and list of officers to the Collegiate Cabinet when it is called. Budgets are subject to review by the Collegiate Cabinet throughout the year. During the budgeting process, Collegiate Cabinet reserves the right to determine appropriate uses of collegiate funds. This discretion applies to College tradition events, and all legal requirements must be honored throughout this process. All groups with a budget approved over \$500 must fundraise each semester. A final report of all income and expenditures is submitted to the treasurer at the end of the fall semester and again at the conclusion of

the spring semester. Clubs that fail to submit a report will have their remaining funds liquidated into the collegiate budget. Club treasurers are responsible for submitting reports and monitoring the club budget. Clubs that incur over five-hundred dollars of debt in one semester shall be assigned a trial club status for the next semester. No student may serve as the treasurer for multiple clubs.

C. Use of Collegiate Funds

1. Check Request Policy

Collegiate clubs and student organizations may request for checks to be made out for payments including reimbursements, speaker fees (see section III.C.5), invoices, conference fees and expenses, and other transactions deemed as proper use of Collegiate funds by Collegiate Cabinet. Effective at the time of disbursement, a 30-day period will be given in which the Collegiate club and/or student organization will be obligated to provide the Collegiate treasurer with appropriate documentation (i.e.: receipts and/or invoices) and all other material information to close the transaction. In the event that a Collegiate club or student organization does not meet the 30-day obligation, Collegiate Cabinet reserves the right to:

- a. freeze the relevant accounts for as long as the obligation remains outstanding
- b. impose a carry-over obligation, in which the respective Collegiate club's budget will be reduced by the specified amount indicated on the check (or cash advance form). If, at the end of the semester by which the transaction was made receipts and invoices remain unfurnished, Collegiate Cabinet will employ this measure and the obligation will carry over to the next semester.
- c. Impose a charge in the amount indicated on the check (or cash advance form, see Section III.C.2) upon the individual representing the respective Collegiate club or student organization whose signature is provided on the check/cash request form (i.e.: the pink slip). Provided signatures will indicate that the individual accepts full responsibility and accountability for the dispersed funds.
- d. Decide which of the aforementioned measures is appropriate to enforce based on the nature of the situation at hand, and then implement their final decision.

2. Cash Advance Policy

Collegiate clubs and student organizations may request for cash advances for uses including reimbursements, miscellaneous expenses, speaker fees (see section III.C.4), conference fees and expenses, and other transactions deemed as proper use of Collegiate funds by Collegiate Cabinet. Cash advances will only be approved up to a certain amount as deemed appropriate by the business office in conjunction with Collegiate Cabinet. All cash requests exceeding the cap amount will require the form of a check. Effective at the time of disbursement, a 30-day period will be given in which the collegiate club and/or student organization will be obligated to provide the collegiate treasurer with appropriate documentation (i.e.: receipts and/or invoices) and all other material information to close the transaction. In the event that a collegiate club or student organization does not meet the 30-day obligation, collegiate Cabinet reserves the right to: (see Section III.C.1.i-iv)

3. Grievance Policy

Any collegiate clubs, student organizations, and student groups may grieve for collegiate funds. Any grievance greater than \$500 will be presented in front of the Representative Council or at an open forum sponsored by Collegiate Cabinet and will be voted on by the Collegiate Association. Groups submitting a grievance at the request of the Collegiate Cabinet will be required to submit additional information. All grievances presented to the collegiate body will require a week effective the day the grievance is presented, to receive the final voted decision. The polls will open two business days following the presentation at Representative Council and will close four days after opening. A three-week advanced notification to Collegiate Cabinet is required for large-sum grievances exceeding a specified amount as decided by Collegiate Cabinet. Any large-sum grievance will also be subject to meet the educational objectives of the College and has to benefit the entire student body. Satisfaction of these requirements will fall under the discretion of Collegiate Cabinet. All grievances must not be treated as reimbursements regardless if furnished with receipts and/or proper documentation. Grievances must be for anticipated transactions only. The financial standing of each collegiate club will also be considered in the grievance process. As a further recommendation, Collegiate Cabinet discourages last-minute requests for large-sum amounts as well as the up-taking of the following approaches to satisfy such request:

- a. making interdepartmental requests that will channel to the fund's account,
- b. e-mail requests. A formal grievance request will be the appropriate measure to employ.

4. Specific Funding Stipulations

- a. Men's Evenline, Even Games, Men's Oddline, Odd Games: The Senior class shall receive a budget of \$2,000 and the Junior class shall receive a budget of \$1,000.

5. Contract Policy

Events sponsored by collegiate clubs or student organizations using collegiate funds must complete the following preliminary process:

- a. Consult with the campus involvement office for approval of the anticipated event.
- b. Obtain the collegiate treasurer's signature after the event is approved by the campus involvement office. Students are not authorized to sign contracts with outside parties and/or organizations (refer to the preliminary process). Contracts with outside parties must be processed by the campus involvement office and the collegiate treasurer.

IV. AMENDMENT

Sections II.C. of the Collegiate bylaws may be amended by a majority vote of the Collegiate Association and approval of the board of trustees. All other sections may be amended by a majority vote of the Collegiate Association. This vote is subject to approval of SFA in conjunction with the faculty where committees have dual constitution. Changes to faculty manual concerning sections with dual constitutions shall be discussed and reviewed by SFA.

SECTION EIGHT: SAFETY AND SECURITY

GENERAL SAFETY AND SECURITY INFORMATION

The Wells College department of campus safety, located in Bellinzoni Building, operates 24 hours a day, seven days a week. The department of campus safety represents the public safety needs of the Wells College community. Officers endeavor to enforce college rules, regulations and laws of New York in an impartial manner while embracing respect for cultural diversity and individual uniqueness. The mission of the department of campus safety reflects the overall mission of Wells College seeking to educate students to think critically, use good judgment and contribute to good citizenship of the campus community. The culture of the department of campus safety reflects one of a service orientation. The department strives to set standards of individual officer conduct to be one of integrity, honesty and empathy for others. Campus safety is active in conducting prevention programs designed to allow community members to have a productive and rewarding experience at Wells College.

The department of campus safety is staffed with trained New York security officers. Security officers monitor campus properties and off campus properties, both external and internal. Officers are trained to respond to safety and security concerns and provide support and appropriate referrals to victims of crime. The security officers maintain a close-working relationship with residence advisers of each residence hall in an effort to stay informed to pertinent information on security related issues.

In the interest of students, staff and faculty of Wells College, campus facilities are continuously patrolled and maintained. There are many events held in our facilities that are open to the public. Other facilities such as the bookstore, library, and dining hall are likewise open to the public. Access to academic and administrative facilities on campus is generally limited to students, employees and visitors of the College.

Safety and security are both personal and shared responsibilities. Wells College has an array of services in place to promote an environment that is as crime-free as possible. We encourage you to familiarize yourself with these services and take advantage of them to help make your educational and living experience at Wells College as enjoyable and crime-free as possible.

We invite you to visit the campus safety office and visit our Web site at www.wells.edu/slife/campus-safety.htm. Inquiries concerning the operation of the department may be directed to the director of campus safety at 315.364.3229 or by e-mail at security@wells.edu.

STUDENT SAFETY OFFICER (SSO) PROGRAM

The Student Safety Officer Program is designed to ensure the safety and welfare of the campus community, to serve the residents of this community, and to assist campus safety officers. The SSO Program reduces the impact of crime on the College and its residents through patrol and the detection and adjudication of persons involved in criminal and judicial offenses. The SSO Program and the department of campus safety are committed to the educational processes and total student development of its SSO personnel.

OUTSIDE RESIDENCE HALL TELEPHONES

Outdoor phones are located at the entrance to each residence hall and are easily identifiable. Guests should use these to contact students for building access when visiting on campus. Students also use the outdoor phones to contact campus safety. NOTE: Campus telephones are limited to campus use.

BLUE LIGHT PHONES

Blue light phones are located at strategic points on campus. These phones are used simply by opening the box and pressing a button which connects directly to the Department of Campus Safety. The blue light telephone system is intended for on-campus emergency purposes only and can not be used to call 911.

Blue light phones are located in the following locations:

AA House	South door
Barler	South side of building
Boathouse	Outside building entrance
Leach Lot	Upper lot
Macmillan	Rear of building
Macmillan	South side walkway
Morgan	South door
Smith/Sommer Center	North side of building
Student Union	Front entrance
Woods lot	Lower lot
Zabriskie	Rear of building

PARKING REGULATIONS

VEHICLE REGISTRATION

1. All faculty, staff and student vehicles must be registered with the department of campus safety. A parking permit, which must be obtained through the department of campus safety, will serve as a means of identifying those cars which have been properly registered.
2. Parking permits must be current and must be attached on driver's side rear window. Vehicles without parking stickers or temporary permits are not permitted on campus.

CHANGING VEHICLES OR REGISTRATION

If you change vehicles, bring your new state vehicle registration to campus safety to obtain a new permit. There is no charge for a replacement permit.

If your license plate number changes, bring your state registration to campus safety so that your records can be updated. There is no fee to change this information.

PARKING ASSIGNMENTS

RESIDENT AND COMMUTER STUDENTS:

Students are required to park in the following locations, unless otherwise instructed by the department of campus safety:

- Upper and lower Leach lots
- Boathouse lot
- Woods lot (first-year students are required to park in this area)
- Glen Park lot

Students are not permitted to park on the access road between Leach and Glen Park or in the Schwartz Parking Lot. Furthermore, parking on Main Circle and on the access road behind Main Building is also not permitted for resident or commuter students.

First-year students are required to park in the Woods lot. Any student who leaves their car parked over a long period of time or during an extended break is recommended to leave their vehicle in the upper Woods lot (unless otherwise noted by the Department of Campus Safety).

FACULTY/STAFF:

Faculty and staff are permitted to park in the following areas:

- Woods lot
- Schwartz Athletic Center lot
- Main Circle (north and south of fire lane)
- Main Building/dining hall access road
- Boathouse lot
- Buildings and Grounds lot
- Cleveland basement entrance lot

PARKING REGULATIONS

1. All motor vehicle and parking regulations and permit requirements are in effect 24 hours every day.
2. All vehicles must be parked in assigned areas.
3. No parking will be permitted in any fire lane.
4. No parking will be permitted on any campus driveway.
5. No parking will be permitted on Dodge circle.
6. No parking will be permitted in handicapped spaces unless the vehicle is equipped with a handicapped permit issued by NYS or the Department of Campus Safety.
7. No parking will be permitted in any service space.
8. No parking will be permitted on lawns, sidewalks, or in such a manner as to block entrances of crosswalks.
9. If loading and unloading in an unauthorized parking area, four-way flashers must be left on. Loading and unloading time is limited to fifteen (15) minutes.
10. No parking will be permitted in spaces designated to the Medical Center.

VISITOR/GUEST AND TEMPORARY PARKING

Visitor and guest parking areas are located behind the Schwartz Athletic Center and the Woods lot. It is the faculty/staff/student's responsibility to advise their guests of all College parking regulations.

Temporary parking passes are available from campus safety and are valid up to five consecutive days. Current state registration information must be available to obtain a temporary permit. There is no fee.

Temporary permits must be in plain sight on the dashboard.

Campus community members are responsible for ensuring their guests' compliance with all campus parking regulations and guidelines.

Campus community members are liable for paying any parking fines incurred by their guest.

PARKING VIOLATIONS

Campus safety officers are authorized to issue citations for illegal parking, moving violations, failure to display a current parking permit, or any other violation of the vehicle guidelines and regulations. A \$40.00 fine will be levied for all infractions with the exception of illegally parking in a handicap space which is \$60. Citations are payable at the office of campus safety within 10 days of receiving the ticket. Fines can only be paid by check-no cash is accepted.

PARKING CITATION APPEALS

Parking Appeal Forms are available at the department of campus safety. Written appeals and payment will be accepted until 10 calendar days after the violation occurred. Citations that are not paid will be referred to the office of residence life and learning communities or the dean of students office for disciplinary action as outlined in the Student Conduct Code.

AUTO-BOOT IMMOBILIZER

An auto-boot immobilizer, more commonly known as "the boot," is a device that restricts a vehicle's movement by using a u-shape clamp and locking system that attaches to the vehicle's tire. This device may be applied to any individual's vehicle on campus whose driver is non-compliant or demonstrates a pattern of non-compliance with Wells College parking regulations and guidelines.

The following instances may require the application of an auto-boot immobilizer:

- Five tickets or more on an individual's account have not been paid.
- Five tickets or more on an individual's account, paid or not, and the individual is in violation for the sixth or seventh time.
- Any individual who has continued to be in violation of a specific parking policy in which three tickets have been issued for the same violation, including but not limited to parking in fire lanes, handicap spaces, or obstructing traffic.

Do not attempt to move the vehicle or remove the boot yourself without assistance. Moving the vehicle with the boot in place or attempting to remove the boot may cause permanent damage to the vehicle. To remove the boot, a fee of \$75 will be charged. It can be paid at the time the boot is removed or added to the individual's account. If the boot was placed on the vehicle for unpaid parking tickets, all fines and fees must be paid within three business days. Failure to pay the balance within that time will result in the vehicle being towed from the campus at the owner's expense.

TOWING POLICY

A vehicle may be towed from the College at the owner's expense when the vehicle belongs to an individual who continues to be non-compliant with Wells College parking regulations and guidelines or places the issue of life safety in question.

A vehicle will be towed in the following instances:

- An individual has received five or more tickets within the past 12 months. Parking privileges on campus will be revoked.
- Any vehicle interfering with emergency procedures or life safety such as parking in a fire lane or blocking a fire hydrant.
- After a boot has been placed on an individual's vehicle for unpaid fines and the amount due has not been paid within three business days.
- Any vehicle on campus for more than 24 hours that does not have state registration, Wells College registration, or appears to be abandoned.

It is the owner's responsibility to retrieve and pay for any vehicle towed from the campus.

IMPORTANT REMINDERS:

1. Regulations are in effect at all times, including academic recess, holidays and during the summer.
2. The College assumes no responsibility for loss or damage to any vehicle parked on College property.
3. Students who loan their vehicles to other students or friends are responsible for any violation incurred.
4. The department of campus safety is responsible for the registration of vehicles, issuance of parking permits, and enforcement of parking regulations. Questions concerning these matters should be directed to the department of campus safety at ext. 3229.

DRIVER'S RESPONSIBILITY

1. Finding Authorized Space: Drivers are responsible for finding an authorized parking space. Lack of parking spaces, mechanical problems, inclement weather or other disabilities do not justify parking violations.
2. Space Availability: A parking permit does not guarantee the holder a parking space, but only the opportunity to park within the specified area or areas.
3. Permit Display: Parking permits must be displayed according to the parking regulations or special instructions provided by the department of campus safety.

DRIVING REGULATIONS

The Wells campus has a speed limit of 10 miles per hour. All speeds are judged by the campus safety officer on duty. If you are considered to be speeding, you will receive a citation.

Driving on the access road behind Morgan and Main is limited to College and delivery vehicles only. Loading and unloading of property is permitted for Main residents.

BIKES ON CAMPUS

In New York State, a bicycle is considered a vehicle when operated on the roadway. As a result, bicycles are subject to the same responsibilities and regulations as motorists. The same fines apply to motorists and bicyclists for traffic violations such as failing to yield to a pedestrian, or running a stop sign. Bikes are allowed on the College campus and must be registered with the department of campus safety.

CAMPUS WATCH—USE YOUR EYES AND EARS

Campus Watch is a program that is based on the concept of students, faculty, and staff looking out for each other to prevent crime. It requires nothing more than people being alert to the things that may threaten the quality of campus life and reporting suspicious person(s) and/or activity promptly to the department of campus safety.

Report:

- Any unusual noise: screams, breaking glass, pounding, etc.
- Any emergency such as an accident, a fire, an ill or injured person
- Any form of vandalism
- Vehicles driving slowly and aimlessly around campus
- Someone running from a building or a car while carrying property
- Someone hanging around the residence hall, hallway, or other campus building with no clear purpose

For more information about the Campus Watch program, contact the Department of Campus Safety (ext. 3229).

THEFT—OPERATION IDENTIFICATION

Theft (larceny) is one of the most commonly reported crimes on campus, and yet one of the easiest crimes to prevent. If you happen to be a victim, contact the Department of Campus Safety.

Normally, for a theft investigation to be successful, the Department of Campus Safety needs some or all of the following elements: evidence, witnesses, suspects, serial numbers, identifying markings or other such information or leads.

Serial numbers or identifying markings are vitally important for the possible recovery of stolen property. If you are not certain of the serial number of an item of value, such information can often be found from maintenance agreements, packing boxes, warranty cards, purchase agreements, from the manufacturer or seller, or from Operation Identification forms completed prior to the incident.

Wells College does not carry insurance for the theft of personal property. Therefore, if personal property is stolen from you we suggest you contact your insurance agent for possible coverage from homeowner or automobile insurance. We will send a copy of the Incident Report to your insurance company upon request.

The Department of Campus Safety often coordinates investigations with other law enforcement agencies. Thus, if the offense took place on campus, it may not be necessary to also report it to another law enforcement agency.

HANDLING OBSCENE OR HARASSING PHONE CALLS

A telephone call is considered obscene or harassing if it is received at a location where you have a reasonable expectation of privacy and the caller makes repeated calls or makes any comment, request, suggestion, or proposal which is obscene, lewd, lascivious, filthy, vulgar, or indecent.

If you receive harassing or obscene phone calls:

- Report obscene or harassing phone calls to the Department of Campus Safety by calling 364.3229.
- Pay attention to any background noises, the caller's sex, accent, speech pattern, or anything else to aid in identification.
- Keep a log of calls received; include date, time, and details of the call.
- If calls are received on an answering machine, save the tape or message.

EMERGENCIES

From On-Campus Telephones:	Dial 911
From On-Campus Pay Telephones:	Dial 911
*You do not need to deposit money to call the operator.	
Fire/Police – Emergency.....	911
Wells College Campus Safety.....	ext. 3229
Aurora Fire Department.....	911
Aurora Ambulance.....	911
Community Medical Center.....	ext. 3273
Cayuga County Sheriff’s Office.....	911
New York State Police.....	911

TRANSPORTATION SERVICES

The Transportation Department offers a wide variety of services for the Wells Community. The Wells College fleet is available for student groups, class field trips, and airport shuttle service during the academic year. In addition, for a small fee, shuttle service to and from the Ithaca area is available weekly. For up to date schedules, services and policy information regarding Wells College’s transportation services, please go to the Globe at: global.wells.edu/ics/Students/Transportation and email questions to transportation@wells.edu

SECTION NINE: CAMPUS CLUBS AND ORGANIZATIONS

CAMPUS CLUBS AND ORGANIZATIONS

Wells has a diverse array of student organizations, and most students participate in co-curricular activities. Because of the relatively small size of the student body, every student who is motivated can take a leadership role in a campus organization. A complete listing of current clubs and organizations can be found on our Web site at <http://www.wells.edu/slife/storgs.htm> and on the Globe at: https://global.wells.edu/ics/Students/Campus_Involvement.jnz

SECTION TEN: CAMPUS RESOURCES

ADMISSIONS

The Admissions Office recruits new students to Wells and is the place where everyone’s Wells experience begins. Current Wells students play an important role in recruiting new students to the College and are always welcome to contribute to the College’s admissions efforts. You may join the office’s Student Ambassador program and participate in a variety of admissions activities, or you may volunteer as the office requests support with activities. Some of the things current students do to support admissions include:

HIGH SCHOOL VISITS

Visit your former high school as a student ambassador for the College. Through the Admissions Office, you can make an appointment to visit your former school during the fall holiday or Thanksgiving holiday.

HOSTESSING

You can be the host or hostess of a visiting student and introduce the prospective student to your friends, take her or him to dinner and activities, as well as classes.

REFERRALS

If you know of a bright and talented student who would be a good candidate for admission to Wells, go to the Admissions Office and give them the name, address, phone number, and high school of the student. They will send the student a College viewbook and application. In addition, they will waive the \$40 application fee.

For more information about the Student Ambassador program, contact the Admissions Office at ext. 3264 or stop by their office in Macmillan.

ATHLETICS

Almost thirty percent of the student body participates on a varsity team in one or more of the 14 intercollegiate teams:

Women: basketball, cross country, field hockey, lacrosse, soccer, softball, swimming, and tennis

Men: basketball, cross country, lacrosse, soccer, and swimming

Mixed: golf

The College is a National Collegiate Athletic Association (NCAA) Division III member and a member of the North Eastern Athletic Conference (NEAC). If you are interested in joining one of the intercollegiate athletic teams, please speak with the appropriate head coach.

BOOKSHOP

The bookshop has textbooks (new and used), along with classroom supplies, Wells clothing and gift items, candy, and sundries. The Bookshop accepts Cash, Checks, Mastercard, Visa, Discover and American Express.

OFFICE OF STUDENT ACTIVITIES AND LEADERSHIP

Wells students govern their own collegiate life, and they also, in part, organize their own social activities, with administrative support from the office of student activities and leadership. Thus the social life on campus is as varied as the composition of the student body. The crowded calendar includes events ranging from dances, musicians, and comedians, to a cinema series, semiformal events, and Spring Weekend, just to name a few. Additional social interaction takes place among Wells College students with nearby colleges and universities and at other local areas of interest. The choices are many and diverse—the decision of when and how frequently to participate is entirely an individual one.

EVENT PLANNING AND SCHEDULING

The Office of Student Activities and Leadership is responsible for the reservation of the following venues on campus:

Art Exhibit Room	Henry Wells Room
Barler Recital Hall	Phipps Auditorium
Boat House	Prophet's Chamber
Chapel	Sommer Center
Faculty Parlors	Sommer Center Suite/Conference Room
German Culture Room	

Academic spaces are reserved through the registrars office at ext. 3215

Please allow at least two weeks' notice to reserve any of these spaces. Spaces are reserved by filling out an Event Request Form. This form is located on the Globe on the Campus Involvement and Faculty/Staff pages.

If you want to plan and schedule or register parties, the Office of Student Activities and Leadership will assist you as well as communicate any special needs (IT, tables, chairs, setup requirements) for the event to buildings and grounds, housekeeping, safety and security, etc.

To promote your scheduled events, a Calendar of Events has listings of all weekly activities and is published by the office of student activities and leadership. This Calendar of Events is posted online at global.wells.edu.

CAREER DEVELOPMENT SERVICES

The Office of Experiential Learning and , located in Long Library, offers a wide range of services to help you make informed decisions about your academic and career paths. The office is also the starting point for the Wells College Internship Program. Students come to career services for career counseling (assessing skills and interests as they relate to choice of major, internships, and postgraduate planning), to learn and hone job search strategies (writing résumés and cover letters, preparing for interviews), and to research job availability—summer, part-time, and full-time. The office sponsors speakers from off campus, conducts career skills workshops, and acts as the clearinghouse for credentials files. The Career Resource Library is the repository of internship information, graduate school information, graduate fellowships, travel and work abroad, numerous career-related periodicals, and a lending library.

CASHIER

In order to most efficiently serve the campus community, the cashier's window is open Monday through Friday from 11:00 a.m. -12:00 p.m. and 1:30-3:30 p.m. On student payroll Fridays the window will be open from 11:00 a.m. until 3:30 p.m.. During our posted hours, students, faculty, and staff may take advantage of the following services:

- Cash work-study paychecks
- Cash personal checks up to \$100
- Cash checks from parents and grandparents up to \$200
- Make tuition payments and inquiries
- Receive cash advances and reimbursements from student organizations and clubs
- Request refund checks for credit balances

We also keep a supply of quarters on hand for those who need change to do their laundry.

We ask that everyone adhere to our specified hours for the above activities. If you have questions or concerns about your account and wish to have a private discussion, please call and schedule an appointment so that we may talk without interruption.

CHAPLAIN

The College Chaplain supervises religious activities on campus and provides opportunities for social action and community service, in cooperation with the Student Life Division. Wells has no religious affiliation, and participation in religious activities is entirely voluntary. The Office of the Chaplain is located in the Chapel in Main Building; pastoral counseling and information on local religious organizations are available. There are a number of student-led religious groups on campus. The village is home to St. Patrick's Catholic Church and a combined Episcopal/Presbyterian parish, the United Ministry of Aurora. Students are welcome there and at churches and synagogues in Auburn and Ithaca. For more information, contact the Chaplain at 364.3426 (office) or 364.8543 (off-campus).

COMPUTER SERVICES STUDENT INFORMATION

INTERNET ACCESS IN THE RESIDENCE HALLS

Beginning fall 2010 there will be high-speed wireless Internet access in all student rooms and public areas in the residence halls. Student rooms will also have wired access. Both wireless and wired service in the residence halls will be provided by the Apogee Corporation, which provides 24/7 support through a toll-free number. Apogee also provides on-site support when necessary.

Because WiFi access is already provided it is essential that students **not** use their own wireless routers. If it is necessary to connect several devices such as game systems to one port a student should purchase a small switch or hub, not a router.

OTHER ACCESS TO THE INTERNET

Wireless Internet access is also available throughout the Library and in lounges in other academic buildings. All of the computers in the public computer labs and the Library online room have Internet access.

BRINGING YOUR OWN COMPUTER AND PRINTER

Having your own computer and printer is always most convenient. But a large number of high-level computers are available in the public computer labs, so anyone without a computer in their room will almost always have access to a good computer and laser printer.

OPERATING SYSTEMS ON STUDENT LAB COMPUTERS

Wells uses both PCs and Macintoshes in its general computer labs. Currently Wells uses Windows XP for PCs, and Mac OS X for Macintoshes.

SOFTWARE AVAILABLE IN THE STUDENT LABS

Wells currently uses Microsoft Office 2007 Professional (Word, Excel, Access, PowerPoint) for PCs and Office 2008 Professional (Word, Excel, PowerPoint) for Macintoshes. These packages are available on all student lab computers.

STUDENT LABS

Wells maintains 100 high-level computers in 10 computer labs for general student use in the academic buildings, the Library, and in two residence halls (Main and Weld). All labs are connected to high-speed laser printers. When the academic labs are not being used by classes they are available for use by individual students. There is also a specialized computer classroom/lab devoted to class work in specific disciplines such as digital imaging/digital video with an additional 10 computers.

TECHNICAL SUPPORT

The IT Office cannot repair privately owned computers. It will recommend companies where you can take your computer for repair.

QUESTIONS

For questions relating to The Globe contact helpdesk@wells.edu. For questions relating to email problems contact network@wells.edu or call ext. 3305 (Ken Larson) or ext. 3485 (Bill McCracken). For questions relating to network problems (either wireless or wired) in the residence halls or to wireless problems in the Library contact Apogee at the posted toll-free number.

EMPLOYEE INFORMATION

Generally all offices are equipped with standardized computers, monitors, printers and software. The College supports all College-owned hardware and software. The College does not allow employees to bring personal computing equipment to attach to College hardware. The College does not allow employees to install software on the College-owned equipment nor to copy College-licensed software. All hardware or software purchases must be pre-approved and ordered by the Campus Technology Office and must be compatible with equipment currently used by the institution. Purchases are generally requested through the annual budget process. Individuals with special needs must contact their supervisor to make arrangements with the Campus Technology Office. Be advised that Wells cannot support personally owned hardware and software.

Employees may not dispose of or remove any College-owned equipment without approval from the Campus Technology Office and their supervisor.

The Campus Technology Office has a limited number of various pieces of equipment available for sign out for special College-related events or activities. Consumables for College computing equipment (ink, toner, etc.) are available from the Campus Technology Office in Macmillan 119. It is the user's responsibility to notify the Campus Technology Office in advance for special projects and needs.

Email accounts are supplied to all employees. Questions concerning email, email lists, network storage, network connectivity, etc. may be addressed to Ken Larson or William McCracken at network@wells.edu or 3305 (Ken Larson) or 3485 (William McCracken).

Computing services are available to all employees during normal College business hours unless prior arrangements are made.

PROVOST AND DEAN OF THE COLLEGE

The office of the provost and dean of the college is responsible for services, programs, policies, and administration in the realm of academics and student life. The provost and dean of the college oversees both academic and student affairs, including the library, athletics, off-campus study programs, experiential learning, internships, career services, student activities and leadership, residential life, and services that provide academic support for students. Working in collaboration with the faculty, the dean of the college's office helps shape the curriculum and define academic policy.

DEAN OF STUDENTS

Investment in the Wells College community requires courteous regard for self and others through words, actions, behaviors and choices. In accordance with the Wells College Mission, Community Standards Statement and Honor Code, the Student Life Division aspires to cultivate a socially responsible community comprised of knowledgeable students of integrity. Student life staff partner with students to design policies, programs, practices and opportunities to assist students in developing life skills, perspective, civility, competence, compassion, responsibility and vision for citizenship in an intercultural society. In addition, staff members in the Student Life Division at Wells College strive to embody a collaborative, cooperative and sustainable team approach that expects personal and interoffice accountability.

The Division of Student Life works to provide students with a balance of challenge, support, programs, and quality service. They are a group of professionals with expertise in many areas who are united by Wells' mission that views higher education as an integrated process where experiences in and outside the classroom contribute to the development of the whole student. They are vitally concerned with student development on all levels—intellectual, social, physical, and spiritual—with special attention given to the needs and personal goals of each individual.

Under the leadership of the dean of students, the division provides services and support in many areas that touch our daily lives including intercultural programs, community service, residential life, campus involvement (including most campus events), athletics, safety, security, transportation, and counseling. Members of the student life staff work closely with student government, clubs and organizations, resident advisers, and many offices on campus to support a true learning community at Wells. They are interested and readily available to talk, give advice, or just to listen.

DINING SERVICES

Dining Services

Wells Dining is operated by Aurora Inn, Inc., a local management company that also operates the Aurora Inn, E.B. Morgan House, Village Market and Fargo Bar & Grill. Aurora Inn, Inc. has brought some of the best chefs in Central New York to Wells Dining in an effort to create a unique dining experience on par with the finest restaurants in our area. Wells Dining adheres to the highest standards of service and food quality, is committed to ecological sustainability, puts great emphasis on “from scratch” cooking, and is a willing participant in the global initiative to create less waste and consume fewer resources.

Wells Dining is committed to providing timely responses to any and all feedback from students, faculty, and staff, and offer several avenues for feedback, including a monthly Chef's Forum and a face-to-face group discussion. Please feel free to contact the Wells Dining Executive Chef or the Collegiate Dining Committee directly with any comments or concerns about Wells Dining.

Resident Meal Plan

All campus residents are required to participate in the On-Campus Meal Plan, in which they are automatically enrolled. The plan includes 19 meals per week. Students may use these during any meal period (breakfast, continental breakfast, lunch, light lunch, and dinner). The plan also includes \$100 dollars per semester in Dining Dollars. Dining Dollars are accepted at the Sommer Center Sports Café and the recently opened Express Cafe. In addition, Dining Dollars may be used in the Main Dining Hall to pay for guests. Students may add additional Dining Dollars to their plan at any time.

Voluntary Meal Plans

Off-campus students may purchase Wells Dining Dollars at a 10% discount. Dining Dollars may be used at any of the dining venues on campus, as well as at the Village Market, Fargo Bar & Grill, and the Aurora Inn.

If you are interested in purchasing Wells Dining Dollars, please visit the Wells Dining Services Office located at the south end of the Main Dining Hall.

Rules and Policies

- Students must present their Wells ID card to the door attendant upon entrance. If a student's ID card is stolen she or he may obtain a new ID card from Campus Safety and Security Office. Student ID cards are non-transferable.
- Guests, Wells College staff and faculty, as well as members of our community are welcome in the Main Dining Hall. Those not enrolled in the meal plan may enter the Main Dining Hall by paying the posted door price using Dining Dollars, cash or credit card.
- No food or beverages may be removed from the Main Dining Hall with these exceptions: one ice cream cone, one piece of fruit, or one dessert item. Abuses of this policy may result in the revocation of dining privileges.
- No plates, glassware, or silverware will be permitted to leave the Main Dining Hall.
- Bagged, to-go meals can be provided. These meals must be arranged through Wells Dining office *at least 48-hours prior* to meal pick-up. Medical requests will be honored immediately.
- No animals will be permitted in the Main Dining Hall. (Menu items being the only exceptions).
- Shoes and shirts must be worn at all times in the Main Dining Hall.
- Special requests for holiday and religious observances will be gladly honored. Requests must be made in writing and submitted to the Wells Dining Executive Chef *at least one week prior* to the date(s) in question.

Additional Services

Catered Events – Wells Dining is the exclusive catering service for the Wells College Campus. No off-campus catering is permitted without prior approval by the Wells Dining Executive Chef. Wells Dining offers a full range of event services; all events must be arranged *at least 10 week days* prior to the event date. To arrange an event, please contact Wells Dining Events Coordinator.

Alcohol Policy – Wells Dining (Aurora Inn, Inc.) is the exclusive vendor and service provider for all alcohol served on campus and strictly abides by all applicable New York State Regulations.

INCLUSIVE AND INTERCULTURAL EXCELLENCE

Inclusive and Intercultural Excellence (IIE) is a core value at Wells College and is fundamental in creating and sustaining local, regional, and global communities that reflect the principles of social responsibility, social justice and of a pluralistic democracy. Efforts at integrating diversity across the campus are based on our mission statement, institutional strategic plan, strategic plan on inclusive and intercultural excellence, community standards statement, institutional and academic program goals. Wells strives to cultivate lifelong learning of the knowledge, skills, and mindset necessary to live meaningfully and effectively in an interconnected and diverse world.

There are currently four campus committees on inclusive and intercultural excellence (IIE) at Wells College: The President's Committee, Faculty Committee, Staff Committee, and Student Committee. Each committee is charged with developing an annual action plan within its area that supports the Wells' Strategic Plan on Inclusive and Intercultural Excellence.

The purpose of the President's Committee is to develop, implement, assess, and communicate Wells' Strategic Plan on Inclusive and Intercultural Excellence. The Student Committee on Inclusive and Intercultural Excellence is a committee of Collegiate Cabinet; members are appointed by Collegiate Cabinet, while non appointed members can voluntarily join the Committee. The Staff Committee on Inclusive and Intercultural Excellence is a sub-committee of Staff Forum; membership is voluntary. The Faculty Committee on Inclusive Excellence is currently under discussion/consideration as becoming a standing faculty committee; faculty membership is by election.

FINANCIAL AID

Financial aid attempts to meet the difference between the cost of attendance at Wells and what students and/or families can realistically contribute toward these costs. A family's ability to pay is determined through a federally approved needs analysis formula. The data used to determine the family contribution is obtained from the government.

Once the family contribution has been obtained, the financial aid office can determine the types and amounts of aid that you are eligible to receive. Financial aid comes in three basic types: grants, employment, and loans. Grant assistance does not require repayment. Campus employment provides the opportunity for students to contribute to the cost of education through work. Student loans are also a means to help finance educational costs.

It is the responsibility of the financial aid office to notify all students who have applied for financial assistance of the types and amounts of aid they are eligible to receive. It is the student's responsibility to submit all necessary documentation in order for the financial aid office to disburse these funds.

Individuals must apply for renewal of financial aid annually. Applications must be completed by April 1st of each year. Persons who did not receive or did not apply for financial aid as an entering student are not prevented from applying in the future. Instructions for re-applying for financial aid are outlined in the student enrollment handbook.

The financial aid office has developed three web portals on global.wells.edu to assist students with the financial aid process: the Financial Aid Homepage, Student Loan Center, and the Student Employment Center. These web pages contain policies and procedures, downloadable forms, and links to important websites that you may need now or in the future.

The most important thing to remember: to find out if you are eligible for financial aid—you must apply. The staff of the financial aid office is more than willing to assist you in this process and to address any questions concerning financial aid.

HEALTH SERVICES (MEDICAL CENTER, COUNSELING)

Health care for students is available at the Community Medical Center, located at the northwest corner of the Wells campus. It is staffed by two physicians and a certified family nurse practitioner, with day and evening appointments available. The Medical Center also has a provider on call 24 hours a day for emergencies. In addition, the Aurora Volunteer Fire Department has qualified emergency medical technicians who are on 24-hour call and who will transport a student by ambulance when necessary to Cayuga Medical Center (Ithaca), or Auburn Memorial Hospital, where excellent medical and surgical care is available. Routine health care at the Community Medical Center is covered by your student health insurance. However, this may not cover outside laboratory tests, x-rays, consultations, or surgery. Please consult the Student Health Insurance section in the *Enrollment Handbook* for specifics.

Professional counseling services are available at the Community Medical Center. Students may see a counselor up to six times per year at no cost. When a student requires extended psychiatric care (beyond six visits), the student and her or his parent and/or guardian are responsible for making appropriate arrangements.

It is the policy of the Community Medical Center to review submitted Health Reports for compliance with NYSDOH, Public Health Law 125, as it pertains to post-secondary institutions (outlined within Immunization Handbook for Post-Secondary Institutions). All students, regardless of enrollment status (full- or part-time) will receive a Health Report included in this handbook. The report includes a Medical Information and Emergency Contact Form, Student Authorization and Medical Consent Form, Medical History and Physical Examination Form, an Immunization Form and a Meningococcal Meningitis Vaccination Form.

The Health Report is to be completed by the parent and/or guardian for students under 18 years of age, or adult student and their attending physician. The completed report is returned to the Office of Student Life; it is then forwarded to the Community Medical Center. Upon receipt of the Health Report, a Community Medical Center nurse reviews the reports and immunization record. The Health Report is filed with the student's medical chart at the community medical center.

PROCEDURE FOR IDENTIFIED IMMUNIZATION DEFICIENCY

If a student enters Wells College without all the required forms in the Health Report the record is flagged (logged) with the deficiency and a letter is mailed to the student. A time frame (date) is indicated in the letter in which the student is to contact the Medical Center. This will give the student sufficient time to contact a parent (guardian) and/or home physician to obtain necessary information and documentation.

If the student has not contacted the Medical Center on or before the date indicated, formal notice will be given to the dean of students for further action by the College. The Office of Student Life will forward any documentation and contact information to or from the student to the Medical Center. Non-compliance by a student will result in dismissal from the College—including all sports or other campus activities and housing. NYS resident students must comply with proof of immunization or exemption within 30 days, or 45 days for out-of-state or foreign resident students.

Wells College is obligated to dismiss non-compliant students under state law. Proof of immunization or exemption will be required for readmission to Wells College.

INTERNATIONAL STUDENT SERVICES

The registrar is also the College's "Principal Designated School Official" (PDSO). In this capacity, she serves as your liaison with Immigration and Customs Enforcement (ICE) on all matters pertaining to F-1 student visas and the status as an international student in the United States.

Individuals are welcome to contact the registrar anytime with questions regarding I-20 forms (Certificate of Eligibility for Nonimmigrant [F-1] Student Status) or the rules and regulations governing individual status as an international student.

You must contact the registrar under the following circumstances:

- Before traveling outside the United States, in order to obtain a travel authorization signature. (Note: All Wells international students currently have travel signatures valid for one year from the date their most recent I-20 was issued—see the registrar's office if you have questions.)
- Before accepting any type of paid employment. (Most types of employment, except on-campus employment, are forbidden while in F-1 status, but there are rare exceptions.)
- If you need a program extension (i.e., if you are unable to complete your degree by the program end date listed on your I-20).
- If you are nearing graduation, please see the registrar's office at least three months in advance of graduation to discuss your post-graduation plans.

ORIENTATION AND TRANSITION

Orientation for our international students is a collaborative effort between the off-campus studies and student activities and leadership offices. International students attend orientation sessions specifically related to their transitional needs and then participate in first-year student orientation. The director of residence life connects periodically with our international students throughout the academic year to assist with their transition to life at Wells. In addition, s/he serves as one of the advisors to Wells International Student Association (WISA).

INTERNSHIPS

The Office of Experiential Learning and Career Services is the starting point for the Wells College Internship Program. Students complete internships as a way to satisfy the Experiential Learning Requirement and/or to meet the requirement of a major or minor. Internships may be completed as early as freshman year during January Intersession, a semester, or summer. Internships bear academic credit, so students also work with faculty members who represent academic areas as faculty internship sponsors. A database of internships is maintained by the office, and the staff will assist students by discussing their interests and goals, developing options, and making contracts with potential on-site sponsors.

INTRAMURALS AND RECREATION

Members of the Wells community can participate in the College's active intramural program and in the wide range of activities it provides. The intramural program sponsors a number of popular activities during the year. Tennis, indoor soccer, badminton, basketball, and volleyball between students, faculty, and staff are popular. Information about various intramural programs is announced each term and is available on the College's Web site: <http://www.wells.edu/athletics/physintra.htm>

In addition, recreational outings are provided throughout the year including bowling, camping, white water rafting, canoeing, kayaking, skiing/snowboarding, and hiking just to name a few. Other activities that become available throughout the year are announced through email and on the Globe.

Fitness programs are also available throughout the year including Yoga, Tai Chi and Pilates and other fitness classes are sponsored by the Wells College Fitness Center.

REGISTRAR

The College's registrar maintains the academic records for all current and former students and interprets and enforces academic policies legislated by the faculty. These policies can be found in the current *Wells College Catalog*, and it is your responsibility to become aware of and adhere to these policies. Office hours are 8:30 a.m.-4:30 p.m., Monday-Friday, with occasional closings for staff meetings and similar obligations.

PETITIONS

Students may petition for a waiver of certain requirements and regulations. However, you should be aware that not all petitions are approved. Petitions are carefully reviewed by the Academic Standing and Advising Committee and other administrators. Petitions most likely to succeed are those that: (1) request a reasonable action, (2) arise from circumstances beyond your control or from your special academic needs and interests, (3) contain sufficient detail, and (4) are supported by appropriate documentation and faculty signatures.

Some types of petitions are rarely or never approved because they would violate the integrity of the academic program or create an untenable situation. These include, among others, petitions to reduce the number of credit hours required for graduation, petitions to take more than 21 semester hours in one semester, petitions to include in the grade point average courses taken in non-Wells-affiliated programs, and petitions to change retroactively the credit or grading status of a course.

SERVICES

The following services are provided by the registrar's office:

- Maintenance of the academic record, which includes the processing of: a) grades in all course work taken at Wells College, in Wells-affiliated programs, and through cross-registration with Cornell University, Cayuga Community College, and Ithaca College; b) transfer credit; c) credit by examination and advanced placement; d) academic standing (dean's list, probation, etc.); e) graduation honors.
- Registration for classes, including classes at Cornell University, Cayuga Community College, and Ithaca College (cross-registration).
- Processing schedule adjustments, including drop/add, audit, pass/fail, withdrawal. Please note that some of these things are accomplished by students themselves via the Globe. The registrar's office maintains the appropriate pages and functions of the Globe.
- Processing declaration of major/minor(s).
- Initiating the process for students to: declare a double major, declare an individualized major, request an accelerated or 3/2 program, waive an academic requirement, request approval for summer school courses, request approval for independent study.
- Processing official transcripts: \$7.00. Transcripts require student's written authorization each time requested.
- Maintenance and dissemination of directory information in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (see previous).
- Calculation of GPA.
- Verification of enrollment (via the National Student Clearinghouse (studentclearinghouse.org))
- Confirmation of student classification (freshman, sophomore, junior, senior).
- Preparing a degree audit for seniors.
- Certification of degree requirements, and determination of academic honors at graduation.

All forms required for the above services are available in Macmillan 202. Any questions regarding these services may be directed to the office at ext. 3215.

Official transcripts and diplomas will not be released to students who have outstanding financial obligations to the College or who have not returned library books.

TELECOMMUNICATIONS

All Wells students are assigned a personal billing number (PBN), usable from any campus phone, whether you live on or off campus. There is no charge for the PBN. First-year students and transfer students who did not receive a PBN notification at orientation, or a returning student who has forgotten the number, can contact Joe Dyson (jdyson@wells.edu) at telecommunications for another notice. Every residence hall room is equipped with a phone jack and each room has one phone number assigned to it, capable of dialing campus numbers free of charge. Students need to bring a telephone with them. Voicemail is an additional service offered to all students. Visit http://global.wells.edu/ics/IT_Support/Telephone/Policies_and_Billing.jnz for policies, rates, and other useful information.

Employees with questions regarding office phone equipment can speak to Joe Dyson x3217 or visit http://global.wells.edu/ics/IT_Support/Telephone/Help_and_Information.jnz. ***(You must be logged in to use this service)***

SECTION ELEVEN: COMMUNITY RESOURCES

LOCAL COMMUNITY GUIDE & AREA COMMUNITY WEB PAGES

This guide is intended to provide a cursory glance of who we are and what we offer, but by no means serves as an exhaustive survey of area resources. Every effort is made to verify the accuracy of the information contained within the guide. Please notify the Campus Involvement Office if you discover inaccuracies or outdated information.

Wells College does not necessarily endorse any of the businesses or services contained within this guide. All numbers are within the (315) area code unless specified otherwise.

CULTURAL RESOURCES

AGE & AGING

Cayuga County Office for the Aging
160 Genesee Street
Auburn, NY 13021
253.1226

Tompkins County Office of Aging
320 N. Tioga Street
Ithaca, NY 14850
607.274.5482
www.co.tompkins.ny.us/cofa

Ithaca Men's Network
PO Box 6711
Ithaca, NY 14851
www.ithacamensfest.org

Sexuality and Gender Activists
Wells College

The New York Association for
Gender Rights Advocacy
24W 25th street, 9th floor
NY, NY 10010
212.675.32.88 ex. 338
212.3657.3466 (fax)
www.nyagra.com

GENDER EXPRESSION AND IDENTITY

American Association of University
Women, Ithaca Branch
Women's Community Building
100 West Buffalo Street
Ithaca, NY 14850
607. 272.1247
psims@clarityconnect.com

COLAGE (Children of Lesbians and
Gays Everywhere)
Fall Creek Elementary
202 King Street
Ithaca, NY 14850

Created Equal:
Allied in Fighting Homophobia
Ithaca College
www.ithaca.edu/equal

Ithaca Lesbian Gay Bisexual
Transgender Task Force, Inc.
PO Box 283
Ithaca, NY 14851-0283
607.274.7394
www.ilgbttf.org

Sex Collective
Wells College

Southern Tier Gals Transgender
Support Group
PO Box 4114
Ithaca, NY 14852
607.275.0563
southerntiergals@aol.com

Students Advocating Gender Equality
Ithaca College
Ithaca, NY 14850
www.ithaca.edu/swe-students
forwomen'sempowerment

Women's Opportunity Center
315 N. Tioga Street
Ithaca, NY 14850
607.272.1520

Women's Resource Center (WRC)
Wells College
Basement, Main Building
wrc@wells.edu

Women's Resource Center
Cornell University
207 Willard Straight Hall, Mailbox #71
Ithaca, NY 14852
607.255.0015
womensresctr-mailbox@cornell.edu

INTERNATIONAL

Amnesty International
Group #73
Ithaca, NY 14850
607.257.3156
pmv4@cornell.edu

Friends of Israel
Center for Student Leadership and
Involvement
319 Egbert Hall, Ithaca College
Ithaca, NY 14850
607.274.3222
rflash1@ithaca.edu

International Students & Scholars Office
Cornell University
B-50 Caldwell Hall
Ithaca, NY 14853
607.255.5243
607.255.2778 (fax)
www.issu.cornell.edu

Japanese Culture Club
Wells College

Namgyal Monastery
Institute of Tibetan Buddhist
Study and Practice
412 N. Aurora Street, PO Box 127
Ithaca, NY 14851
607.273.0739
607.256.5132 (fax)
nyimtsa@yahoo.com office@hamgyal.org
www.namgyal.org/related/tai.cfm

Se Habla (Spanish Club)
Wells College

Wells International Student Association
(WISA)
Wells College

RACE / ETHNICITY

African, Latino, Asian, Native
American (ALANA) Program Board
204 Willard Straight Hall
Cornell University
Ithaca, NY 14853
www.sao.cornell.edu-cornelluniversity
studentactivitiesoffice

African-Latino Society
Ithaca College
Ithaca, NY 14850
www.tihaca.edu/als
Asian Culture Club
Ithaca College
Ithaca, NY 14850
icazncultureclub@yahoo.com

Association for Students of Color (ASC)
172 MVR, Cornell University
Ithaca, NY 14853
607.255.2532

B'nai B'rith
1450 Daniel Rothschild Lodge
135 Salem Drive
Ithaca, NY 14850

Business Men's Fellowship USA
PO Box 4016
Ithaca, NY 14852
www.bmfusa.com

Jewish Women's Group
G-34 Anabel Taylor Hall
Cornell University
Ithaca, NY 14853
607.255.4227
www.cornellhillel.org

Multicultural Resource Center
Tompkins County Cornell
Cooperative Extension Building
615 Willow Avenue
Ithaca, NY 14850
Ajc39@cornell.edu
www.multicultural-resource.org
607.272.2292 ex. 135

Native American Students at Cornell
450 Caldwell Hall, Cornell University
Ithaca, NY 14853
607.255.6587 or 607.255.6246
aipoffice@cornell.edu
www.aip.cornell.edu

P.O.W.E.R.
(Praising Our Work Ethnicity and Race)
Wells College
power@wells.edu
aurora.wells.edu/~power/

Sandbox Socials
Office of Workforce Diversity, Equity and
Life Quality
Cornell University, 160 Day Hall
Ithaca, NY 14850
607.255.3976

S.H.A.R.E. (Strengthening
Haudenosaunee-American Relations
through Education)
P.O. Box 173
Aurora, NY 13026
share@clarityconnect.com

The Village at Ithaca
PO Box 6776
Ithaca, NY 14850
607.256.0780
contact@villageatithaca.org
www.villageatithaca.org

RELIGION/SPIRITUALITY

Amani Gospel Singers
Ithaca College
Ithaca, NY 14850
amanigospelsingers@yahoo.com

Appointed Gospel Choir
Wells College
B'nai Israel Congregation
8 John Smith Avenue
Auburn, NY 13021
253.6675

Reverend Robert French
Wells College Chaplain
ext. 3426 or 364.8543
rfrench@wells.edu

Faith Assembly of God
1286 Poplar Ridge Road
Aurora, NY 13026
364.5152

First Church of Christ Scientist
101 University Avenue
Ithaca, NY 14850
607.256.0875
www.christiansciencenys.com/ithaca.html

First Ithaca Chinese Christian
429 Mitchell Street
Ithaca, NY 14850
607.272.8272
www.immovnvel.net/sites/ficcc
ficcc_mail@yahoo.com

Jehovah's Witnesses
5480 Willowbrook Road
Auburn, NY 13021
253.2838

King Ferry Presbyterian Church
Rt. 90
King Ferry, NY 13081
364.7235

Ledyard United Methodist Church
Rt. 34B at Ledyard Road
King Ferry, NY 13081
497.1714

MECA (Muslim Educational and
Cultural Association)
Cornell University
218 Anabel Taylor Hall
Ithaca, NY 14853

Namgyal Monastery Institute of
Buddhist Studies
412 North Aurora Street
P.O. Box 127
Ithaca, NY 14851
607.273.0739
www.namgyal.org
office@namgyal.org

St. John's Episcopal Church
210 North Cayuga Street
Ithaca, NY 14850
610.273.6532
www.stjohnsithaca.org
stjohns@clarityconnect.com

St. Patrick's Church (Catholic)
Route 90
Aurora, NY 13026
364.7197

Congregation Temple Beth-El
402 North Tioga Street
Ithaca, NY 14850
607.273.5775
www.tbeithaca.org
secretary@tbeithaca.org

The Foundation of Light (Pagan)
391 Turkey Hill Road
Ithaca, NY 14850
607.273.9550
www.foundation-of-light.org
FOLithaca@clarityconnect.com

First Unitarian Church of Ithaca
306 North Aurora Street
Ithaca, NY 14850
607.273.7521
www.unitarian.ithaca.ny.us
office@unitarian.ithaca.ny.us

United Jewish Communities
Ithaca College
PO Box 4214
Ithaca, NY 14850
212.284.6853
www.ujc.org-www.iaujc.org

United Ministry of Aurora
Main Street
Aurora, NY 13026
364.8543

Ray of Hope Church (LBQT)
104 North Aurora Street
Ithaca, NY 14850
607.275.9983
www.rayofhopechurch.com

St. James AME Zion Church
116 Cleveland Avenue
Ithaca, NY 14850
www.stjamesithaca.org
Bellmo49@aol.com
607.272.4053

SOCIO-ECONOMIC CLASS

Awareness of Class Inequality
Center for Student Leadership and
Involvement
319 Egbert Hall, Ithaca College
Ithaca, NY 14850
607.274.3222

Financial Aid Office
Wells College
Macmillan 207
ext. 3289
financial-aid@wells.edu
www.wells.edu/admiss/finaid1.htm

WELLS AND SURROUNDING COMMUNITIES

AURORA

Aurora Department of Public Works
Aurora, NY 13026
364.5239

Aurora Village Clerk
Aurora, NY 13026
364.7293

Ledyard Highway Department
364.5529

Ledyard Town Clerk
Ledyard, NY
364.5707

Village of Aurora
Visitors Online Guide
www.auroranewyork.us/Aurora.html

AIRPORTS

Greater Rochester International Airport
1200 Brooks Avenue
Rochester, NY 14624
585.753.7020
www.rocairport.com

Syracuse Hancock International Airport
2001 Airport Boulevard
Syracuse, NY 13212
454.4330
www.syrairport.org

Ithaca Tompkins Regional Airport
72 Brown Road
Ithaca, NY 14850
607-257-0456
www.flyithaca.com

AUTO REPAIR

Anderson Automotives
Corner of 326 and Route 90
Union Springs, NY 13160
889.7305

Dave Bell Auto Service
2484 State Route 34B
Aurora, NY 13026
364.5393

Oakwood Service Center
Route 326
Auburn, NY 13021
252.2400

RLS Repair
8588 State Route 90
King Ferry, NY 13081
364.8857

BANKING

Cayuga Lake National Bank
(ATM available 24 hours a day)
397 Main Street
Aurora, NY 13026
364.8071

First Niagara
115 Genesee Street
Auburn, NY 13021
315.252.9521
www.fnfg.com

HSBC
63 Genesee Street
Auburn, NY 13021
253.5341
www.us.hsbc.com

Key Bank
110 Genesee Street
Auburn, NY 13021
253.4471
www.key.com

Five Star Bank
345 Genesee Street
Auburn, NY 13021
253.7500
www.five-starbank.com

M&T Bank
352 West Genesee Street
Auburn, NY 13021
252.1050
www.mandtbank.com

BEAUTY SALONS/BARBER SHOP

Alta Spa Awura-Abena
(weaves, relaxers, dreads)
308 East State Street
Ithaca, NY 14850
607.273.6818

Dodge City Clippers
Route 90
Genoa, NY 13071
497.3071

Hair-A-Phayre
330 W. State Street
Ithaca, NY 14850
607.272.5690

Just By A Hair
155 Cayuga Street
Union Springs, NY 13160
889.5952

Regis Salon
Finger Lakes Mall
Auburn, NY 13021
253.4944
www.regissalons.com

Resistance Salon
156 East State Street # 2
Ithaca, NY 14850
607.272.5532

Lakeside Trading Post
Route 90
Union Springs, NY 13160

BUS STATIONS

Greyhound, Ithaca
710 West State Street
Ithaca, NY 14850
607.272.7930

Greyhound, Syracuse
130 P&C Parkway #30 131 Alliance Bank
PKWY
Syracuse, NY 13208
472.4421 baggage
472.5339 main

CABLE

Time Warner Cable (Rochester)
800.253.8837
www.timewarnercable.com

DAYCARE

Child Care Council of the Finger Lakes
Resource & Referral Specialist
202 Grand Avenue
Auburn, NY 13021
255.6994
auburninfo@ccc-fl.org
www.ccc-fl.org

FLORISTS

Cosentino Florist
141 Dunning Avenue
Auburn, NY 13021
253.4451

Hometown Florist
8730 Route 90
King Ferry, NY 13081
364.5116 or 800.963.6587

GAS STATIONS

King Ferry Station
Corner of 34B and Route 90
King Ferry, NY 13081
364.7891

GROCERY STORES

Big M Supermarket
Cayuga and Green Street
Union Springs, NY 13160
889.5516

Village Market
391 Main Street
Aurora, NY 13026
364.8803

HARDWARE

Shakelton Hardware
Main Street
Aurora, NY 13026
364.8211

LAUNDROMATS/DRY CLEANERS

Ideal Cleaners
245 Genesee Street
Auburn, NY 13021
253.3511

Mall Dry Cleaners
Triphammer Plaza
Ithaca, NY 14850
607.257.1040

Muldoon Dry Cleaners
117 Grant Avenue
Auburn, NY 13021
253.8561

Plaza Laundromat
Big M Plaza/Route 90
Union Springs, NY 13160
889.5438

LIBRARIES

Aurora Free Library
Main Street
Aurora, NY 13026
364.8074
www.flls.org/auroralib/

Long Library
Wells College
ext. 3351
library@wells.edu

Springport Free Library
171 Cayuga Street
Union Springs, NY 13160
www.flls.org

LODGING

Aurora Inn
391 Main Street
Aurora, NY 13026
364.8888
www.aurora-inn.com

Dill's Run Bed and Breakfast
3862 State Route 90 North
Aurora, NY 13026
889.5007
www.dillsrun.com

Home Again
State Route 90 North
King Ferry, NY 13081
315.364.8615
homeagain@airxcess.net

PARKS AND RECREATION

Buttermilk Falls State Park
State Route 13 and Road 10
Ithaca, NY 14850
607.273.3440

Long Point State Park
Route 90
Poplar Ridge, NY 13139
364.8884

PHARMACIES

CVS Pharmacy
625 West Clinton Street
Ithaca, NY 14850
607.273.3282 store
607.273.3647 pharmacy
www.cvs.com

Eckerd Pharmacy
315 Genesee Street
Auburn, NY 13021
252.7578
www.eckerd.com

Rite Aid Pharmacy
47 East Genesee Street
Auburn, NY 13021
252.5661
www.riteaid.com

Walgreens
150 Grant Avenue
Auburn, NY 13021
704.0293
www.walgreens.com

Tops Friendly Market
2300 North Triphammer Rd.
Ithaca, NY 14850
607.258.4952 store
607.257.4984 pharmacy
www.topsmarkets.com

Wegmans Food Markets
500 South Meadow Street
Ithaca, NY 14850
607.277.4380
www.wegmans.com

POSTAL SERVICES

Aurora Post Office
373 Main Street
Aurora, NY 13026
364.8751
www.usps.com

Campus Post Office
Wells College
ext. 3371

RESTAURANTS

Aladdin's Natural Eatery (Middle Eastern)
100 Dryden Road
Ithaca, NY 14850
607.273.5000

Aurora Inn (American)
319 Main Street
Aurora, NY 13026
364.8888
www.aurora-inn.com

Be Happy Café
149 Cayuga St
Union Springs, NY
315-889-5571

Blue Water Grill (Seafood)
11 W. Genesee Street
Skaneateles, NY 13152
685.6600

Connie's Deli (Tex-Mex, BBQ)
141 State Street
Auburn, NY 13021
255.0419

Denny's Restaurant (American)
176 Grant Ave.
Auburn, NY 13021
225.1666
www.dennys.com

Dorie's (American)
283 Main Street
Aurora, NY 13026
364.8818

Doug's Fish Fry (Seafood)
8 Jordan Street
Skaneateles, NY 13152
685.3288

Fargo Bar & Grill (American)
3824 Main Street
Aurora, NY 13026
364.8006

Hua Mei Chinese Kitchen
Route 90
Union Springs, NY
315-889-5153

Joe's Pizza
44 S. Cayuga Street
Union Springs, NY 13160
889.7383

Just A Taste (Tapas Bar)
116 N. Aurora Street
Ithaca, NY 14850
607.277.9463
www.just-a-taste.com

Kabuki (Japanese)
12 W. Genesee Street
Skaneateles, NY 13152
685.7234

King Ferry Bakery & Cafe (American)
Routes 34B & 90
King Ferry, NY
364.9800

King Ferry Hotel (American)
1847 Route 90
King Ferry, NY 13081
364.5124

Kosta's Bar and Grill (Greek)
105 Grant Avenue
Auburn, NY 13021
253.7711

Kyushu Hibachi & Sushi Bar (Japanese)
2300 N. Triphammer Road
Ithaca, NY 14850
607.257.6788

Lasca's (Italian)
252 Grant Avenue
Auburn, NY 13021
253.4885

Madeline's Restaurant (French/Asian)
215 E. State Street #10
Ithaca, NY 14850
607.277.2253
www.madelinesrestaurant.net

Maxie's Supper Club and
Oyster Bar (Cajun)
635 West State Street
Ithaca, NY 14850
607.272.4136
www.maxies.com

McMurphy's Authentic Irish Pub &
Restaurant (Irish)
75 North Street
Auburn, NY 13021
253.4531
www.mcmurphyspub.com

Moosewood Restaurant (Vegetarian)
215 N. Cayuga Street
Ithaca, NY 14850
607.273.9610
www.moosewoodrestaurant.com

Pellegrino's Pizzeria (Italian and American)
(They deliver!)
123 Cayuga Street
Union Springs, NY 13160
889.7700

Pete's Treats (American)
Route 326
Union Springs, NY 13160
889.7636

Pumpkin Hill Bistro
Route 90
Aurora, NY 13026
364.7091
www.pumpkinhill.us

Sangam Indian Cuisine (Indian/Pakistani)
424 Eddy Street
Ithaca, NY 14850
607.273.1006

Souvlaki House (Greek)
315 Eddy Street
Ithaca, NY 14850
607.273.1650

Sushi O Sake (Japanese)
107 North Aurora Street
Ithaca, NY 14850
607.272.1200

Viva Taqueria (Mexican)
101 North Aurora Street
Ithaca, NY 14850
607.277.1752
www.vivataqueria.com

Taste of Thai (Thai)
216 E. State Street
Ithaca, NY 14850
607.256.5487

The Thai Cuisine (Thai)
501 South Meadow Street
Ithaca, NY 14850
607.273.2031

Triangle Family Restaurant
8432 Route 90
King Ferry, NY 13081
315-364-5436

SCHOOLS

Aurora Preschool Center
Main Street
Aurora, NY 13026
364.5120

Peachtown Elementary School
Located on Wells College Campus
Aurora, NY 13026
364.8721

Southern Cayuga Central School District
Emily Howland Elementary: 364.7621
Middle School: 364.7098
High School: 364.7111
www.southern cayuga.org

SHOPPING

Aurora Arts and Merchants Association
Visitors Online Business Guide
www.auroraartsandmerchants.com

CayugaNet
Cayuga County Local Business Online
www.cayuganet.org/business.html

College Bookshop
Wells College
Sommer Center
ext. 3261

Fingerlakes Mall
1579 Clark Street Road
Auburn, NY 13021
255.1188
www.shopfingerlakesmall.com

K Mart
744 South Meadow Street
Ithaca, NY 14850
607.272.1430
www.kmart.com

Pyramid Mall
North Triphammer Road
Ithaca, NY 14850
607.257.5337
www.theshopsatithacamall.com

Target
40 Catherwood Road
Ithaca, NY 14850
607.257.0550
www.target.com

Wal-Mart
135 Fairgrounds Memorial Parkway
Ithaca, NY 14850
607.277.4510
www.walmart.com

Wal-Mart Super Center
297 Grant Avenue # 1
Auburn, NY 13021
315.258.2822
www.walmart.com

Waterloo Premium Outlets
655 State Route 318
Waterloo, NY 13165
539.1100
www.premiumoutlets.com/waterloo/

SHUTTLE SERVICE

Transportation Office
Wells College
Mehegan Murphy
Transportation Coordinator
ext. 3377
transportation@wells.edu

TRAIN SERVICE

Amtrak
General information and reservations
800.872.7245
www.amtrak.com
Amtrak, Syracuse
131 P&C Parkway
Syracuse, NY 13208
477.1152
www.amtrak.com

UTILITIES

Public Works
Aurora Village Clerk (Water)
Aurora, NY 13026
364.5239

E & V Energy Co. (Fuel Oil)
5730 South Street Road
Auburn, NY 13021
253.6522 or 800.455.6522

Hamilton-Wilber Oil Co. (Fuel Oil)
West Cayuga
Moravia, NY
497.0007
hamilton-wilberoil.com

Hewitt Bros. Inc. (Fuel Oil)
PO Box 147
Route 90
Locke, NY 13092
497.0900 or 800.439.4887

NYSEG (Electricity)
800.572.1111
www.nyseg.com

Suburban Energy (Fuel Oil)
84 York Street
Auburn, NY 13021
255.3301

Verizon (Phone)
1440 Central Avenue
Albany, NY 12250
800.890.7100
513.687.7750
www.verizon.com

Cayuga County Mental Health Center
157 Genesee Street
Auburn, NY 13021
253.0341
146 North Street
Auburn, NY 13021
253.2746
www.cayuga.ny.us/mentalhlth/

MEDICAL AND EMERGENCY SERVICES

ALCOHOL AND DRUG ABUSE

Alcoholics Anonymous
607.273.1541
www.aa.org

C.H.A.D. (Confidential Help for Alcohol and Drugs)
75 Genesee Street
Auburn, NY 13021
253.9786

Drug Abuse Line
800.522.5353
New York State Council on Alcoholism
800.252.2557

COUNSELING/FAMILY SERVICES

Alcoholics Anonymous, Al-Anon, Alateen
200 North Tioga Street
Ithaca, NY 14850
607.273.1541
www.aa.org

Alcohol & Drug Council of Tompkins County
201 East Green Street
Ithaca, NY 14850
607.274.6288
www.alcoholdrugcouncil.org

Cayuga Counseling Services
17 East Genesee Street
Auburn, NY 13021
253.9795
www.cayuganet.org/cayugacounseling

Community Medical Center
18 Wells Road
Aurora, NY 13026
364.3388
364.3273
Pastor Dr. Robert Godbout
King Ferry Presbyterian Church
King Ferry, NY 13081
364.7235

Pastoral Counseling Service
Dewitt Park
Ithaca, NY 14850
607.272.6474

Suicide Prevention and Crisis Service
124 East Court
Ithaca, NY 14850
607.272.1616
607.272.6224
www.suicidepreventionandcrisiservice.org

Anna Salamone, RN, ACSW, BCD
Main Street
Aurora, NY 13026
364.6881
607.256.3959

Tompkins County Mental Health Clinic
4th Floor
201 East Green Street
Ithaca, NY 14850
607.274.6200
www.tompkins-co.org

DISASTER SERVICE

American Red Cross
11 State Street
Auburn, NY 13021
252.9596
www.unitedwayofcayugacounty.org/redcross

EMERGENCIES

Ambulance / Fire / Police
911

Campus Security
Wells College
ext. 3229
security@wells.edu

Cayuga County Sheriff's Department
315.626.6070

Ithaca Rape Crisis Center Hotline
Ithaca, NY 14850
607.277.5000

New York State Police
255.2766

Poison Control Center
800.222.1222

SAVAR (Sexual Assault Victim's
Advocate Resource) Hotline
Auburn, NY 13021
252.2112

Suicide Prevention
253.0341

FAMILY PLANNING

Birthright of Ithaca
605 West State Street
Ithaca, NY 14850
607.272.9070

Childbirth Education Association
607.387.3456

Family Planning Center
253.8477

Planned Parenthood of Tompkins County
317 West State Street
Ithaca, NY 14850
607.273.1526

Tompkins County Department of Social
Services
607.274.5223

Tompkins County Health Department
401 Dates Drive
Ithaca, NY 14850
607.274.6656

HOSPITALS / MEDICAL CENTER

Auburn Memorial Hospital
17 Lansing Street
(corner of Lansing and North Streets)
Emergency Department
Auburn, NY 13021
255.7211
www.auburnhospital.com

Cayuga Medical Center
101 Harris B. Bates Drive
Emergency Department
Ithaca, NY 14850
607.274.4431
www.cayugamed.org

Community Medical Center
P. O. Box 250, 18 Wells Road
Aurora, NY 13026
364.3273

Finger Lakes Family Medicine
2756 Center Road
Scipio Center, NY 13147
364.3525

Finger Lakes Medical Care Center
303 Grant Avenue
Auburn, NY 13021
258.7100

LEARNING DISABILITIES

Chris Richardson
Coordinator of Learning Support
Services
Wells College
long Library
ext. 3432
crichardson@wells.edu

Ruana Starer
416 North Tioga
Ithaca, NY 14850
607.273.0690

Jed Weitzen
416 North Tioga
Ithaca, NY 14850
607.273.6946

National Student Speech-Language-
Hearing Association (NSSLHA)
Ithaca College
Ithaca, NY 14850
nsslha@ithaca.edu

MENTAL/PHYSICAL DISABILITIES

Broome Development Center
1257 Trumansburg Road
Ithaca, NY 14850
607.273.0811

Sign Language Club
Ithaca College
Ithaca, NY 14850
signclub@ithaca.edu

Challenge Industries
402 E. State Street
Ithaca, NY 14850
607.272-.7514

Tompkins County Mental Health Assoc.
201 East Green Street
Ithaca, NY 14850

Community Medical Center
P. O. Box 250
18 Wells Road
Aurora, NY 13026
364.3273
Counselors: Carin Trabout, Steve Tien,

REGIONAL COMMUNITY WEB PAGES

(listed alphabetically by region)

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these sites and/or their content.

Auburn, NY
auburnny.virtualtownhall.net/

Dorothy Shaffer
Family & Children's Service of Ithaca
204 North Cayuga
Ithaca, NY 14850
607.273.7494

Aurora, NY
www.auroranewyork.us/Aurora.html

Cayuga County
www.co.cayuga.ny.us

Mental Health Association in
Cayuga County
146 North Street
Auburn, NY 130201
253.2746

Ithaca, NY
www.visitithaca.com
www.ci.ithaca.ny.us
www.ithacanet.org

Mental Health Association in
Tompkins County
518 West State Street
Ithaca, NY 14850
607.273.9250

Finger Lakes Region
www.roundthebend.com/finger
www.fingerlakes.org
www.cnylinks.com
www.visitfingerlakes.com

Diane Koester
Associate Dean for Academic and
Learning Resources
Wells College
Macmillan 224A
ext. 3401
dkoester@wells.edu

Rochester, NY
www.ci.rochester.ny.us
www.visitrochester.com

Syracuse, NY
www.syracuse.ny.us
www.syracuse.com
www.syrahoo.com