

MESSAGE FROM PRESIDENT THOMAS E.J. deWITT

As we begin the 2014-15 academic year, I want to welcome you to Wells College.

As you get settled, I hope you will sense the excitement and energy generated by the changes across campus. This Community Handbook has been compiled as a tool to help you explore what it means to be a part of Wells College. It will not only address many of your questions but also provide a guideline for your time here. I encourage you to review it carefully and keep it handy.

You are beginning an exciting academic journey; sharing in an experience that will last a lifetime. A Wells education requires that you stretch your thinking, explore new topics, and develop your unique strengths. The Wells experience challenges both the individual and the collective, and the Wells community is one in which we will all have the chance to understand and celebrate our differences - as well as our commonalities.

While a Wells education will require you to move beyond the familiar, this Handbook has been designed to help you through that process. It encompasses what is available to you, what is expected of you, and what you can expect from others. In order to be successful in this shared endeavor, there are established guidelines, policies and procedures to help community members collaborate in a spirit of understanding. In addition to those official policies and procedures, we have also included a calendar which we hope will be useful 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 for both the campus and the surrounding region.

I look forward to getting to know each of you as we experience together this one-of-a-kind community.

Let the experience begin . . .

A handwritten signature in cursive script that reads "Tom de Witt". The signature is written in black ink and is positioned above the printed name and title.

Tom de Witt
Interim President

MESSAGE FROM THE DEAN OF STUDENTS

Greetings Wells Community!

Welcome to the 2014-2015 academic year and a special welcome to our newest community members the class of 2018 and our new transfer students! I'm honored to have this opportunity to welcome you back onto campus!

The Community Handbook is a valuable resource and reference guide for the services, policies and expectations we have as a Wells community. Please pay careful attention to the information contained in our Honor Code, the Community Standards statement, Student Code of Conduct and the Residence Life sections. We all have chosen to live and work at Wells and to be a part of a diverse community that respects the rights and privileges of each member on campus and the above named sections outline the tenants by which we hold each other accountable and provide the values on which we build our programs and services.

The Dean of Students Office and Student Life staff encourages you to get involved on campus – be a part of our community and work together to create the experience you want from Wells. By taking the initiative and becoming involved in student life, you will not only enhance your educational experience but you will also be enriching the quality of the Wells College community. I strongly encourage you to explore all that Wells has to offer!

In addition to the resources outlined in this handbook, I hope you visit the Wells College website often; there will always be new information and updates. My staff and I are ready to answer any questions you might have or hear from community members with any insights or suggestions, please stop by Macmillan 210 and visit or email us at studentlife@wells.edu.

I wish you the best for a great year.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Michael".

Jennifer Michael, MS
Dean of Students

TABLE OF CONTENTS

TRADITIONS.....	PAGE 5
ACADEMIC CALENDAR.....	PAGE 11
ADMINISTRATIVE POLICIES.....	PAGE 13
ACADEMIC POLICIES.....	PAGE 34
ATHLETIC POLICIES.....	PAGE 37
STUDENT CONDUCT CODE.....	PAGE 38
RESIDENCE LIFE POLICIES.....	PAGE 48
COLLEGIATE CONSTITUTION**.....	PAGE 64
SAFETY & SECURTY.....	PAGE 82
CAMPUS CLUBS AND ORGANIZATIONS.....	PAGE 89
CAMPUS RESOURCES.....	PAGE 90

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. The College also reserves the right to publish this catalog in an electronic version and make changes to the electronic version that take precedence over this print copy.

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 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 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 at 315.364.3317.

WELLS COLLEGE TRADITIONS

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.

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, and at Moving Up Day.

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!

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 Called Senior Send Off. Seniors and their families and guests can enjoy light refreshments, dancing, and a fireworks display to celebrate their accomplishments. 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.

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.

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.

Lake Freezes Over

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

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.

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.

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.

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 honors 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. Traditions committee hosts a ceremony, open to the public, Can include a slide show, readings from news reports, and speeches. This event is meant to be informative and highlights the history of Wells College.

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 selected. Each team then chooses 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. 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 dodge ball 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 to play a dodge ball game on Saturday night. The Friday night before the game, the Men's teams have a dance-off similar to the Women's teams sing-off. The Men's Evenline mascot is Clyde (the elephant), and the Oddline mascot is the Oddlion. Men's Even/Odd occurs during the spring semester as a continued celebration of the long standing and famed Even/Odd tradition.

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.

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 the senior's choice.

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, May Day, Junior Stunt, and multiple other traditions.

Tea Time

Tea and coffee are served every Wednesday 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.

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.

CLASS YEAR TRADITIONS

FIRST-YEAR

Halloween Hayride and Autumn fest

On or around Halloween night (usually during Family and Friends Weekend), the freshman class officers organize a hayride for local children and community members while the sophomore class officers put on Autumn Fest as a way for all students to celebrate autumn and have fall themed fundraisers as well as a lot of fun. 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.

Caroling

During the holiday season, the First-Year class officers organize a multitude of holiday events. The officers gather first-year and junior class volunteers who wish to go caroling around the village of Aurora, making stops at various locations the night before Weihnachten.

First-year elves

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

20 Days

During the last 20 days before the last day of classes, 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! Should the seniors choose not to participate in the 20 days tradition, the freshmen will request the senior to indulge in good natured antics of the freshman's choice – such as singing.

SOPHOMORE YEAR

Halloween Hayride and Autumn fest

On or around Halloween night (usually during Family and Friends Weekend), the freshman class officers organize a hayride for local children and community members while the sophomore class officers put on Autumn Fest as a way for all students to celebrate autumn and have fall themed fundraisers as well as a lot of fun. 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.

Talent Show

During Henry Wells Weekend, the sophomore class officers organize a talent show where students show off their most amazing and unique talents to the Wells community.

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.

Sophomore and First-year Surprise Fun!

While the Juniors and the Seniors enjoy Junior Blast, the Sophomores organize an event for their class to do with the first-year students-surprise!

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

On the last day of classes 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 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.

Last Day of Classes

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 Mi-nerva's feet.

Senior Week

The senior class officers plan a week of fun for the seniors and their guests as a way to celebrate their last week as Wells students!

PROGRAMMING BOARD TRADITIONAL ANNUAL PROGRAMS

Disco Dodge

This annual event is usually held in the main lounge of Dodge Residence Hall or Sommer Center 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 hairstyle. 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 including live music, student club activities and a BBQ dinner.

Welcome Back Dance

Held on the first Saturday after the start of classes, the Welcome back dance is a chance for students to meet, mingle, see old friends and to ring in the new school year.

ACADEMIC CALENDAR 2014–2015 WELLS COLLEGE

FALL SEMESTER 2014

AUGUST

24	Sunday	New Residential Students Arrive (both first-year and Trans)
24–27	Sunday–Wednesday	Orientation
27	Wednesday	Returning and Commuter Transfer Students Arrive
28	Thursday	Classes Begin, 8:00 a.m. Opening Convocation, 7:30 p.m.

OCTOBER

11–14	Saturday–Tuesday	Fall Break (Classes end Friday, October 10 at 4:20 p.m. and resume Wednesday, October 15 at 8:00 a.m.)
24–26	Friday–Sunday	Family and Friends Weekend

NOVEMBER

26–30	Wednesday–Sunday	Thanksgiving Break (Classes end Tuesday, November 26 at 9:50 p.m. and resume Monday, December 1 at 8:00 a.m.)
-------	------------------	--

DECEMBER

11	Thursday	Last Day of Classes
12–14	Friday–Sunday	Study Period
15–18	Monday–Thursday	Final Examination Period

INTERSESSION 2014–2015

DECEMBER 19–JANUARY 18

SPRING SEMESTER 2015

JANUARY

18	Sunday	Returning and New Students Arrive
19	Monday	Classes Begin, 8:00 a.m. Spring Convocation, 4:45 p.m.

MARCH

7-15	Saturday–Sunday	Spring Break (Classes end Friday, March 7 at 4:20 p.m. and resume Monday, March 16 at 8:00 a.m.)
------	-----------------	---

APRIL

29	Wednesday	Honors Awards Celebration
----	-----------	---------------------------

MAY

1	Friday	Classes End
2-4	Saturday–Monday	Study Period
5-8	Tuesday–Friday	Final Examination Period
16	Saturday	Commencement

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 Campus Safety 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 man-

ual;

- 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://ope.ed.gov/security/> and search for Wells College.

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, the Office for Student Achievement or on the Wells College website.

The Coordinator of Student Achievement 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 Student Achievement.

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-V 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 Student Achievement 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 student achievement 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 Office of the Division of Academic and Student Life and the Human Resources Office.

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, the provost and dean of the college, or the chief operating officer. 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, he/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, he/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. 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.

EVENT PLANNING

All Wells College community members wishing to hold an event must fill out an event request form located on the homepage of the Globe. Events that take place in classrooms must be approved through the registrar's office. Below are some things to keep in mind when planning an event:

- Some on campus events such as classes, athletics, and traditions may take precedence over the request for space.
- Once the event is approved, flyers may be posted for the event, provided they comply with the posting policy in this handbook.
- The person requesting the event or his/her designee is responsible for cleaning up after the event.
- Alcohol may not be served at events hosted by Wells College student groups, clubs, and/or organizations and no College funds shall be used for the purchase of alcohol. Rare exceptions to this policy may be granted through the Alcohol Exemption Form, found in the office of student activities and leadership.
- Events that occur Sunday-Thursday during quiet hours in Residence Halls and/or in the Sommer Center are subject to approval by Student Life Staff.

In order to facilitate the greatest attendance at events, anyone looking to schedule an event on campus is encouraged to look at the events calendar on the Globe and pick a date and time in which there are no other events occurring.

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. 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.

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 student activities and leadership and the director of residence life (if a residence hall room is being utilized). Personal fundraisers must not conflict with any College operation.

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.

GENERAL GRIEVANCE AND APPEALS 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 implementation procedures is available in the academic and student life office or the human resources office.

SEXUAL MISCONDUCT POLICY

The Current version of the Wells College Sexual Misconduct Policy can be found online here:

<http://www.wells.edu/student-life/notalone/>

A PDF can be downloaded from the Globe Here:

https://global.wells.edu/ICS/Students/Student_Leadership_and_Governance.jnz

The PDF is located on the right side under “Community Handbook 2014-2015”

HAZING

Students at Wells College are encouraged to engage in collaborative activities that build trust, bring individuals together in common pursuit, encourage mentoring and teamwork, increase motivation to perform, improve individuals' self-confidence, develop leadership abilities, enhance relationships, and promote a positive attitude.

POLICY STATEMENT

Wells College, in accordance with Article 129-A, Section 6430 (1) of the New York State Education Law, expressly prohibits conduct commonly referred to as "hazing". This policy will govern the conduct of students, employees, and visitors to the College.

DEFINITIONS

Hazing – Wells College defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health of a student for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization, group, club, or team affiliated with Wells College. Conduct considered to be hazing shall include, but not be limited to:

- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements without appropriate protection; forced consumption of any food, liquor, drug or other substances, requiring the wearing of apparel or acting in a way that is conspicuous and not within community norms, any willful destruction or removal of public or private property, any other forced physical activity which could adversely affect the physical health and safety of the individual including any activity which would subject the individual to extreme mental stress, such as; sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Consent - For purposes of this definition, any activity upon which the initiation, admission, continued membership, or affiliation or is directly or indirectly conditioned shall be presumed to be "forced" activity, regardless of the willingness of an individual to participate.

REPORTING VIOLATIONS

Alleged violations of the hazing policy should be reported to the department of campus safety or the dean of students office as soon as possible. The College enforcement of hazing will prevail regardless of whether the conduct is taking place on or off the College campus. Individuals found responsible for violation of this policy will be held accountable for their actions, and may be subject to any applicable provision of the NYS Penal Law in addition to sanctions imposed by the College.

SANCTIONS

Sanctions for violation of these regulations may include; ejection of a violator from College property, in cases where the alleged violator is a student or employee of the College, sanctions may include suspension, expulsion, or other appropriate disciplinary action, and in cases where the alleged violator is an organization, group, club, or team which authorizes such conduct, the sanction may include the revoking of permission for that entity to operate on College property.

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 authori-

zation forms are available in the human resources office.

Students with health insurance issues will also be required to complete an authorization form when requesting assistance from the human resources 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 human resources office.

Questions concerning the Federal Privacy Rule may be directed to the human resources office.

LAKE ACTIVITIES: BOATING AND SWIMMING

The Wells College boathouse, planted directly on the shores of Cayuga Lake, will be open for use by students, staff and faculty. Students, staff and faculty are able to take a boat out onto the lake or enjoy swimming from the dock under appropriate supervision and during posted times.

BOATING RULES AND REGULATIONS

HOURS OF OPERATION:

Please visit this link for updated hours <http://www.wells-express.com/athletics/athfacilities/boathouse>

- Physical Education Instructor and Activities Instructor will monitor boat usage during these times.
- All Wells College students, staff and faculty are eligible to use the boats after signing the appropriate waiver. Waivers will be available at the boathouse and will be kept on file. The Physical Education Instructor and Activities Instructor has the right to deny usage of the boats to anyone he feels is not competent to use the vessels in an appropriate and safe manner.
- All students, faculty and staff **MUST WEAR** a lifejacket when operating the vessels.
- Students are no longer required to pass the swim test before using a vessel.
- Students, faculty and staff must stay within 400 yards of the boathouse when aboard the vessels.

SWIMMING RULES AND REGULATIONS

HOURS OF OPERATION:

Please visit this link for updated hours <http://www.wells-express.com/athletics/athfacilities/boathouse>
Lifeguards will have no involvement or oversight of boating activities.

- Students are no longer required to pass the swim test for lake swimming.
- Swimmers cannot pass the white buoy and must stay close to the boathouse.

Any questions regarding the use of both the boathouse and the beach can contact the Athletic Department at athletics@wells.edu.

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. Full time professional staff who live in on-campus apartments should contact the dean of students regarding the staff pet policy.

Please also see the residence life policy on animals permitted in the residence halls.

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 & Leadership. All postings must obtain the stamp of approval from the Office of Student Activities & Leadership before being publicly displayed. *Flyers must be posted on designed bulletin boards only.* Bathroom stalls and mirrors require special permission for posting and will be determined on an as needed basis. The Office of Student Activities & Leadership reserves the right to remove postings at any time.

GUIDELINES FOR ALL POSTINGS:

Before posting a campus event, be sure to first complete an Event Form on the Globe. Once approval is obtained, promoting your event through flyers/posters can occur. All 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. 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 & 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 & 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 & Leadership; however they 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 & Leadership.

The Office of Student Activities & 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 in the upper Leach parking lot. 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 Academic and 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 stu-

dent 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*. For specific information and academic requirements, students should refer to the *Wells College Catalog* for her or his year of entry.

Catalogs are available on the Registration and Advising page on the Students tab of the Globe (<http://global.wells.edu>)

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' size, as well as electronic resources and archives, an online catalog, 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, Advising & Admissions 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 ADVISING, REQUIREMENTS AND STANDING

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

Students are assigned academic advisors upon entry based on their intended majors. Upon formal declaration 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 academic and student life staff, 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 ASAA. The petition form can be obtained at the registrar's office or online on the Registration and Advising page on the Students tab of the Globe (<http://global.wells.edu>)

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*.

Registration for Courses

Students are responsible for registering online for courses via the Globe during the announced registration

period each semester. A late registration fee of \$150 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 provost and 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 Office of International Programs.

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 be considered for 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.

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 Globe.

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 provost and 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, the change will be recorded by the registrar.

The Academic Standing, Advising & Admissions Committee 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 or academic probation, or suspended or dismissed from the College as indicated in the *Wells College Catalog*.

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* as well as any additional team policies outlined by each program's coach. A copy of the handbook is available in the Department of Athletics and will be posted on the web site at www.wells-express.com.

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 their 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 trus-

tees 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 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 effect 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 their 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 suspension or expulsion from the College is not a likely or potential outcome. In cases where suspension or expulsion 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, deceiving, or failure to report a witnessed

violation. For more information on Community Court, see Section 7, Article III.

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 to members of the campus community or faculty/staff in the course of their duties, to the office of residence life or to the department of campus safety via incident reports or other means.
2. Incident Report Forms or complaints brought forward by other means are usually reviewed expediently by student life staff and the director of campus safety.
3. The dean of students assigns 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 notified to attend a conduct review meeting. Email will be the primary method of outreach for conduct matters. 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 must contact the appropriate staff member to reschedule as soon as possible, but prior to the scheduled meeting time.

5. The student attends the scheduled meeting. At this time, the student may respond to any and all alleged violations 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 conduct review meetings.
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. Staff members will make decisions based on preponderance of evidence. "Preponderance of Evidence" means that more than likely. Therefore, if the staff member believes the student is "more than likely" responsible for the violation, the student will be found responsible.
7. If the student is found responsible, sanctions are assigned as appropriate, and are effective immediately upon the close of the meeting. If the student is found not responsible, the case is dropped and a letter indicating that is added to the student's file.
8. Within ten (10) business days of the meeting, the student is notified of the resolution and/or sanctions in writing.

If a student fails to attend a scheduled conduct review meeting, the assigned staff member will adjudicate the incident without the student present. All decisions made in the student's absence will be considered binding

and all sanctions must be completed by the set deadlines.

VIOLATIONS

The conduct outlined below constitutes common violations of the Wells College Student Conduct Code. Items noted with an * are also violations of the Wells College Honor Code. Please note that this is not a comprehensive list of violations, and students are responsible for reading the entire Wells College Code of Conduct to familiarize themselves with all policies.

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. (see full policy in Section six, Residence Life policies) The following constitute specific violations of the alcohol policy: Alcohol Policy

- A. Students must be 21 years of age or older to consume or possess alcohol on any property owned or operated by Wells College. As the use of alcohol by those of legal drinking age is permitted on campus, the responsibility for complying with all policies and procedures applying to the possession, use, sale, purchase, and service of alcohol on any property owned or operated by Wells College lies solely with each individual community member.
- B. The following actions/activities are prohibited, and are considered violations of the Wells College Alcohol Policy:
 1. The possession or consumption of alcohol by any student under the age of 21 on any property owned or operated by Wells College.
 - a. Any Wells college student who permits an underage guest or other individual they are responsible for to possess or consume alcohol on property owned or operated by Wells College is in violation of the alcohol policy.
 2. Possession and/or use of false identification for the purpose of obtaining alcohol or gaining access to an establishment that serves alcohol;
 3. Providing alcoholic beverages to any person who is under 21 years of age;
 4. Engaging in activities, whether alcohol is present or not, that promote irresponsible or binge drinking (e.g. drinking games, chugging contests, or any means where alcohol is consumed as part of a competition)
 5. Public intoxication and/or drunken behavior, which result in the destruction of property, or conduct that is disorderly, disruptive, and/or disrespectful to any member of the campus community;
 6. Possession or transportation of open alcohol containers in public areas of the College;
 7. Possession of alcohol is prohibited at any College function 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 Alcohol Exemption Form signed by the appropriate college officials;
 8. The possession or consumption of alcohol on any college owned, leased, or contracted van, bus, or other vehicle.
 9. Possession of large quantities/bulk containers of alcohol, including, but not limited to, beer balls, kegs, and alcoholic punch in excess of one gallon, in any residence hall room, college-owned or operated apartment, or other college property; and
 - a. All students present in a room or area where large quantities/bulk containers of alcohol are present are in violation of this policy.
 10. Socially irresponsible or illegal alcohol-related conduct that occurs off campus (e.g., off-campus arrest for underage drinking, or alcohol-related conduct, etc.);

12. All students must be able to show a valid form of identification showing their date of birth at any time they possess or consume alcohol;
 - a. If proof of age cannot be established, the alcohol may be confiscated and disposed of.
13. Empty containers of alcohol will be considered the same as full/partially full containers of alcohol and are not allowed in bulk quantities, or in any quantity with students that are not 21 years of age or older.

Capacity: The allowable amount of alcohol allowed in any college-owned or operated residence hall room or apartment by a single student who is of legal drinking age is limited to:

- thirty (30) 12-ounce containers of beer/malted beverage, OR
- two (2) one-liter bottles of wine, OR
- one (1) one-liter of distilled spirits, OR
- a reasonable combination of these types.

Any alcohol possessed in violation of any provision of this policy may be confiscated and disposed of by Campus Safety personnel or other college officials.

Display of Alcohol: Students may not display advertisements or items (i.e. signs, posters, photographs, bottles) that promote illegal drug use and or alcohol products in the public spaces on campus (i.e. hallways, lounges, bathrooms, exterior bedroom doors, exterior windows of residence halls). Alcohol bottles and containers (full or empty) are not permitted as decorations either, and may be confiscated at the discretion of Residence Life and/or Campus Safety.

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.

Drugs: Wells College believes that students have the right to live and work in an environment free from the effects of drugs and drug abuse. Accountability and shared responsibility serve as the overarching principles that shape this policy.

In that spirit the policy aims to clarify the responsibilities of community members, define appropriate behaviors, describe the College's response to hazardous, illegal or disruptive behavior, and inform community members about the resources available for addressing drug-related concerns and problems.

In accordance with state and federal laws, Wells College has established these priorities:

1. To provide an atmosphere free from the manufacture, sale, distribution, use or abuse of illegal or prescription drugs;
2. To stress safety, and individual accountability for all Wells College students;
3. To establish clear penalties for violating the College's drug policy; and
4. To provide students with information about confidential on- and off-campus resources to address issues related to drug use and abuse.

All Wells College students are expected to comply with federal, state, and local laws, to follow the requirements of the College's drug policy and to respect the right to a drug free environment shared by all members of the campus community.

Violations of the Wells College Drug Policy or of any of the state laws of New York are subject to disciplinary action.

Drug Policy Violations

It is a violation of the Wells College Drug Policy for students to:

1. Possess, manufacture, sell, distribute, use, or participate in the use of illegal drugs. Prohibited drugs include all illegal drugs such as marijuana, cocaine, heroin, LSD and other hallucinogens, designer drugs and prescription drugs or other illegal drugs.
2. The use, possession, or distribution of synthetic cannabinoid (marijuana) products.
3. Have drug paraphernalia, such as bong, pipes, or other devices possessed for drug use, in their residence hall rooms or apartments, in their possession, or in any area under their immediate control.
4. Provide illegal or prescription drugs to another individual or use prescription drugs for purposes other than those for which they are prescribed.
5. Violate state, federal or local laws concerning drug use, distribution, sale or manufacture.

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

(see full policy in Section eight, Safety and Security)

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.

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: Wells College prohibits the unauthorized use, possession, manufacture or unauthorized storage of any type of firearms or weapons, on any College-owned property or in any vehicle on College-owned property, regardless of whether the individual possesses a valid permit to carry the firearm or weapon. This prohibition does not apply to law enforcement personnel engaged in official duties on College properties.

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 re-offense 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 stu-

dent'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.

Campus Service: Students may be assigned to work with Buildings and Grounds to complete an assigned number of hours due to their violation. Students will be assigned to a specific supervisor and will work with that supervisor to complete their campus service hours.

Coach, Advisor, 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 advisor 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.

Deferred Suspension: A delayed removal from a student's class and/or Wells College for a period of up to 2 semesters. Any proven violation during this period may result in immediate suspension for a specific period of time.

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.

Failure to complete sanctions: If a student fails to complete their assigned sanctions by the deadline, the student may be found responsible for “failure to comply,” and additional sanctions and fines may be assigned to the student.

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:

GROUNDINGS 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 director of residence life and the director of student activities and leadership are the appellate officers for decisions rendered by the assistant director of residence life and the assistant director of student activities and leadership
2. The dean of students is the appellate officer for decisions rendered by the director of residence life and the director of student activities and leadership
3. The provost and dean of the college is the appellate officer for suspension and expulsion decisions rendered by the dean of students
4. The president is the appellate officer for suspension or expulsion decisions rendered by the Community Court and/or 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 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.

2. 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.

SEXUAL MISCONDUCT HEARINGS

Please see Section 2-11 of the Student Code of Conduct for extensive information on instances related to Sexual Misconduct and the hearing process.

SECTION SIX: RESIDENCE LIFE POLICIES

The Office of Residence Life strives to provide safe and comfortable residential facilities that contribute to the thriving residential experience. Focusing on community development, Residence Life complements academic learning while also focusing on wholistic development of Wellsians by: creating an inclusive environment where students develop their passions and engage in opportunities designed to foster personal responsibility, critical thinking, and global citizenship.

All enrolled Wells College students are required to live on campus. Wells College is a residential college and believes deeply in the value and benefits of on-campus living. The experience of living on campus 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 (22 years of age or younger) to live in college-owned residential facilities. Exceptions to this policy may be made, under limited and specific circumstances, collaboratively by the Office of Residence Life and the Dean of Students Office. In order to be considered for an exception, students must complete the "Housing Exemption Form" during the Housing Selection process each year.

The Office of Residence Life (ORL) is responsible for overseeing housing procedures on the Wells College campus. Specific procedures regarding housing selection, room changes, and other related topics are revised each year by the Office of Residence Life.

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

COMMUNITY STANDARDS

Community Standards are the agreements made by the residents in a given community concerning how they want their community to be, how they will conduct themselves and how they will work to hold themselves and others accountable to these standards. These Community Standards vary from community to community, based on resident discussions in the beginning of the semester and throughout the year. 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. Community Standards are meant to strengthen existing campus policies and procedures.

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. Any continued violation of community standards may result in formal charges through the college disciplinary system.

BEHAVIOR IN COLLEGE RESIDENCE HALLS

ANIMALS

Students are not permitted to have animals in the residence halls for any period of time, with the exception of toothless fish. Fish tanks can be no larger than 5 gallons. Students must seek and receive permission from their roommate to have a fish tank. Students requesting the use of certified service animals must apply for a

formal accommodation by submitting documentation and a Medical Accommodation Form. Any students found in violation of this policy are subject to a \$50 fine, judicial action, and will be financially responsible for any damage or excessive cleaning to the residential facility.

COURTESY AND QUIET HOURS

One of the key components of our community is consideration for others. This policy is specifically in place to promote and uphold an environment conducive to academic success. This policy applies to all areas within a residence hall, the areas around the exterior of the residence halls, parking lots, and campus roadways.

- a) **Courtesy Hours** are in effect 24 hours, 7 days a week in Wells College residence halls and parking lots. All students shall observe and respect the rights of other students occupying student housing at the College. Students are expected to adhere to reasonable requests to lower the noise level during Courtesy hours by fellow members of the community.
- b) **Quiet Hours** are in effect from Sunday thru Thursday 9p.m to 9a.m and Friday and Saturday from 2a.m to 11a.m.
- c) **24 Hour Quiet Hours** are typically 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 and are strictly enforced.

Specific floors/communities may adopt a more restrictive quiet hour policy through their community standards document.

DISORDERLY OR DESTRUCTIVE BEHAVIOR

Disorderly or destructive behavior include the behavior that serves no reasonable or legitimate purpose, infringes on the rights of others, and/or endangers the safety of people and property.

HALL SPORTS/RECREATIONAL ACTIVITIES IN THE RESIDENCE HALLS

The use of athletic or recreational equipment or any other potentially dangerous or damaging equipment is prohibited in the residence halls. If students wish to use athletic equipment, they must do so in the athletic center or outdoors. Recreational activities that could be considered disruptive or dangerous are not allowed in the residence halls, regardless of whether equipment is involved or not.

BUILDING SECURITY

Security at Wells College is primarily the responsibility of the student. Campus Safety officers and Resident Advisors will conduct regular rounds of the Residence Hall facilities and the Wells College campus, but the students need to take responsibility and are asked to follow these guidelines:

- Do not prop or block exit doors or doors leading to fire exits
- Close any door that you find propped open that should not be propped
- Do not allow strangers or individuals that do not live in the residence hall to enter the hall
- Report any unescorted, non-residents to Campus Safety or the Office of Residence Life
- Close and lock your room door when leaving your room/apartment for any period of time
- Do not leave belongings in public areas unattended
- Keep personal items in common spaces at your own risk. This includes kitchens and laundry rooms

STUDENT GUEST POLICY

Definitions: For the purpose of this policy, “guest” means any person who is not currently enrolled as a student at Wells College. In addition, currently enrolled Wells College students who do not live in Wells College residential housing who will be staying/sleeping overnight in any Wells College owned or operated residential housing are also considered guests.

General Policy on Guests: Students may host guests on campus and in their assigned Residence Hall room, following the policies established by Wells College. Host students are responsible for the conduct of their guest(s) while the guest(s) is on campus and the host is responsible for ensuring their guest(s) comply with the Student Code of Conduct and other college policies. All guests, while on campus, must be accompanied/escorted by their host student. Guests must carry a valid form of identification while on campus, and must present their identification to any college official requesting it. Guests may utilize the Wells College shuttle services, provided that no other Wells College student is denied service. Wells College students must accompany their guests at all times while using the shuttle service. If there are any violations of the guest policy, student code of conduct, or other Wells College policies, guests may be required to leave campus

property and the host may have judicial action filed against them.

Guest Registration Policy: All student guests who are on campus (i.e. in the residence halls or other campus facilities) between the hours of 12:00am (Midnight) and 7:00am MUST be registered with the Office of Residence Life, and must comply with all Wells College student conduct codes and policies. This includes guests staying overnight in residential facilities. Guest registrations are completed through the Residence Life section of the Globe. Any non-registered guest, or a guest that refuses to cooperate with any College official, may be asked to leave campus property. Student's guests that are on campus between the hours of 7:00am and 12:00am do NOT need to be registered with the Office of Residence Life.

Overnight Guest Policy: Important: Currently enrolled Wells College students who do not live in Wells College residential housing who will be staying/sleeping overnight in any Wells College owned or operated residential housing are also considered guests and must be registered. Students who wish to host overnight guests must have the approval of all roommates/suitemates prior to the guest arriving. No overnight guests will be allowed to stay in residential housing for more than three (3) consecutive night in a 14-day period. Students may host up to two (2) overnight guests at one time. Students wishing to host more than two overnight guests must get approval from all roommates/suitemates and the Office of Residence Life. All overnight guests must be registered with the Office of Residence Life prior to the guest arriving on campus. The Office of Residence Life will review all guest registration submissions and reserves the right to deny a request for an overnight guest at any time. With a guest, no additional furnishings will be provided to accommodate the presence of guests, nor will any furnishings be removed from a student's room or apartment. Any vehicles belonging to overnight guests must be registered with the Department of Campus Safety, and all guest vehicles must be parked in the Woods Lot.

Parking Permits for an Overnight Guest: Any vehicles belonging to overnight guests must be registered with the Department of Campus Safety. Temporary parking permits may be obtained at the Campus Safety Office. The following information is needed to register a guest vehicle: Driver contact information, License Plate number, Make, Model and Color of car. All guest vehicles must be parked in the Woods Lot.

FAILURE TO COMPLY

When a College official (including faculty/staff members, or student staff) asks a student to identify themselves, or to cooperate/comply with a request (in responsible performance of their duties), students are expected to cooperate with that request. Providing false or misleading information to College official may be considered as failure to comply.

BREAK HOUSING

Traditionally, the residence facilities will not close for Fall Break, Thanksgiving Break, and Spring Break. However, students still need to register with the Office of Residence Life if they plan to stay on-campus during these times. Students that fail to register for breaks may be fined \$50 for each day they are on-campus and not registered, and asked to leave. Additionally, during break periods, all Wells College policies and procedures still apply, with the exception that during break periods students are not allowed to have or register guests in the residence facilities.

SMOKE-FREE RESIDENCE HALLS

Smoking is strictly prohibited in all residence halls both on and off campus, apartments, or suites, including student rooms. Please refer to the campus smoking policy section for more detailed information.

LEWD CONDUCT

Lewd conduct is defined as any conduct that is disruptive, indecent, or obscene. This conduct is not permitted in the residence facilities, or in any parts of campus. Lewd conduct includes, but is not limited to:
public urination, public nudity, and public sexual acts.

SERVICE ANIMAL/EMOTIONAL SUPPORT ANIMAL POLICY

Wells College is committed to creating an inclusive environment for all students, staff, faculty, and visitors. The College complies with the Americans with Disabilities Act (ADA) in allowing the use of service animals for students, staff, faculty, and visitors. This policy will outline the difference between Service Animals and Emotional Support Animals and discuss the terms for allowing such animals to be on campus and in student on-campus housing.

DEFINITIONS

Service Animals: Defined by the ADA (amended in 2008), a Service Animal is “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other mental disability.”

Emotional Support Animals: Emotional Support Animals are defined as pets that provide therapeutic benefit to owners through devotion, affection, and companionship. Emotional Support Animals do not require specific training, and are not required to carry out specific tasks. Emotional Support Animals are NOT covered under the Americans with Disabilities Act in private domains, like the Wells College campus.

SERVICE ANIMAL PROCEDURE

For an individual to qualify for having a Service Animal on campus:

1. The student must register their disability by providing the appropriate paperwork to the Office of Student Achievement
2. The accompanying animal must be trained to do specific tasks for the qualified individual and have appropriate training certifications on file with the Office of Student Achievement
3. The student must submit a Housing Accommodation Form to the Office of Residence Life
 - a. Appropriate housing accommodations cannot be guaranteed if notice is not given in a timely fashion (i.e., before Room Draw for returning students, and before July 1st for first-year students)

EMOTIONAL SUPPORT ANIMAL PROCEDURE

The ADA and the Fair Housing Regulation are upheld at Wells College and provide that an Emotional Support Animal may be considered a reasonable accommodation in on-campus housing. Because the health and safety of all Wells College students, faculty, and staff and the health and safety of the animal are important, requests will be reviewed on a case-by-case basis.

In order for Wells College to consider an Emotional Support Animal for a student, the following criteria must be met:

- The student must provide documentation of existing disability
- a relationship between that disability and the relief the animal provides
- the animal is necessary in order for the resident to use and enjoy an on-campus residence

For an individual to qualify for having an Emotional Support Animal on campus, the student must fill out and provide the following:

1. The student must register their disability and provide appropriate paperwork to the Office of Student Achievement
2. The student must submit a Medical Accommodation Request Form with the Office of Residence Life before the appropriate deadline.
3. The student must write a personal statement requesting the Emotional Support Animal to be submitted with their Medical Accommodation Request Form. Included in the statement must be:
 - a. Reasons why the animal is being requested
 - b. How the animal will help the student succeed at Wells College
 - c. The specific animal requested with breed, weight, and needs of the animal
 - d. How the student will properly control and care for the requested animal, along with the specific plan for doing so
4. The student must provide a written letter from a medical professional (not a family member or friend) to the Office of Student Achievement that states:
 - a. The diagnosed disability
 - b. The relationship between the animal and the disability
 - c. Why the animal is necessary for the student
 - d. Other avenues of treatment that the student has tried
5. Copies of all current vaccinations and licenses for the animal to the Office of Residence Life

RESPONSIBILITIES OF THE STUDENT

If approved for a Service Animal or Emotional Support Animal, the student must agree to the following responsibilities of having an animal on-campus:

- The student is responsible to be in control of the animal at all times.
 - A Service Animal should have a harness, leash, or other tether unless the student is unable to use a harness, leash or tether, or if using a harness, leash or tether will interfere with the animal's abilities to safely and effectively perform its duties
 - An Emotional Support Animal will not be allowed in other areas of campus other than the assigned residence hall room or apartment. This includes common spaces within the halls, community or shared bathrooms, lounges, the dining hall, computer labs, or study rooms.
 - If a student is requesting a Service Animal to attend academic classes, they must discuss this with the faculty member.
 - When a student needs to transport the animal, the animal must be properly controlled in a cage, or with a harness or leash from the individual's room to an outdoor space.
- For a Service Animal, the animal must wear a leash, harness, or cape that identifies the animal as a Service Animal at all times while on-campus.
- Students need to be in compliance of the Animal Cruelty Act and appropriate guidelines of animal care. This includes:
 - Providing the animal appropriate space, food, and water
 - Not overworking or exposing the animal to extreme weather
 - The animal is not to be left alone for an extended period of time. For the purpose of this document, an extended period of time can be defined as 12 hours.

- The student is responsible for the costs of care necessary for the animal's well-being. The arrangements and responsibilities with the care of a service animal is the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.
- The student will make sure the animal is housebroken (if applicable) and take care of all animal waste properly.
 - Animal waste (both indoors and outdoors) will be disposed of immediately to a dumpster and NOT a residence hall or academic hall trash can.
 - All waste must be enclosed in a separate container before placed in the proper dumpster.
- Animals must be well-behaved and up to date on all vaccinations and in good health.
 - Well-behaved generally means being under the control of the student, not being loud or disruptive to the community, not scratching or causing other damage, and not aggressive.
 - A copy of all vaccinations and annual check-up reports will be given to the Director of Residence Life in order to verify the animal is meeting the criteria for being on-campus.
- The student will be responsible for all additional damages or wear to the areas the animal will be in including the residence halls. The student will be responsible for minimizing the damage as much as possible and keeping the area and housing facility clean and odor-free.
 - All excessive cleaning and damage charges will be the responsibility of the resident upon move-out of their assigned space, or at the end of each academic year.

If any of these criteria and responsibilities are not met by the student, the Office of Residence Life and the Dean of Students reserve the right to bring the student to a conduct hearing and/or remove the animal from the residential facilities and campus.

HOUSING OPTIONS

If a student is requesting a Service Animal or an Emotional Support Animal, the Office of Residence Life will make reasonable accommodations in regards to housing. This means students will be given limited housing options by the Office of Residence Life based on the student's requested animal. These options are in the best interests of the student, the general student and staff community, and the animal. The Office of Residence Life will provide housing options to the student based on ASPCA guidelines and standards of living space requirements for the animal. If approved, all potential roommate(s) must agree to and sign a living agreement for having the animal in the space.

TERMS OF APPROVAL

Students must submit the appropriate paperwork with the appropriate offices by the appropriate deadlines. If a student submits an accommodation request during an academic year, or when the housing deadline has passed, their request may not be able to be met even if approved.

When students request a Service Animal or an Emotional Support Animal, the application will be reviewed by the following Wells College representatives:

- The Coordinator of Student Achievement
- The Dean of Students
- The Director of Residence Life

The Director of Residence Life will communicate with the student about the status of their application and provide a reasonable timeline for the application to be processed. For the sake of this document, a reasonable timeline will be within 4 weeks of receiving the completed application and all required documentation.

If approved, the term of approval is one academic year. For Service Animals and Emotional Support Animals, the student must submit a new Housing Accommodation Form every year.

RESIDENTIAL OPERATIONS

CARE AND CLEANLINESS OF RESIDENCE HALL ROOMS

Students are responsible for the care and cleanliness of their assigned residence hall room, and the common areas within the halls. Wells College cleaning staff will clean public areas (lobbies, bathrooms) in the residence halls, but all residents need to take responsibility of their hall. For reasons of fire, health, and college standards, students are required to keep their room clean and in good order. Residence Life staff may check rooms at any time throughout the academic year to verify these standards are upheld.

DAMAGE AND VANDALISM BILLING

As part of community living at Wells College, students must take ownership for all college owned property, including items in individual rooms and common spaces. Students must also encourage fellow residents to be respectful, and if any student is aware of any person responsible for specific damages, they are expected to contact a member of Residence Life or Campus Safety.

Individual Charges: Students will be held responsible for any damage, misuse, or misappropriation of any college owned property in their individual rooms. Residents will be required to pay any costs associated with the replacement or repair of the furnishings, including parts and labor. If it cannot be determined which roommate(s) is responsible for the damage charges, all parties assigned to that room are subject to an equal charge.

Common Area Charges: When damage, misuse, excessive cleaning, or theft of college-owned property occurs within a common area of a residential area and the responsible person(s) cannot be determined, appropriate costs will be assessed to a group of students as deemed necessary.

PROPER USE OF RESIDENCE HALL ROOM

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

POSTING POLICY

All posters, fliers, and advertisements within the residence facilities of Wells College must be by a Wells College club, group, organization, or event. All postings must state the sponsoring group, and that group is responsible for removing all postings at the completion of their event. Postings must be appropriate and not contain any offensive language, pictures, or imagery. Any postings found that are personal, not Wells-sponsored, or deemed inappropriate will be removed immediately.

FURNISHINGS

Room Furniture: Each student room will be supplied with furniture by the College. All furniture must stay in the assigned room, and students will be responsible for any damage, misuse, or disappearance of any college-owned furniture. Students may rearrange furniture within the room, but may not disassemble it, exchange it, or move it outside of the room. All College furniture must remain in the student's room for the entirety of the year, even if the student is occupying a double room as a single.

Common Area Furniture: 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. A vandalism fee of \$100 will be charged for locating and returning public area property found in students' rooms. The costs for loss of property or damage to common areas may be assessed to occupants of the floor or contiguous area.

Window Screens: Window screens are to remain on the window frame at all times. Removal of the screen is against college policy, and any bending, tears, or replacement of the window screen will be billed to the student.

KEYS

The Office of Residence Life is responsible for the management of keys for students residing in the residence halls. A room key will be issued to all students living in the residence halls at check-in. Students are expected to return the room key prior to leaving for the summer break or prior to leaving Wells for any other reason. Students are not required to return their room key at the end of the fall semester, unless they're scheduled to study abroad, switch rooms (approved by the ORL), graduate or not return to the College in the spring. Failure to return the room key may result in a fee of \$45.00 for core replacement and new keys.. This \$45.00 fee also applies for any lost key replacement. Duplicating residence hall room keys without authorization is prohibited. The possession or lending of Wells College keys to any individual, whether a student or not, without the authorization of the college, is also prohibited.

LOCK OUTS

Students are always encouraged to keep their rooms locked in order to protect their personal property. In the case that a student is locked out of their building and/or their residence hall room, a student may call Campus Safety or the Resident Advisor on-duty to get into the room and/or building. The first lock out for each student is free. For each subsequent lock out, a student will be charged a \$5.00 fee that will be added to their student account.

ROOM PERSONALIZATION

Students are permitted to decorate or individualize assigned rooms, as long as it does not create a fire or safety hazard, damage College property, or make periodic maintenance work impossible. Students are not allowed to use nails, duct tape, screws, tacks, or anything that creates holes or marks on the walls. The use of 3M removable hooks, painters tape, or sticky tack is acceptable, as long as all are removed at the end of the student's assignment in that room. Please refer to the Fire Safety section and the residence life section of the Globe for additional information about items not permitted in the residence halls.

NOXIOUS ODOR

Any odors that can be considered offensive or disruptive to a community or individual is not allowed to continue in the residence halls and must be remedied immediately. In instances where illegal activity is causing the noxious odor, judicial action may be taken against the student. In the event of odors, Residence Life personnel and Campus Safety personnel may check common areas and individual rooms to determine the source.

DOORS

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

PERSONAL PROPERTY PROTECTION

The College cannot be responsible for the loss, damage, or theft of personal property. Students are welcome to carry personal property insurance.

ABANDONED PERSONAL PROPERTY

Any personal property left in the residence halls or any residential facility 24 hours after a student checks out will become property of the College and is subject to being donated or trashed. Students will be held responsible for the labor costs to remove abandoned property from the residence halls, starting at a \$25 fee per item. If a student withdraws or does not return to Wells College during break periods, it is the student's responsibility to contact the Office of Residence Life to set up a time to remove their personal items from the residential facilities. If the student does not make arrangements 2 weeks into the start of the semester, or 24 hours after the halls close for summer break, the personal property will be donated or trashed at the student's expense.

ROOM CHANGES

Students that wish to pursue a room change must first consult with their Resident Advisor to complete a roommate mediation. All room changes must be authorized and approved by the Office of Residence Life, and the student wishing to move out must complete all paperwork and return all keys necessary in order to be

considered officially moved. Proper room change procedure will include a check-out of the student's current space, and students may be subject to damage billing at that time. Improper or unauthorized room changes are not allowed and may be subject to disciplinary action and/or a fine of \$100.00.

The first 2 weeks of each semester, in addition to the last month of a semester is a Room Change Freeze Period. No room changes will be allowed during this time.

COHABITATION

Cohabitation is defined as the state of living with another person that an individual is not assigned with by the Office of Residence Life. Wells College prohibits cohabitation in the residence facilities, and encourages all students to familiarize themselves with the Guest Policy. Anyone found in violation of this policy risks disciplinary measures and the immediate removal of the guest.

LIFE SAFETY INSPECTIONS

At least once every semester, the Office of Residence Life will be conducting Life Safety Inspections in each of the residential facilities and rooms. Life Safety Inspections are meant to be utilized to verify the health, safety, maintenance, and compliance of college policies. Officials of Wells College, including Resident Advisors, reserve the right to inspect rooms during official Life Safety Inspections, and other times as deemed necessary. During official Life Safety Inspection times, Resident Advisors will notify residents at least 3 days in advance to completing their checks. Resident Advisors will try to complete inspections while residents are in their rooms; however, if they cannot, RAs reserve the right to enter the room to complete the check without the resident(s) present.

STORAGE

Wells College has very limited space for storage in the summer months, and only offers storage to students that live 300 miles away or more from Wells, and will be returning to Wells College for the next year and not going abroad in the Fall semester. If students wish to store items, they must contact the Director of Residence Life to arrange for summer break storage. All items must be in containers clearly labeled with the student's name. During Final's week, the Director of Residence Life will set a time for the Storage Room to be open, and all students approved for storage must store their items at that time. No access to storage will be permitted over the summer months, and will only be opened during move-in in the Fall semester.

The College or its' personnel 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. 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.

HOUSING SELECTION AND POLICIES

Rooming Guidelines: All first-year students will be assigned a roommate by the Office of Residence Life prior to their arrival to campus. 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, and have an open space in the room they are occupying may be asked to consolidate. The Office of Residence Life will contact students if this affects them and discuss their specific options. Students must adhere to the requests of the Office of Residence Life.

ROOMMATE AGREEMENTS

At the beginning of each semester, Resident Advisors will have roommate(s) complete a Roommate Agreement. All first-year students are required to fill this out, and all returning students are highly recommended to fill this agreement out. The agreement will start a conversation about roommate expectations, and learning how to work with each other. In case of roommate conflicts, this agreement will be used and can be rewritten.

ROOM RESPONSIBILITY

Students are responsible for all items and events that happen in their assigned room, regardless of whether the owner of that room is in the room or not. This includes items in the room, behaviors that happen in the room, and any damages that occur in the room.

ROOM OCCUPANCY

In order to adhere to the Fire Code expectations of New York state, there are limits to the number of people that may occupy a room at any given time. Students may have two (2) times the number of assigned residents to each room/apartment, plus one (1). This means:

- Single Occupancy Room/Apartment: 3 people
- Double Occupancy Room/Apartment: 5 people
- Triple Occupancy Room/Apartment: 7 people
- Quad Occupancy Room/Apartment: 9 people

NUMBER DRAW/ROOM DRAW

Number Draw and Room Draw occur during the Spring Semester and are organized by the Housing Committee and the Office of Residence Life. Students must submit their \$200 Re-enrollment Deposit by April 1 in order to participate in number draw and room draw. Rooms are selected based on a lottery system, and specific guidelines and dates are published by the Office of Residence Life each year.

END OF YEAR CHECK OUT

All students are expected to adhere to the residence hall closing deadlines and times. Any student found in the residence facilities past the hall closing date and time will be subject to a fine of \$25 for each hour they are in the halls past closing. Students must return their residence hall room key (or sign out with their RA) in order to be considered checked out.

HEALTH AND SAFETY

ALCOHOL

Introduction

Wells College includes among its goals the education of students to think critically, reason wisely, and act humanely as they cultivate meaningful lives. As part of this education, Wells College promotes informed choices about the consumption of alcohol by all members of the Wells community. Members of the Wells community are subject to all federal, state, county and municipal laws and ordinances as well as College regulations and policies regulating the possession, use, sale, and purchase of alcohol.

For the purposes of this policy, the term “Alcohol” means any beverage or food item containing alcohol intended or prepared for consumption.

I. Alcohol Policy

- A. Students must be 21 years of age or older to consume or possess alcohol on any property owned or operated by Wells College. As the use of alcohol by those of legal drinking age is permitted on campus, the responsibility for complying with all policies and procedures applying to the possession, use, sale, purchase, and service of alcohol on any property owned or operated by Wells College lies solely with each individual community member.
- B. The following actions/activities are prohibited, and are considered violations of the Wells College Alcohol Policy:
 1. The possession or consumption of alcohol by any student under the age of 21 on any property owned or operated by Wells College.
 - a. Any Wells college student who permits an underage guest or other individual they are responsible for to possess or consume alcohol on property owned or operated by Wells College is in

violation of the alcohol policy.

2. Possession and/or use of false identification for the purpose of obtaining alcohol or gaining access to an establishment that serves alcohol;
3. Providing alcoholic beverages to any person who is under 21 years of age;
4. Engaging in activities, whether alcohol is present or not, that promote irresponsible or binge drinking (e.g. drinking games, chugging contests, or any means where alcohol is consumed as part of a competition)
5. Public intoxication and/or drunken behavior, which result in the destruction of property, or conduct that is disorderly, disruptive, and/or disrespectful to any member of the campus community;
6. Possession or transportation of open alcohol containers in public areas of the College;
7. Possession of alcohol is prohibited at any College function 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 Alcohol Exemption Form signed by the appropriate college officials;
8. The possession or consumption of alcohol on any college owned, leased, or contracted van, bus, or other vehicle.
9. Possession of large quantities/bulk containers of alcohol, including, but not limited to, beer balls, kegs, and alcoholic punch in excess of one gallon, in any residence hall room, college-owned or operated apartment, or other college property; and
 - a. All students present in a room or area where large quantities/bulk containers of alcohol are present are in violation of this policy.
10. Socially irresponsible or illegal alcohol-related conduct that occurs off campus (e.g., off-campus arrest for underage drinking, or alcohol-related conduct, etc.);
12. All students must be able to show a valid form of identification showing their date of birth at any time they possess or consume alcohol;
 - a. If proof of age cannot be established, the alcohol may be confiscated and disposed of.
13. Empty containers of alcohol will be considered the same as full/partially full containers of alcohol and are not allowed in bulk quantities, or in any quantity with students that are not 21 years of age or older.

Capacity: The allowable amount of alcohol allowed in any college-owned or operated residence hall room or apartment by a single student who is of legal drinking age is limited to:

- thirty (30) 12-ounce containers of beer/malted beverage, OR
- two (2) one-liter bottles of wine, OR
- one (1) one-liter of distilled spirits, OR
- a reasonable combination of these types.

Any alcohol possessed in violation of any provision of this policy may be confiscated and disposed of by Campus Safety personnel or other college officials.

Display of Alcohol: Students may not display advertisements or items (i.e. signs, posters, photographs, bottles) that promote illegal drug use and or alcohol products in the public spaces on campus (i.e. hallways, lounges, bathrooms, exterior bedroom doors, exterior windows of residence halls). Alcohol bottles and containers (full or empty) are not permitted as decorations either, and may be confiscated at the discretion of Residence Life and/or Campus Safety.

Being in the Presence of Alcohol: If a student is underage and in the presence of alcohol, but not consuming or possessing alcohol themselves, the student still may be found responsible for violating the alcohol policy.

DRUGS

Wells College believes that students have the right to live and work in an environment free from the effects of drugs and drug abuse. Accountability and shared responsibility serve as the overarching principles that shape this policy.

In that spirit the policy aims to clarify the responsibilities of community members, define appropriate behaviors, describe the College's response to hazardous, illegal or disruptive behavior, and inform community members about the resources available for addressing drug-related concerns and problems.

In accordance with state and federal laws, Wells College has established these priorities:

1. To provide an atmosphere free from the manufacture, sale, distribution, use or abuse of illegal or prescription drugs;
2. To stress safety, and individual accountability for all Wells College students;
3. To establish clear penalties for violating the College's drug policy; and
4. To provide students with information about confidential on- and off-campus resources to address issues related to drug use and abuse.

All Wells College students are expected to comply with federal, state, and local laws, to follow the requirements of the College's drug policy and to respect the right to a drug free environment shared by all members of the campus community.

Violations of the Wells College Drug Policy or of any of the state laws of New York are subject to disciplinary action.

Drug Policy Violations

It is a violation of the Wells College Drug Policy for students to:

1. Possess, manufacture, sell, distribute, use, or participate in the use of illegal drugs. Prohibited drugs include all illegal drugs such as marijuana, cocaine, heroin, LSD and other hallucinogens, designer drugs and prescription drugs or other illegal drugs.
2. The use, possession, or distribution of synthetic cannabinoid (marijuana) products.
3. Have drug paraphernalia, such as bong, pipes, or other devices possessed for drug use, in their residence hall rooms or apartments, in their possession, or in any area under their immediate control.
4. Provide illegal or prescription drugs to another individual or use prescription drugs for purposes other than those for which they are prescribed.
5. Violate state, federal or local laws concerning drug use, distribution, sale or manufacture.

Sanctions

Violation of the drug policy will subject students to disciplinary actions that may range from probation, fines, loss of housing and up to suspension or expulsion from Wells College. The College may also require a student who possesses or uses illicit drugs or is found with drug paraphernalia to participate in an approved drug rehabilitation program (at the expense of the student) and to provide the College with satisfactory evidence of successful completion of the program and of being drug free.

When it is not possible to determine who within a group of students is responsible for the use, possession, manufacture, sale or distribution of drugs, responsibility for the offense will fall on the occupant in whose room or automobile or social gathering the violation occurs unless another individual within the group accepts responsibility.

PUBLIC INTOXICATION

Students, regardless of age, that are suspected to be under the influence of alcohol or other drugs and in public areas will be approached by college officials in order to curb any harm or disturbance to self or others.

FIRE SAFETY

Introduction

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.

Firefighting, 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 policy 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 building exit shall be obstructed. Window screens are not to be removed for any purpose.

Fire Drills

Consistent with New York Education Law, Section 807 - Fire Drills, Wells College will conduct fire drills four (4) times during each academic year in each residence hall to familiarize students with emergency procedures. Fire drills will be conducted three (3) per academic year in all classroom and administrative buildings. It is imperative that all members of the campus community take fire drills seriously and react accordingly when the alarm sounds.

It is important that all members of the campus community:

- Learn the location of fire exits in your residence hall or your classroom/office building.
- Do not tamper with or damage fire safety equipment.
- Do not assume that an alarm is a fire drill or false alarm.
- Do not congregate in or near walkways or roadways that lead to the building as this may impede emergency response personnel.

Evacuation Procedures

When the fire alarm sounds, act immediately:

- Close the windows.
- For protection, put on a coat and wear hard-soled shoes.
- Feel the door for heat to determine that it is safe to enter the corridor.
- Turn off the lights in your room when you leave.
- Close the door to your room when you leave.
- Do not rush. Continued order and quiet is essential.
- Go to your designated assembly area as quickly as possible.
- Do not leave the designated assembly area until cleared to do so, so that you may be accounted for.

Everyone must respond to the alarm and leave the building. Do not use an elevator. Think clearly about all the available exits from the building, in case one exit is blocked, so that you can alter your route without causing delay or panic. If you are in the study or social areas, leave by the nearest exit without returning to your room. If you are not in your room at the time, make sure you are accounted for as soon as possible.

WHEN THE EVACUATION ALARM SOUNDS - YOU MUST LEAVE THE BUILDING!

It is a violation of New York State Law to fail to leave a building when the fire alarm is sounding. Always assume it is a real emergency and leave the building. It is also unlawful for any person to prevent another person from leaving the building when the alarm is sounding.

Failure or refusal to evacuate any building when a fire alarm sounds will result in a \$50.00 fine for the first instance an individual fails to evacuate a building, and a \$100.00 fine and referral for disciplinary action for each additional occurrence.

Evacuation Locations

In the event of an actual fire or extended fire alarm, individuals living or working in the residence halls shown below will go to their assigned primary evacuation location, unless directed to go to another location by a college official.

Students should locate and report to their Resident Advisor (RA) or other College Official upon arriving at a designated evacuation location. RA's/College Officials will maintain rosters of students arriving at the evacuation point(s) to assist in accounting for the residents/staff of the affected building(s).

Evacuation Locations		
Residence Hall	Primary Evacuation Point	Secondary Evacuation Point
Dodge House	Leach House	Schwartz A.C.
Fairlane Apts.	Dodge House	Leach House
Glen Park	Leach House	Dodge House
Green House	Main Building	Sommer Center
Leach House	Main Building	Schwartz A.C.
Main Building	Sommer Center	Schwartz A.C.
Mandell House	Main Building	Sommer Center
Weld House	Main Building	Leach House

What to do if you are trapped by fire:

- If all exits are blocked, go back to your room.
- Keep your door closed.
- Pack the space under the door with towels or other materials to keep smoke out.
- Open the windows from the top, if possible, to let fresh air in.
- Let people know you are trapped. Wave a towel or pillowcase out the window, yell, or if possible, call 911 or Campus Safety at x3229.
- Stay low, on the floor, near the window, and wait for help to arrive.

Tampering with fire safety equipment

It is a serious offense to tamper with fire safety equipment. Individuals who are found tampering with the fire alarms, extinguishers, smoke detectors or other fire prevention equipment or pulling the fire alarm under false pretenses will be subject to swift and decisive disciplinary action. For the purpose of this policy, Fire Safety equipment is defined as:

- **Fire Extinguishers**
- **Smoke/Gas Detection Equipment**
 - o Do not cover or tamper with the smoke detector in any room or the CO2 detectors in the hallways. Smoke detectors are wired into the main alarm system for each dorm/building. Tampering with the detector could cause the entire fire alarm system to malfunction.
- **Emergency Exit Signs**
- **Sprinkler System**
- **Alarm Systems**

Individuals found responsible for tampering with any fire safety equipment will be charged for any replacement or repair costs, assessed a \$250.00 fine, and may face criminal and /or disciplinary action. Eviction from College-owned or operated housing may be the sanction in the most serious, or repeat cases.

Prohibited electrical appliances

For the safety of all residents, use and/or possession of these items will NOT be allowed in any of the student rooms or public areas within the residence halls:

- Air conditioners (either floor or window models)
- Electric, propane, or kerosene space heaters
- Foreman Grills® or any open-element cooking appliance
- Toasters, ovens, toaster ovens, hot plates

- Incense or plug-in air fresheners
- Candles and candle warmers
- Sun lamps or any lamps with plastic shades, i.e., “octopus” lights
- Non-UL approved decorative lighting including holiday lighting, rope lights
- Refrigerators exceeding 5 cubic feet
- Electric or candle Potpourri pots
- Electric coils
- Lava lamp, halogen, or other high-intensity lamps
- Electric blankets
- Power strips or extension cords without surge protectors
- Multiple outlet extensions or outlet transformers
- Wireless Routers

Prohibited Practices

For the safety of all residents, the following practices and decorations are not allowed:

- Cooking can only take place in designated kitchens within the hall or apartment
- Posters or wall decorations can only cover 50% of the wall
- Nothing can be hanging from the ceiling. This includes tapestries, lighting, etc.
- Nothing can hang from pipes or the sprinkler system in the halls
- Items are not allowed to cover smoke detectors, heat detectors, or overhead lights
- Doors to the residence halls and rooms must be able to open fully at all times

NOTE: Students may possess crock pots, slow-cookers, and rice cookers; however these items may only be used in the designated kitchen areas in the residence halls or apartment buildings. Cooking with these appliances is prohibited in any residence hall or apartment room.

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.

Firefighting, 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.

WEAPONS

Introduction

The purpose of the Wells College Weapons and Firearms Policy is to ensure the safety of the students, faculty, staff, residents, and visitors to the college campus.

Policy

Wells College prohibits the unauthorized use, possession, manufacture or unauthorized storage of any type of firearms or weapons, as defined below, on any College-owned property or in any vehicle on College-owned property, regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

This prohibition does not apply to law enforcement personnel engaged in official duties on College properties.

Definitions

Firearm/Weapon - For the purpose of this policy, a firearm or weapon is defined as any deadly weapon as described in the New York State Penal Law, Articles 10 and 265 and will include:

- any firearm,

- any sword, switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, dagger,
- billy club, blackjack, or metal knuckles; and
- Martial Arts weapons such as throwing stars, nun-chucks, etc.

Also included are dangerous instruments which are described as “any instrument, article or substance, which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or other serious physical injury.”

Additional prohibited weapons include any instrument capable of firing a projectile including, but not limited to:

- air guns (includes BB, pellet, Airsoft® type guns, and paint ball guns);
- aerosol spray weapons, including mace and pepper spray;
- any other substance or device designed to harm or incapacitate; and
- any folding knife with a blade length in excess of 3 inches.

Recognized club/organization exception

Students participating in sanctioned schools or training courses may possess certain weapons utilized during training and/or contests. Prior to bringing any weapon on-campus, the student(s) must meet with the Director of Residence Life and the Director of Campus Safety to discuss the weapon(s) and establish safety and weapons storage guidelines.

Students wishing to establish paintball or airsoft clubs must adhere to the established procedures for forming an on-campus club. No weapons may be brought to or stored on campus until the club has been formally recognized by Wells College.

Violation of any guidelines or policies established for students, clubs, or organizations regarding the ability to possess specific weapons on campus will result in the seizure of the weapon(s), revocation of any approval to possess the weapon(s), and possible disciplinary action by the College.

RESIDENCE HALL ROOM ENTRY PROCEDURE

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 also reserves the right to enter the room if there is reasonable cause to believe that College, local, state, or federal laws are being violated.

The full text of this policy is available on the Campus Safety section of the Globe.

END OF SEMESTER/END OF YEAR CHECKS

Members of the Residence Life staff will enter all residence halls rooms at the end of Fall and Spring semesters to complete routine safety and security checks to verify compliance of closing procedures.

SECTION SEVEN: COLLEGIATE BYLAWS AND CONSTITUTION

In accordance with Wells College's commitment to diversity and social justice, the 2004-2005 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.

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 shall 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 shall 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 other appointments that 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 vote 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 By-laws. 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. No member of the Cabinet shall serve on any committee unless specified in his specific 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 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 at his own discretion or upon petition of 15 percent of the student body; to serve on the SFA Board; and to perform the duties of the President in his absence. In addition, the Vice President shall conduct an annual report six weeks after the start of the spring semester. The annual report shall survey overall student satisfaction in regards to areas with which students have consistent interaction. Once the information is gathered, the Vice President shall create a report summarizing concerns and disseminate the information to committees and relevant parties.

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 maintain a publicly accessible ledger of all Collegiate Cabinet expenses; to report on Collegiate fund dispersal to the Representative Council; to prepare a budget for the association; to examine and review the budgets of all classes and clubs 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; to inform the Collegiate Association of the grievance pool; and to chair the Traditions Committee.

5. The duties of the Secretary shall be: to carry on all intra-collegiate and inter-collegiate correspondence of the Collegiate Cabinet; to chair the Technology Advisory Group; to record the proceedings of the Collegiate Cabinet, Representative Council, and the Collegiate Association.

6. The duties of the Senior Elections 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 an advisory board to the Collegiate Cabinet or to those 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 board shall vote after the amendments have been approved by the Collegiate Association. 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. 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 Provost and 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 shall 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 quorum.
4. Quorum shall consist of eight members including at least three students, one faculty member and one member of the administration.

ARTICLE II. LEGISLATIVE BRANCH

All full-time 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 and dissolve recognized organizations as directed by Bylaw IIIA of this article

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:

1. Collegiate Cabinet.
2. One Hall Director shall attend each meeting. If neither Hall Director is able attend, a Resident Advisor may take hir place.
3. One representative or one alternate representative from each Collegiate-sponsored club to be selected by hir club.
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 Cabinet, 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 shall be run in accordance with Robert's Rules of Order. The Senior Elections Manager shall serve as the Parliamentarian during Representative Council meetings.

B. Attendance

If an 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 Representative Council meeting, the group shall be penalized by losing 5% of its semester budget allotment for each unexcused absence upon discretion of the Collegiate Cabinet Treasurer. The money received from such deductions shall 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. At each meeting the Representative Council shall approve the minutes of the previous meeting. Colle-

giate Cabinet shall keep a record of approved minutes 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 shall present at Representative Council once each semester.

Committees: All standing committees shall present each semester at Representative Council.

During Representative Council meetings, representatives shall vote on the status of trial clubs and grievances over \$500.00. Motions brought before the council shall pass with a simple majority. Voting members of the Representative Council include: one vote from Collegiate Cabinet and one vote from each Collegiate club.

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 and/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 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 three-year term. One staff member is elected by the staff community each year to serve a two-year term and neither a student, staff member, or faculty member may simultaneously serve on the Appeals Board. A member of Community Court may not have an Honor Code violation. Furthermore, members of Community Court who are found responsible for a violation shall be held to a higher standard in terms of sanctions.

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 shall be elected by Court members to serve a one year term as assistant chair for hir junior year and shall then serve a one year term as chair for hir senior year.

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.

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

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 hir absence the pro tempore chair, shall designate members of the board pro tempore in order to decide such a case. Any pro tempore appointments shall maintain the required proportion of student and faculty members. In designating members pro tem, the chair or acting chair shall seek the approval of the majority of the remaining Court members on campus.

C. Procedures

1. 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 shall be followed:
 - a. The chair shall state the charge as stated in the constitution, the exact charge of the complainant and the respondent's three options.
 - b. 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 shall leave campus within 48 hours after declaring hir 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.
 - c. The chair shall read to the respondent hir rights as stated under Judicial Procedures in the Collegiate Constitution.
2. The student has the right to support of hir choice from the student body, the faculty or the administration of the College. The exception to this is the Dean of Students or in hir absence, the Director of Residence Life and Learning Communities, both of whom may act as an advisor to Community Court on procedural questions. Ze shall 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, to confront all witnesses against hir and to present evidence on hir 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 shall 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 shall be subject to a fine of \$75.00.
3. The respondent and the chair, or the assistant chair in hir absence, shall both sign a statement stating the charges against the respondent and the respondent's rights.
4. The chair and the respondent shall then set the date and time of the hearing after consultation with the complainant and any witnesses.
5. 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 shall be vital, ze shall 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 shall provide a statement at least 48 hours prior to the case.
6. Upon receiving written notification from the chair of Court that an individual is to be a respondent, complainant or witness on a Community Court hearing ze shall sign a statement, which verifies the receipt of the proper advance notification. The Assistant Chair of Court may assist the chair in organizing the case, which includes follow-up on sanctions.
7. If the respondent has not waived hir right to a hearing within 3-5 business days, the chair shall 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 shall sign, date, and include the time received on all statements presented to hir. Statements shall only be valid if signed immediately by the chair. Any statement submitted less than 24 hours before the case shall be invalid and that individual involved shall be disqualified from the hearing. Lack of statements from the complainant or the respondent shall 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 shall receive all statements no later than 48 hours before the hearing is scheduled to begin.
 - a. Items (3)-(7) may be addressed in a meeting between the court chair (or assistant chair) and the respondent. This meeting shall be held within three business days of the time the Court Chair is notified of the violation. Respondents who fail to attend such a meeting after the second notice shall be reported to the Dean of Students.
 - b. 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 hir right to a hearing within 3-5 business days. In such cases the respondent may waive hir 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.

c. All proceedings of the Community Court shall be kept confidential.

i. 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, including the names of those involved in the hearing, the charge, the decision, and the rationale for it, shall be maintained for seven years after the hearing.

ii. A member of the Court that has a special interest in a case shall disqualify 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.

d. 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 shall leave campus within 48 hours, even if awaiting the outcome of an appeal.

e. 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.

f. The respondent and his support, the complainant and his 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.

8. Right to Appeal:

a. In the event that the Community Court finds the respondent responsible for the charge(s) brought against him, he shall be informed of his right to appeal.

b. Should the respondent wish to appeal the decision of Community Court, he shall indicate his intent in writing to the chair of the Appeals Board within 48 hours 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. There was 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 is grossly out of line with the violation.

d. 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 bulletin board. This notice shall preserve the anonymity of the student. The same report given to the faculty shall be given to the students at the last Representative Council.

e. 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(s) and shall contain the nature of the violation, the decision of responsibility and the sanctions in broad terms.

9. Official charges shall 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. Self-reported violations that are reported later than one year after occurrence of the violation shall not result in a hearing.

10. 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.

11. Long College Breaks: Any alleged violation reported or discovered during the fall examination period, or the grading period thereafter, shall 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 him 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 shall be admissible as evidence. In the letter of notification, the chair shall ask if either party has any Witnesses. If names of Witnesses are given, the chair shall 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 shall take place during this week. If the student(s) involved are not seniors and have left campus for the summer break, they shall be notified by the chair of the pending case following the procedure outlined above. The hearing shall take place within the first week of the fall semester. Written statements in the case of Witnesses in the senior class shall be taken at the time of report and shall 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.
 - i. Previous cases where a student has been found responsible shall be taken into consideration in the assessing of penalties.
 - ii. A student who fails to observe the sentence imposed by the Community Court shall be referred to the Dean of Students by the chair with the further charge of failure to comply.

E. Documentation

All records of Wells disciplinary proceedings shall be kept confidential. A verbatim record (tape) of all cases shall be kept 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) shall 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 shall be destroyed. A written file of the hearing shall also be kept for seven years. 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. 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 Provost and 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. Faculty serve three-year staggered terms, and students serve for two years. 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 shall 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 Provost and 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 tempore appointments shall maintain the required proportion of student and faculty members. In designating members pro tempore, the chair or acting chair shall 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 shall be informed of hir right to appeal.
2. Should the respondent wish to appeal the decision of the Community Court, ze shall 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. There was 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 is grossly out of line with the violation.

C. Procedures

1. Upon receipt of a letter of intent to appeal, the chair of the board shall call a meeting of the board within seven business days, 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 shall also disqualify himself, the remaining alternate shall sit. In the event that the Dean of the College shall 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 shall 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 shall 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.
3. Decisions The decisions of the board are final, except 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:

- a. Sustain a decision.
 - b. Decrease or eliminate penalties but in no case increase penalties.
 - c. 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.
4. 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.

E. 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 shall 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). A rising senior member elected from within shall chair the board. This board shall review violations against the Student Code of Conduct. For a violation to be heard a quorum shall 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 shall host at least three class meetings and one bonding every semester.

Duties of the class officers are as follows:

A. President: to be the primary line of communications between the class officers and the class. Responsibilities include advertising, sending out announcements, contacting members of the administration and calling meetings of the other class officers in their year. The senior class President shall also serve as the reunion chair until ze is no longer able.

B. Vice President: to create meeting agendas, to assume the duties of the President upon the President's absence and to perform tasks in order to assist with Presidential duties. The Vice President of the class is responsible for interclass communication and is the main contact for conflict within the class officers. It is the Vice President's obligation to report class officers who are not able to complete their duties to the Community Court Chair.

C. Treasurer to keep exact ledgers of all transactions, drafting and submitting budgets and end of semester reports, filling out reimbursement, grievance, and fundraising forms. The Treasurer shall also sit on Traditions Committee.

D. Secretary: to maintain class list serves, to take minutes at all class officer meetings and at all meetings of the class. The first year Secretary shall serve as the Secretary of CoCO. The senior class Secretary shall serve as the class Secretary until ze is no longer able.

ARTICLE VI. DERELICTION OF DUTY, DISMISSAL FROM ELECTED OFFICE AND RESIGNATION

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

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

In the case of resignation the student shall inform all other class officers and advisor(s) of hir choice and write a letter of resignation, which shall include reasons of the resignation, to be given to both to the officers and Collegiate Cabinet in order to have proper documentation of the resignation.

In the event an officer is relieved of hir duties, Collegiate Cabinet and the remaining class officers shall collaborate and find an appropriate and agreed-upon replacement.

ARTICLE VII. AMENDMENT OF THE CONSTITUTION

Amendments of the Constitution shall 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. By the completion of the first week of classes, representatives shall be elected to serve on the committee. The committee shall be composed of two 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 wellsdailynews@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, and in conjunction with Cabinet shall have the ability to dismiss a candidate for violating election procedures and/or protocol. The Junior Elections Manager shall be selected by current members of the Elections Committee in the spring of his sophomore year to serve a two-year term. The Senior Elections Manager shall run the fall elections and the Junior Elections Manager shall run the spring elections. In the event that an Elections Manager runs in an election, the other representative of the junior or senior class shall serve in the role of Alternate Elections Manager for that election. The duties of the Elections Managers are to:

1. Chair Elections Committee
2. Schedule all regular elections
3. Serve on Constitutional Review Committee
4. Set up online elections and coordinate polling places
5. Explain and enforce campaigning rules
6. 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 shall 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 shall be held open for a minimum of three business days. If within that time only one student nominates himself, that student shall 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. A member of the elections committee shall post all nominations on the collegiate bulletin board at least 48 hours prior to the opening of the election. On an 8 1/2 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 shall 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 shall be rejected by the election managers and shall 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 shall make all rejections known to the candidate in question in writing within 12 hours after the close of the nomination period. The candidate shall be given an additional 12 hours to re-submit an acceptable self-nomination if he 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 his desire to appeal within 24 hours of notification of rejection. Appeals shall be brought to Community Court on the grounds of procedural error.

3. 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 shall 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 plat-

form by means of open forums (see C. for campaigning rules). Elections shall 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 shall be given by the candidates at Representative Council. All candidates for Collegiate Cabinet positions shall meet with the current Cabinet member in the position they are running for to discuss responsibilities of the office; failure to do so shall 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 runoff election between tied candidates shall 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.

4. General Elections: In the fall general elections shall 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 shall be open for a minimum of three business days. Elections shall begin one week after the nomination period closes. In the spring all non-Cabinet elections shall follow the same procedure as the April timeline outlined in the Collegiate Cabinet Positions listed above, starting the week after Spring Break (see C. for campaigning rules).

5. Off-Campus Study: Students who are taking advantage of off-campus study are permitted to run for any office provided they shall be on campus during the expected term of service. Class officers and committee members shall notify Collegiate Cabinet upon committing to participate in an off campus study program. Elections shall 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 shall meet with the Elections Managers to go over rules and guidelines of campaigning. During this meeting, the Election Managers shall clearly define what forms of campaigning are acceptable; candidates shall sign a campaigning contract stating they shall abide by these rules to proceed in the elections process. The campaigning contract shall follow this outline:

1. There shall be no bashing of or mudslinging towards fellow candidates.
 - a. There shall be no distribution of materials not provided by Elections Committee (this includes posters, pins, buttons, tee-shirts, etc). If candidates request to use online resources the Elections Committee shall establish such resources to include all candidates in an equal way. Each candidate has the right to hold their own open forum and shall coordinate through Election Managers.
 - b. Candidates may submit information intended to be posted on Facebook to the elections committee. The committee shall administer and monitor a page throughout each election.
 - c. Either an Elections Manager, or a member of Collegiate Cabinet, shall be present at these open forums. Failure to abide by these rules shall 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 shall 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 shall not be available at the time of notification ze is to notify the Election Managers. The Election Managers shall call the candidate; if the candidate is not available an email shall 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 shall 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 shall 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 shall 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 the Elections Committee or Community Court it is final. The same ground for contestation cannot be used by the same candidate again in the same election.

f. Procedure for Cabinet Appointment Committees shall be responsible for filling their own vacancies. Each replacement shall be approved by the Collegiate Cabinet. Upon receipt of nomination notification the nominee has 24 hours to accept or decline the position in writing to the Elections Committee. The elections committee is then responsible for informing the Collegiate Cabinet, 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 shall meet at least three times with a majority quorum and present at Representative Council each semester. Each committee shall submit meeting times and minutes to the Collegiate Cabinet. Minutes shall be sent to the Collegiate President no later than 48 hours after each meeting.

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 shall 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. shall be approved by the Director of Residence Life and Learning Communities, 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 hir to be responsive to student need. A staff member of Wells Dining shall serve as advisor to the Dining Hall Committee. The students running for/serving on this committee shall be on the campus meal plan.

4. Information Technology Committee

The Information Technology Committee (ITC) is comprised of the Collegiate Secretary (who shall serve as chair), the Director of Information Technology (who shall serve as the advisor), and one student representative from each class. One junior and one first year shall be elected in the fall semester and serve two-year terms. The committee shall act as a liaison between the student body and the Information Technology department, address student needs and concerns and make recommendations for improvement. The IT Committee shall communicate with but be distinct from the faculty TAG committee.

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 shall be elected to the committee during hir freshman year. 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. The head athletic trainer shall serve as advisor to the Health Center Committee.

6. Coalition of Class Officers

The Coalition of Class Officers is to act as a support group for other class officers, to provide a set line of communication between the class years, and to discuss and plan class traditions with the help of other class years. The CoCO Co-Chairs shall be elected from within; any class officers who have held a position for more than a year are eligible to run. CoCO meetings shall be held at the discretion of the Co-Chairs and shall meet with Traditions Committee at least twice a semester. The advisor of CoCO shall be the Director of Student Activities and Leadership. The CoCO advisor may request to attend CoCO meetings by contacting the CoCO chairs.

7. Transportation, Safety and Security Committee

The committee consists of four students, one student from each of the sophomore, junior, and senior classes, and one non-traditional and/or off campus student-at-large, two faculty members, two staff members 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.

8. Constitutional Review Committee

The Community Court Chair shall serve as chair and call all meetings 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. 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 shall be elected in the fall for a two-year term. At the first meeting of every year the chair of the traditions committee shall 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 Student Activities and Leadership shall serve as the advisor to the Traditions Committee.

10. 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), Sexuality and Gender Activist (SAGA), Sex Collective, Women's Resource Center (WRC), and a non-traditional student. The committee works cooperatively with other diversity groups on campus to foster respect, interculturalism and pluralism within 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 Director of Residence Life and Learning Communities shall serve as the advisor.

11. 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 shall have two representative). Each team is in charge of selecting its 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 per-

sonal 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, one junior and one senior (elected in his junior year), elected by the student body from open nominations, shall serve on the committee. 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 shall 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 and students.

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 shall 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 shall be invited from all interested members of the senior class.

- 2. Student Affairs Committee (SAC)** This committee shall consist of three elected students (one sophomore, one junior, and one senior), one representative from Collegiate Cabinet, one representative from the Student-Athlete Advisory Committee, one representative from the Student Committee on Inclusive and Intercultural Excellence, and the trustee members of the committee. One first year shall be elected each spring semester to serve a three-year term. The elected senior committee member shall serve as chair, call all committee meetings, and set all agendas for meeting with the trustees. The Dean of Students shall serve as an ex-officio member of the committee and shall serve as its Secretary. In addition, up to three other students shall be invited to attend meetings of the Student Affairs Committee. The committee shall convene at least two times a year during the trustee meetings, and at other times as seems as advisable. It shall provide an exchange between the students and trustees to make each group aware of the other's activities. The committee shall also consider from time to time and recommend to the board for its approval regulations and policies affecting student conduct and affairs. The committee shall periodically conduct an audit and review of the student affairs of the College and, in conjunction with the Committee on Academic Affairs, the effect of student affairs on enrollment, retention and attrition.

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 Office of Student Activities and Leadership. 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 shall fill out a trial semester form from Collegiate Cabinet and submit it before that semester's budgets are due. The trial semester shall consist of participation in all requirements of a Collegiate Club including completing 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 shall present to Representative Council to be voted in as a collegiate club. All groups that do not receive a majority vote may begin a second trial semester. Trial clubs are not granted a budget; instead they shall grieve to Collegiate for funds. Those organizations wishing to become inactive from the representative council for any length of time shall submit written notification of their intentions to the Collegiate Cabinet. Inactive organizations shall not receive or have access to collegiate funds for their inactive semester. Clubs may only have one inactive semester before they are dismissed from Representative Council. Those organizations wishing to permanently remove themselves from the Representative Council shall submit written notification to Collegiate Cabinet. Funds remaining in the organization's account shall be liquidated into the Collegiate treasury.

B. Budgets

A fee shall be levied upon each full-time 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 shall 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 shall be honored throughout this process. All groups with a budget approved over \$500.00 shall fundraise each semester. A final report of all income and expenditures shall be 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 shall have their remaining funds liquidated into the collegiate budget. Club Treasurers are responsible for submitting reports and moni-

toring the club budget. Clubs that incur over \$500.00 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 shall be given in which the Collegiate club and/or student organization shall 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 shall 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 shall employ this measure and the obligation shall 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 shall 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 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 shall 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 shall be disbursed in a check. Effective at the time of disbursement, a 30-day period shall be given in which the collegiate club and/or student organization shall 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 \$500.00 shall be presented in front of the Representative Council and shall be voted on by the Representative Council. This shall include expenditures in excess of \$500.00 made by Collegiate Cabinet.

- a. Groups submitting a grievance at the request of the Collegiate Cabinet shall be required to submit additional information. All grievances presented to the collegiate body shall require a week, effective the day the grievance is presented, to receive the final voted decision. The polls shall open two business days following the presentation at Representative Council and shall 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 shall also be subject to meet the educational objectives of the College and shall be ruled to benefit the entire student body. Satisfaction of these requirements shall fall under the discretion of Collegiate Cabinet. All grievances shall not be treated as reimbursements regardless if furnished with receipts and/or proper documentation. Grievances shall be for anticipated transactions only. The financial standing of each collegiate club shall 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 use of the following approaches to satisfy such request:
 - b. Making interdepartmental requests that shall channel to the fund's account,
 - c. E-mail requests. A formal grievance request is 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. The Odd/Even teams are not required to attend Representative Council. However, a budget needs to be submitted, regardless of the previously allotted funds. Odd and Even teams shall submit end-of-semester budget reports.

5. Contract Policy

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

a. Consult with the Office of Student Activities and Leadership for approval of the anticipated event.

b. Obtain the collegiate Treasurer's signature after the event is approved by the Office of Student Activities and Leadership. students are not authorized to sign contracts with outside parties and/or organizations (refer to the preliminary process). Contracts with outside parties shall be processed by the Office of Student Activities and Leadership as well as the Collegiate Treasurer.

IV. AMENDMENT

Sections II.D 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 primary responsibility of the department of campus safety is providing safety and security services for the Wells College community. Working in conjunction with the dean of students staff, campus safety 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 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 employs security officers licensed through New York State. Each officer is provided with extensive in-service training on campus policies and procedures and response protocols. Campus safety officers patrol both on and off campus properties, and are trained to respond to safety and security concerns and provide support and appropriate referrals to victims of crime. Campus facilities are patrolled by foot and motor patrol, and our campus safety officers respond to both emergency and routine calls for service. The campus safety 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.

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.

CAMPUS CRIME REPORTING AND STATISTICS

The Wells College Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education. The U.S. Department of Education website is: www.ed.gov.

Wells College provides campus crime statistics on its website, www.wells.edu. Requests for a hard copy can be directed to the Director of Campus Safety by phone at 315-364-3229 or in writing to the Director of Campus Safety, Wells College, 170 Main Street, Aurora, NY 13026.

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 generally intended for on-campus emergency purposes; however, if a community member requires assistance from an officer or an escort, the blue light phones may be used. The blue light phones cannot 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

BUILDING ACCESS

Our residential halls are secured 24 hours a day, 7 days a week throughout the year. Students are provided room keys that open their rooms and the outer doors of their assigned residence hall. While campus safety officers include patrols of the residence halls in the patrol rounds, students have the primary responsibility for making sure they do not block entrance doors open, or allow strangers into the buildings.

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 may also use the outdoor phones to contact campus safety. NOTE: Campus telephones are limited to campus use.

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.

During the academic year, academic and business building are secured on a set schedule. Students may be granted access to specific buildings and labs/rooms by the instructors.

PARKING REGULATIONS

VEHICLE REGISTRATION

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.

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. **A parking permit does not guarantee the holder a parking space, but only the opportunity to park within the specified area or areas.** Parking permits are only valid for the academic year indicated on the permit, A new parking permits must be purchased each year. The current fee for student parking permits may be found on the Campus Safety Globe page. Parking fees may be pro-rated by semester.

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:

First Year and Commuter Students are required to park in the Woods Lot unless they receive prior approval from the Director of Campus Safety.

All other students are required to park in the following lots:

- 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 from December 1 to April 1 due to snow removal 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 during normal business hours.

Students with registered vehicles will be permitted to park in the parking areas specifically designated for Faculty, Staff, and Visitors as follows:

- Monday – Friday: Students may park in the designated spaces from 5:00 pm through 7:00 am. All student vehicles must be moved from these designated spots by 7:00 am each business day.
- Saturday and Sunday: Students may park in the designated spaces all day.
- *EXCEPTION*: If there is a planned event, such as an open house or guest speaker/performance, students will be notified in advance not to park in these designated spots to allow for parking for guests attending events/performances on campus.

Students who have a medical issue or other emergency situation that requires that you park near your dorm or in an area not authorized for students, must contact the Director of Campus Safety before parking in these areas to discuss the matter to make the necessary accommodations.

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 a day year round.
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 an appropriate government agency .
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 is permitted in spaces designated to the Medical Center.

VISITOR/GUEST AND TEMPORARY PARKING

Overnight student guests must register their vehicle with campus safety upon arriving on campus. All student guests must park their vehicles in the Woods Lot.

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. 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 or rear view mirror.

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

Campus community members are responsible 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. The current fee structure for parking/traffic violations may be found on the Campus Safety Globe page. Citations are payable at the office of campus safety within 10 days of receiving the ticket. Fines may be paid by check-or cash, credit cards cannot be accepted.

PARKING CITATION APPEALS

Parking Appeal Forms are available at the department of campus safety or on the Campus Safety Globe page. 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. **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.**
2. Regulations are in effect at all times, including academic recess, holidays and during the summer.
3. The College assumes no responsibility for loss or damage to any vehicle parked on College property.
4. Students who loan their vehicles to other students or friends are responsible for any violation incurred.
5. 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. 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
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. 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 see the students tab on the Globe or email questions to transportation@wells.edu.

Transportation is a vital and important experience for students attending Wells College. The transportation department shuttles students to and from airports and bus stations, off campus classes, sporting events, daily shuttles to Ithaca and many other activities during the school year.

Shuttles are moving every day during the academic year and we need to run on time and efficiently. When students miss these shuttles and do not contact the Security Department, it creates a real problem for other students as well as very costly for the transportation department.

To help curb/stop this problem, we are implementing a Transportation Fine/Privilege program which will start the Fall of 2014.

TRANSPORTATION FINE

A.) Going to Airport/Bus Station to pick up one (1) student and they are not there and we cannot get a hold of them. If this is **NOT** an airline/bus delay.

Cost to student – 1st offense - \$50.00 - 2nd offense - \$100.00 + loss of privileges for Semester.

B.) Normal run to Ithaca, if only one person to pick-up or deliver and no show. Driver will call and leave a message.

Cost to student – 1st offense - \$10.00 - 2nd offense - \$20.00, plus loss of privileges for two (2) weeks.

C.) Normal run to Ithaca, student is not at stop, then the driver waits 5 minutes, then calls students cell with no answer.

Cost to student – 1st offense - \$10.00 - 2nd offense - \$20.00, plus loss of privileges for two weeks.

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 up-to-date listing of current clubs and organizations can be found on our globe page found [here](#).

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 school during the fall, Thanksgiving, or winter breaks.

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 meals 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. Admissions 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 231.

ATHLETICS

Over 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, swimming, tennis, and volleyball

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

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.

BOOKSTORE

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

CASHIER

In order to most efficiently serve the campus community, the cashier's window is open Monday through Friday from 1:00-4:00 p.m. On student payroll Fridays the window will be open from 11:00 a.m. until 4:00 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 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 Main 111; 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, Ithaca, and the surrounding area. For more information, contact the Chaplain at 364.3426 (office) or 364.8543 (off-campus).

WELLS COLLEGE IT DEPARTMENT STUDENT INFORMATION

INTERNET ACCESS IN THE RESIDENCE HALLS

There is high-speed wireless Internet access in all student rooms and public areas inside and outside of the residence halls. Student rooms also have wired access. Both wireless and wired service in the residence halls is provided by the Apogee Corporation (RESNET), which provides 24/7 support through a toll-free number. Apogee also provides on-site support when necessary.

Apogee allows each student to hook up to 5 devices to their network. Therefore, there should be no need to purchase hubs or switches. Because Wi-Fi access is already provided it is essential that students **do 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. If student operated WiFi routers are discovered, students will be asked to immediately shut them down, as they interfere with the WiFi provided.

OTHER ACCESS TO THE INTERNET

Wireless Internet access is available nearly everywhere else on the main campus, inside and outside. This is through the College network (WellsWiFi), for assistance connecting to this network contact the College IT Department in Macmillan Hall, or email itsupport@wells.edu. The Library has both the RESNET network and the WellsWiFi network. All of the computers in the public computer labs and the Library Learning Commons have hard wired 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. College provides resources for online document storage through google and Microsoft. It is recommended if using a public or own computer to have those important documents also saved and backed up on a local medium such as an USB or external hard drive.

OPERATING SYSTEMS ON STUDENT LAB COMPUTERS

Wells uses both PCs and iMac computers in its general computer labs. Currently Wells uses Windows 7 for PCs, and Mac OS X 10.7 for Macintoshes.

SOFTWARE AVAILABLE IN THE STUDENT LABS

Wells currently uses Microsoft Office 2010 Professional (Word, Excel, Access, PowerPoint) for PCs and Office 2010 Professional (Word, Excel, PowerPoint) for Macintoshes. Adobe Professional Suite is also available on all lab computers. Various Web Browsers, I-E, FireFox, Chrome are also installed. Software for specific classes will also be installed in labs identified by the faculty.

SOFTWARE AVAILABLE FOR STUDENT COMPUTERS, TABLETS AND SMART PHONES

Wells offers students the whole Google Apps suite on-line; as well Microsoft Office365 is now available in the on-line and for download to student owned devices to be used for free during the duration of a student's

enrollment with the college.

STUDENT LABS

Wells maintains computer labs for general student use in the academic buildings, the Library, and in Main. There is access to laser printers through all lab computers. These printers are available from a student's personal computer, tablet or smart phone through the college's web print tool: Paper-Cut. (<http://papercut.wells.edu>) 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.

TECHNICAL SUPPORT

The Colleges IT staff is available to answer general questions or to help troubleshoot personal computers; however they cannot repair privately owned computers. The IT staff can recommend companies where you can take your computer for repair.

QUESTIONS

For questions relating to The Globe or email contact: itsupport@wells.edu. You can also stop by the IT Department Offices in Macmillan Hall. 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 IT Department 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 IT Department. 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 IT Department and their supervisor.

The IT Department 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 (toner) is a contracted service with Toshiba Inc. All ordering and distribution of supplies should route through the IT Department. It is the user's responsibility to notify the IT Department 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 itsupport@wells.edu, or by calling the IT Department.

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

DINING SERVICES

Dining Services

The dining program at Wells College is run by Skillet & Embers Catering, which operates under the Inns of Aurora. The Inns of Aurora also locally operates the Aurora Inn, E.B. Morgan House, Rowland House, Village Market, Dorie's and Fargo Bar & Grill. Skillet & Embers paired with the Inns of Aurora have brought some of the best chefs in Central New York to the dining here at Wells College in an effort to create a unique dining experience on par with the finest restaurants in our area. Skillet & Embers 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. Skillet & Embers is also committed to providing timely responses to any and all feedback from students, faculty, and staff, and offer several avenues for feedback, including conversations, Facebook and comment cards. Please feel free to contact the Executive Chef or the Collegiate Dining Hall Committee directly with any comments or concerns about the dining program here at Wells College.

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 enter the Dining Hall during any of the meal periods it is open (breakfast, continental breakfast, lunch, light lunch, and dinner) by simply presenting their valid student ID at either entrance. The meals offered showcase a wide variety of items that cater to many dietary needs, including vegetarian, vegan, gluten free and lactose free. Student with severe food allergies are protected under the Americans with Disabilities Act, and may apply for reasonable accommodations to help manage their disability. To apply for accommodations, the student must provide medical documentation from a licensed physician to the Coordinator of Student Achievement. All requests will be determined on a case-by-case basis. The meal plan also includes \$100 dollars per semester in Dining Dollars, which is much like a gift card. They are accepted at many locations both on campus and off, including the Backstage Grille, the Express Café, the Village Market, the Fargo Bar and Grille, and the Aurora Inn. In addition, Dining Dollars may be used in the Main Dining Hall to pay for guest’s meals. Money may be added to a student’s Dining Dollars card at any time, whether it is in person at the Dining Hall or over the phone. A 10% bonus is earned each time you add money to a Dining Dollars card. Members of the Wells community: faculty, staff and off campus students may also purchase a Dining Dollars card and use it at all the locations. Students living off campus, faculty & staff, local members of the community and visiting guests must pay the posted meal price when entering the Dining Hall.

Off Campus Meal Packages

Skillet & Embers is pleased to offer all off-campus students, an exclusive and discounted meal plan. This offer includes either 80 lunches or 80 dinners for use during the Fall 2014 semester and Spring 2015 semester. This is five lunches OR five dinners any Monday through Friday during the regular meal plan time in the specified semester. Packages are sold as *either* lunch *or* dinner packages and can only be sold separately. The entire package must be purchased up front; prices will be prorated based on the date of purchase. These meal plans are non-refundable and any remaining balances at the end of the semester will not carry over or be refunded. Each package will have a distinct meal plan card to indicate which plan is being used. Lunch cards can be used between the hours of 11:00 a.m. and 1:30 p.m. Dinner cards can be used between the hours of 5:30 p.m. and 7:30 p.m. Off campus IDs must be presented with each use of these cards. These cards will only be accepted Monday through Friday at the Main Dining Hall; they will not be accepted at the Express Café, the Backstage Grille, the Fargo Bar and Grill, the Village Market, Dorie’s, and the Aurora Inn. For more information contact the Main Dining Hall at 315-364-3376 or dining@wells.edu.

Rules and Policies

- Students must present their valid 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 staff and faculty and members of our local community are welcome in all Wells College dining facilities. If not the current holder of a meal plan, anyone may enter the main Dining Hall by paying the posted door price using Dining Dollars, cash or credit card.
- No food or beverages are allowed to be removed from the Main Dining Hall with these exceptions: One cup of ice cream or one ice cream cone, one piece of fruit or one dessert item and a beverage in a permissible container. 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 meals to go will be permitted if arranged through Wells Dining 48 hours prior to necessary pick up time. Medical requests will be honored immediately.
- No animals will be permitted in the Main Dining Hall.

- Shoes and shirts must be worn at all times in all Wells College dining facilities.
- The Main Dining Hall is a self-service facility where you plate your own meals and clear your own dishes and other meal items prior to leaving the dining hall.
- Throwing of food and/or other items are prohibited in all dining facilities.
- Students and guests are expected to act in a respectful manner towards others patrons as well as Skillet & Embers staff.
- Special request for holidays and religious observances will be gladly honored with a one week advance notice in writing submitted to the Executive Chef of Wells Dining.

Alternate Dining Options

The Express Café – Located at the southern end of the Main Dining Hall, the Express Café features trained baristas who prepare unique specialty drinks made from the finest locally sourced coffee and espresso beans. The Café also offers a variety of homemade pastries and desserts prepared in-house by our chefs. A range of freshly prepared sandwiches, snacks and fully prepared microwaveable meals are available in our Grab & Go deli cooler. The Café accepts Dining Dollars, cash and major credit cards. We feature theme nights in the café's lounge that give students an opportunity to gather and share common interests. Recently, the Express Café received a prestigious award from the National Association of College and University Food Services, capturing Bronze in the Loyal E. Horton Competition for Single Concept Retail Operation for schools with an enrollment of 2000 students or less.

The Backstage Grille – Located in the Sommer Center, the Backstage Grille offers freshly prepared pub fair and handmade pizza. Two large screen TV's, pool table a giant projection screen make the Backstage Grille a great place to catch the latest sports action or for video gaming. The Backstage Grill features nightly specials and take out. The Grille accepts cash or credit as well as Dining Dollars.

Zabriskie Café – This is one of our newest additions, which will be located in the Zabriskie Building. Students and Wells community alike can enjoy this newly renovated location that features a wide variety of treats. The Café has everything from coffee and espresso drinks to snacks and bottled beverages. There is also a lounge area which allows students to take a break in between classes and catch up with friends. The Zabriskie Café accepts cash, credit cards and Dining Dollars.

Additional Services

Catered Events – Skillet & Embers is the exclusive catering service for the Wells College Campus. No off-campus catering is permitted without prior approval by the Skillet & Embers Executive Chef. Skillet & Embers 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 Skillet & Embers' Director of Events at 315-364-3378 or dining@wells.edu.

Alcohol Policy – Skillet & Embers is the exclusive vendor and service provider for all alcohol served on campus and strictly abides by all applicable New York State Regulations. Any student events at which alcohol is required must first be approved by the Office of Student Activities and Leadership. Skillet & Embers will not schedule student events where alcohol is served without a completed and approved Alcohol Exemption Form. Wells reserves the right to alter and adjust any of the before mentioned policies as specific needs arise and to better serve the Wells Community.

DIVISION OF ACADEMIC AND STUDENT LIFE

The Division of Academic and Student Life staff 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 the 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. Working in collaboration with faculty, academic and student life staff help shape the curriculum and define academic policy.

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 State-

ment and Honor Code, the Division of Academic and Student Life 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 Division of Academic and Student Life at Wells College strive to embody a collaborative, cooperative and sustainable team approach that expects personal and interoffice accountability. Under the leadership of the provost and dean of the college and 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, clubs and organizations, campus events, athletics, experiential learning and career services, the library, the Book Arts Center, the Susan Wray Sullivan '51 and Pike H. Sullivan Center for Business and Entrepreneurship, the Center for Sustainability and the Environment, advising, student achievement, international programs. Members of the student life staff work closely with student government, clubs and organizations, resident advisors, peer leaders, 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.

EXPERIENTIAL LEARNING AND CAREER SERVICES

The Office of Experiential Learning and Career Services, located in the Learning Commons in the 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 experiential learning and career services for career counseling (assessing skills and interests as they relate to choice of major, internships, and postgraduate planning), on-campus work study and student employment (employment application, answer questions, student employment paperwork), job search strategies (writing résumés and cover letters, preparing for interviews), and 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 Experiential Learning and Career Services Resource Library is the repository of internship information, graduate school information, graduate fellowships, travel and work abroad, and numerous career-related periodicals.

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 May 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 financial aid handbook at global.wells.edu under the "student" tab and then under the "financial aid homepage." Information regarding the application process also can be viewed on the Wells College homepage www.wells.edu.

The financial aid office has developed two web portals on global.wells.edu to assist students with the financial aid process: the Financial Aid Homepage and Student Loan 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 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 Academic and Student Life will forward any documentation and contact information to or from the student to the Medical Center. Non-compliance by a student may 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.

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, community standards statement, and institutional program goals and values. 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 Inclusive and Intercultural Excellence and Off-Campus Study Committee is a standing faculty committee; faculty membership is by election.

INTERNATIONAL STUDENT SERVICES

The Director of International Programs is the College's "Principal Designated School Official" (PDSO). In this capacity, s/he serves as your liaison with the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE) on all matters pertaining to F-1 student visas and your status as an international student in the United States.

Individuals are welcome to contact the Director of International Programs at any time 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 Director of International Programs under the following circumstances:

- Before traveling outside the United States, to be sure your travel authorization signature is up-to-date. Travel authorization signatures are valid for one year.
- * When you declare a major.
- 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 Director of International Programs 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 Office of International Programs and the Office of Student Activities and Leadership. 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.

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. Students can complete internships during a semester or summer as well. Internships bear academic credit, so students also work with faculty members who represent academic areas as faculty internship sponsors. A database of past internships is maintained by the office, and the staff will assist students by discussing their interests and goals, developing options, and making contacts with potential on-site sponsors.

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 reviewed by the Director of Academic Advising and Success, occasionally Academic Standing, Advising & Admissions Committee and occasionally 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: \$10.00. 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 or on the globe. 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.

STUDENT ACTIVITIES AND LEADERSHIP

The Office of Student Activities and Leadership focuses on the physical, emotional and social wellness of our student body through inclusiveness, leadership, traditions, sustainability and service oriented programming. An inclusive range of activities is provided for a diverse student population while supporting the Mission of the College. This office endeavors to support student initiatives as they enrich their lives on campus and within the community while preparing for a life of exploration and life-long learning.

The crowded activities calendar includes events ranging from dances, musicians, and comedians, to lectures and talks, to semi-formal events and Spring Weekend, just to name a few. The choices are many and diverse—the decision of how and when to participate is entirely an individual one. If students don't find their interest in our over 40 student groups, stop by the office of student activities and leadership to create a new club.

PHONES

On Campus Resident Halls have phone lines available for students to use.

Every residence hall room has the capability of having a telephone line on the Wells Telephone System.

However, students that have cellular phones typically use their cell phones for all their telephone needs.

If a student feels they would need a college phone line in their room please email itsupport@wells.edu with your name, building and room number.

Students are responsible for providing their own analog telephone. Receiving calls and dialing on-campus numbers is free. Students will only need to dial the last 4 digits for campus numbers.

Local, Regional, long distance and international calls will require a pre-paid phone card or a calling card with a toll free (800/888) access number. Phone cards can be purchased from area stores and many web sites.

Wells does not provide any support for Internet capable phone services, and we do not guarantee they will work on the campus network.

Unfortunately landline phone service is not available in Mandell House, Green House, or Fairlane

Additional information on campus phone service can be found on the globe:

https://global.wells.edu/ICS/IT_Support/Telephone/

CELLULAR SERVICE INFORMATION

The College does not have a contractual agreement with any cellular carriers.

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. The College also reserves the right to publish this catalog in an electronic version and make changes to the electronic version that take precedence over this print copy.