



Wells College.

**WELLS COLLEGE  
STUDENT HANDBOOK**

**2022-2023**

**A COMPENDIUM OF STUDENT-RELATED  
COLLEGE POLICIES,  
RESOURCES AND INFORMATION**

*Last updated: September 7, 2022*



## MESSAGE FROM PRESIDENT GIBRALTER

Welcome to Wells College!

We are delighted you chose to join the Wells community. This student handbook has been compiled as a tool to help you explore what it means to be a part of Wells College. It will address many of your questions and 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 and gaining skills that will last a lifetime. A Wells education requires that you stretch your thinking, explore new topics and develop your unique strengths as you prepare for what lies ahead. 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—and our commonalities.

The handbook 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. You'll also find a brief history of the many traditions that connect generations of Wellsians, information about the people who make up the Wells community, and resources for both the campus and the surrounding region.

I thoroughly enjoy spending time with students and believe that the time you spend on our campus makes a difference in your lives. As your time here unfolds, I fully anticipate getting to know each of you as we experience, together, this one-of-a-kind community.

Let the journey begin . . .



Jonathan Gibraltar  
President

## MESSAGE FROM VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS

SUSAN HENKING

Dear Wells Students,

Welcome to the 2022-2023 academic year! Whether you are a member of our newest class – 2026, a new transfer student, or returning to Wells after the summer, it is the time of year to celebrate new beginnings. Welcome and Hurrah!

Like some of you, this is my very first academic year at Wells. I cannot wait to learn alongside all of you. This handbook has already helped me get to know Wells and will be a valuable resource for you too. Here you will find services, policies, and expectations we have as a Wells community. Do read it – with a particular focus on the Honor Code, our Community Standards Statement, the Student Code of Conduct, and the section on residence life. Why? We have each chosen to live and work in this diverse community where respecting the rights and privileges of each person comes with an understanding of our obligations as well. Holding one another accountable to our values is part of what makes Wells – Wells.

Do join me in the adventure of getting to know those around you – including finding me, meeting the Dean of Students, and the Student Affairs staff, spending time with faculty and coaches, and exploring the many ways this academically immersive experience is made by us all, including you. Explore the website ([wells.edu](http://wells.edu)), read your email regularly, and reach out to those around you, including visiting or emailing [studentlife@wells.edu](mailto:studentlife@wells.edu).

Wells is an extraordinary place – together we make it ours.

Sincerely,

Susan Henking  
Vice-President for Academic & Student Affairs

**TABLE OF CONTENTS**

I. Wells College Mission, Vision, Values and Traditions ..... 7

II. Academic Policies and Regulations ..... 13

    Academic Calendar ..... 13

    Academic Integrity ..... 15

    Institutional Review Board ..... 15

    Long Library ..... 15

    Academic Penalties ..... 15

    Academic Advising, Requirements and Standing ..... 15

    Intercollegiate Athletic Policies and Regulations ..... 17

III. Administrative policies ..... 18

    Bias Incident Protocol ..... 18

    Children at Work during Regular Working Hours ..... 19

    Dissent, Policy on ..... 20

    Drug-Free Schools, Communities and Workplace Policies ..... 22

    Event Planning ..... 26

    Firearms ..... 27

    Fundraising and Solicitation ..... 27

    General Policy on Grievances and Appeals ..... 28

    Harassment and Inappropriate Conduct ..... 29

    Hazing ..... 31

    Information Technology on Campus ..... 32

    Lake Activities: Boating and Swimming ..... 34

    Leave of Absence, Withdrawal, Readmission and Involuntary Leave Policy & Procedures ..... 34

    Pets ..... 38

    Political Activity and Use of College Resources ..... 38

    Posting Policy ..... 39

    Restroom Access ..... 40

    Sexual Misconduct Policy ..... 41

    Smoking Policy ..... 41

    Student Access to Records and Release of Information (FERPA) ..... 42

    Student Accessibility Policy ..... 45

IV. Student Code of Conduct ..... 48

    Overview and Jurisdiction ..... 48

    Procedures for Handling Complaints ..... 49

    Violations ..... 53

    Sanctions ..... 61

    Appeals ..... 63

    Disciplinary Records ..... 64

    Sexual Misconduct Hearings ..... 64

V. Residence Life Policies .....	65
Community Standards Policy .....	65
Behavior in College Residence Halls .....	66
Service Animal / Emotional Support Animal Policy .....	66
Residential Operations .....	68
Fire Safety .....	71
VI. Right of Entry by College Official(s) .....	75
VII. Safety and Security .....	76
General Safety and Security Information.....	76
Campus Crime Reporting and Statistics .....	76
Parking Regulations .....	76
General Safety Guidelines .....	81
Weapons.....	82
Transportation Services .....	83
VIII. Student Clubs and Organizations .....	84
Collegiate Bylaws & Constitution .....	84
Student Clubs & Organizations .....	84
IX. Campus Resources.....	85
Admissions.....	85
Athletics .....	85
Business Office .....	85
Campus Store.....	86
Center for Academic and Career Advising .....	86
Dining Services.....	86
Division of Academic and Student Life.....	88
Financial Aid.....	89
Health Services / Counseling (Community Medical Center).....	89
Preferred Name, Gender and Pronoun Initiative.....	90
Procedure for Identified Immunization Deficiency .....	90
International Student Services .....	91
Internships.....	91
Registrar.....	92
Student Activities and Leadership .....	93

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. Email: [info@msche.org](mailto:info@msche.org)

Wells College reserves the right to add, delete or change—in their entirety or in part—the policies, programs, curricular structures, courses, requirements, regulations, rules and/or fees noted in this student 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 print copies.

## **SECTION ONE: MISSION, VISION, VALUES AND TRADITIONS**

### **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 their 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 themselves 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 self-report, unless the witness is under a legal obligation to immediately report. 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 if 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, disability, national origin, sexual orientation, gender identity or expression, military status, sex, age, marital status, status as a victim of domestic violence, 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, color, religion, disability, national origin, sexual orientation, gender identity or expression, military status, sex, age, marital status, or status as a victim of domestic violence in administration of its educational policies, admissions policies, scholarship and loan programs, employment or other College-administered programs. Inquiries or complaints may be directed to Geoffrey Gabriel, Title IX coordinator at 315.364.3317 or [titleix@wells.edu](mailto:titleix@wells.edu).

## 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. Alumni often request them rung in honor of a wedding, birth of a child or other momentous life occasion. The Bell Ringer songbook is passed on between generations.

### **Caps and Gowns**

Seniors wear academic gowns on the first and last day of the academic year, at champagne breakfast, convocations, Odd/Even game and sing-off (coaches/song leaders only), Senior Roast, and at Moving Up Day.

### **Commencement**

Since the first graduation activities were held in 1869, Wells has hosted a distinguished Commencement ceremony accompanied by many festivities. On the morning of Commencement, seniors and their families ride in the original Wells Fargo stagecoaches to the ceremony where degrees are awarded. Commencement speakers are selected by the senior class.

### **Convocation**

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 alumni to students, signifying the support that Wells students give one another throughout their lives.

### **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 to celebrate the "Royal Senior Court." The College held its first official May Day celebration in 1923. Held on or near May 1, the ceremony includes announcing and crowning the Senior Royalties and the Junior May Queen, King, or Royalty. Elected by the junior class, the Junior May Royalty is crowned by their senior predecessor at the May Day celebration. During the senior year, the May Royalty 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 appropriately themed dress, perform a dance while wrapping the maypole. Students who dance their first year are then eligible to be crowned May Royalty their junior year or be on the court 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 and leaving a Rose 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. This tradition has recently been split in two with a Senior Roast happening the Thursday before the last day of classes. At this event seniors put on skits, sing songs, and tell jokes about underclassman. On the last day of classes

Seniors gather students around the Sycamore where songs are sung, Sophomores give seniors roses, and juniors are pinned.

### **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, consists 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 the fall, 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 prepare the teams for the sing-off competition the day before the 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 dining hall for a sing-off and the next day they meet for the famed game. Regardless of which team wins, there is plenty of enthusiasm, and valued memories are once again added to this longstanding tradition.

The first men's Odd/Even dodge ball game was played in February 2008. Like the longstanding 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 dodgeball game on Saturday night. The Friday night before the game, the teams have a dance-off similar to the fall sing-off. The Spring Evenline mascot is Clyde the elephant, and the Oddline mascot is the Oddlion.

### **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. Students also have the option, however, of having their ring made in silver.

### **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 and a dance is held.

### **Singing**

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

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," while sophomores and seniors are the other pair of sister classes. They traditionally support each other and have several bonding opportunities throughout the year. These include Odd/Even, May Day, Junior Stunt and other traditions.

### **Spring Weekend**

Held in late April, Spring Weekend is a chance for students to have fun and unwind before finals begin.

**Tea Time**

Tea and coffee are served every Wednesday afternoon. Though the long dresses and china cups are gone, 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.

**Welcome Back Dance**

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

## 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 the residence halls.

### **SOPHOMORE YEAR**

#### **Halloween Hayride and Autumn fest**

On or around Halloween night (usually during Family and Friends Weekend), 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 the residence halls.

#### **Sophomore Smash!**

In the fall the FARGO Board puts on a event, now hosted at the Boathouse, where alums can meet members of the sophomore class and present them with an Ivy plant. The plant is meant to symbolize the growth and resilience of Wellsians. In the spring, while the juniors and the seniors enjoy Junior Blast, the sophomores organize an event for their class to do with the first-year students.

### **JUNIOR YEAR**

#### **Junior Mugs**

At the end of sophomore year, students receive 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, members of the junior class throw themselves a party—Junior Blast! During this event, with permission, first years steal junior's mattresses and hide them throughout the dorm buildings forcing them to sleep wherever their mattress ends up.

#### **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 or making home-cooked meals.

#### **Last Day of Classes**

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

**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!

## SECTION TWO: 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 at [wells.edu/catalog](http://wells.edu/catalog).

### 2022-2023 ACADEMIC CALENDAR

#### FALL 2022 SEMESTER

Aug. 24	New first-year and transfer students arrive on campus
Aug. 24–28	Orientation for new students
Aug. 28	All returning residential students arrive
Aug. 29	Classes begin, 8:00 a.m.; Opening Convocation, 7:30 p.m.
Sept. 2	Last day to add a fall 2022 full-semester course; last day to add/drop a “first seven week” session course
Sept. 9	Last day to add/drop a fall 2022 full-semester course; last day to change a course to pass/fail or audit; deadline for fall 2022 internship notification
Sept. 30	Withdrawal (“W”) deadline for “first seven week” courses
Oct. 8-11	Fall break <i>(Classes end Friday, Oct. 7 and resume Wednesday, Oct. 12)</i>
Oct. 18	Last day of classes for “first seven week” session courses
Oct. 19	First day of classes for “second seven week” session courses
Oct. 25	Last day to add/drop a “second seven week” session course
Oct. 28	Withdrawal (“W”) deadline for fall 2021 full-semester courses
Oct. 31-Nov 11	Advising period for spring 2023 registration
Nov. 14–18	Registration for spring 2023 courses <i>(Reminder: students need clearance from their advisor to register for courses on the Globe)</i>
Nov. 22	Withdrawal (“W”) deadline for “second seven week” courses
Nov. 23–27	Thanksgiving break <i>(Classes end Tuesday, Nov. 22 and resume Monday, Nov. 28)</i>
Dec. 10	Last day of classes
Dec. 11–12	Study period
Dec. 13–17	Final Exams

#### INTERSESSION 2022-2023

Dec. 17, 2022 – Jan. 22, 2023

**SPRING 2023 SEMESTER**

Jan. 16	Martin Luther King Jr. Holiday <i>(College offices closed)</i>
Jan. 22	Returning and new students arrive on campus
Jan. 23	Classes begin, 8:00 a.m.
Jan. 27	Last day to add a spring 2023 full-semester course; last day to add/drop a “first seven week” session course
Feb. 3	Last day to add/drop a spring 2023 full-semester course; last day to change a course to pass/fail or audit
Feb. 24	Withdrawal (“W”) deadline for “first seven week” courses
March 10	Last day of classes for “first seven week” session courses
March 11–19	Spring break <i>(Classes end Friday, March 10 and resume Monday, March 20)</i>
March 20	First day of classes for “second seven week” session courses
March 24	Last day to add/drop a “second seven week” session course
March 31	Withdrawal (“W”) deadline for spring 2023 full-semester courses
April 3–14	Advising period for fall 2023 registration
April 17–21	Registration for fall 2023 courses <i>(Reminder: students need clearance from their advisor to register for courses on the Globe)</i>
April 21	Withdrawal (“W”) deadline for “second seven week” session courses
May 5	Last day of classes
May 6–7	Study period
May 8-12	Final Exams
May 15–19	Senior Week
May 20	Commencement Ceremony

## **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. Violations of this policy may also be addressed by Community Court.

## **INSTITUTIONAL REVIEW BOARD**

This committee of faculty, staff, students, and community members reviews proposals from individuals conducting research using human participants. The review process ensures that all research conducted at the College adheres to federal guidelines based on the principles of justice, beneficence and respect for all persons. Faculty, staff and students designing studies involving human participants (e.g., senior theses, conference papers, manuscripts for publication, etc.) must secure Institutional Review Board approval prior to data collection.

## **LONG LIBRARY**

Long Library features open stacks with its collection of books (which is large 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 and 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 Vice President of Academic & Student Affairs has oversight of the academic program and deals with all matters of an academic nature. The Academic Standing, Advising and 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. Students are expected to consult their academic adviser about all matters pertaining to their academic program, and are 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 ([global.wells.edu](http://global.wells.edu)). A student—not their advisors—are 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. Registrar

### **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 Registrar's office. 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. Students absent from classes because of illness or family emergency have the responsibility to arrange to make up missed work with their 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 instructors, they 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 students who are passing the course but for whom circumstances beyond their 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 the work is not completed 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, etc.) or do substitutes for class work missed during an absence.

Absences due to pregnancy or related conditions, including recovery from childbirth or termination of a pregnancy, will be excused for as long as the student's medical provider deems the absences to be medically necessary. When the student returns to school, they will be reinstated to the status held when the leave began and given the opportunity to make up missed work or offered alternatives to making up missed work.

### **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. Exam 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, they 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, they will submit to the Vice-President of Academic & Student Affairs 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 and 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 Vice-President of Academic & Student Affairs.

## **INTERCOLLEGIATE 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 website at [wells-express.com](http://wells-express.com).

## SECTION THREE: 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 including, but not limited to: 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.

Bias incidents that fall under the category of a hate crime will be sanctioned appropriately and reported to law enforcement. Incidents do not need to be hate crimes to be reported. The College strongly encourages the reporting of all hate crimes and bias incidents.

The student 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 and Inappropriate Conduct 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 Dean of student's staff, Office of Campus Safety, 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 and the College website. You must be signed into your Wells account to submit a report.

For additional information, please contact the Bias Incident Response Team (BIRT) at [bias-response@wells.edu](mailto:bias-response@wells.edu). Immediate threats should be reported to the Office of Campus Safety or 911.

#### **Response Protocol**

1. All reports of an alleged bias incident should be documented online with a bias-related incident report. When documenting the incident:
  - Provide a detailed account of the incident, including date, time and location. You can meet with a member of the Bias Incident Response Team (BIRT) to help you with your narrative.
  - 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. emails, letters or notes).
  - Contact the Office of Campus Safety to take photographs of visual evidence or information.
  - Include other pertinent information that will assist the College in response.
  - Notify law enforcement if the incident constitutes a crime.
  
2. All reports of an alleged bias incident or hate crime will be sent directly to the BIRT and/or law enforcement.

3. The Dean of student's staff, Office of Campus Safety, and/or the director 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 state and 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 Office of Campus Safety, in consultation with the Dean of student's staff and/or the human resources office, will investigate.
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 student handbook, employee handbook and/or faculty manual.
  - Informal resolutions such as mediation, facilitated dialogue between parties, discussions in residence halls or staff meetings; and/or
  - Educational awareness programs for the community.
  - Coordination and cooperation with law enforcement.

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 BIRT is to:

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

The Office 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 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the College to publish and distribute statistics in certain types of crimes, including hate crimes. For annual Wells College crime statistics, visit [https://www.wells.edu/sites/default/files/public/campus\\_safety/2021\\_Wells\\_College\\_Annual\\_Security\\_and\\_Fire\\_Safety\\_Report\\_FINAL\\_10-1-2021\\_FINAL.pdf](https://www.wells.edu/sites/default/files/public/campus_safety/2021_Wells_College_Annual_Security_and_Fire_Safety_Report_FINAL_10-1-2021_FINAL.pdf).

## **CHILDREN ON CAMPUS**

Wells College believes will provide a safe campus while maintaining a learning environment for students and a disruptive free workplace for our employees.

Wells College values the role of families in the lives of students and has worked to develop policies and benefits that are supportive of balancing academics and family life.

It is recognized that there are those times under special or emergency situations when it is absolutely necessary for a student of the College to provide for a child for a limited period of time. Students are asked to request approval from their faculty member to bring a child to class. Children shall never be left unattended at any time on campus property.

The College does not expect this to occur on a regular basis, especially given the concern for possible injuries and accidents to the children and for the College's responsibility in the event of an accident or injury.

## **POLICY ON DISSENT**

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 unduly 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 recognized 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 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 that is intended to or likely to provoke or encourage physical violence by demonstrators or spectators of reasonable firmness.
- No one shall have access to or use of any College records without authorization.
- No one except law enforcement officers shall possess any firearms or weapons 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 Vice-President for Academic and Student Affairs. 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 and/or make a report to law enforcement if a law has been violated.

If the demonstrator(s) continue(s) the action, then the observer shall call the Office of Campus Safety to come to the scene. The president (or the president's appointed delegate) 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, they 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. Additional Student Code of Conduct charges may apply.
- 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, including trespass.

If those participating in the illegal demonstration continue to persist after the president's act of suspension, they will take such further action as they deem 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 environments 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 property owned or controlled by Wells College. 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.

*(877) Compliance with Drug-Free Policy as condition of employment:*

Compliance with the provisions of this policy shall be a condition of employment at Wells College.

*(B) Employee obligation to notify employer of any criminal drug statute conviction:*

In compliance with federal law, any faculty, staff member or student employee convicted of any criminal drug statute violation which has occurred in the workplace is required to notify the Office of Human Resources or Office of Campus Safety in writing within five calendar days after the conviction.

*(C) Supervisor's and academic officials' obligation:*

It is the supervisor's or academic official's responsibility to notify the Office of Human Resources, preferably in writing, immediately after having knowledge and/or receiving information of a conviction as described in section (B) above.

*(D) Employer's obligation to notify the federal government of employees' drug statute conviction:*

The Office of Human Resources will notify the federal funding agency within ten (10) days of receipt of notice from an employee or otherwise receiving actual notice of an employee conviction as described in section (B) above.

*(E) Sanction for violation or non-compliance:*

Although the College hopes to deal with drug problems without the intervention of external agencies, the College cannot stand between the employee (faculty, staff, student) and the law. The College will not condone criminal activity on its property and will take appropriate personnel action—up to and including termination—in accordance with the faculty manual, collective bargaining agreement, staff handbook or student code of conduct policy. Violations may also require participation in a drug abuse assistance and or counseling program. The College reserves the right to impose any sanction to any violation.

### **Maintaining a Drug-Free Workplace**

The Wells College policy on the use of drugs is primarily one of prevention and rehabilitation. The College offers resources to connect students to drug awareness educational programs, dissemination of drug awareness information and connects students to counseling and medical service, as well as the strict enforcement of the policy.

## **Federal and State Sanctions**

Existing federal, state, and local laws prohibit the possession, use, manufacture, and distribution of controlled substances. An employee or student who violates the College's Drug-Free Policy is subject both to the College's sanctions and to criminal sanctions provided by federal and state law. Degree and penalties vary depending upon the type of substance, amount of substance, prior record of individual and age of individual.

### **Federal Law**

Violation of federal laws regarding illegal substances can result in substantial fines and imprisonment as well as forfeiture of property and denial of federal benefits, including financial aid. For more information, the Federal Trafficking Penalties table can be found online at [dea.gov/drug-information](http://dea.gov/drug-information).

Cannabis and cannabinoid products are illegal under federal law and prohibited from campus. Despite its legalization in New York State, cannabis/marijuana is illegal under federal law. As the recipient of federal financial aid and other funds, Wells College must comply with the Drug-Free Schools and Campuses Regulations and the Drug-Free Workplace Policy, under which the College prohibits the use, possession, distribution, and manufacturing of controlled substances (drugs), including cannabis, in and on property owned or controlled by Wells College.

### **State Law**

Alcohol offenses and penalties in New York State are defined by the Alcoholic Beverage Control Law and Penal Law. Under New York State law, it is illegal:

- For a person under the age of 21 to consume alcohol or to possess alcohol with the intent to consume it
- To sell, deliver or give away alcoholic beverages to any person actually or apparently under the age of 21
- To sell, deliver or give away any alcoholic beverage to any intoxicated person or any person under the influence of alcohol
- To sell, deliver or give away any alcoholic beverage to any habitual drunkard known to be such to the person authorized to dispense any alcoholic beverage
- To sell alcohol, including charging admission at the door of an event where alcohol is distributed free of charge, without an Alcoholic Beverage Control license.
- For any person under the age of 21 to present or offer identification of age which is false, fraudulent or not their own, for the purpose of purchasing alcohol or attempting to purchase alcoholic beverages. It is also illegal for another person to misrepresent the age of someone under 21 for the purpose of helping the person under 21 obtain alcohol.
- To operate a motor vehicle with the blood alcohol content between .05 and .07 percent. This is known as "Driving While Ability Impaired" (DWAI). "Driving While Intoxicated" (DWI) is defined by a blood alcohol content of .08 percent or greater and is also illegal.
- For any person under the age of 21 who operates a motor vehicle while having a blood alcohol content of .02 percent or greater (a very low threshold).
- The State of New York Penal Law (Articles 220, 222 and 178) define a wide range of offenses and penalties for possessing controlled substances, including cannabis. Sanctions include fines and imprisonment ranging from several months to life.

### **Health Risks of Drugs and Alcohol**

Following is a summary of health risks associated with alcohol abuse and the use of specific types of drugs:

- **Alcohol** consumption has acute effects on the body and causes several marked behavior changes. Even low doses significantly impair the judgment and coordination required to drive a car safely. Moderate to high doses increase the incidence of a variety of aggressive acts including risk-taking

behaviors. Moderate to high doses of alcohol cause marked impairments in mental functions, severely affecting a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.

- **Illicit drugs** interfere with the brain's ability to take in, sort and synthesize information. They distort perception, affect sensations, and impair memory. Specific health risks associated with types of drugs are listed below:
  - **Cocaine and crack** stimulate the nervous system, elevates blood pressure, increases heart and respiratory rates, and elevates body temperature. Cocaine can produce psychological and physical dependency. Effects of the use of crack include increased pulse rate, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Crack is far more addictive than heroin or barbiturates. Repeated use of crack can lead to addiction within a few days. Continued use can produce violent behavior and psychotic states like schizophrenia. Cocaine in any form, but particularly crack, can cause sudden death from cardiac arrest or respiratory failure.
  - **Marijuana** may increase the heart rate, produce bloodshot eyes, a dry mouth and increased appetite. It may impair short-term memory, alter sense of time and reduce the ability to perform tasks requiring coordination and concentration. Research shows that motivation and cognition may be altered, and that marijuana can cause severe psychological damage. Marijuana also damages the lungs and pulmonary system and contains more cancer-causing agents than tobacco smoke.
  - **Narcotics** produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death.
  - **Amphetamines** (also called "uppers") can cause increased heart and respiratory rates, elevated blood pressure and decreased appetite. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse.
  - **Barbiturates** (also called "downers") have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of alcohol and barbiturates will multiply the effects, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.
  - **Hallucinogens** interrupt the functions of the brain that control the intellect and keep instincts in check. The use of hallucinogens may produce a sense of distance and estrangement, panic, confusion, suspicion, anxiety, and loss of control. Large doses may produce convulsions and coma, and heart and lung failure.
  - **Inhalants** have a range immediate negative effect, including nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by

displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

For more information on the effects of specific substances, visit [dea.gov/factsheets](http://dea.gov/factsheets) or [samhsa.gov/atod](http://samhsa.gov/atod).

### **STUDENT DRUG AND ALCOHOL ASSISTANCE PROGRAMS**

#### **Counseling and Medical Services for Students**

Students are urged to seek help for themselves or on behalf of others from the consulting physicians and/or counselors at the Community Medical Center, any member of the Dean of Students staff or other members of the faculty and administration. When, in the judgment of the physician and the Dean of Students, a student requires help beyond the facilities of the College, a medical leave of absence will be granted.

#### **Community Medical Center**

The Community Medical Center will offer ongoing drug education and awareness programs for the College and for the College community and will provide drug informational materials.

### **CONTACT INFORMATION AND HELPLINES**

#### **Local**

Community Medical Center: 315.364.3273 or 315.364.3388

Cayuga Counseling: 315.253.9795

CHAD (Confidential Help for Alcohol & Drugs): 315.253.9786

#### **State**

Office of Alcoholism and Substance Abuse Services – HOPEline:

Helpline: 877.8HOPENY (877.846.7369) or [oasas.ny.gov/accesshelp](http://oasas.ny.gov/accesshelp)

#### **National**

Drugabuse.com (American Addiction Centers):

877.841.9218 or [drugabuse.com/library/drug-abuse-hotlines](http://drugabuse.com/library/drug-abuse-hotlines)

Substance Abuse and Mental Health Services Administration (SAMHSA):

National helpline: 800.662.HELP (800.662.4357) or [samhsa.gov/find-help](http://samhsa.gov/find-help)

## EVENT PLANNING

All Wells College community members wishing to hold an event must fill out an AdAstra request. This can be found on the single sign-on page on the Globe. Below are some things to keep in mind when planning an event:

- Some on-campus events—such as classes, athletics, and traditions—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 their 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. Exceptions to this policy may be granted through the Alcohol Exemption Form, available through the Student Activities office
- Events that occur Sunday through Thursday during quiet hours in residence halls and/or in Sommer Center are subject to approval by Dean of Students staff.
- Student groups, clubs and/or organizations wishing to host events must send at least one representative to Club Calendar Day at the beginning of each semester to select dates, times and locations for events during the year.

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 contact the Student Activities Office to pick a date and time in which there are no other events occurring. Should it be necessary to schedule during another event, staggering the start time is the preferred compromise.

### **Dance Policy and Guidelines for Clubs and Organizations**

Dances at Wells College are a great opportunity for students to meet, mingle, and see old friends while having fun in a safe space. Wells is home to a variety of traditional dances, including the welcome back dance, Disco Dodge and the annual semiformal. The date and theme of each dance must be approved through Student Activities Office.

**Each club or organization that wants to host a dance must meet with the Director of Student Activities, Orientation and Leadership at least four (4) weeks prior to the dance and before any contracts are signed. Clubs and organizations with a budget may host a dance if they meet the following criteria and complete the Student Activities dance checklist.**

Each dance hosted by a Wells College student club or organization must:

- Be held in Sommer Center
- Start at 10 p.m. and end at 1 a.m.
- Have a professional DJ who:
  - Provides proof of insurance
  - Provides a completed W-9 form
  - Has their own equipment for both audio and lights
- Not allow anyone on the stage but the DJ
- Provide water to participants
- Have at least one campus safety officer stationed at the entrance for the entire dance
  - Must contact them at least three (3) weeks prior to scheduled date
- Not allow bags to be brought into the Sommer Center
- Outside cups, bottles, etc... and not permitted to be brought into the event.

- Have no less than five (5) sober club members in attendance to help with any issues
  - One of those five will be identified as the “team captain” or point person responsible to Campus Safety and College staff for any issues that arise.
- Be cleaned up immediately following the event this includes (failure to do so will result in a fine):
  - Checking bathrooms, mezzanine, and stage levels
  - Sweeping floor
  - Cleaning up spills

Following each dance, the team captain or point person will email Student Activities Office at [studentactivities@wells.edu](mailto:studentactivities@wells.edu) with a summary of the event including a rough estimate of attendance, whether the event was cleaned up, and if there were any issues regardless of whether the Dean of Students on-call staff was called to the scene or if Campus Safety handled the issue.

Should there be an emergency at the dance, Campus Safety will alert the Dean of Students staff who are on call. **Failure to abide by this dance policy will result in the offending club or organization losing its dance hosting privileges.**

## **FIREARMS**

Wells College prohibits any individual from possessing firearms or devices that appear to replicate a firearm 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, Orientation 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, Orientation and Leadership. Forms can be found on the Students tab on the Globe and should be submitted at least three (3) weeks prior to the event, although for large-scale fundraising, more time may be necessary. The amount raised from this event must be deposited into the club account at Student Activities within two (2) business days of the completion of the fundraiser. The amount raised also must be reported to the Office of Student Activities, Orientation and Leadership within seven (7) days after the close of the event; this report can be emailed to [studentactivities@wells.edu](mailto: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, Orientation 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 the College Advancement Office and a Cabinet member. Cabinet and the Office of Communications and Marketing must preapprove all materials intended to advertise and promote the event, including (but not limited to) posters, flyers, letters, emails, social media posts, etc.

No College buildings may be used for commercial purposes by outside vendors without prior permission.

### **Philanthropic Gifts**

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

## **GENERAL POLICY ON GRIEVANCES AND APPEALS**

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 their complaint through our established procedures. Only grievances submitted by the individual with the complaint will be considered. Reports submitted by third parties will not be considered.

Every effort will be made to resolve grievances and complaints informally. 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 that directly relate to College policy, application and interpretation. **This policy does not cover alleged incidents of sexual misconduct, Code of Conduct violations, or employee discipline.** Those incidents are handled through their separate processes. . False statement in connection with a filed grievance by either party may be

grounds for disciplinary action by the College. Either party involved with a grievance procedure has the right to appeal an adverse decision.

The College's grievance procedures consist of three steps: Informal, Formal and Appeal. For information on each procedure, individuals with a grievance should contact the corresponding College official:

- Students: Dean of Students
- Faculty: Vice-President of Academic & Student Affairs.
- Staff: Director of Human Resources

## **HARASSMENT AND INAPPROPRIATE CONDUCT POLICY**

### **Introduction**

Wells College is committed to maintaining a community in which all members are treated with respect and dignity and free from all forms of harassment. This policy includes harassment based on an individual's race, color, religion, disability, national origin, military status, age, marital status, or status as a victim of domestic violence, as well as any other characteristic protected by law. Harassment is defined as unwelcome conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or the progress of the individual's education, or creating an intimidating, hostile, coercive or offensive working or academic environment. **This policy is not intended to address incidents of sexual harassment or misconduct, including harassment or discrimination based on pregnancy, sexual orientation or gender identity.** Incidents of alleged sexual harassment or misconduct are processed through the Wells College Sexual Misconduct Policy.

Wells College not only abides by anti-harassment laws but supports their intent and, by doing so, encourages standards of professional behavior. This policy applies to all members of the community, including but not limited to students, faculty, staff, independent contractors, consultants, leased employees, visitors, and others who may be on campus. The scope of this policy includes but is not limited to settings on the campus in which community members find themselves in connection with their education, employment, or other institutionally related activities along with campus related activities off campus.

Wells College will not tolerate any type of harassment or retaliation against employees, students or any other member of the community by anyone, including other members of the community.

### **Definition of Harassment and Inappropriate Conduct**

For the purpose of this policy, harassment is defined as follows: unwelcome verbal, cyber, visual or physical conduct based on an individual's race, color, religion, disability, national origin, military status, age, marital status, or status as a victim of domestic violence, or any other characteristic protected by law when:

- (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic advancement.
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or the progress of the individual's education, or creating an intimidating, hostile or offensive working or academic environment.

**This policy is not intended to address incidents of sexual harassment or sexual misconduct. Reports of such conduct will be referred to the Title IX Coordinator.**

Harassing and inappropriate conduct includes but is not limited to: verbal, written or physical, including gestures, aggression or threatening, intimidating, or hostile acts that denigrate or show hostility towards

another individual or group; cyber aggression, bullying or intimidation; disruptive behavior for which a reasonable person would consider uncomfortable, disrespectful or threatening; slurs; negative stereotyping; ethnic jokes; offensive written or graphic material; displaying offensive objects; patterns of aggressive physical, cyber or verbal actions.

The conduct above may not be sufficiently severe or pervasive to constitute harassment in the legal sense; Wells College, however, considers any conduct of this nature inappropriate and complaints concerning such conduct are taken seriously and will be thoroughly investigated.

### **Complaint Procedure**

The College's process for handling harassment complaints is based on the following principles:

1. Any Wells College student, faculty member or staff member with a grievance or complaint of harassment against another member of the College community has a right to a fair and objective consideration of their complaint.
2. Informal resolution of a complaint is encouraged before formal action is pursued.
3. Every effort will be made to resolve complaints between affected parties through informal procedures.
4. As consistent with state and federal laws, the rights to privacy and due process of both the persons making the complaint and the alleged offenders will be protected.
5. Retaliation in any form against a person exercising their rights to make a complaint is an offense for which disciplinary action may be sought.

Community members who believe they are victims of harassment or inappropriate conduct may wish to directly and immediately notify the offender that the behavior is offensive and must stop; however, if the community member does not wish to discuss the matter directly with the offender, or if the conversation does not end the harassment or inappropriate conduct, the community member is to report the incident immediately to an appropriate authorized College official or the Office of Campus Safety Community members who witness harassment or inappropriate conduct should immediately notify the offender that the behavior must stop. If the behavior does not cease, then the witness is to immediately report the incident to the appropriate authorized College official. For the purposes of this policy an "authorized" College official is complainant's immediate supervisor, human resources director, student affairs personnel, or a senior staff member.

Complaints of harassment will be investigated promptly and thoroughly. Absent extenuating circumstances, investigations will be completed within 15 business days. Incidents of harassment will be investigated by the appropriate authorized College official in conjunction with the human resources office. Investigations will include private interviews with the complainant, any witnesses and the alleged offender; written documentation of all interviews; relevant documents submitted by complainant, witnesses or alleged offender. If, at any time during the investigation, the College believes the incident poses a continuing risk to the campus community, the College reserves the right to remove the alleged offender until the investigation is completed or after referral to the appropriate process.

If, after the investigation, it is determined that harassment or inappropriate conduct occurred, the College will act promptly to eliminate the offending conduct and, as appropriate, impose disciplinary action on those offenders. Investigators will inform the victim of the outcome of the investigation but will not disclose any information regarding the scope of any disciplinary actions. Any disciplinary actions will follow the appropriate formal procedure for the offender. (Faculty manual, staff handbook or student conduct code). The College reserves the right to enact interim measures if the harassment or inappropriate conduct is found to be dangerous to the community. Results of any investigation will be documented and retained in the Office of Human Resources or Dean of Students Office, pursuant to appropriate records retention policies.

Confidentiality will be maintained throughout the investigative process to the extent practical and consistent with the College's need to undertake a full and impartial investigation. The College shall refrain from disclosing personal identifiable information and records of any complaint. Nothing in this policy shall prevent the disclosure of this information under circumstances required by law. Many records may be discoverable in a court of law, by an appropriate regulatory body, or under the Family Educational Rights and Privacy Act (FERPA).

False statements made in connection with a complaint of harassment or inappropriate conduct, or during the investigation, by either the complainant or offender may be grounds for disciplinary action by the College.

## **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 mental or 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 section, 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 Office 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 New

York State 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.

## **INFORMATION TECHNOLOGY ON CAMPUS**

### **Wells College Technology Policies**

All students, staff, and faculty are required to follow the College's Technology Policies. They may be reviewed at [sites.google.com/a/wells.edu/helpdesk/it-policies](https://sites.google.com/a/wells.edu/helpdesk/it-policies)

### **Support**

Information technology services on the Wells College campus are supported by the Wells Information Technology Department (W.I.T.). The W.I.T. staff offices are located on the lower level of Macmillan Hall. The student helpdesk is located in room 120. W.I.T. provides an online support page which can be found at [sites.google.com/a/wells.edu/knowledgebasewells/](https://sites.google.com/a/wells.edu/knowledgebasewells/). Additionally, W.I.T can be contacted at 315.364.3417 or through email at [ITSupport@wells.edu](mailto:ITSupport@wells.edu).

The College's IT staff are 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.

### **Student Email**

All students are provided with a wells.edu email address and are expected to use them, as email is the primary method of communication with Wells faculty and administrators. Student email accounts are Google-hosted email accounts and logon access is with College-assigned credentials. These accounts are given to students "for life," upon their successful graduation from the College. For assistance with email contact W.I.T.

### **Internet Access in Residence Halls**

Wells College contracts internet access to the residence halls with a company called Apogee Telecom Inc. (MyResNet). Apogee provides Wi-Fi coverage in all rooms, common areas and the immediate outdoor areas around the residence halls. MyResNet also provides wired internet connections within the student rooms. Students are allowed to connect to five separate devices, each getting a dedicated 50Mb connection to the internet. Apogee offers 24/7 support, and students should call them for all internet questions or concerns related to the residence halls. MyResNet support can be reached at 877.392.5614.

Students are not allowed to bring or connect their own Wi-Fi routers; if there are not enough wired access ports, a hub or switch may be used, but *not* a router. If a router is discovered, the student possessing them will be asked to immediately shut them down, as they interfere with the Wi-Fi provided by the College.

### **Internet Access in Academic and Administrative Buildings**

Wi-Fi is available within all of the academic and administrative buildings across campus and in limited areas outdoors. The "WellsWiFi" network is administered by W.I.T. Students, staff and faculty must have College-assigned credentials to access WellsWiFi. A guest Wi-Fi network is available, but it is intended for day visitors, not for full-time use by enrolled students or employees of the College. In addition to

Wi-Fi, computer labs and other public computers have wired internet access. The library has wired computers and Wi-Fi coverage from both WellWiFi and MyResNet. For assistance with any computers within the academic and business buildings, or with the Wi-Fi network, please contact W.I.T.

### **Bringing Your Own Computer and Printer**

Having a personal computer, laptop or printer is always the 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 printer. Note: Wi-Fi or Bluetooth printers are not allowed as they interfere with the College's Wi-Fi system. The College provides resources for online document storage through Google and Microsoft. The College does not allow storage of personal data on lab computers, and it is recommended if using a public or a personal computer to have those important documents saved and backed up on a local medium, such as a USB or external hard drive or a cloud storage platform.

### **Operating Systems on Student Lab Computers**

Wells uses both PCs and iMac computers in its general computer labs. Currently, Wells uses Windows 10 for PCs and Mac OS X for Macs.

### **Software Available in Student Labs**

Wells currently uses Microsoft Office 2016 Professional (Word, Excel, Access, PowerPoint) for PCs and Macs. Adobe Professional Suite is also available on all lab computers. Various web browsers—such as Internet Explorer, Firefox and Chrome—are also installed. Software for specific classes will also be installed in labs identified by the faculty.

### **Software for Personal Use**

Wells offers students the Google Apps suite online and the Microsoft Office365 suite online. Students may also download for free a copy of Office to use on their personal computer(s). This is free to use for as long as you are enrolled as a student at Wells College.

### **Student Labs**

Wells College has computer labs for general student use in Long Library, Stratton Hall, Zabriskie Hall and Main Building. There is access to networked printers and copiers through all lab computers. These printers are available from a student's personal computer, tablet or smartphone through the College's web print tool: PaperCut ([papercut.wells.edu](http://papercut.wells.edu)). When classes are not using the academic labs, 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 and 3-D printing and laser cutting.

### **College Information and Class Resources**

The College maintains its primary website, located at [wells.edu](http://wells.edu). Additionally, students register for classes and find other important information its intranet, called the Globe ([global.wells.edu/ics](http://global.wells.edu/ics)). W.I.T. offers a "single sign-on" (SSO) portal to allow students, faculty and staff a one-stop location for logging in and accessing a variety of sites and services. The portal can be accessed from the Globe or from [qlsso.quicklaunchsso.com/home/811](http://qlsso.quicklaunchsso.com/home/811). Many classes offered on campus use a learning management system called Moodle. It can be accessed through the SSO portal or from [moodle.wells.edu](http://moodle.wells.edu). For assistance with any of these resources, contact W.I.T.

### **Cellular Service Information**

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

## LAKE ACTIVITIES: BOATING AND SWIMMING

The Wells College boathouse, located 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**

- 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 they feel 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, faculty, and staff must stay within 400 yards of the boathouse when aboard the vessels.

### **Swimming Rules and Regulations**

- 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](mailto:athletics@wells.edu).

## LEAVE OF ABSENCE, WITHDRAWAL, READMISSION AND INVOLUNTARY LEAVE POLICY AND PROCEDURES

### **LEAVE OF ABSENCE**

A leave of absence is granted to a student who must be absent during the semester but anticipates returning to complete course work. A leave of absence for medical or other personal reasons may be granted by the Dean of Students for a maximum of 15 days; only one such leave may be granted during a 12-month period.

### **WITHDRAWAL FROM COLLEGE**

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 their 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](http://global.wells.edu).

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

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

A withdrawal from all courses is 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.

### **General Financial and Billing Policies**

Please refer to the “Financial Information” section of 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 voluntarily withdrawn or been suspended from the College. Students who desire to reenter Wells College following a voluntary withdrawal, academic or disciplinary suspension 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 Vice-President for Academic and Student Affairs, or their designee, 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.

A student owing a prior semester balance may not be permitted to register for classes or return to campus for a subsequent semester until the prior account balance is paid in full (refer to the Financial Section in the College Catalog).

### **INVOLUNTARY LEAVE/ADMINISTRATIVE WITHDRAWAL**

The College reserves the right to remove a student at any time when conduct 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 significant danger to any member of the community or the College, or in which the behavior of the student severely disrupts the living and learning environment of the College, may be involuntarily or administratively withdrawn. No refunds for tuition, room, board and fees are given for administrative withdrawals.

### **Procedures for Involuntary/Administrative Withdrawal for Students Who Pose a Significant Danger to the College Community**

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 does not agree, then the following procedures will be engaged:

- The Dean of Students will notify the student and then begin timely review of all available objective evidence obtained from incident reports, conversations with students, faculty and staff, and the

expert opinions of appropriate medical professionals. Significant weight will be accorded the opinion of the student's treatment provider(s), including those identified by the student, regarding the student's ability to function academically and safely at the College with or without reasonable accommodations

- The Dean of Students will engage in a determination on an individualized, case-by-case basis and individualized assessment as to each factor, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk or disruption; the probability that the risk or disruption will actually occur; and whether reasonable modifications of policies, practices, or procedures will adequately mitigate the risk or disruption so as to eliminate the need for an involuntary withdrawal.
- 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 appropriate 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 may result in an involuntary withdrawal if the College has insufficient information to make an appropriate individualized determination.
- **Maintains that they would like to remain enrolled:** the Dean of Students will consult with appropriate medical professionals regarding the objective evidence presented by the student. The Dean will also consult with other college officials as appropriate. The Dean 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 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 aid 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, they will make such appeal to the President, who will render a final decision.

This policy will not be used in lieu of disciplinary actions to address violations of College rules, regulations, or policies. A student may be required to participate in the disciplinary process coincident with placing the student on an involuntary withdraw. A student who is placed on an involuntary withdraw while on academic and/or disciplinary status will return on that same status.

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- The Dean of Students will engage in a determination on an individualized, case-by-case basis and individualized assessment as to each factor, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk or disruption; the probability that the risk or disruption will actually occur; and whether reasonable modifications of policies, practices, or procedures will adequately mitigate the risk or disruption so as to eliminate the need for an involuntary withdrawal.
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## **PETS/ANIMALS**

To maintain an environment that shows respect and courtesy for the entire community and reduces the potential of health risks and facility damage, animals are not allowed in campus buildings, with the exception of certified service animals (See Service and Emotional Support Animals). Animals visiting the campus grounds are to be always under their owner's control 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 ensure 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 copier or printer 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 themselves as such must also state that they are 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 ongoing 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, Orientation, 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.

*Flyers must be posted on designated 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, Orientation and Leadership reserves the right to remove postings at any time.

### **Guidelines for All Postings**

Before posting a campus event, be sure to first complete an AdAstra space request and contact the Office of Student Activities, Orientation, and Leadership. Once approval is obtained, promoting your event through flyers/posters can occur. 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)

In addition:

- 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.
- Student groups wishing to advertise Wells affiliation must be officially registered through the Office of Student Activities, Orientation, and Leadership.
- Postings on approved group-sponsored bulletin board meant to advertise the group's mission **do not** require prior approval by the Office of Student Activities, Orientation and Leadership; however, they must comply with the other rules set forth by this policy.
- Generally, posting for events will be done by staff from the Office of Student Activities, Orientation, and Leadership and/or the Office of Residence Life. Information about the number of flyers needed will be provided by those offices.

The Office of Student Activities, Orientation and Leadership reserves the right to remove all postings that do not comply with this policy.

### **RESTROOM ACCESS**

Wells College strives to create and sustain a campus environment that supports and values all members of our community, including visitors. One aspect of creating a comfortable environment is providing safe, accessible, and convenient restroom facilities. Many people may experience difficulty and inconvenience when required to use gender-specific<sup>1</sup> restrooms. Parents with children of a different gender are not able to accompany them into a gender-specific restroom, and the same holds true for others with attendants/caregivers of a different gender.

Additionally, transgender, and non-binary individuals may be subject to harassment or violence when using male- or female-specific restrooms. Consequently, this statement has been developed to declare the College's commitment to creating an inclusive and supportive campus environment.

In keeping with the College's policy of nondiscrimination on the basis of gender identity<sup>2</sup>, the College allows individuals to use the restroom that corresponds to their gender identity. In addition, to address restroom facility access issues not related to gender identity such as parents and attendants/caregivers as

described above, the College is committed to designating and maintaining a gender-neutral restroom in as many of its buildings as reasonably feasible. In some instances, a designated gender-neutral restroom may contain multiple stalls. Additionally, the College is committed to include at least one gender-neutral restroom in new buildings constructed on campus to the extent feasible.

<sup>1</sup> “Gender-specific” means designated for use by one gender, i.e., male or female.

<sup>2</sup> “Gender identity” means an individual's actual or perceived gender, including an individual's self-image, appearance, expression, or behavior, whether that self-image, appearance, expression, or behavior is different from that traditionally associated with the individual's sex at birth as being either female or male.

*(Approved Oct. 7, 2014)*

## **SEXUAL MISCONDUCT POLICY**

The current version of the Wells College Sexual Misconduct Policy can be found online at the College's Sexual Assault Resources and Support website ([wells.edu/notalone](http://wells.edu/notalone)).

## **SMOKING POLICY**

Wells College is committed to promoting health, wellness, prevention, and the treatment of diseases within the community as well as to providing a safe, clean, and healthy environment for our students, faculty, staff and visitors. We serve as a model for the community in 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 secondhand smoke. Wells College has designated a smoking area for faculty, staff and students to use away from campus buildings. A map of campus properties and boundaries is posted on campus bulletin boards and online at [wells.edu/map](http://wells.edu/map). Signs are posted throughout Wells College campus.

Smoking is defined as the carrying or using of any lighted cigarette, electronic cigarette, cigar or pipe. These activities are 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 are two designated smoking areas located in the upper Leach parking lot and near the Glen Park bridge. These smoking areas are clearly labeled.

Main campus buildings include the buildings known as the AA House (including athletic fields and tennis courts), Barler/Campbell Building, Bellinzoni Building, boathouse, 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, Schwartz Athletic Center, Peachtown School, Service Building, Smith Hall (Sommer Center), Stratton Hall, Weld House, Green House, Mandell House, Fairlane Apartments, and Zabriskie Hall. 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 campus safety 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 Office 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 staff handbook 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)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a law that pertains to the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA grants students access to their academic and educational records, an opportunity to seek to have any information (thought by the student to be inaccurate or misleading) amended, and some control over 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 [ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://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 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 grade reports, attendance reports and any other information pertinent to an individual student's academic record. Members of the faculty and administrative officers have access to the above records on a need-to-know basis for the purpose of evaluation of student achievement and determining special needs of individual students for educational purposes.

#### **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. Records are then transferred to the Office of Alumnae and Alumni Engagement upon graduation. A second record is maintained for disciplinary proceedings and incidents that violate 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 severe violations of the student conduct code or violations of local, state, and federal laws may be maintained by the College indefinitely.

Members of the faculty and administrative officers have access to non-academic records on a need-to-know basis as determined by the Dean of Students for the purpose of evaluation of student achievement and determining special needs of individual students for purposes related to the enrollment of the student at the College.

### **Education Records**

With certain exceptions, an education record is any record (1) from which a student can be personally identified and (2) is maintained by the College. Education records can include any records in whatever medium (handwriting, computer media, print, email, magnetic tape, film, diskette, microfilm and microfiche, video or audio tape, etc.) in the possession of any school official.

Education records excluded from student access and this definition include, for example:

- Confidential information placed in the record before January 1, 1975
- Certain medical and psychological information
- Private notes and procedural matters retained solely by the maker
- 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 the following:

- To parents, if the student is a dependent as defined by Section 152 of the Internal Revenue Code of 1974
- To Wells College faculty and staff who have an educational interest in the information
- To officials of other schools in which student seeks to enroll (e.g., transcripts, disciplinary records)
- 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
- To agencies contracted by the College to act on behalf of the institution; such agencies are well versed in FERPA and will protect the privacy of the information we provide to them according to FERPA regulations.
- 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 or lawful subpoena
- In a campus directory, unless the student requests otherwise in writing, as described above
- 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)

### **Directory Information May Be Released Without Written 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), including email address and telephone number(s)
- Place of birth
- Participation in officially recognized activities and sports
- Enrollment status (i.e., full-time, or part-time)

- Dates of attendance
- Major field(s) of study
- Anticipated year of graduation
- Degrees, honors, and awards received
- Most recent previous school attended
- Athletic team members: height, weight and position played
- Photographs (non-captioned)

### **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 of a dependent student 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 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, will become part of the student's record.
2. The Registrar or designated agent will inform the student within forty-five (45) days when the requested record will be available; however, 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 within forty-five (45) days when the requested record will be available. However, 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 an amendment of their 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 they want changed and specify why it is inaccurate or misleading. The College will respond to the student request within a reasonable time. 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 their 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**

A student may waive his or 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 the student request, the names of all persons making confidential recommendations are provided; and
- 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 or her right to privacy of the academic or disciplinary record by signing a Release of Information form (available in the Dean of Students Office) 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.

## **STUDENT ACCESSIBILITY POLICY**

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, if necessary, provide official documentation of the disability from a qualified professional who help inform the College regarding reasonable accommodations that relate to your disability. To disclose, you should complete the Wells College Disabilities Disclosure Form located on the Globe or available from the Coordinator of Accessibility and Learning Support at [accessibility@wells.edu](mailto:accessibility@wells.edu).

### **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.

### **Housing Accommodations:**

If you are requesting off-campus housing, or 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/or Housing Exemption Form and submit appropriate documentation in writing to the Coordinator of Accessibility and Learning Support. Upon review, the decision will be given in writing to your Wells College email address. After a decision has been made, Residence Life will work with you to determine an appropriate housing assignment or accommodation based upon your individual circumstances.

## **Institutional Obligations:**

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.

## **Guidelines for Documentation of a Disability at Wells College**

1. Documentation must be conducted by a qualified medical professional with comprehensive training and relevant experience in diagnosing the full range of medical/psychological/psychiatric/mental disability for which you have been diagnosed and have appropriate licensure and certification. Documentation should be typed and on official letterhead.
2. For psychological or learning disability, current testing (within three years) based on adult levels must be attached.
3. A report from a qualified medical professional that includes the following:
  - a. Specific medical or learning disability or diagnosable mental disorder, with a specific diagnosis based on the DSM-IV criteria
  - b. Specific evidence of substantially limiting one or more major life activities
  - c. Major symptoms of the disability
  - d. Specific areas of educational impact
  - e. Previous history of the diagnosis and prognosis
  - f. Rationale for specific recommended accommodations
4. Documentation should validate the need for services based on the individual's current level of functioning in the educational setting. A plan such as an individualized educational program (IEP) or a 504 Plan from a past school is insufficient documentation, but it can be included as part of a more comprehensive assessment battery

Examples of appropriate documentation may include:

### *Documentation of a Learning Disability:*

The neuropsychological or psycho-educational evaluation for the diagnosis of a specific learning disability must provide clear and specific evidence that a learning disability does exist. Assessment, and any resulting diagnosis, should consist of and be based on a comprehensive battery that does not rely on any one test or subtest.

### *Documentation of an Attention Disorder (ADHD):*

Accommodations recommended by the evaluator should include a rationale, and current documentation should validate the need for services based on the individual's present level of functioning in the educational setting.

### *Documentation of a Psychological Disorder:*

Must include a DSM-IV Diagnosis, date of diagnosis, date of last contact with the student, instruments/procedures used to diagnose the disorder, presenting symptoms, medications and possible side effects, recommended accommodations, and any additional information relevant to meeting the student's disability-related academic needs.

## **Determining Reasonable Accommodations**

The Coordinator of Accessibility and Learning Support will 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 Coordinator of Accessibility and Learning Support and/or the Dean of Students in order to better assess your needs. In order to facilitate the request, please sign the release on the Disabilities Disclosure Form granting the Coordinator of Accessibility and Learning Support permission to discuss the student's condition (and how it affects the student in the college setting) with the student's medical provider and any other necessary parties.

Students must obtain a confidential notification form to be distributed to current faculty each semester. These notification forms contain only information regarding accommodations.

### *Post-Graduate Entrance Exams for Students with Disabilities:*

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.

### *Grievances:*

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 Division of Academic and Student Life and the Office of Human Resources.

## SECTION FOUR: STUDENT CONDUCT CODE

### OVERVIEW AND JURISDICTION

#### **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. Everyone is due the respect of their 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 full-time and part-time students.

## **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 president and the board of trustees of Wells College, is responsible for the administration and enforcement of the student conduct code and all policies contained within the student handbook.
2. The Dean of Students, in consultation with other student affairs staff, is responsible for the annual review of the policies and procedures contained in the student 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.

## **PROCEDURES FOR HANDLING COMPLAINTS**

### **Resolution of Complaints**

Students, faculty, staff, local 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 to ensure an 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, local authorities, or members of the community regarding Wells College students will be reviewed by the Dean of Students, who will decide 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 another administrator.
- The College reserves the right to issue a no-trespass order or campus ban 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 student affairs 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 affairs administrator to adjudicate most first-time violations, 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. Any student involved with a Community Court case that happens within a classroom may also receive an academic sanction by the faculty member of that class. Faculty hold the authority to assign grades, accept materials and evaluate a student's performance separate from the outcome of a Community Court case. For more information on Community Court, see the Collegiate Constitution.

### **Administrative Decision**

The Dean of Students or their 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 or a separation from campus when conduct is deemed to be in violation of College policy or in situations where the student poses a risk to individuals, the community, 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 three (3) business days.

An interim suspension means that the student is temporarily relieved of their student status and:

- Must leave campus immediately
- Is banned from campus and all campus activities pending the decision of the conduct review meeting
- May not attend classes
- Is prohibited from utilizing College services or resources

A separation from campus entails a continuation of student status, but prohibition from physical presence on campus. The student:

- Must leave campus immediately
- May continue to work with faculty remotely for coursework and advising
- Is banned from campus and all campus activities, pending the decision of the conduct review meeting

During an interim suspension and/or separation from campus, the student must receive prior written approval from the Dean of Students if they need to be on campus for any reason (e.g. conduct review meeting or collecting property from residence hall). While on campus, the student must always be accompanied by a campus safety officer or student affairs staff member.

## **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 Dean of Students Office or to the Office 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 affairs staff.
3. The Dean of Students or designee 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 conduct review meeting
  - Name and contact information for staff member conducting review
  - The policy and definition of the area(s) of the student conduct code allegedly violated
  - Date and location of the alleged violation
  - Notification of rights and responsibilities (e.g. obligation to attend the conduct review meeting), and a referral to the Wells College student handbook and student conduct code for complete details of procedures, alleged violations and rights.

In the event of a justifiable scheduling conflict, the student must contact the appropriate staff member prior to the scheduled meeting time to reschedule as soon as possible.

5. The student attends the scheduled meeting. At this time, the student may respond to any and all alleged violations and provide relevant oral, written, or physical evidence/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 to attend conduct review meetings. In extenuating circumstances, a representative with prior FERPA permissions may be present for but not participate in conduct review meetings.
6. In some instances, additional information may be needed for a decision to be rendered. The staff member holding the conduct review meeting may adjourn the meeting to gather more information, talk with other relevant parties, etc. A follow-up communication plan 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 it is more likely than not that the violation occurred—colloquially, “a feather more than 50 percent.” Therefore, if the staff member determines that it is more likely than not that a policy violation occurred, the student will be found responsible.
8. If the student is found responsible, sanctions are assigned as appropriate, and are effective immediately upon the close of the meeting, or at the time of notification of a decision. If the student is found not responsible, the case is dropped and a letter indicating the outcome is added to the student’s file.

9. Within ten (10) business days of the meeting, the student is notified of the resolution and/or sanctions in writing.

10. 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. The assigned staff member may choose to schedule a "make-up" conduct review meeting but is not obligated to provide this opportunity.

11. If a student does not complete the assigned sanction at all or to the specified standard, the student will incur an additional "failure to comply" violation, with accompanied escalating sanctions.

### **Amnesty Policy**

Wells College is strongly committed to both the development of the student and the health and safety of the community. All members of the Wells community are expected to uphold the Honor Code, the student code of conduct and to look out for one another. Students may be reluctant to seek help in alcohol, prescription drug and illegal substance-related emergencies due to their own involvement for violating the code of conduct. When these emergencies are serious and/or life-threatening, Wells wants to promote a culture of students seeking assistance when it is needed, as well as a culture of responsibility. For this reason, Wells has developed an amnesty policy.

In cases of a medical emergency resulting from intoxication, prescription or illegal drug use or emergencies, students are expected to seek out help for an individual(s) needing medical attention by contacting Campus Safety and/or 911 or a resident assistant (RA) or Dean of Students staff and remain with the individual(s) until the time assistance arrives. Students who seek out emergency assistance for an individual(s) will face no formal College disciplinary action or sanction for their own conduct—which could be a policy violation relating to alcohol or other drugs—that occurred immediately before or during the medical emergency incident. However, the incident will be documented, and an educational response may be required. Educational follow up and health and safety checks will be routine with all students who are transported for intoxication. Violations other than personal use of alcohol, prescription drugs and/or illegal drugs do not fall within the scope of this policy.

The amnesty policy will not apply for calls for medical assistance made after the College or local authorities have already intervened and/or confronted a situation. Students who abuse the protections of the amnesty policy by seeking help for others when there is no good-faith basis for doing so, will not be able to claim the benefits of the policy.

## VIOLATIONS

The conduct outlined below constitutes common violations of the Wells College student conduct code. Items noted with an asterisk (\*) 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.

**Abandoned Personal Property:** Any personal property left in the residence halls or any residential facility 24 hours after a student checks out, or after the residence halls close for the summer, will become property of the College and is subject to being donated or trashed pursuant to New York State Abandoned Property law. Students are responsible for the labor costs to remove abandoned property from the residence halls. 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 such arrangements two (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 pursuant to New York State Abandoned Property law.

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

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

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

- 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.
- If proof of age cannot be established, the alcohol may be confiscated and disposed of by a campus safety officer.
- 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.
- The following actions/activities are prohibited, and are considered violations of the Wells College Alcohol Policy:

*Underage possession:* The possession or consumption of alcohol by any student under the age of 21 on any property owned or operated by Wells College.

*Providing alcohol to a minor:* 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. Providing alcoholic beverages to any person who is under 21 years of age is strictly prohibited by law and campus policies.

*Alcohol in an "underage room":* Any room on campus that is assigned to a student or students under the age of 21 is considered an "underage room," therefore, no alcohol should be present in that room, regardless of the age(s) of guest(s) in that room. If one resident assigned to a room is over the age of 21 and one is not, the following applies:

1. The resident over the age of 21 may possess and consume alcohol in the room, as long as it is clear that the over 21-year-old is the sole person consuming/possessing alcohol. That resident may store alcohol in their own refrigerator. If the residents share a refrigerator, alcohol may not be stored there, as it could become unclear who possesses the alcohol.
2. No one else may consume or possess alcohol in this room. When others enter the room, it will be designated an “underage room” regardless of the age of the guests. Therefore, no alcohol should be present in that room, regardless of the age(s) of guest(s) in that room.

*Using a false ID:* Possession and/or use of false identification for the purpose of obtaining alcohol or gaining access to an establishment that serves alcohol.

*Binge drinking games or devices:* 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).

*Public intoxication:* Public intoxication or drunken behavior which results in the destruction of property, or conduct that is disorderly, disruptive and/or disrespectful to any member of the campus community.

*Open containers:* Possession or transportation of open containers of alcohol in public areas of the College. An open alcohol container is anything where the factory seal has been broken. Public area is defined as any area of campus outside of a student 21 or over’s room, including, but not limited to lounges, classrooms, outdoor space, where not approved.

*Public consumption:* Use of alcohol in unauthorized spaces regardless the students is 21 or above.

*Alcohol at College events:* 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. Alcohol at approved events must be provided by a licensed caterer, in accordance with New York State law.

*Possession on transportation:* The possession or consumption of alcohol on any College-owned, -leased, or -contracted van, bus or other vehicle.

*Large quantities of alcohol:* 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. All students present in a room or area where large quantities/bulk containers of alcohol are present are in violation of this policy.

*Off-campus conduct:* Socially irresponsible or illegal alcohol-related conduct that occurs off campus (e.g., off-campus arrest for underage drinking, or alcohol-related conduct, etc.).

*Empty containers:* Empty containers of alcohol will be considered the same as full or partially full containers of alcohol and are not allowed in bulk quantities, or in any quantity with students who are not 21 years of age or older.

*Alcohol 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 and assigned to that room 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

All alcohol present in a room or area where an alcohol violation has occurred will be disposed of by campus safety personnel or other College official. Open alcohol containers will not be returned to residents regardless of the age of the resident.

*Underage students 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.

*Display of alcohol:* Students may not display advertisements or items (e.g., signs, posters, photographs or bottles) that promote illegal drug use and or alcohol products in the public spaces on campus (such as hallways, lounges, bathrooms, exterior bedroom doors, or exterior windows of residence halls). This also includes any space visible from public areas, including windows and open doors. 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.

**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 five (5) gallons, and one tank per resident is allowed in a room. Students must seek and receive permission from their roommate to have a fish tank. Students requesting the use of certified service animals or assistance animals must apply for a medical accommodation by submitting appropriate documentation and receiving approval for the animal from the Coordinator of Accessibility & Learning Support. Any students found in violation of this policy are subject to a \$50 fine, documentation through the student conduct process, and will be financially responsible for any damage or excessive cleaning to the residential facility.

**Break Housing:** Traditionally, the residence facilities will not close for fall break. Residence halls are closed for Thanksgiving break, Winter Break and Spring Break. Students can request to remain over the breaks. Information on requesting to stay over those breaks is sent out approximately 2 weeks prior to the closing date. Students who 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. Additional policies may be in place for break periods.

Any student found to be residing in campus housing before the posted move-in date or after the move-out date, without express permission from Residence Life, will be fined \$50 per day they are in housing. Any approved early arrival student is subject to the \$50 per day fee, at the discretion of the Office of Residence Life. Students staying on campus without permission during any break or hall closing may be asked to leave campus by the Office of Residence Life.

**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.

**Courtesy and Quiet Hours/Noise Violations:** 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.

- *Courtesy hours* are in effect 24 hours a day, 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.
- *Quiet hours* are in effect from Sunday through Thursday 10 p.m. to 9 a.m. and Friday and Saturday from 1 a.m. to 11 a.m.
- *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-hours 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.

**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 their consent. No student shall engage in behavior that poses a direct threat to the health or safety of self or others.

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

**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 cannabis, 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 applicable state or federal laws are subject to disciplinary action.

Marijuana/cannabis is an Illegal Drug Under Federal Law and prohibited from Wells College in any form. Despite its legalization in New York State, marijuana is still illegal under federal law. As the recipient of federal financial aid and other funds, Wells College must comply with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Policy, under which the College prohibits the unlawful use, possession, distribution, and manufacturing of controlled substances (drugs), including marijuana/cannabis, in and on property owned or controlled by Wells College.

**Drug Policy Violations:**

It is a violation of the Wells College drug policy for students to:

- *Consume or possess illegal drugs:* Possess, manufacture, sell, use, or participate in the use of illegal drugs. Prohibited drugs include all illegal drugs such as cocaine, heroin, LSD and other hallucinogens, designer drugs and or other illegal drugs.
- *Distribute drugs:* The distribution 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.
- *Possess or consume marijuana/cannabis:* The use, possession, or distribution of marijuana, or marijuana products regardless of age of the student
- *Possess drug paraphernalia:* To have drug paraphernalia, such as bongs, 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. All paraphernalia confiscated will not be returned to the student and will be disposed of by the Office of Campus Safety.
- *Possess prescription drugs:* Provide illegal or prescription drugs to another individual or use prescription drugs for purposes other than those for which they are prescribed.
- *Engage in drug-related off-campus conduct:* 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 their 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 (see full policy in Section VI, “Safety and Security”):

- 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, temporarily or permanently disabling 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
- Blocking an emergency egress
- Possessing banned items

**Fireworks:** Possession or use of fireworks, smoke bombs, other incendiary devices, etc.

**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.
- *Use of furniture:* Any student in double-occupancy room as a single, or a triple-occupancy room as a double or single, must keep the open sets of furniture free at all times. This includes beds and mattresses, with the expectation that a roommate could be assigned at any time to the room.

**Gambling:** Gambling as prohibited by state or federal law.

#### **Guest Policy**

- *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 12:00 a.m. (midnight) and 7:00 a.m. **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 who refuses to cooperate with any College official, may be required to leave campus property. Student's guests who are on campus between the hours of 7:00 a.m. and midnight do **not** need to be registered with the Office of Residence Life.
- *Overnight guest policy:* 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 prior to the guest arriving. No overnight guests will be allowed to stay in residential housing for more than three (3) nights 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 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 Office 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 Office of Campus Safety, where temporary parking permits may be obtained. The following information is needed to register a guest vehicle: driver contact information, license plate number, and the make, model and color of car. All guest vehicles must be parked in the Woods Lot.

### **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, both in individual rooms and common areas. 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.

**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 based on Protected Characteristics:** Any biased behavior based upon race, gender, age, national origin, ethnic origin, religion, disability, sexual orientation, gender identity 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 (see above). Hosts may be charged with violations in accordance with the student code of conduct for the actions of their guests.

**Improper Assistance:** To assist or encourage others to commit any of the prohibited acts stated in the student conduct code.

**Improper Room Changes:** Improper or unauthorized room changes are not allowed and may be subject to disciplinary action and/or a \$100 fine.

**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 Residence Life), graduate or not return to the College in the spring. Failure to return the room key will result in a fee of \$45 for core replacement and new keys. This \$45 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.

**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.

**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 (see Section VI: “Safety and Security.” 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.

**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, the student(s) will be documented and go through the student conduct process. In the event of odors, Residence Life personnel and campus safety officers may check common areas and individual rooms to determine the source.

**Other College Policies:** Violations of other published College policies in hard copy or available on the College website, 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.

**Proper Use of Residence Hall Room:** Students shall use the housing unit solely for the purpose of a residence for themselves, except for guest privileges. Residence hall rooms are not to be used by their residents for any commercial purposes.

**Posting:** All posters, fliers, and advertisements within the residence facilities of Wells College must be posted on behalf 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. Specific information on where items can be posted can be addressed to the Office of Student Activities, Orientation, and Leadership.

**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:** 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) other person. 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

**Sexual Harassment:** Refer to the Wells College Sexual Misconduct policy found at [www.wells.edu/notalone](http://www.wells.edu/notalone).

**Sexual Misconduct:** Refer to the Wells College Sexual Misconduct policy found at [www.wells.edu/notalone](http://www.wells.edu/notalone).

**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 in this handbook (see Section III: “Administrative Policies”). Smoking is strictly prohibited in all residence halls both on and off campus, apartments, or suites, including student rooms. Additionally, smoking is prohibited outside of the residential buildings. Smoking legal tobacco products is only permitted at the smoking tables provided.

*E-cigarettes or other products:* Smoking of e-cigarettes, vapes or other products that produce a steam or smoke is prohibited in the residence halls both on and off campus, in the apartments and houses. Additionally, these items are prohibited outside of the residential buildings, and can only be used at the smoking tables provided.

**Theft\*:** Unauthorized acquisition, removal, or use of personal or College property, including computer files or data, email or other electronically stored information or service; or 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.

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

## SANCTIONS

The following are recommended sanctions imposed during 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:

- Description detailing the harm caused by the offense
- Acknowledgement that the respondent is responsible for the offense
- Expression of remorse or regret in causing harm
- 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 while they are 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 they have inconvenienced, insulted, or harmed. This restitution may be through assisting a faculty/staff member or working with a campus department. It is the student's responsibility to contact 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 are added to a student's account. 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 an office such as 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 any student under 21 years of age 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 themselves 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 Community 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:** A student may remain enrolled at Wells College but be removed from campus housing, without refund of room and board. 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 significant threat to an individual or the community, the Dean of Students or the Dean's 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 significant 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 two (2) semesters. Any proven violation during this period may result in immediate suspension for a specific period.

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

**Disciplinary Expulsion:** Permanent separation from the College, without refund of tuition, room, board and fees, 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, coach, 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:

### Grounds 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.
3. The appellate officer reviews the appeal and decides based on the options outlined above.
4. The appellate officer notifies the student in writing of his/her decision within seven (7) days of receipt of the formal written appeal.
5. The decision of the appellate officer is final and not subject to appeal.

### **Appellate Officers**

1. The Vice-President of Academic and Student Affairs is the appellate officer for suspension and expulsion decisions rendered by the Dean of Students.
2. The College's president is the appellate officer for suspension or expulsion decisions rendered by the Community Court and/or appeals board.
3. The supervisor of the person issuing a decision and/or sanction is the appellate officer for any decision rendered by student affairs staff.

## **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 Affairs for seven (7) calendar years beyond the meeting date.
2. Records are retained indefinitely at the College's discretion.

## **SEXUAL MISCONDUCT HEARINGS**

Please refer to the College's sexual misconduct policy for information on hearings related to sexual misconduct allegations. This policy may be found online at the College's Sexual Assault Reporting and Resources website at [wells.edu/notalone](http://wells.edu/notalone).

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

## **SECTION FIVE: 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, except for those meeting the qualifications below. 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 students who are 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. In order to be considered for an exception, students must complete the Housing Exemption Form during the housing selection process each year. Students that do not receive approval will be charged for room and board regardless of whether they live in the residence halls.

The Office of Residence Life 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 code of conduct.

### **COMMUNITY STANDARDS**

Community standards are the agreements made by the residents in each 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 our residents to advocate for themselves and to hold themselves and their peers accountable for their actions. Community standards are ongoing 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**

All students, guests and visitors in the residence halls must abide by all community standards, rules and procedures set forth by this student handbook. Please see the Student Conduct section above for campus policies.

## **SERVICE ANIMAL/ASSISTANCE 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), the Fair Housing Act (FHA) and the New York State Human Rights Law in allowing the use of service animals for students, staff, faculty, and visitors. This policy will outline the difference between “service animals” and “assistance animals” (sometimes referred to as “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.”

*Assistance Animals:* Assistance Animals or emotional support animals are trained or untrained animals that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities. Assistance animals do not require specific training and are not required to carry out specific tasks.

### **Service Animal Procedure**

For an individual to qualify for having a service animal on campus:

1. The student may register their disability by providing the appropriate paperwork to the Office of Student Success.
2. The accompanying animal must be trained to perform one or more specific tasks related to the individual’s disability.
3. The student may submit a Housing Accommodation Form to the Office of Residence Life

### **Assistance/Emotional Support Animal Procedure**

Wells College complies with the FHA and allows the use of assistance animals as a reasonable accommodation in on-campus housing for individuals with disabilities. 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.

For Wells College to consider an assistance animal for a student, the following criteria must be met:

1. The student must provide documentation of existing disability.
2. There must be a direct relationship between that disability and the relief the animal provides.
3. The animal must be necessary for the resident to use and enjoy an on-campus residence.
4. The animal must not present an unreasonable risk of damage or injury to persons or property and must comply with all applicable laws and rules governing the care and behavior of the animal.

For an individual to qualify for having an assistance 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 Success.
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 assistance 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 qualified medical professional with personal knowledge of the student's disability and needs (not a family member or friend) to the Office of Student Success that states:
  - a. The diagnosed disability
  - b. The relationship between the animal and the disability
  - c. Why the animal is necessary for the student

Copies of all current vaccinations and licenses for the animal must be provided to the Office of Residence Life.

### **Responsibilities of the Student**

If approved for a service animal or assistance animal, the student must agree to the following responsibilities of having an animal on campus:

- The student is responsible to be always in control of the animal.
  - 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 assistance 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.
    - 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.
- The College recommends that service animals wear a leash, harness or cape that identifies the animal as a service animal while on campus.
- Students need to comply with 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. For this document, an extended period 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 are always the sole responsibility of the owner, 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 licensed
  - 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 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 assistance animal, the Office of Residence Life will make reasonable accommodations in regard to housing. This means students will be given feasible 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.

Where feasible, 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 assistance animal, the application will be reviewed by the following Wells College representatives:

- Assistant director of student success
- Dean of Students
- 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 four (4) weeks of receiving the completed application and all required documentation.

If approved, the term of approval is one (1) academic year. For assistance animals, the student must submit a new Housing Accommodation Form every year.

## **RESIDENTIAL OPERATIONS**

**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 the Offices 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. Please note that common area charges will not be able to be appealed after the billing process.

*Appeal process:* If a student believes a charge was applied to their account in error, they may appeal the charge if they did a full check-out with a Residence Life staff member. Residents who complete an express check-out, or do an improper check-out, waive their right to appeal any charge. Common area charges may not be appealed. To appeal a charge, residents must email the Office of Residence Life indicating why they believe the charge was wrong. All written appeals must be received within two (2) weeks of the charge being applied to their account.

**Proper Use of Residence Hall Room:** Students shall use the housing unit solely for the purpose of a residence for themselves, except for guest privileges. Residence hall rooms are not to be used by their residents for any commercial purposes whatsoever.

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

**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 removable hooks, painter's 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 of this handbook and the Residence Life section of the Globe for additional information about items not permitted in the residence halls.

**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.

**Health and Safety Inspections:** At least once every semester, the Office of Residence Life will be conducting health and safety inspections in each of the residential facilities and rooms. Health and safety inspections are meant to be utilized to verify the health, safety, maintenance and compliance of College policies. Officials of Wells College, including resident assistants, reserve the right to inspect rooms during official health and safety inspections, and other times as deemed necessary. During official health and safety inspection times, resident advisors will notify residents at least three (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 whose permanent residence is located more than 200 miles away from Wells and will be returning to Wells College for the next year (and not studying abroad in the Fall semester). If students wish to store items, they must contact the Office of Residence Life to arrange for summer break storage. All items must be in containers clearly labeled with the student's name. Students are limited to storing three (3) items in the storage room during the summer months, including microwave and microfridge if necessary. Specific directions on where and when to store items will be shared with all students prior to Spring Semester finals weeks. No access to storage will be permitted over the summer months and will only be opened during move-in at the start of 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 pursuant to New York State Abandoned Property Law. 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 under the age of 23 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.

*Housing exemption applications:* All students are expected to live on campus in the residential facilities for their entire years at Wells College. However, exceptions can be made if a student meets the following criteria:

- Is 23 years of age or older by the start of the academic year
- Is going to commute from home (a "commuter" is defined as someone living with their legal guardians/parents and lives no more than 60 miles away from Wells College)
- Has dependent children
- Has served or currently serves in the military.
- Medical need, including pregnancy or a pregnancy related condition.

Students wishing to apply for a housing exemption must submit an application to the Office of Residence Life and must receive official approval from that office. Approvals are good for one academic year.

**Roommate Agreements:** At the beginning of each semester, resident assistants will have roommate(s) complete a roommate agreement. All first-year students are required to fill this out, and all returning students are highly encouraged 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 revised.

**Room Draw:** Room draws occurs during the spring semester and is organized by the Office of Residence Life. 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. Students must return their residence hall room key (or sign out with their RA) in order to be considered checked out.

## **FIRE SAFETY**

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

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.

### **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) times 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 a 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 may result in a \$50 fine for the first instance and referral for disciplinary action and a \$100 fine and referral 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 assistant (RA) or other College official upon arriving at a designated evacuation location. RAs and 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). The chart on the following page lists evacuation locations.

<b>Residence Hall</b>	<b>Primary Evacuation Point</b>	<b>Secondary Evacuation Point</b>
Dodge House	Leach House	Schwartz Athletic Center
Fairlane Apts.	Dodge House	Leach House
Glen Park	Leach House	Dodge House
Leach House	Main Building	Schwartz Athletic Center
Main Building	Sommer Center	Schwartz Athletic Center
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
- Emergency exit signs
- Sprinkler systems
- Alarm systems

Do not cover or tamper with the smoke detector in any room or the carbon monoxide detectors in the hallways. Smoke detectors are wired into the main alarm system for each residence hall and building. Tampering with the detector could cause the entire fire alarm system to malfunction.

Individuals found responsible for tampering with any fire safety equipment will be charged for any replacement or repair costs, assessed a \$250 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, unless required and approved as part of a medical accommodation (either floor or window models)
- Extension cords
- Power strips without surge protectors
- Electric, propane or kerosene space heaters
- Foreman Grills® or any open-element cooking appliance
- Toasters, ovens, toaster ovens or hot plates, or any items with exposed heating elements.
- Incense or plug-in air fresheners
- Candles and candle warmers
- Sun lamps or any lamps with plastic shades (e.g., “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 lamps, halogen lamps or other high-intensity lamps
- Electric blankets
- Wireless routers
- Bed risers with built-in outlets

### **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 30% of each residence hall room wall.
- Posters and decorations can only cover 30% or less of residence hall rooms doors, both interior and exterior sides.
- Nothing can be hanging from the ceiling, including tapestries, lighting, etc.
- Nothing can hang from pipes or the sprinkler system in the halls.

- Nothing can be hanging from the door or door frame, including streamers, lighting, decorations, etc.
- No items are allowed to cover, drape, or hang over the bed(s) in a residence hall room.
- Tapestries or other large fabric items (such as flags) are not allowed on the walls of the residence hall rooms.
- Items are not allowed to cover smoke detectors, heat detectors or overhead lights.
- Doors to the residence halls and rooms must be able to always open fully.
- Residence hall common areas, hallways and lobbies must be always clear and unobstructed.
- Students are not permitted on the roof, balcony, fire escapes or window ledges.
- All exit doors must be always unobstructed.

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.

## **SECTION SIX: RIGHT OF ENTRY BY COLLEGE OFFICIALS(S)**

The Dean of Students and/or designee reserve the right to inspect any or all rooms/apartments, with 72-hour notice. In addition, all spaces are inspected at least once per semester. Students will be charged for trash removal and/or cleaning if such services are necessary to ensure the health and welfare of other students. No notice is necessary when it is reported or suspected that a dangerous condition exists within the room that poses a risk to a student or the building's health/life/safety.

Officials of Wells College are authorized to enter and conduct an unannounced inspection of any residence hall room if there is cause to reasonably believe illegal activity is or may be occurring, when there is strong reason to believe that the student(s) in the room are in serious physical or psychological distress, or any violation of the policies or conditions of occupancy either in the housing contract or handbook is or may be occurring therein. This can include searches of student's personal belongings.

A fire, health and safety inspection is not a search. Student rooms are inspected at least once per semester and at the time of check-out. Routine inspections will be announced in advance, and the student may choose to be present during the inspection. These inspections are conducted: 1) to evaluate the condition of the room and furnishings; 2) to identify needed maintenance and repairs; and 3) to check for fire and safety hazards. If damages are noted, the cost for repairs or replacement will be charged to the student account. The College reserves the right to make non-routine, emergency inspections to protect the health and safety of all students.

Should College staff observe the presence of unapproved appliance or objects in the room or notice objects attached to the facilities in an unapproved manner, the item may be removed and student notified via their Wells email within two (2) business days. Students will be expected to correct the situation. In the case of noncompliance, the College reserves the right to have the items removed at the expense of the student(s) in the room.

### **End-of-Semester / End-of-Year Checks**

Members of the Residence Life staff will enter all residence halls rooms at the end of the fall and spring semesters to complete routine safety and security checks to verify compliance of closing procedures. If policy violations are found at this time, students will be documented and go through the student conduct process.

## SECTION SEVEN: SAFETY AND SECURITY

### GENERAL SAFETY AND SECURITY INFORMATION

The Wells College Office of Campus Safety, located in the Bellinzoni Building, operates 24 hours a day, 7 days a week. The primary responsibility of the office is to provide safety and security services for the Wells College community. Working in conjunction with the Student Affairs staff, campus safety officers' endeavor to enforce College rules and regulations as well as the laws of New York in an impartial manner, while embracing respect for cultural diversity and individual uniqueness. The office strives to set standards of individual officer conduct to be one of integrity, honesty, and empathy for others. The Office of Campus Safety is active in conducting prevention programs designed to allow community members to have a productive and rewarding experience at Wells College.

The Office 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 crime victims. Campus facilities are patrolled by officers both on foot and in vehicles, and our campus safety officers respond both to emergency calls and routine requests for service. The campus safety officers maintain a close working relationship with resident assistants (RAs) in each residence hall 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 both enjoyable and safe.

We invite you to visit the campus safety office and visit our website at [wells.edu/safety](http://wells.edu/safety). 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 [securityofficers@wells.edu](mailto:securityofficers@wells.edu).

### CAMPUS CRIME REPORTING AND STATISTICS

The Wells College Advisory Committee on Campus Safety will, upon request, provide all campus crime statistics as reported to the U.S. Department of Education, whose website is located at [www.ed.gov](http://www.ed.gov).

Wells College provides campus crime statistics on its website at [wells.edu/safety](http://wells.edu/safety). Requests for a hard copy may be directed to the director of campus safety by phone at 315.364.3229 or in writing to: 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 Office 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 in the following locations:

AA House	South door
Barler Music Building	South side of building
Boathouse	Outside building entrance
Leach Lot	Upper lot
Macmillan Hall	Rear of building
Macmillan Hall	South side walkway
Morgan Hall	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 during their rounds, it is primarily the responsibility of the students to make sure they do not prop open entrance doors 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. Please note that 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 to 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 their instructors.

## **PARKING REGULATIONS**

### **Vehicle Registration**

All faculty, staff and student vehicles must be registered with the Office of Campus Safety, which will issue a parking permit that serves as a means of identifying cars that 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 permit must be purchased each year. The current fee for student parking permits may be found on the [Campus Safety page of the Globe](#).

### **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 has changed, bring your state registration to campus safety so that your records can be updated. There is no fee to update this information.

## **Parking Assignments**

### Resident Students and Commuter Students

Students are required to park in the following locations, unless otherwise instructed by the Office 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 one of the following lots:

- Upper and lower Leach lots
- Boathouse lot
- Woods lot
- Glen Park lot

Students are not permitted to park on Deans Road between Leach and Glen Park from Dec. 1 to April 1 due to the need to keep that road clear for snow removal.

No students are allowed to park in the following locations *at any time*:

- Service road behind Main Building
- Schwartz Athletic Center lot
- Macmillan circle
- Deans Road by the Medical Center
- Medical Center parking lot
- Any other faculty/staff parking area, or restricted locations as indicated by signage

Students will be allowed to park on the Main Circle and next to Zabriskie between the hours of 5pm-7am, weekends and holidays.

Students who have a medical issue or other emergency that requires them to park near their residence hall, or in an area typically not authorized for student parking, must contact the director of campus safety in advance to discuss the matter and make alternate accommodations.

Any student who leaves their car parked over a long period of time or during an extended break is encouraged to leave their vehicle in the upper Woods lot (unless otherwise noted by the Office of Campus Safety).

### Faculty and 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, all year round.
2. All vehicles must be parked in assigned areas.
2. No parking will be permitted in any fire lane.
3. No parking will be permitted on any campus driveway.
4. No parking will be permitted in Dodge circle.
5. No parking will be permitted in handicapped spaces, unless the vehicle is equipped with a handicapped permit issued by an appropriate government agency.
6. No parking will be permitted in any service space.
7. No parking will be permitted on lawns, sidewalks or in such a manner as to block entrances of crosswalks.
8. 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.
9. No parking is permitted in spaces reserved for the use of 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 and long-term 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 vehicle's rearview mirror.

Campus community members are responsible for ensuring their guests' compliance with all campus parking regulations and guidelines and are responsible for paying any parking fines incurred by their guests.

### **Parking Violations**

Campus safety officers are authorized to issue citations for parking violations, 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 and traffic violations may be found on the [Campus Safety page of the Globe](#). Fines will be billed to student accounts 30 days after the ticket has been issued.

After a registered vehicle owned by a resident student receives their 6th ticket, they will be informed that they have had their parking privileges revoked for 2 weeks. That would entail that they would not be able to park on campus for 2 weeks. If they receive another parking violation within those 2 weeks, their parking privileges would extend another 2 weeks.

### **Auto-Boot Immobilizer**

If within the restricted period, the student receives a 3rd parking violation the auto-boot immobilizer would be placed on the vehicle. The fee to remove the 'Boot' is \$50.00. Each additional parking ticket during the restricted parking period will result in the 'boot' being applied and an additional \$50.00 fee applied. The fee of the ticket will be a separate fee from the 'Boot'.

An auto-boot immobilizer may be placed upon any unregistered vehicle or the vehicle of any individual who has accrued five or more tickets on their account, paid or not, and the individual is in violation for a

sixth or seventh time. 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 \$100 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 (3) 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.

### **Parking Citation Appeals**

Parking appeal forms are available at the Office of Campus Safety or on the [Campus Safety page of the Globe](#). Written appeals will be accepted until ten (10) calendar days after the violation occurred. Citations that are not appealed will be referred to the business office.

### **Towing Policy**

A vehicle may be towed from the College at the owner's expense when the vehicle belongs to any individual who continues to be non-compliant with Wells College parking regulations and guidelines, or who endangers their own safety or the safety of others.

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.
- If 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 that has been parked on campus for more than 24 hours and that does not have state registration, a Wells College permit, 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 merely the opportunity to park within the specified area or areas.
2. Regulations are always in effect, including academic breaks, 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 Responsibilities**

1. *Finding an authorized space:* Drivers are responsible for finding an authorized parking space according to the above regulations. 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 Office of Campus Safety.

### **Driving Regulations**

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

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

## **GENERAL SAFETY GUIDELINES**

### **Bikes on Campus**

Bikes are allowed on campus and must be registered with the Office of Campus Safety. 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.

### **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 Campus Safety.

Report:

- Any unusual noise: screams, breaking glass, pounding, etc.
- Any emergency such as an accident, a fire, or 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 or area with no clear purpose

For more information about the Campus Watch program, contact Campus Safety at 315.364.3229.

### **Theft—Operation Identification**

Theft (larceny) is one of the most reported crimes on campus, and yet one of the easiest crimes to prevent. If you happen to be a victim, contact the Office of Campus Safety. Normally, for a theft investigation to be successful, Campus Safety needs some or all the following elements: evidence, witnesses, suspects, serial numbers, identifying markings or other relevant information or leads.

Serial numbers or identifying markings are *vitaly 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 obtained 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 is not responsible for the cost 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 your homeowner’s or automobile insurance. We will send a copy of the incident report to your insurance company upon request.

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 Campus Safety by calling 315.364.3229.
- Pay attention to any background noises, the caller's perceived gender, accent, speech patterns or anything else to aid in identification.
- Keep a log of calls received; include the date, time and other details of the call.
- If calls are received on an answering machine or voice mail, save the recording.

### **Who to Call in Case of Emergency**

- From On-Campus Telephones: dial 911
- Fire/Police – Emergency 911
- Wells College Campus Safety 315.364 3229
- Aurora Fire Department 911
- Aurora Ambulance 911
- Community Medical Center 315.364.3273
- Cayuga County Sheriff's Office 911
- New York State Police 911

## **WEAPONS**

The purpose of the Wells College weapons and firearms policy is to ensure the safety of the students, faculty, staff, residents, and visitors to 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 property.

### **Definitions**

For 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, nunchucks, 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 and pellet guns, Airsoft® type guns, and paintball guns)
- Aerosol spray weapons, including mace and pepper spray
- Any other substance or device designed to harm or incapacitate
- Any folding knife with a blade length more than three (3) inches

### **Recognized Club/Organization Exception**

Students participating in sanctioned schools or training courses may possess certain weapons utilized during training or contests. Prior to bringing any weapon on campus, the student(s) must meet with the Campus Safety Supervisor 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.

## **TRANSPORTATION SERVICES**

The transportation office 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](mailto: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 operate on specific schedules every day during the academic year and need to run on time and efficiently. When students miss these shuttles without contacting Campus Safety in advance, it creates a real problem for other students, and can also be very costly for the College.

All regular College policies and procedures, including the Student Conduct Code, apply on Well's College transportation services.

### **Transportation Fines**

- *Airport/bus station runs:* If a Wells shuttle van goes to an airport or bus station to pick up a student who does not show up, and the driver or transportation office cannot get ahold of the student. (Does not apply to delays caused by the airline or bus company.)

1st offense: \$50

2nd offense: \$100 and loss of privileges for semester

- *Normal van runs to Ithaca, single passenger:* If only one individual is signed up in advanced to be transported to or from Ithaca, and does not show up for the ride, the driver will call the student's

phone number listed on the sign-up sheet and leave a message if there is no answer. If there is no response within five minutes, the student may be subject to the following sanctions:

1st offense: \$50

2nd offense: \$100 plus loss of shuttle van privileges for two (2) weeks

- *Normal van runs to Ithaca, multiple passengers:* If a student has requested to be picked up at a shuttle stop but does not show up, the driver will call the student's phone number listed on the sign-up sheet and leave a message if there is no answer. If there is no response within five minutes, the student may be subject to the following sanctions:

1st offense: Warning

2nd offense: Loss of shuttle van privileges for two (2) weeks

3rd offense: Loss of privileges for one (1) month or more

## **SECTION EIGHT: STUDENT CLUBS AND ORGANIZATIONS**

### **COLLEGIATE BYLAWS AND CONSTITUTION**

The student government organization at Wells College, known as the Collegiate Association, maintains a current copy of its operating constitution and bylaws [on the Globe](#). You may also contact the Collegiate Cabinet at [collegiate@wells.edu](mailto:collegiate@wells.edu) for an up-to-date copy.

### **STUDENT 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, any motivated student can take often 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. Students who wish to start their own student organization/club can do so by speaking to the Director of Student Activities, Orientation, and Leadership.

Please note that co-curricular campus involvement *never* supersedes for-credit academic work.

## SECTION NINE: CAMPUS RESOURCES

### ADMISSIONS

The Office of Admissions 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.

#### **Hosting**

You can host visiting students and introduce them to your friends, and take them to classes, meals, club meetings and other activities.

#### **Referrals**

If you know of a bright, talented student who would be a good candidate for admission to Wells, visit the admissions office in Pettibone and give them the student's name, contact information and the name of their high school. Admissions will send the student a College viewbook and application.

For more information about the Student Ambassador program, contact the admissions office at 315.364.3264 or stop by their office on the first floor of Pettibone.

### ATHLETICS

Over thirty percent of the student body participates on a varsity team in one or more of the 15 intercollegiate teams:

- *Women:* basketball, cross country, field hockey, lacrosse, soccer, softball, swimming and volleyball
- *Men:* baseball, basketball, cross country, lacrosse, soccer, swimming and volleyball

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

### BUSINESS OFFICE

The Business Office is here to assist you regarding questions you may have regarding your tuition account, reimbursement and payment for clubs, and information regarding your student employment pay. For us to direct you to the appropriate person please email your question(s) to [accounting@wells.edu](mailto:accounting@wells.edu)

More detailed information regarding student and billing information and payment options can be found on the Globe by clicking on the Student tab and then selecting the Business Office.

Specific Financial Information and Policies can be found in the current Wells College Catalog. It is recommended that students review this section and become aware of these important college policies

## **CAMPUS STORE**

The Wells College Campus Store has textbooks (new and used), along with classroom supplies, Wells clothing and gift items, candy, food, and sundries. The campus store accepts cash, checks, MasterCard, Visa, Discover and American Express, as well as Dining Dollars. The store is located on the main floor of Zabriskie Hall, or visit its website at [bookstore.wells.edu](http://bookstore.wells.edu).

## **CENTER FOR ACADEMIC AND CAREER ADVISING**

The Center for Academic and Career Advising—located in the Hagedorn Learning Commons in Long Library—offers a wide range of services to help students make informed decisions about their academic and career paths. Experienced advisors are here to help students identify their strengths and interests, explore academic majors, create a four-year graduation plan and navigate academic challenges.

The center also offers a full array of career services, including assistance with internships, resume critique, preparation for graduate and professional school, student employment opportunities (including work-study jobs), strategies for executing a successful job search and more. The center sponsors speakers from off campus, conducts career skills workshops, coordinates opportunities for students to interact with Wells College alumnae and alumni, and provides many resources for academic and career success. Learn more at [wells.edu/advising](http://wells.edu/advising).

## **DINING SERVICES**

### **Dining Services**

Campus Dining and Events is operated by Hallmark Dining Services, a food service management company based out of Columbus, Ohio. They specialize in college campus, K–12 and catering dining programs.

Hallmark Dining Services is committed to ecological sustainability and is a willing participant in the global initiative to create less waste and consume fewer resources, with great emphasis placed on fresh local ingredients and “from scratch” cooking. They also serve tastes and flavors from around the world.

Enjoy our offerings in the Main Building’s dining hall or the campus pub, known as “The Well”. Both are centrally located and within easy walking distance from any point on campus. Hallmark Dining Services is committed to a quick response to feedback from faculty, staff and—most important—our students. Please share all comments with the dining hall manager, either through the comment card box in the main dining hall or by emailing [hallmarkdining@wells.edu](mailto:hallmarkdining@wells.edu).

### **Resident Meal Plan**

All campus residents are required to participate in the On-Campus Meal Plan, in which they are automatically enrolled. This plan includes 19 meal swipes per week which are allocated on your student ID card. Students may enter the dining hall during any of the meal periods it is open (breakfast, continental breakfast, continuous dining, lunch, light lunch, or dinner) by simply “swiping” their valid student ID at the entrance.

All meals offered showcase a wide variety of items that cater to many dietary needs, including vegetarian, vegan, gluten free and lactose free. Students with severe food allergies are protected under the Americans

with Disabilities Act (ADA) 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 assistant director of student success. All requests will be determined on a case-by-case basis.

The meal plan also includes three guest passes and \$100 dollars per semester in the form of Dining Dollars, which are used similar a gift card. They are accepted at all locations on campus, including: the dining hall, the Well, the Grind café and the campus store. Other members of the Wells community—faculty, staff and off-campus students—may also purchase Express Cash, which is loaded onto their Wells College ID, and is redeemable at all locations listed above. Students living off campus and faculty and staff who are not on a meal plan, as well as local members of the community and visiting guests, must pay the posted meal price when entering the dining hall if they do not have Express Cash already loaded onto their student ID.

### **Off-Campus Meal Packages**

Campus Dining and Events is pleased to offer all off-campus students exclusive Commuter Meal Plans. For more information contact the Office of Residence Life at [residencelife@wells.edu](mailto:residencelife@wells.edu)

### **Rules and Policies**

- Students must present and swipe their Wells ID card to the door attendant upon entrance. If a student's ID card is lost or stolen, they may obtain a new ID card from the Office of Campus Safety. Student ID cards are non-transferable.
- Guests, Wells staff and faculty, and members of our local community are welcome in all Wells 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 cash, credit card, or Express Cash.
- No food or beverages are allowed to be removed from the main dining hall unless the guest is a participating member of our "Eco to Go" program (see the dining hall manager for details). Abuse 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 Campus Dining and Events 48 hours prior to the necessary pick-up time. Medical requests will be honored immediately.
- No animals, other than service animals, will be permitted in the main dining hall.
- Shoes and shirts must be always worn in all Wells dining facilities.
- The main dining hall is a self-service facility. 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 dining items is prohibited in all Wells dining facilities.
- Special request for holidays and religious observances will be gladly honored with a one-week advance notice in writing submitted to the dining hall manager.

### **Alternate Dining Options**

*The Well*—Located in the lower level of Smith Hall, the Well offers good music, great food, and is always a place to hang out with close friends and friends you have not met yet! The Well offers lunch and dinner with an equivalency swipe of up to \$4 on any meal on our menu. It also offers an equivalency menu that you can use at lunch or dinner without the use of additional funds. The Well offers late-night food and snacks that can be purchased with cash, credit card or Dining Dollars.

*The Grind*—This student-run café is the place to go for a quick cup of coffee, tea or a snack between classes! Students and other Wells community members alike can enjoy everything from coffee and espresso drinks to salads, yogurt, 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 Grind accepts cash, credit cards and Dining Dollars.

### **Additional Services**

*Catered Events*—Hallmark Dining is the exclusive catering service for the Wells College campus. No off-campus catering is permitted without prior approval by Hallmark’s dining manager. Hallmark offers a full range of event services; all events must be arranged *at least two weeks* prior to the event date.

Exceptions to this rule may occur with proper approval of the food service director. To arrange an event, please contact Hallmark Dining Services at 315.364.3374.

### **Alcohol Policy**

Hallmark Dining Services is the exclusive vendor and service provider for all alcoholic beverages 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 Affairs. Hallmark Dining Services will not schedule student events where alcohol is served without a completed and approved Alcohol Exemption Form. Wells College reserves the right to alter and adjust any of the policies as specific needs arise 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 Statement, and the Honor Code, the Division of Academic and Student Life aspires to cultivate a socially responsible community comprised of knowledgeable students of integrity. Student affairs 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 Vice President for Academic and Student Affairs, the division provides services and support in many areas that touch our daily lives, including intercultural programs, community service, residence life, clubs and organizations, campus events, athletics, academic and career advising, the library, the Book Arts Center, the Sullivan Center for Business and Entrepreneurship, the Center for Sustainability and the Environment, TRiO, CStep, Student Success and the Office of International Programs. Members of the student affairs staff work closely with Collegiate (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.

## 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 Office of Financial Aid can determine the types and amounts of aid that students 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 1 each year. Persons who did not receive or did not apply for financial aid as an entering student are not prevented from applying in future years. Instructions for re-applying for financial aid are outlined in the [Financial Aid section of the Globe](#). Information regarding the application process also can be viewed on the Wells College website at [wells.edu/financial-aid](http://wells.edu/financial-aid).

The office has developed two web portals on the Globe ([global.wells.edu](http://global.wells.edu)) to assist students with the financial aid process: the [Financial Aid](#) and [Student Loan Center](#) tabs. These web pages contain policies and procedures, downloadable forms, and links to important websites.

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 / COUNSELING (COMMUNITY MEDICAL CENTER)

Health care for students is available at the Community Medical Center, located at the northwest corner of the Wells campus, offering daytime medical appointments and day and evening counseling appointments. 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 student/family health insurance plans, with the College paying any outstanding co-pays or deductibles to ensure students receive care at no additional cost. However, the College does not cover co-pays or deductibles for outside laboratory tests, x-rays, consultations, or surgery. Please consult with staff at the Medical Center regarding covered services.

Professional counseling services are available at the Community Medical Center and through other vendors that partner with the College to provide mental health care. Students may see a counselor every other week for a set number of visits per semester, unless additional sessions are recommended by the therapist. Student health insurance plans are billed for counseling services and the College pays for any co-pays or deductibles.

not covered by insurance. Students may appeal to opt out of insurance billing in exceptional cases when the therapist and student agree that billing insurance will be detrimental. When a student requires extended psychiatric care, 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 N.Y. State Department of Health regulations (as outlined within the “Immunization Handbook for Post-Secondary Institutions”). All students, regardless of enrollment status (full- or part-time) are required to submit 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.

### **PREFERRED NAME, GENDER, AND PRONOUN INITIATIVE**

Wells College recognizes the concerns in the LGBTQ+ community regarding the process of legally changing one’s name, as well as one’s gender marker, on official records. For many transgender and gender non-conforming individuals, the lack of congruity between their gender identity and their sex assigned at birth can create stress and anxiety which can be magnified in the context of an unfamiliar classroom setting. Providing an inclusive environment will not only enhance academic success for transgender and gender non-conforming students but will also ensure compliance with Wells College’s non-discrimination policy and the Title IX guidelines requiring educational institutions to not discriminate based on gender identity and/or gender expression.

Wells College is aware of the financial, physical, and emotional hardships that a student can encounter to make a legal name change and the emotional effects that this process can have on our students. In efforts to reduce their hardships on campus, students can submit a request for a lived/preferred first name to be used for many online resources at the College. If you request such a change, your lived/preferred first name, rather than your legal first name, will appear in such places as class lists for faculty, roster list for residence life, and online directory searches. It will also change how your name appears in other resources, such as those used by the library and the Office of Campus Safety.

Other resources—such as student employee records in Jenzabar and official records maintained by the Office of the Register and Student Financial Services—must continue to use your full, legal first and last name. The form to request a change in your preferred name can be found on the Globe in the Student section. Please contact [Residencelife@wells.edu](mailto:Residencelife@wells.edu) for more information.

### **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 Division 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. New York State resident students must comply with proof of immunization or exemption within 30 days (or 45 days for out-of-state or foreign resident students). Wells College is obligated to dismiss non-compliant students under state law. Proof of immunization or exemption will be required for readmission to Wells College.

## **INTERNATIONAL STUDENT SERVICES**

The Registrar is the College's principal "Designated School Official" (DSO). Both the Registrar and the Office of International Programs office serve as your liaisons 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 Registrar or the International Programs office 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 Registrar's office or international programs office 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.
- Consult with their DSO before dropping below a full course of study for any reason.
- Report address changes to their DSO within 10 days of the change.
- Report any change in sources of financial support to their DSO.
- Report any changes in program of study to their DSO.
- Report any change in academic status to their DSO.
- Notify their DSO upon applying for change of nonimmigrant status.
- Notify their DSO upon approval of an adjustment of status to an immigrant.
- Notify their DSO if they intend to transfer.
- Notify their DSO about changes in dependent status.
- 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 Registrar or the director of international programs at least three months in advance of graduation to discuss your post-graduation plans.

### **International Students Orientation**

Orientation for our international students is a collaborative effort between the Office of International Programs and the Office of Student Affairs. International students attend orientation sessions specifically related to their transitional needs and participate in new student orientation.

## **INTERNSHIPS**

The Center for Academic and Career Advising ([wells.edu/advising](http://wells.edu/advising)) is the starting point for the Wells College internship program. Students' complete internships as a way to satisfy the experiential learning requirement, meet major or minor requirements, and gain work experience. Internships may be completed

as early as January intersession during students' first years. Students typically complete internships during a semester or the 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 course catalog, and it is your responsibility to become aware of and adhere to these policies. You may find copies of the current year's catalog, along with previous editions for the past several years, at [wells.edu/catalog](http://wells.edu/catalog).

### **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 Registrar, occasionally Academic Standing, Advising & Admissions Committee, and potentially 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.

### **Registrar Services**

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

- Maintenance of the academic record, which includes the processing of:
  - 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
  - Transfer credit
  - Credit by examination and advanced placement
  - Academic standing (Dean's list, probation, etc.)
  - 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 and withdrawal. Please note that some of these things can be 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, 3/2 or 4+1 program; waive an academic requirement; request approval for summer school courses; or request approval for independent study
- Processing official transcripts. Please note there is a \$10 fee. Transcripts require student's written authorization each time requested. Please visit [www.getmytranscript.com](http://www.getmytranscript.com) to request a transcript.

- Maintenance and dissemination of directory information in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (see previous).
- Calculation of GPA
- Verification of enrollment (via the National Student Clearinghouse at [studentclearinghouse.org](http://studentclearinghouse.org))
- Confirmation of student classification (freshman, sophomore, junior or 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 315.364.3215.

## **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 lifelong 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!

***END OF STUDENT HANDBOOK***