

Student Rights and Responsibilities

We have designed this section of the handbook to acquaint students with Whitman’s policies, regulations, and procedures. It does not, however, include all procedures, particularly those designed by and for special interest groups such as the fraternities, sororities, and athletics. All interested persons should make every effort to acquaint themselves with regulations that affect their campus lives, living groups, and activities.

All procedures and regulations are subject to change or revision from time to time. This handbook reflects the policies that were in place at the time that this handbook was produced. Students are responsible for knowing and following all regulations and procedures contained in this publication, as well as changes which occur and are published during the year.

Shared Aspirations

Whitman College, as written in its Mission Statement, “...offers an ideal setting for rigorous learning and scholarship and encourages creativity, character, and responsibility.” The policies and procedures related to student conduct exist to support this mission.

Policies listed in this section of the Student Handbook set the foundation for expectations of behavior; however, as members of the Whitman College community, students are expected to adhere to a higher standard of conduct than citizens at large. The college assumes that students will demonstrate honesty and integrity in both academic and personal endeavors, and will act responsibly in ways that reflect consideration and respect for the rights of others.

Conduct hearings take place to determine if an accused student is responsible for violating a college policy; they are regarded as private matters between the college and the student, and do not involve friends, relatives or outside authorities.

Statement of Rights

Every student has a right to conditions that are conducive to learning and favorable to the pursuit of higher education. These rights include freedom of speech, expression, and association; the right to study; the right to a safe and healthy environment; the right to redress for grievances; reasonable and fair processes in cases of student discipline; and the right to privacy.

Students have the right to inspect and review their educational records according to certain prescribed procedures. Except in special cases prescribed by law, the college will not permit access to, or release of educational records containing

personally identifiable information, without the student's written consent. A complete "Family Educational Rights and Privacy Act of 1974" (FERPA or Buckley Amendment) is available in the Dean of Students Office.

The college publishes an online directory, with students' names, addresses, email address, picture, and phone numbers. A student has the right to withhold his or her name from these directories and can do so by notifying the Dean of Students Office.

Student Right To Know

Whitman College has included information that you need to know concerning the campus and its policies at www.whitman.edu/righttoknow. This information includes institutional information, alcohol policies, graduation dates, FERPA (Family Educational Rights and Privacy Act), services available to students with disabilities, institutional security policies and crime statistics, and other information that you might find helpful. A printed copy of this information is available upon request from Donna Cummins in the Dean of Students Office, Memorial Building 302.

Statement of Nondiscrimination

Whitman College has a strong commitment to the principle of nondiscrimination. In its admission and employment practices, administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs, Whitman College does not discriminate on the basis of race, color, sex, gender, religion, age, marital status, national origin, disability, veteran's status, sexual orientation, gender identity, or any other basis prohibited by applicable federal, state, or local laws.

AIDS

No student, faculty or staff member of Whitman College who has been diagnosed as having AIDS, or who has tested positive for the HIV antibody, will be denied any rights normally enjoyed by members of the college community. The college will make all of its counseling and health services available to a student diagnosed with AIDS or HIV, and will encourage such a student to receive ongoing medical attention. Exceptions to this policy may be made by the Director of the Health Center or the Director of the Counseling Center, with the consent of the Dean of Students on a case-by-case basis, and in full consultation with the patient.

All college offices and personnel who have information that might lead to the identity of an AIDS patient are required to maintain the confidentiality of that patient. No specific or detailed information concerning complaints or diagnosis will be provided to anyone without the expressed written permission of the patient in each case.

Disability Policy

Whitman College will not exclude otherwise qualified applicants or students with disabilities from participation in, or access to, its academics, housing or

extracurricular programs. “Otherwise qualified” refers to students who without consideration of disability are admissible to the college. Program participation will not be denied to a student with a disability where that person, with or without accommodation, can perform the essential functions required of that program.

Students who need an accommodation because of a disability must provide documentation of their disability from a physician, learning specialist or other qualified professional. Students seeking accommodations for a disability, or who are denied program access, must contact Julia Dunn, Director of Academic Resources (x5213). She will work with the student, faculty member, and the appropriate department to arrive at a reasonable accommodation. Accommodation requests are reviewed on a case-by-case basis. Academic standards and expectations will not be lowered in the process of accommodation.

Statement of Responsibility

Each member of the Whitman community is responsible for respecting these rights; all members of the community share the responsibility for maintaining a campus atmosphere, which is conducive to teaching, studying, and learning.

Each student shall be held individually responsible for conduct which adversely and seriously affects the his or her suitability as a member of the Whitman community. Social regulations, of whatever origin, should ensure adequate consideration for the rights of individual students to privacy and the preservation of their individual dignity and comfort and should promote an atmosphere consistent with and in furtherance of the basic educational purpose of the college.



Scope of the College's Discipline Process

Application of the college's disciplinary process extends to conduct that occurs on Whitman College premises or at any college-sponsored activities, and to conduct that occurs off campus, if the off-campus conduct adversely and seriously affects the student's suitability as a member of the Whitman College community. All students have the responsibility to obey federal, state, and local laws.

When an incident occurs off campus, it is the responsibility of the Dean of Students, after consultation with the appropriate college officials, to determine whether the student will be subject to the discipline process outlined in the current Student Handbook. When a student is charged with a violation of federal, state, or local law, and college disciplinary action also is taken, campus proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Although many people regard the college as a "sanctuary" because it is a private institution, police officers and other representatives of law enforcement agencies may come onto the Whitman campus in pursuance of their duties. The college does not protect students from the customary enforcement of the law, nor does it prohibit law enforcement officers from conducting investigations and making arrests on campus. When possible, the college will rely on its internal resources to maintain order on campus and deal with campus problems.

Shared Expectations

Academic Dishonesty and Plagiarism

Academic Dishonesty defined

Falsification, misrepresentation of another's work as one's own (such as cheating on examinations, reports or quizzes), plagiarism from the work of others, or the presentation of substantially similar work for different courses (unless authorized to do so), is academic dishonesty and is a serious offense. Knowingly helping other students cheat or plagiarize is also considered academic dishonesty.

Plagiarism defined

Plagiarism occurs when you, intentionally or due to your own negligence, use someone else's words, ideas, or data without proper acknowledgment. To avoid plagiarism, whenever you use exact wording of another author in your written text, you must enclose the words in quotation marks, whether it be a paragraph, a sentence, or merely a well-turned phrase. You must then acknowledge the source in a precise and complete citation. It is not enough to cite the source without indicating by quotation marks that the words are someone else's. It is also not enough to change one or two words in a sentence; that does not make it your own sentence. Another common error is to use another person's ideas or data without indicating the source. Even if you paraphrase the ideas, you must give credit in a citation to

their originators. In oral presentations, the original source also should be given proper credit in the form of internal source references and in bibliographic entries. While all of the above applies primarily to plagiarism from texts, scholarly articles, review, handbooks, encyclopedias, etc., it also applies to the use, either wholly or in part, of another student's paper. The use of another student's ideas or words on an examination or report obviously constitutes plagiarism and is taken seriously by the faculty. Similarly, giving your ideas or words to another student to represent as his or her own also constitutes plagiarism. It is a form of cheating; indeed, it is a form of theft. It indicates dishonesty and a lack of personal integrity, which may affect your reputation in the eyes of your professors as well as your grade.

Procedures

1. When a faculty member judges that an instance of academic dishonesty has occurred, the faculty member shall notify the Dean of Students promptly. The Dean and the faculty member will decide if the student's actions warrant a hearing before the Council on Student Affairs or if the faculty member will decide the penalty. When a student is accused of academic dishonesty, not concerning his or her own course-work, the council on Student Affairs will convene to assess the validity of the charge and the penalty to be assessed.
2. If the accusation of academic dishonesty is handled by the faculty member, he or she will contact the student promptly to notify the student of the accusation and arrange a meeting in which the nature of the violation and the penalty will be explained. The Dean of Students will maintain a record of the outcome, which could be a factor in any future accusations.
3. If the Dean of Students and faculty member are referring the case to the Council on Student Affairs, the faculty member shall meet with the student promptly and explain the accusation of academic dishonesty and notify the student that the Dean of Students, who is the Chair of the Council on Student Affairs, will convene the Council for a formal hearing. The Council will determine the validity of the charge and the penalty to be assessed.
4. Withdrawing from a class does not preclude academic dishonesty proceedings from going forward. At the time of the student's notification that a faculty member has concluded that academic dishonesty has taken place in a course for which the student is currently registered, the student shall also receive notification that withdrawal from that course cannot be final unless and until the student is shown not to have committed academic dishonesty. A student who is shown to have committed academic dishonesty but whose penalty is less severe than an "F" grade in the course may still withdraw from the course.
5. The student shall have the right to challenge an initial decision rendered by the faculty member regarding the charge of academic dishonesty by appealing to the Council on Student Affairs. The Council shall then provide a determination of the validity of the charge and the penalty to be assessed, which shall be the final determination unless it is, in turn, appealed.

6. Near the end of the semester and other cases where there may be extenuating circumstances, the Dean of Students as Chair of the Council on Student Affairs, may adjust the time provisions in these procedures. Care will be taken to ensure that the accused maintains the basic rights of these procedures.
7. For any meetings of the Council on Student Affairs regarding a case of academic dishonesty, the Chair shall ensure that the proceedings are recorded in case of an appeal.

Appeal Process

The student shall have the right to challenge a decision rendered by the Council on Student Affairs, based on the following criteria:

1. He or she feels that there has been a procedural error in the process by the Council, or
2. Evidence or information relevant to the case did not arise during the hearing.

To appeal, the student must petition the Chair of the Faculty in writing, within seven days of the decision stating which of these two grounds is being used as a basis for the appeal. The Chair of the Faculty will then act on the petition in one of three ways:

1. The Chair of the Faculty may decide to hear the appeal and then rule.
2. The Chair of the Faculty may form a panel to hear the appeal.
3. The appeal petition may be rejected.

Penalties

Penalties for academic dishonesty are as follows:

1. In a case where academic dishonesty has been committed by a student concerning his or her own course-work, and where a hearing by the Council on Student Affairs is deemed unnecessary, the faculty member teaching the course in question shall have the discretion to decide what punitive measures to take with a maximum penalty of a grade of "F" in the course.
2. For a first offense, in a case where academic dishonesty not concerning the student's own course-work has been committed by the student, the Council on Student Affairs shall determine the penalty.
3. A second offense of any sort of academic dishonesty may result in expulsion from the college.
4. A student who is found to have committed academic dishonesty in a course from which he or she has withdrawn, shall have this provisional withdrawal cancelled, and shall be penalized in accordance with the above guidelines.

Confidentiality

A report on each case of demonstrable academic dishonesty will be kept in the Dean of Students office while the student is in attendance at Whitman College. Upon graduation or departure from Whitman College, the report will be destroyed, except for those cases in which academic dishonesty constitutes part of the case for dismissal of a particular student. The purpose of reporting cases of demonstrable academic dishonesty is to provide a temporary record in order to discourage repeat offenses, and to facilitate identification of repeat offenders. All meetings and deliberations pursuant to the judicial procedures and appeals in this policy shall be otherwise kept strictly confidential. Any recordings of meetings shall be destroyed after the appeal deadline has passed.



Hazing

Hazing is any activity of a physical or psychological nature that is degrading or humiliating to another person. Groups of individuals or individuals acting on behalf of a club, group, organization, or team sometimes use hazing as a way of initiating a person into their respective group. **Hazing does not encourage respect for others and is unacceptable and prohibited by Whitman College.** Oftentimes, perpetrators of hazing activities justify their actions under the auspices of teambuilding; teambuilding supports and respects individual members within a group, hazing does not.

Hazing...

humiliates and degrades; tears down individuals; creates division; is exclusive; provokes lifelong nightmares; or encourages shame and secrecy.

Hazing is a power trip.

vs.

Team Building...

promotes respect and dignity; supports and empowers individuals; creates cooperation; is inclusive; invokes lifelong memories; and encourages pride and integrity.

Team Building is a shared positive experience.

To determine whether an activity constitutes hazing, use the following questions as a guide:

- Is this activity unrelated to the educational goals of the team, club, group, or organization?
- Will active or current members of the group refuse to participate with the new members and do exactly what they are being asked to do?
- Does the activity risk emotional or physical abuse?
- Is this activity a prerequisite for membership on your team or in your organization?
- Is there risk of injury or a question of safety?
- Is alcohol used inappropriately?
- Do you have any reservation describing the activity to your parents, to a professor, or a college official?
- Would you have reservations about *the Pioneer*, *Walla Walla Union-Bulletin*, or a local television news crew displaying images, stories, or a video stream about your activity?

If the answer to any of the above questions is yes, the activity likely constitutes hazing. Even if there is no malicious intent, safety might still be a factor in traditional initiation activities that upperclassmen consider all in good fun. The college strongly encourages campus groups, organizations, clubs, or teams to review the appropriateness of all activities (planned or otherwise) with their respective sponsor, adviser, or coach. This is particularly important for group leaders who organize activities outside of their sponsor's, adviser's or coach's normal purview.

In states that have laws against hazing, such as the State of Washington, the defendant(s) **cannot use consent of the victim as a defense in a civil suit.** Consent is not a defense because a participant's agreement to participate in a potentially hazardous activity may not be true consent when considering peer

pressure and the desire to be part of a group. <http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26-206>.

The following behaviors and activities would constitute hazing on this campus. It is important to note that **social pressure can constitute forced or requisite participation**, even if the organizers claim that the activity is voluntary.

- Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
- Forced, coerced, or required consumption of any food, liquor, drug, beverage, water, or any other substance.
- Forced, coerced, or required participation in physical activities, such as calisthenics, exercises, or so-called games.
- Forced or required conduct that could embarrass or adversely affect the dignity of the individual, including the performance of public stunts and activities.
- Forced exposure to the weather.
- Excessive fatigue resulting from sleep deprivation, physical activities, or exercise.
- Assignment of activities that would be illegal or unlawful, or might be morally offensive to new members.
- Physical brutality, including paddling, striking with fists, open hands, or objects, and branding.
- Kidnapping against a person's will, and forced transportation or stranding of individuals.
- Verbal abuse, including "line-ups" and berating of individuals.
- Forced or required clean-up work or labor created for new members.
- Denial of sufficient time to study.
- Forced or required nudity or lewd behavior.

It is important to note that current or former students participating with new or prospective group members in any of the above activities can still constitute hazing. New and returning members should also be aware that according to federal hazing laws, not only can the individuals involved in the act of hazing lose all financial aid, but the person they haze also can lose all financial aid, regardless of consent or voluntary participation.

The college will pursue disciplinary action in all cases of suspected hazing. The college considers disciplinary action at the college level to be independent from other court proceedings, and action may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Code of Conduct. For more information on hazing, visit the Dean of Students Office or www.hazingprevention.org/.

Sexual Misconduct

Resources and Support

Whitman College provides students with confidential support, counseling, medical referrals, assistance with safe housing, and information concerning their rights.

If you or someone you know has experienced an incident of sexual misconduct, seek confidential support from any of these resources:

Barbara Maxwell Sexual Misconduct Prevention Coordinator Reid Campus Center (509) 527-5208 (office) (509) 529-1082 (home)	Health Center 24/7 assistance when Whitman is in session Merriam St. (509) 527-5281	Counseling Center 24/7 referral service available Boyer Ave. (509) 527-5195
Whitman Security 117 Memorial Hall (509) 527-5777	Dean of Students Office 302 Memorial Hall (509) 527-5158	

Sexual Misconduct Prevention Coordinator, Barbara Maxwell, Reid Campus Center, Room 202, (509) 527-5208 (office), (509) 529-1082 (home).

Barbara Maxwell, serving as the Sexual Misconduct Prevention Coordinator, is one of the primary points of referral for a student who alleges sexual misconduct. The Sexual Misconduct Prevention Coordinator will:

- Provide information and support
- Inform students about counseling and medical resources both on campus and in the community
- Upon request, accompany students to the Dean of Students Office to obtain no-contact agreements, requests for safe housing including alternate campus housing, and academic adjustments
- Upon request, refer students to the Student Conduct Administrator to file a formal complaint
- Upon request, serve as adviser to a complainant in a sexual misconduct hearing
- Assist students who choose to report an incident of sexual misconduct to the Walla Walla Police Department

The Sexual Misconduct Prevention Coordinator will provide anonymous information for required Clery Act reporting and for appropriate Timely Warning Notice to the campus of a potential danger.

Whitman College Welty Health Center, 11 Merriam St., (509) 527-5281

The college urges students involved in an incident of sexual misconduct to visit the student Health Center to seek medical attention or referrals as soon as possible. The Whitman College Welty Health Center provides confidential support to all students. They offer:

- Care for medical and/or psychological injuries
- Referral for advocacy and support services
- Pregnancy testing, emergency contraception (Plan B)
- Referral to area hospitals for evidence collection, sexually transmitted infection testing and treatment, including HIV

The Health Center is not required to report an incident to the Dean of Students and will maintain confidentiality.



Whitman College Welty Counseling Center, 502 Boyer Ave., (509) 527-5195, M-F, 8 a.m.-5 p.m.

To contact a counselor after 5 p.m. on M-F, or on the weekend, please call (509) 527-5295. The Whitman College Counseling Center provides free and confidential counseling by mental health professionals. In certain circumstances, students may also arrange mediation within the Counseling Center. The Counseling Center provides:

- After-hours emergency consultations by referral from the Health Center (509) 527-5295
- Scheduled appointments or a daily open hour to meet with students in crisis
- Consultation service for faculty or staff about an urgent situation
- Referrals to outside agencies

The Counseling Center is not required to report an incident to the Dean of Students and will maintain confidentiality.

Whitman Security, 117 Memorial Hall, (509) 527-5777

Whitman Security is committed to providing a safe campus environment and offers the following services:

- Information about filing a criminal and/or college complaint
- Contacting the local law enforcement agencies, if requested
- Referring students to campus and community resources
- Providing safety escorts from 7 p.m.-1 a.m. during the academic year

Whitman Security reports incidents of sexual misconduct to the Dean of Students Office.

Dean of Students Office, 302 Memorial Hall, (509) 527-5158

In order to provide a safe learning environment for all students, the Dean of Students Office will initiate an investigation of alleged sexual misconduct if enough identifiable information about an incident is reported. The Dean of Students Office:

- Provides referrals for physical and/or psychological injuries.
- Provides referrals to outside agencies and resources upon request.
- Initiates no-contact agreements, requests for safe housing, including alternate campus housing, and academic adjustments.
- Provides information about filing a criminal and/or college complaint.
- Provides help contacting the local law enforcement agencies, if requested.

All information reported about sexual misconduct will be kept confidential to the extent of the law. Investigations of sexual misconduct are conducted with

respect for the privacy of all students involved. The name of the students and details of the incident only will be disclosed to those who have a legitimate need to know.

Off-Campus Resources

Walla Walla Police, 911 (emergency), (509) 527-1960 (nonemergency)

The college will inform students of their right to report an incident to the police. The Sexual Misconduct Prevention Coordinator and/or the Dean of Students Office will assist students who choose to report an incident of sexual misconduct to the Walla Walla Police Department. Reporting an incident to the police and preserving evidence does not obligate a person to file a criminal complaint, but a prompt accounting of the event allows the victim to keep the option of filing a criminal complaint later.

YWCA of Walla Walla, 213 First St., (509) 525-2570, (509) 529-9922 (24-hour number)

The YWCA is a community agency that provides comprehensive advocacy services 24 hours a day, seven days a week. The YWCA makes the services below available free of charge to students:

- 24-hour hotline (509) 529-9922
- 24-hour rape/sexual assault medical, legal, and court advocacy
- Individual counseling and support groups
- Safe temporary shelter

Local Hospitals

All local hospitals provide 24-hour emergency medical services and examinations for evidence using a Sexual Assault Forensic kit. The Sexual Assault Forensics Kit is most effective within 72 hours of an incident. In order to preserve evidence, it is important not to bathe or shower prior to seeking medical attention. Students should place any articles that could be used as evidence, such as items of clothing, sheets, cushions, etc., in separate bags. Early medical intervention also allows for the detection of hidden injuries, the presence of STDs, and, in the case of women, the detection of pregnancy.

Providence St. Mary Medical Center

401 W. Poplar St.
Walla Walla, WA
(509) 525-3320

Walla Walla General Hospital

1025 S. Second Ave.
Walla Walla, WA
(509) 525-0480

The college is committed to protecting the privacy of all students involved in allegations of sexual misconduct. College staff and faculty other than the Sexual

Misconduct Prevention Coordinator, and the Counseling and Health Center staffs, have an obligation to report incidents of sexual misconduct to the Dean of Students so that the college can fulfill its duty to investigate the incident and prevent it from recurring. The name of an individual bringing charges of sexual misconduct will not be disclosed to anyone who is not directly involved in the incident or investigation, or who does not have a legitimate need to know.

Sexual Misconduct Policy

Introduction

Whitman College strives to provide a safe environment in which students can pursue their education free from the detrimental effects of sexual misconduct, which includes sexual harassment and sexual assault. Therefore, the college seeks to educate students, faculty, and staff about these issues and to provide a means of recourse for those students who believe they have experienced such behavior. The college reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct and preserve the safety and well being of students.

Purpose

- To define sexual misconduct involving students, which includes sexual harassment, other forms of nonconsensual sexual behavior, and sexual assault
- To identify resources and support for students reporting an incident of sexual misconduct
- To establish procedures for filing complaints of sexual misconduct
- To affirm the college's commitment to preventing sexual misconduct
- To respond appropriately when incidents do occur.

Sexual Misconduct Defined

The college prohibits sexual misconduct in any form. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders. Sexual harassment is a form of sexual misconduct. It is gender-based verbal or physical conduct that is so severe, pervasive or objectively offensive that it interferes with a student's ability to benefit from the educational opportunities or activities of the college.

The list of prohibited conduct includes, but is not limited to, the following:

- Unwelcome sexual advances or propositions that interfere with a student's education or employment opportunities
- Using electronic devices or technology (e.g., cell phone, camera, email, Internet sites or social networks) to record or transmit nudity or sexual acts without a person's knowledge and/or permission

- Intentionally observing nudity or sexual acts of another person without the person's knowledge or permission (voyeurism)
- Unwanted touching of the genitals, buttocks, or breasts that is intentional or other unwanted touching or groping
- Forcing/coercing someone to touch you or someone else in a sexual manner
- Threatening to sexually harm someone
- Initiating sexual activity with a person who is incapacitated and unable to give consent due to alcohol and/or drug consumption or other condition
- Inducing incapacitation for the purpose of sexual exploitation
- Ignoring a sexual limit that has been communicated
- Coercing or intimidating someone into sexual behavior
- Sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the penis, finger or objects

Consent Defined

The college defines consent as a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may not be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

Students cannot assume consent because of the existence of a previous dating or sexual relationship. The use of alcohol or drugs does not diminish a student's responsibility to obtain consent for sexual activity.

Filing a Complaint

Any student may file a complaint of sexual misconduct against any other Whitman College student. Students who choose to file a complaint should do so with the Dean of Students Office. The college does not distinguish between incidents that occur on or off campus, including study abroad and Semester in the West.

As part of the Dean of Students Office staff, the Associate Dean of Students for Academic Support Clare Carson serves as the Student Conduct Administrator. The Student Conduct Administrator investigates alleged violations of the Whitman College policies and regulations and may adjudicate some complaints of sexual misconduct in an informal hearing process. The Student Conduct Administrator will help students submitting a complaint of sexual misconduct understand their available options, and inform them about the investigation and adjudication procedures.

The Dean of Students' Office will investigate all complaints of sexual misconduct and sexual harassment between students; however, students who wish to file a complaint of sexual misconduct or sexual harassment involving a staff or faculty member should also contact the Dean of Students office.

Dean of Students Office, Memorial Hall, Room 302, (509) 527-5158

The Dean of Students and the Student Conduct Administrator will coordinate the college's response to reports of sexual misconduct. This includes:

- Making information regarding the Sexual Misconduct Policy and related services available to students in print and via the website
- Assisting complainants and respondents in understanding their rights
- Ensuring that complainants and respondents are provided appropriate support, including facilitating requests for safe housing, negotiating academic accommodations and providing referrals to on- and off-campus resources
- Assisting students in notifying local law enforcement authorities if the student so requests
- Investigating reports of alleged sexual misconduct involving students
- Issuing no-contact and no-trespass orders
- Initiating interim actions against the accused, such as interim suspension or residence hall suspension
- Overseeing the adjudication process and, if necessary, the appeal procedures

Students involved in an incident of sexual misconduct have the right to:

1. **A safe environment** — The college will take whatever measures it deems reasonable and feasible to protect the safety of the campus community, and the well-being and rights of students. Such measures may include but are not limited to, modification of living arrangements, changing an academic or work schedule, or no-contact or no-trespass orders.
2. **Respect** — All parties involved in an incident of sexual misconduct will be treated with dignity, respect, and fairness.
3. **Be taken seriously** — The college will treat all complaints seriously and will investigate allegations of sexual misconduct.
4. **Access to college resources and support** — All parties will have full access to campus services designed to assist in such cases, including the Dean of Students Office, the Counseling Center and Health Center.
5. **A fair conduct process** — The college will inform all parties of their options and about the adjudication procedures.
6. **File a complaint with the police** — The college will not discourage students from or pressure students into taking legal action off campus.
7. **Freedom from retaliation** — The college will not tolerate any form of harassment, retaliation, and/or intimidation of the complainant or the respondent, or of those supporting either party.

Adjudication Process

After the Dean of Students Office receives a complaint of sexual misconduct, the Student Conduct Administrator will initiate an investigation that could lead to charging a student with violating Whitman's Sexual Misconduct Policy. After the investigation, the case may be referred to the Student Conduct Administrator or the Council on Sexual Misconduct for adjudication and for sanctioning if appropriate. The following are important terms that relate to the judicial process.

1. **Notification** — If the Dean of Students or Student Conduct Administrator receives a report alleging a student's violation of the Sexual Misconduct Policy, the student will be notified of the accusation and apprised of the investigation procedures and the possibility of a hearing.
2. **Scope of the Judicial Process** — The college's judicial process extends to student conduct that occurs on campus, or off-campus conduct that seriously affects the student's suitability as a member of the Whitman College community.
3. **Investigation of Alleged Sexual Misconduct** — The Student Conduct Administrator will interview the student bringing the charge (complainant) as well as the accused (respondent) and any other person who can provide information relevant to the incident.
4. **Privacy** — The sexual misconduct hearing is closed to the public, and no one may disclose information from the hearing to anyone not legitimately involved in the proceedings. The written statements of both parties are educational documents protected by the Family Educational Rights and Privacy Act and, therefore, consent from the student who submitted the statement is required before any identifiable information can be disclosed to anyone other than college officials involved in the hearing process or who have a legitimate educational interest.
5. **Retaliation** — Any retaliatory action taken against a complainant or respondent of sexual misconduct or against their friends, acquaintances, or other persons cooperating in the investigation of a charge of sexual misconduct is a violation of college policy. This includes any form of intimidation, threats, harassment or knowingly filing a false complaint. Sanctions for retaliation can be as severe as those for sexual misconduct.
6. **Formal Hearing** — A Formal Hearing is held when cases alleging sexual misconduct are referred to the Council on Sexual Misconduct.
 - The Council on Sexual Misconduct is an ad hoc committee of the Council on Student Affairs and is the official body delegated to decide responsibility when alleged sexual misconduct is brought to a Formal Hearing. The Dean of Students chairs the Council on Sexual Misconduct but does not vote. The Dean moderates the proceedings and ensures that policy is followed.
 - The Dean of Students will choose two students and two faculty members from the Council on Student Affairs and two nonentry-level staff members at the college. The Council must be gender balanced.

- If not enough faculty and/or student members of the Council on Student Affairs are able to serve, the Dean will consult the Council on Student Affairs to choose replacement faculty and the Executive Council of ASWC for replacement student members.
- All participants on the Council on Sexual Misconduct must receive training. It is advisable that participants be retrained annually and mandatory that they be retrained every three years.

7. The Informal Hearing Process — In cases where the complaint is adjudicated by the Student Conduct Administrator, an informal hearing process will be followed.

Prevention and Education

The college conducts an annual mandatory training for faculty, students, and staff who participate in the adjudication for sexual misconduct cases. The training is designed to help the participants gain an understanding for the role of the council member or adviser, to become familiar with the sexual misconduct policy, and to become aware of the sensitive nature of sexual misconduct hearings and issues of confidentiality.

Green Dot is a violence reduction program that encourages bystanders to be actively engaged in making the campus a safe place for everyone. The basic concepts are very simple: **red dots**, which are brief moments in time when someone's words or actions contribute to violence or display apathy or indifference in the face of potential violence, are unwanted; **green dots**, which are brief moments in time when someone's words or actions make our campus safer and express intolerance for unsafe behaviors, are encouraged. All entering students participate in a 45-minute introduction to the Green Dot program during new student orientation and learn the basics of "doing Green Dots." A number of students are also nominated to participate in an in-depth Green Dot bystander training seminar each semester. In essence, Green Dot is about being actively engaged and making the safety of each individual the responsibility of our whole community.

For information about conduct hearings and appeal processes consult the full policy at : [www.whitman.edu/content/student-life/dean of students/smp/policy/html](http://www.whitman.edu/content/student-life/dean%20of%20students/smp/policy/html)



Alcohol

Alcohol use continues to be an issue of concern on college campuses all across the country. Its abuse by Whitman students is strongly discouraged because such behavior is counterproductive to the goals and mission of the college. Whether or not students choose to drink alcoholic beverages is their personal decision; however, individuals are held personally accountable for their actions at all times. The primary objectives of the college's policy and procedures on alcoholic beverages are (a) to promote responsible behavior and attitudes among all members of the college community, (b) to educate students concerning the use and effects of alcoholic beverages in order to promote responsible decision-making, and (c) to help individual students experiencing difficulties associated with the use of alcohol.

Regulations Concerning Alcohol

1. There shall be no drinking of alcoholic beverages and no open containers of alcoholic beverages in public places on the college campus or public areas in campus buildings. Exceptions may be made on an event-by-event basis under the following conditions:
 - a. The use of alcoholic beverages will be in full compliance with the Washington State Law.
 - b. The event is sponsored by a college-affiliated organization or an organization that has reserved the facility according to college procedures.
 - c. A college faculty or staff member assumes responsibility for the event and agrees to be present for its duration.
 - d. The department, division, office, or administrator responsible for the facility being requested agrees to the terms of the use of alcoholic beverages and the facility.

2. No ASWC fees or residence hall fees may be used for the purchase of alcoholic beverages.
3. Students and student groups must avoid the direct or indirect sale of alcoholic beverages.
4. Students will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, or the violation of any other campus regulations which may occur while they are under the influence of alcohol. Excessive consumption and/or purchasing large quantities of alcoholic beverages are considered a violation of the alcohol policy.
5. Students should be familiar with the Washington State law that governs the use and purchase of alcohol (see below).

Washington State Law

Students should know that the Alcoholic Beverage Laws of the State of Washington and the City of Walla Walla specify the following:

It is unlawful for people under the age of 21 years to acquire or have in their possession or consume any liquor except that given to them by their parents or guardian or administered by their physician or dentist for medicinal purposes. It is a violation of the State Liquor Act punishable by a maximum fine of \$5,000 or imprisonment, or both, for any person under the age of 21 years to purchase alcoholic liquors or to enter or remain on the premises of any establishment licensed to sell liquors at retail. The sale of alcoholic liquor to minors is a gross misdemeanor and the giving or supplying of alcoholic liquor to people under the age of 21, either for their own use or for the use of any other person for consumption on the premises or anywhere else, is a gross misdemeanor. The misrepresentation of age and the use of false or forged documents to obtain alcoholic beverages are gross misdemeanors punishable by a maximum fine of \$5,000.

Drugs

The possession, use, or distribution of illegal drugs or other controlled substances is a violation of the law. The college has chosen to take a strong stand against the use of controlled substances because of the significant risks that students assume when deciding to use them. Many of these substances are physically or psychologically addicting; the composition of “street” drugs can never be determined by the user and is often dangerous; strictly enforced laws and policies can lead to serious consequences for even the experimenter or occasional user. For example, jail sentences may be imposed, fines may be levied, and one’s status with the college as well as future employment opportunities may be jeopardized. The negative personal consequences that can happen to a student far outweigh any brief exhilaration or escape. The college strongly believes that any use of controlled substances is antithetical to the growth and development of students and contrary to the mission of Whitman College. Some drugs and substances, although not illegal, may also cause

harm and are dangerous to use. The college may apply disciplinary procedures to students who abuse these substances.

The college recognizes that substance use and abuse can cause serious problems for students, and wishes to provide information or personal assistance to anyone who seeks it. Current information regarding abuse is available from the Health Center. Personal counseling and referral to community resources are available in the Counseling Center and the Health Center.

Regulations Concerning Drugs

It is a violation of college policy to use, possess or distribute any illegal drug or controlled substance, except as expressly permitted by law. Any student choosing to violate this policy, or the laws of the State of Washington, should be prepared to accept the consequences of his/her decision. The college reserves the right to pursue legal and/or its own judicial action should students violate the law or this policy.

Other Prohibited Conduct

Disruptive Conduct

Lewd, indecent, obscene expressions or disorderly conduct that infringes on the rights of others or disrupts the educational mission of the college is prohibited.

Disruption of College Activities

Obstruction or disruption of teaching, research, administration, disciplinary procedures or other college activities, including its public service functions or other authorized activities on or off college premises, is prohibited.

Failure to Comply

Failure to comply with the directions of college officials acting in performance of their duties is prohibited.

False Information

Dishonesty and knowingly furnishing false information and including false identification on college forms is prohibited.

Firearms, Explosives, and Other Dangerous Weapons

No firearms or ammunition are permitted in outdoor areas of the campus or in any college-owned student-occupied buildings, including all fraternities and rentals, or in conjunction with any college-sponsored activity.

For the purpose of this policy, “bb” guns, illegal knives, blowguns, swords, slingshots, bows and arrows, crossbows, and similar devices are considered “dangerous weapons,” and their possession and use are prohibited.

Explosives of any type, including “fireworks,” “firecrackers,” “cherry bombs,” “bottle rockets” and the like, are prohibited at all times.

The only three exceptions to this policy are 1) law enforcement officers in the course of their duty; 2) firearms, explosives and other dangerous weapons used by faculty for educational purposes, and 3) students using firearms, explosives and other dangerous weapons for educational purposes who have received prior permission from the Dean of Students.

Items such as paint guns, paint balls, darts, knives, mace, and pepper spray used inappropriately, or in contexts for which they are not intended, will be treated as dangerous weapons. All firearms, explosives, and dangerous weapons will be confiscated.

Forgery of Documents

Forgery, alteration or misuse of college documents, records, or identification is prohibited.

Harassment

Covert or overt abuse, harassment, or intimidation of members of the college community or others is prohibited. This includes, but is not limited to, harassment on the basis of race, ethnic origin, disability, creed, gender, or sexual orientation.

Harm to Persons

Actions which result in or have the potential to cause physical harm or create conditions that pose a risk of physical harm or cause reasonable apprehension of physical harm are prohibited.

Conduct which threatens to cause harm, or creates hazardous conditions for others, such as dropping, throwing, or causing objects or substances to fall from windows, ledges, balconies or roofs is also prohibited.

Theft and Property Damage

Theft or damage to property of the college, a member of the college community, or others is prohibited.

Disciplinary Procedure

The procedures to be followed for enforcing the college's rights and responsibilities fall into five general categories:

1. Violations of college regulations and policies
2. Violations of regulations by student organization
3. Violations of regulations for residence halls
4. Sanctions
5. Summary dismissal

1. Violations of College Regulations and Policies

When a student is charged with the violation of a college rule or regulation, the matter will be handled as indicated below. The Student Conduct Administrator referred to herein will be designated by the Dean of Students. A student may be accused and subject to the procedures below at any time while enrolled at the college. The procedures below are superseded by other procedures in this handbook in cases of sexual harassment, sexual misconduct or academic dishonesty.

- a. An appointment between the student and the Student Conduct Administrator will be arranged.
- b. In the meeting with the Student Conduct Administrator, the student will be told what policy was allegedly violated and receive a description of the incident including time, date, location, and summary of the evidence. The student will also receive a copy of the Rights and Responsibilities section of the Student Handbook, be informed of his/her rights, have the charges explained and options outlined, and have the opportunity to make a statement and ask any pertinent questions. Students who fail to appear at the appointed time or fail to reschedule the appointment will receive written notice of the charges, with all of the above information included, and the opportunity to appear in person before the Student Conduct Administrator within two class days of receipt of the notice. Failure to respond at this time will result in the student waiving the right to a hearing and being assessed an appropriate sanction by the Student Conduct Administrator based on the evidence available.
- c. The above initial meeting will result in one of four possible outcomes:
 - i. The Student Conduct Administrator may dismiss the charges.
 - ii. The student may accept responsibility for the violation and have a sanction imposed by the Student Conduct Administrator. Such a disposition of the case shall be final, and there will be no subsequent proceedings or appeals.
 - iii. The student and the Student Conduct Administrator may agree to continue the meeting at a future time. At this subsequent meeting the student may make a statement, present witnesses, and have an adviser (who must be a student or college employee) present. Within two class days of this second meeting the Student Conduct Administrator will inform the student of the decision in writing with an imposed sanction if applicable. This decision may be appealed to the Dean of Students within five class days of its receipt.
 - iv. The student may elect a formal hearing before the Council on Student Affairs. The Student Conduct Administrator may refer the case to the Council on Student Affairs if the case warrants it. Up until the time the Council on Student Affairs meets to hear the case referred to it by the student, the student may change his/her mind and have the case proceed as in No. iii above.

d. If the student chooses a hearing before the Council on Student Affairs, or the case is referred to the Council on Student Affairs by the Student Conduct Administrator, the procedure will be as follows:

- i. The Student Conduct Administrator will provide the student with a written summary of the evidence and charges, a notice of the time and place of the hearing, the names of adverse witnesses, and a list of names of members of the Council on Student Affairs. The hearing will not occur less than 72 hours after the student receives the notice. The student may challenge any voting member of the Council for cause. The Chair of the Council on Student Affairs will rule on all such challenges.
- ii. At least 48 hours prior to the hearing the student must provide the Student Conduct Administrator with the names of witnesses to be called, if any. However, at any time prior to the hearing the student or the Student Conduct Administrator may introduce new evidence or witnesses with due notice to the other party.
- iii. The student may choose an adviser from the Whitman College community (student or employee) to help prepare his/her case. This adviser may be present at the hearing but may not speak aloud. The adviser may only consult with the student.
- iv. Other than the student, his/her adviser and the Student Conduct Administrator, who will present the case to the council, only those others who are called on by the Council on Student Affairs to present information relating to the case will be allowed to testify. The Chair of the Council on Student Affairs will rule on all such questions.
- v. A quorum of the Council on Student Affairs for the purpose of the hearing shall be two-thirds of those members eligible after challenges have been ruled upon.
- vi. At the hearing the statements of charges and supporting evidence will be presented by the Student Conduct Administrator and reviewed. The student may make a statement and present evidence and witnesses in his/her defense. The Student Conduct Administrator or Council on Student Affairs may question the student and any witnesses. The student may choose not to answer any questions. The student shall be given the opportunity to submit in writing any questions that he/she would like asked of any witness.
- vii. If the student fails to appear at the hearing, the Council on Student Affairs may proceed in his/her absence and may assess an appropriate sanction based on the evidence available.
- viii. All decisions by the Council on Student Affairs will be by a two-thirds vote of those eligible and will be based only on the evidence presented at the hearing. The standard of evidence to be used by the Council in reaching determinations of responsibility shall be a "preponderance of evidence."

- ix. After the deliberations the Chair of the Council on Student Affairs will inform the student in writing of the decision within two class days of the hearing. Notification will include a sanction if applicable.
- x. A decision by the Council on Student Affairs may be appealed by a student who is the subject of disciplinary action by the council when:
 - (1) He or she feels that there has been a procedural error in the discipline process by the council; or
 - (2) Evidence or information relevant to the case did not arise during the hearing.
- e. If the accused student wishes to appeal the council's decision, he or she may petition the Chair of the Faculty in writing, stating which of these two grounds is being used as the basis for the appeal. The Chair of the Faculty will then act on the petition in one of three ways.
 - i. The Chair of the Faculty may decide to hear the appeal and then rule.
 - ii. The Chair of the Faculty may form a panel to hear the appeal.
 - iii. The appeal petition may be rejected.
- f. Near the end of the semester all of the above time provisions may be altered by the Student Conduct Administrator in consultation with the Dean of Students. However, care must be taken in such cases to ensure that the accused maintains the basic rights of these procedures.

2. Violations of Regulations by Student Organizations

Student organizations and activities are subject to the supervision of the Dean of Students. Regulations for organizations and activities have been established by the Dean of Students, the faculty, and other student and college committees or organizations. They appear elsewhere in this handbook. Violations of these duly established regulations by organizations will be handled according to one of the following means:

- a. The Interfraternity Council is responsible for dealing with all interfraternity disputes and all violations of the Interfraternity Council Constitution by individual fraternities or fraternity members. A fraternity member who violates college regulations and policies, except those concerning plagiarism or sexual misconduct, may be referred to the Interfraternity Council's Conduct Officer by the Dean of Students, provided the member has signed a conduct privacy release form from the Interfraternity Council. The Conduct Officer may meet with the fraternity member and/or his Chapter President, and has the authority to develop sanctions and/or punishments for the fraternity member pursuant to approval from the Dean of Students. The Dean of Students or his/her designee will decide whether to involve

the Interfraternity Council's Conduct Officer on a case-by-case basis. However, Interfraternity Council involvement in an individual's conduct violation does not preclude his fraternity or the college from holding further hearings or imposing additional sanctions. Final decisions regarding sanctions for the fraternity member shall rest with the Dean of Students, who will review Interfraternity Council rulings for consistency with college regulations and fairness. Individual students or a fraternity may appeal an Interfraternity Council decision to the Dean of Students. In addition, the Dean of Students or his/her designee may investigate any alleged violations of college policy, hold hearings, and impose sanctions on fraternities or their members.

- b. The Panhellenic Judicial Board is responsible for dealing with all Panhellenic disputes and all violations of the Panhellenic Constitution by individual sororities and sorority members. Panhellenic Judicial Board rulings are to be reviewed by the Dean of Students for consistency with college regulations and fairness. Individual students or a sorority may appeal a Panhellenic Judicial Board decision to the Dean of Students. In addition, the Dean of Students or his/her designee may investigate any alleged violation of college policy, hold hearings and impose sanctions on sororities or their members. A sorority or a member of a sorority has the option of a hearing before the Student Conduct Administrator or the Panhellenic Judicial Board.
- c. Violations of the constitution of the Associated Students of Whitman College, or allegations of individual students or student organizations against the Associated Students of Whitman College, are the responsibility of the Dean of Students.
- d. All other violations of college policy by student organizations are the responsibility of the Dean of Students. In dealing with such cases student organizations have the right to know the charges against them, to respond to charges, to present witnesses on their behalf, and to appeal decisions of the Dean of Students to the Council on Student Affairs.

3. Violations of Regulations for Residence Halls

Residents of and visitors to college residential facilities are subject to the supervision of the Dean of Students. Regulations and procedures for enforcement of conduct violations have been established by the Dean of Students and various living group councils or other college committees.

The primary concern of the Residence Hall staff is the community living environment. If an individual's behavior does not allow others in the community to benefit from the available college experiences, or infringes upon the rights of others, the staff must intervene. Individuals must be confronted with the inappropriateness of their behavior in the most constructive and educational ways possible and be helped to understand the impact that it has on others. Accordingly, detailed procedures for enforcing residence hall regulations have been developed and are available in the Office of Residence Life. These include the initial responsibility of confronting disruptive behavior by peers and the intervention of residence hall staff, the college administration, and college-wide hearing boards when necessary.

Specific regulations are covered in the Residence Hall Agreement that each student signs as one of the requirements for living in a residence hall.

4. Sanctions

The severity of any disciplinary action shall depend not only on the seriousness of any individual violation but also on the complete record of campus citizenship of the student involved. The categories of official disciplinary action are:

- a. Dismissal or Expulsion** — Permanent termination of student status.
- b. Suspension** — Removal from the college for a definite period of time with reinstatement dependent upon the fulfillment of stipulated conditions.
- c. Conduct Probation** — Terms of probation will be set by the Council on Student Affairs, the Dean of Students, or the Student Conduct Administrator.
- d. Suspended Conduct Probation** — Probationary status under the terms of which any further violation of good conduct by the student involved may result in the immediate application of conduct probation or a more severe penalty.
- e. Other Official Action** — This may include verbal warning, written warning, loss of privileges, restitution of damages, prohibition of participation in commencement exercises, withdrawal of permission to re-enroll, or other action appropriate to the offense.

5. Summary Dismissal

The President of the college shall have the authority, when there is just cause, to summarily dismiss a student from the college.



Maintaining a Safe Campus

Medical/Administrative Leave

The college reserves the right to place a student on temporary leave if the health or behavior of that student places him or her in jeopardy or disrupts the normal activities of other students or the college.

Safety and Emergencies

Whitman College is a friendly community of people who know, respect, and watch out for each other. The staff of the Office of Security plays an important role in ensuring the safety of students, faculty, staff members, and visitors to campus.

Whitman is a small college in a small town. This fact can create a false image of security. You should keep your door locked when you are not in your room. Report any incidents, attacks, or threats to your Resident Assistant, Resident Director, or the police immediately. Incidents also should be reported to Security (x5777).

In case of emergency, dial 911 from any phone on campus.

Don't walk alone at night. Campus Security is on duty 24 hours a day, and at night staff is available to escort you (x5777). Stay alert and take precautions, especially during times of the year when you are keeping odd hours. To become familiar with the faces and names of security staff, consult the Security Office Web page at www.whitman.edu/content/security/staff.

Security phones (known as blue light phones) are located in several areas of the campus. Please do not hesitate to use them in a criminal, fire, or medical emergency. If you do have an emergency, push the red button and this will activate the phone. A police dispatcher will then come on the line to assist you. Please stay on the line until the police, fire or medical personnel arrive. You also can use this phone for minor emergencies such as requesting an escort or reporting a theft. To make a call, push the black call button to get a dial tone, and then enter 5777 to reach the Security Office. After your call has been completed push the call button again to hang up the phone. Please stop by the Security Office in Memorial 117 if you have any questions about campus security.

All students' rooms are subject to inspection for reasons of safety, health, and maintenance. The college is not responsible for money, jewelry, or other valuables in your room. Cash may be deposited in the Business Office for safekeeping on a temporary basis.

Fire Safety

College buildings are provided with fire alarms, fire extinguishers, and other forms of fire safety equipment in order to ensure the safety of all persons associated with the college. The college regards any tampering with fire safety equipment as a serious offense which potentially endangers the lives of hundreds of students. For this reason the following regulations have been established.

1. Dangerous or malicious misuse of fire in college buildings such as the burning of material in waste baskets or on bulletin boards, damaging fire doors, etc., is viewed as serious misconduct by the college. Anyone found responsible for these actions will be subject to disciplinary action.
2. The removal, possession, destruction, theft, or misuse of fire safety equipment such as fire alarms, fire exit signs, smoke and fire detector alarms, and similar safety equipment shall be subject to disciplinary action.
 - a. It is a city ordinance that anyone tampering with fire extinguishers in any fashion is subject to a fine of \$500 and/or 30 days in jail. Persons found to be misusing fire extinguishers may be reported to civil authorities in addition to the penalties set above.
 - b. The setting of false alarms is a misdemeanor punishable by civil authorities with a fine of up to \$500 and/or 30 days in jail. Persons found to be setting off false alarms will be reported to civil authorities for civil action in addition to the penalties set above.
3. For the purposes of the above regulations and penalties, fraternities are considered to be college residences.

Do not ignore fire drills; they serve a purpose. Hall residents are expected to participate in fire drills for their own protection.

If you discover or suspect a fire, sound the alarm.

- Go to a fire alarm box and pull the lever.
- If the alarm does not operate and you are not in immediate danger, shout and knock on doors.
- Call the fire department when you are out of danger (911).

If you hear a fire alarm, leave the building.

Walk; do not run to the nearest stairway. If the nearest exit is blocked by smoke, heat or fire, go to an alternate exit. If all exits from the floor are blocked, go back to a remote room, close the door and open the windows. They should be opened slightly at the top to let out heat and smoke and at the bottom slightly to let in fresh air. Hang a sheet or towel out of your window so the fire department knows you are there.

Safety

Climbing on campus buildings, including rooftops, potentially endangers members of our community. Therefore the following behaviors are prohibited:

- Use of a fire escape, except in emergency situations, is prohibited.
- Students are not allowed on campus rooftops, except with written permission.
- Climbing on campus buildings except in specified activities on the climbing wall is prohibited.

Buildings and Grounds Usage

1. General use of Campus Areas and Facilities

- a. Members of the college community may reserve and use areas and facilities of the campus in accordance with established procedures.
- b. Those who are not members of the college community may use college facilities when invited by a member or an organization of the college. Request for use and rental of campus facilities may be made according to established procedure.
- c. Use of buildings and grounds must not disturb regular college functions or approved activities, nor interfere with movement to and from activities or facilities.
- d. All fire regulations and room capacities must be observed.
- e. Volume of amplification used in outdoor areas should be adjusted to reach only the audience present and should not interfere with other activities or the educational program of the college.
- f. Sleeping or camping on campus grounds in sleeping bags, tents, lean-tos, and similar structures is forbidden without prior approval from the Dean of Students.
- g. Park bicycles only in areas specifically designed for bike parking. (i.e. designated bike racks). Do not attach bicycles to stair or ramp railings, garbage containers, light poles, or other fixtures not intended for bicycle parking.

2. Accessibility

Elevators are available for anyone who has a temporary or permanent condition which makes it difficult to walk up stairs. Students who have questions about access issues should contact the staff in the Academic Resource Center.

3. Scheduling and Reservation of Space

- a. Scheduling of facilities by on-campus groups may be made through the Conferences and Events Coordinator or through the Registrar for classrooms, Monday through Friday between 8 a.m. and 4 p.m.
- b. Off-campus groups may arrange to use college facilities through the Conferences and Events Coordinator, according to the rental rate schedule available in that office.

- c. Priority for use of college buildings and grounds shall be:
 - i. Regularly scheduled classes granting Whitman credit.
 - ii. Programs sponsored by the college — related to its academic interests.
 - iii. Activities sponsored by ASWC or other college recognized or affiliated organizations.
 - iv. Noncollege-related groups or individuals.

4. Soliciting

- a. Campus Organizations
 - i. Members of the college community may collect dues, initiation fees, and admission charges where they are applicable.
 - ii. Members of the college community may sell noncommercial literature and materials.
 - iii. Members of the college community may solicit donations.
 - iv. Official alumni and other college-related organizations may raise funds in accordance with established procedures.
- b. Off-campus Groups
 - i. Nonmembers of the college community may not sell products or services on the campus except:
 - 1. in the Reid Campus Center where permission of the Associate Dean of Students has been obtained;
 - 2. in the Residence Halls where permission of the Director of Residence Life has been obtained; or
 - 3. in other locations where an appropriate rental agreement has been prepared by the college Treasurer.
 - ii. Nonmembers of the college community may not raise funds on the campus. However, the college President or his designee may approve a limited number of fundraising programs for charitable organizations and public service agencies.

5. Posting

- a. In order to provide for free expression on the campus, yet to prevent damage to college property and to avoid public confusion as to the college's official positions, the following regulations have been established:

- i. Signs may be attached to the tennis court fence, on stakes placed in the interior of the campus, and on bulletin boards.
- ii. Students and student organizations have the responsibility to indicate that they speak only for themselves. The name of the sponsoring organization should clearly appear on all posters, signs, etc.
- iii. Signs, banners, posters, flags, and the like will not ordinarily be displayed on college buildings or doors. An exception may be made for signs publicizing college-sponsored events of interest to the public. Such signs may be attached to certain college buildings with the prior permission of the Dean of Students.
- iv. No posters, painting, or other materials are permitted which will deface college property in any way, either as a result of the sign itself, or in the manner placed. No sign may be attached to plaster walls in the interior of any building. Use bulletin boards only.
- v. All signs must be removed by a representative of the organization placing the sign not later than one day following the event.
- vi. The display of signs or embellishments of any type are inappropriate to the most formal exercises in the life of the college, such as Convocation, Baccalaureate, and other public performances. Exceptions may be made with permission from the Dean of Students.
- vii. Questions concerning these policies should be addressed to the Dean of Students.

6. Circulars and Handbills

- a. Circulars and handbills may be distributed by members of the college community on the college campus.
- b. Distribution of circulars and handbills shall not interfere with the educational program or other events and activities, nor interfere with movement to and from activities or facilities.

7. Visiting Speakers

- a. Any faculty or recognized student group may invite any speaker to the campus. Routine procedures are required by the college before a guest speaker is invited to appear on campus. These procedures are designed to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The appearance of any invited speaker does not involve any endorsement, either implicit or explicit, of his/her views by the institution, its faculty, its administration, or its governing boards. No speaker should be scheduled by any group or person before first checking the scheduling calendar at the Campus Events Office (x5251) in the Reid Campus Center.

8. Other

- a. All appropriate facilities and services of the college are available to all regularly enrolled students. Students who are on leave or enrolled in some program not offered on the campus are not regularly enrolled students and are not entitled to share in such facilities and services as are provided for enrolled students.
- b. Unauthorized entry to or use of college facilities is prohibited. Students do not have access to their rooms during Winter or Spring Breaks. Unauthorized use of facilities during these times is considered unlawful entry.
- c. Unauthorized possession or use of college keys or duplication of any college key is regarded as a serious offense, and appropriate action will be taken by the college. The misuse of college keys endangers the security of the personal effects of individuals residing in residence halls as well as that of college property.
- d. No pet shall be allowed on campus unless it is leashed or under the close and continuous supervision and control of its owner. No pets may be tethered to a tree, post or any other object. Security will call Animal Control if pets are found to be tethered or running loose and unattended on campus.

Information Technology Policies

The computer and networking resources are the property of Whitman College. Whitman students are entitled to an account to access those resources. The account is for the exclusive use of the person who is assigned the account and password. Lending of an account to another person is not permitted, and is considered to be a violation of college policy and may result in disciplinary action. All students should read the Information Technology Policies. They can be accessed through the following site: www.whitman.edu/content/wcts/policies/aup. The last three sections of the Acceptable Use Policy, parts III, IV, V, are particularly important to students and are listed below.

Conduct

Activities that violate the Acceptable Use Policy include, but are not limited to, those in the following list:

- a. Using a computer account that does not rightfully belong to you.
- b. Violating copyright laws and their fair use provisions through inappropriate reproduction or distribution of copyrighted files (including movies, music, computer software, text, and images). For further information go to <http://www.whitman.edu/content/copyright/policy>.
- c. Using the Campus Information Technology (IT) infrastructure to gain unauthorized access to other computer systems.

- d. Unauthorized connecting of equipment to the campus network (this includes personal hubs in rooms).
- e. Attempting to break into the system by circumventing data protection schemes or uncovering security loopholes. This includes the wrongful use of programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- f. Knowingly or negligently performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- g. Attempting to damage or to place excessive load on a computer system or network by using programs, such as (but not limited to) computer viruses, Trojan Horses, and worms.
- h. Deliberately wasting or overloading computing or printing resources, or deliberately using excessive bandwidth on the network.
- i. Violating terms of software licensing agreements.
- j. Using college resources for nonacademic commercial activity such as creating products or services for sale, without expressed college approval.
- k. Using electronic mail or other Information Technology resources to abuse, harass, or intimidate members of the college community and others on any basis including race, ethnic origin, creed, gender, or sexual orientation. Users are reminded that sexually suggestive materials displayed inappropriately in public places, the classroom, or the workplace may constitute sexual harassment.
- l. Propagating mass mailings with the intent of flooding (“spamming” or “bombing”) the accounts of others.
- m. Forging the identity of a user or machine in an electronic communication.
- n. Transmitting or reproducing materials that are slanderous or defamatory, or that otherwise violate existing laws or college regulations.
- o. Attempting to wrongfully monitor or tamper with another user’s use of the college’s Information Technology infrastructure (such as reading, copying, changing, or deleting another user’s files or software) without the knowledge and agreement of the owner.

Authorization

- a. Personal use of Whitman College computing resources by staff employees during working hours is an issue that will be determined by the employee’s supervisor.
- b. Use of college computing and network facilities for nonacademic commercial monetary gain requires the approval of the college and may require a written contract that gives full details of any financial obligation and/or charge for use, if any.
- c. Connecting network devices, such as “network hubs” to the campus system will require authorization from the Chief Technology Officer (CTO) or his/her designee.

- d. Setting up a domain on a computer located on the Whitman College network will require authorization from the CTO or his/her designee.
- e. Authorization decisions may be appealed to the appropriate Dean or supervisor.

Enforcement of Policies

Failure to comply with any of the above policies may result in termination of network privileges, college disciplinary action, and/or criminal prosecution. It is understood that users may unwittingly create problems for others by, for example, employing programs that monopolize the network bandwidth. In such cases the CTO or his/her designate will contact the user and explain why and how the user needs to modify his or her electronic behavior. A policy clarification letter may be written. In cases of repeated problematic behavior, the CTO may recommend to the appropriate Dean or supervisor that a formal warning be placed in the user's college record. If so, the user will be notified of this recommendation and will be allowed the opportunity to provide a response to the recommendation in advance of the Dean's/supervisor's decision.

Access to computing resources may be suspended temporarily at any time by the CTO or his/her designate if there is clear evidence to suggest that the resource(s) are being used in a manner that seriously compromises the security and/or integrity of the resource(s). In such a case, the owner of the account will be sent notification of this action within 12 hours and assisted in extracting such files as are immediately needed (e.g., for class assignments) and/or establishing a new, secure account, as appropriate.

Upon suspension, a user shall discuss the issue with the CTO or his/her designate in order to reestablish an account. The account shall be reestablished within one business day of a satisfactory conclusion to this meeting. If the account is not reestablished to the user's satisfaction, he or she may appeal to the appropriate office of the college. The CTO or his/her designate also may choose to refer the case for disciplinary action in accordance with established procedures. For students, it is as described in Part 5, Section 2 of the Whitman College Student Handbook. For faculty or staff, see appropriate handbook.

Motor Vehicles

No motor vehicle, including motorcycles, motor scooters, etc., shall be parked or driven on the grass, walks, or pathways on campus. Motorcycles and motor scooters must be parked in authorized parking areas. Fire regulations do not permit parking in buildings. Students are urged to use campus parking as a courtesy to neighbors.

Smoking

Smoking is not allowed in any building on campus, or within 25 feet of an entrance.

