

FACULTY CODE

(Faculty Meetings Through May 31, 2009)

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CHAPTER I

The Faculty

Organization, Powers, Responsibilities, and Officers

Article I. Composition of the Faculty

Section 1. The Faculty shall consist of the President of the College and the members of the instructional staff who hold the title of Dean, Professor, Associate Professor, Assistant Professor, Instructor, or Non-tenured Assistant Professor, Associate Professor, or Professor of Forensics, Senior Lecturer, and Senior Adjunct Assistant Professor.

- a. Any administrative officers shall also be deemed members of the Faculty.
- b. Professorial rank as used hereafter is to mean the rank of Instructor, Assistant Professor, Associate Professor, and Professor.
- c. The instructional staff includes all individuals having classroom teaching responsibilities.
- d. The Forensics Track consists of those faculty members holding the titles Non-tenured Assistant Professor or Forensics; Non-tenured Associate Professor of Forensics; and Non-tenured Professor.
 - 1) Although the titles given to faculty in the Forensics Track parallel those given to tenure-track faculty, they are to be considered distinct.
 - 2) Faculty members in the Forensics Track are eligible to attend meetings of the faculty and vote therein, sit on faculty committees and serve as faculty officers, participate in convocation and commencement exercises, apply for funds from the ASID program, apply for sabbaticals.
 - 3) The criteria applied in evaluating sabbatical proposals from faculty members in the Forensics Track will agree with those applied to proposals submitted by tenure-track faculty, except that special consideration will be given to the effect of a proposed sabbatical upon an individual's coaching or other responsibilities.
- e. Visiting Professors, Lecturers, and other members of the instructional staff, with the exception of assistants, and non-teaching Whitman staff members invited by the president to attend specific Faculty meetings, shall have the privilege of sitting with the Faculty, but shall not be entitled to vote (Charter, Sec. 4, and Const., Art. V, Sec. 1 and 2).

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- f. The term "teaching member of the Faculty" used in matters such as the election and appointment to Faculty positions, is defined to include all full and part-time members of the Faculty eligible for tenure, (see Ch. I, Art. II, Sec. 3).
- g. Part-time faculty members who are full-time employees of the College will be considered "teaching members of the Faculty" upon individual decision by the President at the time of initial appointment or reappointment if they meet the provisions of the following guidelines:
 - 1) At least 50 percent of the appointee's time is devoted to teaching.
 - 2) The individual is professionally prepared for a full-time teaching assignment on the Whitman College faculty.
 - 3) The individual is granted regular faculty status with the rank of Professor, Associate Professor, Assistant Professor, or Instructor.
 - 4) The teaching portion of the employment obligation is considered a permanent one.
- h. Excluded from the provisions of Ch. I, Art., I., Sec. 1, e and the guidelines pertaining thereto are those members of the college staff whose appointment or contract assigns them primarily to administrative positions (for example, the President, the Deans, the Registrar, etc.) whether or not they teach one or more courses.

Article II. Appointment and Removal of Faculty Members

Section 1. Initial Appointments

- a. The Board of Trustees shall have the power to appoint and remove the President of the College, the Professors, Tutors, Teachers, and any other necessary Agents and Officers, and may fix the compensation of each. (Charter, Sec. 4.)
- b. All appointments to the teaching faculty of Whitman College shall be made by the Board of Trustees on recommendation of the President of the College. (Const., By-Laws, Art.V, Sec. 1.)
- c. The Trustees, Overseers, Faculty, and Officers of instruction and administration shall sign the Roll of Official Records of Trustees, Overseers, Faculty, and Officers of Instruction and Administration, and shall subscribe to the following declaration:

In signing this Roll, I accept the position written in against my name, to which I have been elected by the constituted authorities of Whitman College. I hereby declare my intention of fulfilling the duties thereof, and of supporting faithfully

the Constitution, By-Laws, and regulations of Whitman College. (Const., Art. XI.)

Section 2. The Length of Appointments

- a. The initial appointment of a person as a member of the Faculty at the non-professorial ranks of Assistant or Associate or, at the professorial ranks of Instructor or Lecturer, shall be for a term of 1 academic year. The term for instructors shall be renewed only by reappointment for 1 academic year (Const., By-Laws, Art. V, Sec.2).
- b. Initial appointments at the rank of Assistant Professor, Associate Professor, or Professor shall always be for a term of 2 academic years, as provided in the Constitution (By Laws, Art. V, Sec. 3). Upon expiration of the initial 2-year term, appointments at these professorial ranks are renewable, subject to the tenure decision in the case of Professor, and to the provisions of the Constitution (By-Laws, Art. V, Sec. 4) for all three ranks.
- c. Faculty in the Forensics Track will be evaluated by the Personnel Committee, which will make recommendations to the Provost and Dean of the Faculty and the President of the College regarding promotion and contract renewal. Upon positive evaluations, the normal schedule for promotion and contract renewal in the Forensics Track is as follows:
 - 1) three 2-year contracts, during which the individual will hold the title Assistant Professor of Forensics.
 - 2) promotion to Non-tenured Associate Professor of Forensics, after which the individual will receive 5-year contract renewals.
 - 3) after two 5-year contract renewals, consideration for promotion to Non-tenured Professor of Forensics.
- d. Temporary appointments to the Faculty that result from a regular search process cannot be held for more than 5 years.

Section 3. Tenure

- a. Except in the case of initial appointment to the Faculty, all appointments at the rank of Professor shall be for indefinite tenure. Indefinite tenure means that the appointment shall not run for a fixed term or period and shall be terminable only as hereinafter provided. (Const., By-Laws, Art. V, Sec. 5.)
- b. Persons holding the rank of Associate Professor, Assistant Professor, and Instructor may be given indefinite tenure by special vote of the Board of Trustees at any time

but, with the exception of the teaching faculty in the Forensics Track, any such who have not been given indefinite tenure at the beginning of their 7th year of service shall at that time be notified in writing whether they will be given indefinite tenure at the beginning of their seventh year of service.

In the event that indefinite tenure be not given, such persons shall be entitled to a 7th year of service but shall not be continued in the service of the College beyond the end of their 7th year. (Const., By-Laws, Art. V, Sec. 6.)

- c. No tenure regulations shall apply to part-time members of the instructional staff regardless of title, unless the following guidelines pertain:
 - 1) At least 50 percent of the appointment is devoted to teaching.
 - 2) The individual is professionally prepared for a full-time teaching assignment on the Faculty.
 - 3) The individual holds regular faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor.
 - 4) The teaching portion of the position is considered a permanent one.
 - 5) Tenure for such part-time member of the instructional staff shall be half-time tenure.
- d. Nor shall tenure regulations apply to any person not holding the title of Professor, Associate Professor, Assistant Professor, or Instructor. (Const., By-Laws, Art. V, Sec. 10.) Faculty in the Forensics Track are not eligible for tenure.

Section 4. Causes for Suspension or Dismissal

Regardless of the status of his or her tenure, any member of the Faculty may be suspended or dismissed by the Board of Trustees for any of the following reasons: (Const., By-Laws Art. V, Sec. 7.)

- a. Conviction of an infamous crime.
- b. Misconduct reflecting seriously upon the College or upon the character and reputation of the person involved.
- c. Being a member, associate, or supporter of any organization or group which gives allegiance to a foreign power or strives to undermine or overthrow the government of the United States by other than constitutional means.

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- d. Mental or physical disability or unfitness to perform the duties for which he or she was appointed.

Section 5. Procedures for Suspension or Dismissal

- a. In every case of proposed dismissal, the procedure approved by the American Association of University Professors and the Association of American Colleges will be followed. (See A.A.U.P. Bulletin, March, 1958, pp. 272-274.)
- b. In implementing these procedures, the following steps shall occur:
 - 1) In cases of an accusation of sexual harassment the procedures outlined in Chapter X of the Faculty Handbook shall be followed. In all other cases the following steps constitute the procedures.
 - 2) The President shall consult with the person whose dismissal is being considered, and at the option of the President or request of the defendant other persons may be present at the interview.
 - 3) If the President decides to continue with consideration of dismissal, an advisory-investigatory committee shall be appointed. This committee shall consist of the 5 senior members of the full-time tenured teaching Faculty, subject to the following specifications:
 - a) Seniority shall be determined according to total length of service with the College.
 - b) No members of the Academic Council will be included; and
 - c) The committee shall be chosen to assure representation of the three divisions.
 - 4) If the President decides to proceed toward dismissal, the Academic Council at the request of the faculty member shall act as a hearing committee.
 - 5) Resignation or dismissal of charges may occur at any point in the procedure.
- c. The faculty member may, however, be suspended without pay by the President pending the aforesaid hearing and final action by the Board of Trustees. (Const., By-Laws, Art. V, Sec. 7.)

Section 6. Procedures for Evaluation

- a. The President and the Provost and Dean of the Faculty, in consultation with the Faculty, shall disseminate a statement of faculty evaluation policy and procedure in the Faculty Handbook.
- b. In the course of making decisions concerning advancement in rank, contract renewal, and tenure appointments, the President shall consult with the Provost and of the Faculty and the Faculty Personnel Committee (described in Ch. I, Art. V, Sec 14).
- c. A Faculty member who has been the subject of such evaluation proceedings may request, within 2 weeks after he or she is notified in writing of the results, that the Provost and Dean of the Faculty appoint a review committee to determine whether the decision was the result of adequate consideration in terms of the relevant standards of Whitman College as expressed in the current procedures and criteria for evaluation.
The current statement of faculty evaluation policy and procedures shall provide for the selection of the review committee. If the review committee finds that reconsideration would be appropriate, the case shall be returned to the original evaluation committee for reconsideration.

Section 7. Retirement

The Board of Trustees shall have authority to terminate by retirement the appointment of any Faculty member who by reason of mental or physical disability has become unable to perform the duties for which he or she was appointed. (Const., By-Laws, Art. V, Sec. 8.)

Early and phased retirement are available as options as approved by the Board of Trustees.

Upon retirement, all faculty in good standing will be given Emeritus status following the recommendation of the Division Chairs Committee and President and upon approval by the Board of Trustees.

Section 8. Leaves of Absence for Non-Tenured Faculty

A member of the Faculty who does not have tenure and who requests a leave of absence may be granted a leave of absence subject to the condition that he or she is under no obligation to return to the College and that the College is under no obligation to hold the position open for him or her but that by mutual agreement he or she may return. (Const., By-Laws, Art. VI, Sec. 5)

Article III. Powers of the Faculty

- a. The Faculty shall have power to arrange the courses of study, and to take proper measures for the government and discipline of the students, and to suspend and expel offenders as may be deemed necessary. The foregoing authority may be delegated to a properly constituted committee, the Faculty reserving the right of review. (Const., Art. V, Sec. 2.)

- b. All members of the faculty, whether on appointment with continuous tenure or not, are expected to adhere to the standards expressed in the 1987 Statement on Professional Ethics, as adopted by the American Association of University Professors. Moreover, all members of the faculty, whether on appointment with continuous tenure or not, are entitled to academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure and additions and amendments thereto formulated by the American Association of University Professors.
- c. The Faculty shall make such rules for its own organization and government as it shall deem proper, except as elsewhere provided. (Const., Art. V, Sec. 3.)
- d. These rules may be amended at any regular meeting of the Faculty. Every amendment shall specify the Chapter, Article, Section, and Paragraph of this Codification which is to be amended.
- e. Only those Faculty members who are eligible to vote (see Article I, Composition of the Faculty) may serve on committees that are elected by the Faculty.
- f. Any Faculty member may invite to the campus any speaker. The appearance of any invited speaker does not imply any endorsement, either implicit or explicit, of his or her own views by the Institution, its Faculty, its Administration, or its Governing Boards.

Article IV. The Organization of the Faculty

Section 1. Officers of the Faculty

The officers of the Faculty shall be a President, to be known as President of the College, the Deans, a Chair, and a Secretary, of whom the President and Deans shall be chosen by the Board of Trustees. (Const., Art. V, Sec. 5a.)

Section 2. The President

- a. The President of the College shall be the executive head and shall have charge of all the internal administration of the College.
- b. He or she shall have general responsibility for the welfare and advancement of the institution and of all its relations to the public, and for the care of the buildings, grounds, and equipment of the College.
- c. He or she shall make recommendations from time to time to the Board of Trustees and the Board of Overseers, and shall appoint all new members of the Faculty, the educational staff, and the administrative staff, except as otherwise provided in the Constitution and By-Laws. Such appointments of the President shall be subject to confirmation by the Board of Trustees.

- d. On the nomination of the President, the Board of Trustees may appoint a Vice-President to perform such duties as the President, the Board of Trustees, or both may require. (Const., Art. v, Sec. 5b.)

Section 3. The Deans

The duties of the Deans of the College shall be determined by the President. (Const., Art. V, Sec. 5, c.) The Provost and Dean of the Faculty may appoint an Associate Dean of the Faculty who shall serve a three-year term. This person will be chosen from the tenured faculty.

Section 4. The Chair of the Faculty

- a. The Chair of the Faculty shall be elected by the Faculty for a 3-year term and shall not be elected for a second consecutive term. He or she shall, at the time of election, be a full-time teaching member of the Faculty. He or she may not simultaneously serve as Division Chair or be a member of the Board of Review or the Policy Committee. He or she shall maintain his or her office in one of the locations normally assigned to teaching members of the Faculty, and not in a facility devoted primarily to members of the administrative staff. He or she presides at all regular faculty meetings and at meetings of the Academic Council, and is a member of the Committee of Division Chairs. Governance of Baker Faculty Center is the responsibility of the Chair of the Faculty. He or she attends meetings of the Board of Trustees, the Executive Committee of the Board of Overseers, and the Alumni Board, and also sits with the Budget Officers of the College in the President's Council.
- b. The Chair shall chair those portions of the faculty meeting to which he or she brings his or her agenda and meetings of the Faculty held as Committee of the Whole. He or she shall retain membership privileges in those meetings. In the absence of the Chair of the Faculty, the previous Chair of the Faculty shall preside, and if the previous Chair is not available then the Chair of the Policy Committee shall preside.
- c. He or she shall chair meetings of the Academic Council, voting only in case of a tie.
- d. He or she shall have membership on the President's Cabinet. He or she shall meet regularly with the Committee of Division Chairs. He or she shall assist in the orientation of new members of the Faculty.
- e. The Chair will review and sign the Faculty and Academic Council minutes.

- f. The Chair shall have responsibility for the governance of Baker Faculty Center. The Chair may consult with the Provost and Dean of the Faculty and the Treasurer of the College.

Section 5. The Secretary of the Faculty

The Secretary of the Faculty shall be elected by the Faculty for a 2-year term.

- a. The Secretary shall be a full-time teaching member of the Faculty.
- b. He or she may not simultaneously serve as Chair of the Faculty, Divisional Chair, member of the Policy Committee or the Board of Review, or Secretary of the Academic Council.
- c. The duties of the Secretary shall be:
 - 1) To be familiar with the parliamentary rules governing faculty meetings and be available for consultation when the need arises.
 - 2) To act as keeper of the Faculty Code, assuring that legislation is written in Code language and preparing and distributing yearly revisions, if necessary, of the Codification of Faculty Legislation.
 - a) Revisions should be made in consultation with the Registrar.
 - b) To become official, they must be approved in final form by the Academic Council, or if the Academic Council determines that substantive questions are involved, by the Faculty.

Section 6. Faculty Meetings

- a. Regular faculty meetings shall be scheduled throughout the school year by the Chair of the Faculty.
 - 1) The Faculty will receive written notice of these scheduled meetings at the start of the academic year.
 - 2) A quorum at such meetings shall be determined by the Chair of the Faculty.
- b. Special meetings of the Faculty may be held at any time in Walla Walla, Washington, on the call of the Chair, the President, or upon the written request of any 5 members of the faculty. A quorum at such special meetings shall be 50% of the faculty.
- c. All members of the Faculty privileged to vote in faculty meetings shall attend its sessions. (Ch I, Art., I, above.)

Section 7. The Committee of the Whole

At the termination of regular business meetings or at other times on the call of the President or on written request of 5 members of the faculty, the faculty may meet as the Committee of the Whole. No formal business may be conducted during such meetings, but, after informal discussion, the Committee of the Whole may report proposals for action to the regular faculty in formal session.

Section 8. Divisions and Departments

- a. The teaching faculty shall be organized by Divisions, Departments, and areas of course offerings. Departments and areas of course offerings shall be established and discontinued by the Faculty on recommendation of the Academic Council.
- b. The Divisions, Departments, and Areas of Course Offerings are:
 - 1) Division I, Social Sciences and Education: Departments of Anthropology, Economics, Education, History, Politics, Psychology, Sociology and Sports Studies, Recreation and Athletics as well as courses in Library.
 - 2) Division II, Humanities and Arts: Departments of Art, Classics, English, Foreign Languages and Literatures, Music, Philosophy, Religion, Rhetoric and Film Studies, and Theatre, as well as courses in Dance, Linguistics, and Studies in World Literatures.
 - 3) Division III, Science and Mathematics: Departments of Astronomy, Biology, Chemistry, Geology, Mathematics and Computer Science, and Physics as well as courses in Biochemistry and Molecular Biology, and Science.
 - 4) General Studies
 - 5) Interdisciplinary Studies: Race and Ethnic Studies, Asian Studies, Environmental Studies, Gender Studies, German Studies, Latin American Studies and Interdisciplinary Studies.
- c. The function of the division faculties shall be the consideration of division problems and policies, and the administration of the division curricula.
 - 1) No action of a division faculty to introduce new courses, make an essential change in existing courses, alter the academic rules or requirements of the College, or depart from established educational policies shall be effective without ratification by the Faculty as a whole.
 - 2) Eligibility for voting at division meetings shall be the same as for faculty meetings.

- 3) The Chair of the Division shall be the executive officer of the Division.
He or she shall call regular meetings of the division members to consider division problems and policies and such other matters as deemed advisable.
- d. The Chairs of the several Departments within a Division shall constitute a committee which shall act as a pre-considering body for the full division, and shall be at the disposal of the Division Chair for such advice and counsel as he or she may find useful in the efficient pursuit of his or her duties and responsibilities as enumerated above.
 - 1) The Chairs of the several Departments shall be designated by the Provost and Provost and Dean of the Faculty.
 - 2) The Provost and Dean of the Faculty shall designate a Chair from among the tenured members of the Department except in unusual cases.

Section 9. The Division Chairs

The Faculty of each Division shall elect one of its members to the office of Chair of the Division.

- a. The [Division] Chair must be a tenured member of the teaching faculty.
- b. The term of office for the Chair of the Division shall be 3 years with terms staggered as between Division. A Division Chair shall not be eligible for reappointment for more than one additional 3-year term after which he or she shall not be eligible until a period of one year shall have elapsed.
- c. He or she shall serve as executive officer for his or her Division and shall be a member of the Committee of Division Chairs and a voting member of the Academic Council.
- d. In consultation with the Division members, the Chair of the Division shall oversee the establishment of semester course offerings and class schedules of his or her Division.
- e. Problems pertaining to the physical equipment, buildings, classrooms, etc., which are pertinent to the operation of his or her Division shall be called to the attention of the Division Chair for consideration unless responsibility has been delegated by the College to some other person.

- f. He or she shall be expected to confer with the Provost and Dean of the Faculty and/or the President from time to time in order to assist them in any formal selection and evaluation of faculty personnel in his or her Division.
- g. He or she shall be the chief budget officer of his or her Division, responsible for submitting the annual requests for budget allocations for all members of his or her Division to the Provost and Dean of the Faculty.
 - a) The division budget as prepared by the Division Chair shall be subject to review by the Division.
- h. He or she shall serve as the liaison officer for his or her Division with the Provost and Dean of the Faculty in connection with the processes of advising students on academic matters.
- i. He or she shall submit to the Provost and Dean of the Faculty annually a report of the activities of his or her Division.

Section 10. The Academic Council

- a. The Academic Council shall be a preconsidering, advisory, reviewing, and determinative agency for the faculty as a whole.
 - 1) It shall refer matters to the Committee of Division Chairs, the Policy Committee, and the Board of Review, and review and/or act upon recommendations or actions of those committees.
 - 2) Its general functions shall include matters of policy or operational procedures as may be presented to it by any of its members, its subcommittees, by the President, by the Provost and Dean of the Faculty, by the Chair of the Faculty, or by another member of the faculty.
 - 3) It shall review all proposals for changes in the curriculum, including adoption, deletion, and alteration of courses, major programs, and minor programs (see Ch. II, Sec. 4), and it may initiate such proposals.
 - 4) It shall review periodically the entire curriculum.
- b. The Council shall hold meetings on general matters at least once a month prior to regular faculty meetings and shall hold additional meetings restricted to curricular matters once a month or as required.
 - 1) Its Minutes shall include a brief description of all matters acted upon by the full Council and a listing of all other matters discussed by the Council. These

Minutes shall serve as a proposed agenda for the faculty meeting and shall be distributed prior to that meeting.

- 2) Any member of the faculty may, upon request, attend a meeting of the Council.
 - 3) No communication within the Council may be regarded as privileged except for special meetings that may be called by the President or some other officer of the College.
- c. The 3 elected members of the Board of Review, the 3 elected members of the Policy Committee, and the 3 Division Chairs shall make up the voting membership of the Council, and no person shall be eligible for election or appointment to more than one of these positions at the same time.
- 1) The Chair of the Faculty shall act as the Chair, and shall vote only in case of a tie.
 - 2) The President, the Provost and Dean of the Faculty, the Associate Dean of the Faculty, the Registrar, and the Dean of Students are *ex officio*, non-voting members.
- d. Actions of the Academic Council shall be subject to ratification by the Faculty as a whole.

Section 11. The Board of Review

- a. The Board of Review shall act as an administrative agency for the Faculty in the enforcement and revision of its legislation and procedures.
 - 1) The Board of Review shall report regularly to the Academic Council and may make proposals for revisions in regulations for new policies to the Council and/or to the faculty as a whole.
 - 2) It shall take action on student or faculty requests for modification and release from the college academic regulations and upon other matters referred to it by the Academic Council, the President, Provost and Dean of the Faculty, Registrar, or as recommended by its own members. Minutes shall include a report of all matters acted upon by the Board of Review and shall be distributed to the members of the Academic Council.
 - 3) The Board of Review shall, after consultation with the College Athletic Committee, approve in advance the schedules of the intercollegiate athletic events. (See Ch. IV, Art. XI.)

- b. Membership on the Board of Review shall consist of 3 teaching members of the faculty elected by the faculty as a whole for 3-year, staggered terms.
 - 1) Each Division will be represented by one member of the Board of Review.
 - 2) A member shall not be eligible for re-election until a period of one year has elapsed.
 - 3) The Registrar shall act as an *ex officio*, non-voting member of the Board.
 - 4) The member of the Board holding the senior position as defined by the current term of service on the Committee will act as Chair. If no member of the committee is most senior, the chair shall be elected by and from the members.

Section 12. The Policy Committee

- a. The Policy Committee, as an agency of the faculty, may initiate proposals, or consider proposals from the Academic Council, the President, the Provost and Dean of the Faculty, or any faculty member, concerning major changes of policy and curriculum. The Policy Committee shall report regularly to the Academic Council and may make proposals for policy development to it and/or to the faculty as a whole.
- b. Membership on the Policy Committee shall consist of 3 teaching members of the faculty elected by the faculty as a whole for 3-year staggered terms.
 - 1) Each Division will be represented by one member of the Policy Committee.
 - 2) A faculty member shall not be eligible for re-election until a period of one year has elapsed.
 - 3) The Associate Dean of the Faculty shall act as an *ex officio*, non-voting member of the Committee.
 - 4) Two students shall also act as non-voting members, eligible to participate in Committee deliberations except when sensitive faculty matters are being considered.
 - a) One of the student members will be the President of ASWC and the other will be selected for a 1-year term by the Executive Council of ASWC.
 - b) Student members are not members of the Academic Council.
 - 5) The faculty member of the committee holding the senior position as defined by the current term of service on the Committee will act as Chair. If no member

of the Committee is most senior, the Chair shall be elected by and from the members.

Section 13. The Committee of Division Chairs

- a. The Committee of Division Chairs shall be responsible for:
 - 1) advising the President and the Provost and Dean of the Faculty on matters affecting administrative policy of an academic nature;
 - 2) matters of budget affecting the work of the three divisions;
 - 3) matters of staffing within the divisions;
 - 4) long-range planning related to academic aspects of the College;
 - 5) other matters referred to it by the President or the Provost and Dean of the Faculty.
- b. The Committee of Division Chairs shall seek to integrate policies, procedures, and administrative practices developed within individual Departments and Divisions, to provide a college-wide perspective for the work of those departments and divisions.
- c. The members of the Committee shall be the Chairs of each Division, the Chair of the Faculty, and the Provost and Dean of the Faculty, the latter acting as chair for its meetings.
The Associate Dean of the Faculty shall act as an *ex officio*, non-voting member of the Committee.

Section 14. Term of Office

The term of office for all newly-elected members of faculty committees shall begin on July 1.

Article V. Standing and Ad-hoc Committees of the Faculty

Section 1. Student Life Committee

- a. The Student Life Committee may review and recommend policies on any matter, which is not of a curricular or disciplinary nature, relating to student life at Whitman College.

- 1) The Committee has policy-making authority in those areas of student life where authority is not specifically delegated to another committee, person, or department by the Faculty Code or the President.
 - 2) If, in reviewing a matter brought before it, the Committee determines that proper jurisdiction is elsewhere, the Committee will refer the matter there.
 - 3) Any recommendation or policy matter brought to a vote must pass by a majority of each of the 3 represented constituent groups present at the time. Any policy decision made by the committee will be passed on to the appropriate department or organization for implementation.
- b. The Student Life Committee shall be composed of 6 students, 3 faculty members, the Dean of Students and/or designee, and the Provost and Dean of the Faculty or the Associate Dean of the Faculty. The President of the College and the President of the Associated Students of Whitman College are *ex officio*, non-voting members.
- 1) The Executive Council of the Associated Students of Whitman College shall appoint 3 students each year for 2-year terms. No more than 1/3 of the students shall be representative of one social or living group, no more than 2/3 shall be of the same sex, and both Greeks and independents shall have at least 1/3 of the membership.
 - 2) One faculty member is elected each year by the Faculty to a 3-year term. The senior position as defined by length of service on the committee shall act as chair. If no member is most senior, the chair shall be elected by and from the members.

Section 2. Council on Student Affairs

- a. The Council on Student Affairs shall meet in order to hear and act upon any case, involving alleged infractions of college regulations, referred to it by duly designated college groups or individuals. The Council may also establish and revise student discipline procedures and act on other matters referred to it. (See Ch. V, Art. I, Sec. 4 and Ch. V, Art. 3.)
- b. The Council on Student Affairs shall be composed of 4 members of the faculty, 5 members of the student body, and the Dean of Students as Chair.
 - 1) The faculty and student membership must have 2-2 and 3-2 gender balance, respectively.
 - 2) All members shall be voting members.

- 3) Faculty members of the Council on Student Affairs shall be elected to 3-year staggered terms. Each year the Faculty shall elect from its body enough members to maintain Council membership of 4 faculty members and gender balance.
- 4) Three of the student members also serve 3-year staggered terms, each 3-year term beginning in the sophomore year of the new member.
 - a) The Executive Council of the Associated Students of Whitman College shall appoint one sophomore member of ASWC to serve a 3-year term and shall appoint 2 members to serve 1-year terms during their senior year.
 - b) 3-2 gender balance must be maintained in the student appointments.

Section 3. Committee on Membership in Fraternities and Sororities

- a. The Chair of the Faculty shall convene an ad hoc Committee on Membership Selection in Fraternities and Sororities to investigate alleged violations of the provisions set forth in Ch. V, Art. IV, Sec. 1, Par. 5 and 6. At the conclusion of its investigation, the Committee shall report to the faculty.
- b. The Committee shall consist of the 3 elected faculty members and the 3 senior student members of the Council on Student Affairs, and the Associate Dean of Students and the Assistant Dean of Students. The Chair shall be the elected faculty member of the Council on Student Affairs holding the senior position as defined by the termination date of his/her position.

Section 4. Grievance Committee

- a. Upon request of an individual faculty member the Chair of the Faculty may appoint an Ad Hoc Grievance Committee to consider charges that institutional, administrative, or faculty policy has been violated. The Ad Hoc Grievance Committee will report to the faculty member requesting the action, to the Academic Council, and to the President.
- b. The Ad Hoc Grievance Committee shall be composed of the members of the Policy Committee, the Board of Review, and the Division Chairs Committee who are serving the second year of the 3-year term.

Section 5. Board of Academic Advisors

The Board of Academic Advisors shall consist of all faculty and staff members engaged in pre-major and major advising with the Provost and Dean of the Faculty acting as Chair.

Section 6. Nominating Committee

- a. The nomination of members of the faculty to positions elected by it shall be initiated by the Nominating Committee although nominations may also be made from the floor at the time of the election.
- b. The Nominating Committee shall consist of the Chair of the Faculty, the retiring member of the Committee of Division Chairs, the retiring member of the Policy Committee, and the retiring member of the Board of Review.
The Chair of the Faculty shall act as Chair, voting only in case of a tie.
- c. The Nominating Committee shall, in fulfilling its functions, and barring exceptional circumstances, attempt to nominate at least two candidates for all committee vacancies.

Section 7. Committee on Studies with Human Subjects

The Provost and Dean of the Faculty shall appoint a committee to scrutinize all studies and research conducted in connection with courses of study or otherwise which use human subjects, in order to protect the rights of those persons made the subject of such studies.

Section 8. College Athletic Committee

- a. The purpose of the College Athletic Committee is to offer advice and make recommendations to the Director of Athletics, to the administration, and to the faculty on matters relating to the conduct and character of the College's program in intercollegiate athletics. (See Ch. IV, Art. XI.)
- b. The membership of the Committee shall consist of 3 faculty members appointed for 3-year terms by the President of the College; 4 *ex officio* members, namely, the Director of Athletics, the Chair of the Department of Sports Studies, Recreation and Athletics, Faculty Athletic Representative, Associate Dean of the Faculty; and 3 student members selected for 3-year terms by the Student Congress.

Section 9. Committee on Admission and Financial Aid

- a. The Committee on Admission and Financial Aid shall establish the procedures of admission and shall recommend policy on admission and financial aid.
- b. The Committee shall consist of the following voting members:
 - 1) Three full-time teaching members of the Faculty. One faculty member from each of the three Divisions, elected by the Faculty as a whole to serve in staggered 3-year terms.

- 2) Two students recommended by the Dean of Students;
- 3) The Dean of Admission and Financial Aid, and the Provost and Dean of the Faculty and/or Associate Dean of the Faculty will serve as *ex officio* Members

Section 10. General Studies Committee

- a. The General Studies Committee shall supervise and administer the General Studies Program.
 - 1) The General Studies Committee shall function as a Division for the purposes of the introduction of new courses, substantive changes in existing courses, and the alteration of rules and requirements for the General Studies Program.
 - 2) The General Studies Committee shall advise the Academic Council on these matters and shall also advise the Board of Review on waivers of General Studies requirements in the cases of continuing or transfer students.
- b. The General Studies Committee shall consist of a representative from each of the three Divisions, a representative from each General Studies course offered, two non-voting students, and the Provost and Dean of the Faculty or designate, *ex officio*.
 - 1) The 3 divisional representatives shall be elected by the Faculty as a whole, and may or may not be instructors in a General Studies course. The divisional representatives shall serve 3-year terms.
 - 2) A tenured or tenure-track faculty representative from each offered course shall be elected by the instructors in that course. A course representative shall serve a 1-year term.
 - 3) The student members shall be appointed annually by the Provost and Dean of the Faculty from nominations by ASWC.
 - 4) The Committee Chair shall be selected annually by the Committee members.

Section 11. The International Studies Planning Committee

- a. The International Studies Planning Committee shall be responsible for the supervision of the foreign study programs of the College including the development of criteria for acceptable programs, the maintenance of a list of approved programs, and the promulgation of guidelines for the review and approval of student proposals for participation in foreign study.

- 1) The criteria, list of approved programs, and guidelines statement are subject to the approval of the Academic Council.
 - 2) The committee shall review and act on all proposals for participation by students, and where necessary, evaluate work completed and recommend credit for acceptance.
- b. The International Studies Planning Committee shall be composed of 3 members of the Faculty appointed yearly by the Provost and Dean of the Faculty who shall also appoint the Chair of the Committee. The Provost and Dean of the Faculty or Associate Dean of the Faculty, the Registrar, and the Study Abroad Advisor are *ex officio* members of the Committee.

Section 12. Faculty Committee on Fringe Benefits

- a. The Committee will examine fringe benefits and will investigate alternative programs with a view toward present and long-term fringe benefits at the College. The committee will issue reports to the Faculty.
- b. Six faculty members shall be elected for staggered 3-year terms.
 - 1) There shall be 2 members from each of the ranks of Assistant Professor, Associate Professor, and Professor, but during their terms members will not be removed from the Committee because of promotion in rank.
 - 2) Members of this Committee will not be replaced due to sabbatical leaves unless more than 3 members will be absent in a given semester. If both members of a single rank will be unavailable to serve in a given semester a single replacement will be elected for that rank.

Section 13. Faculty Personnel Committee

- a. The Faculty Personnel Committee shall be responsible for the evaluation of each candidate for tenure, promotion, contract renewal, and periodic review.
- b. The Committee shall consist of 6 tenured faculty members, 2 from each Division, who will serve staggered 3-year terms.
 - 1) Non-tenured Associate and Professors of Forensics will also be eligible to serve on the Personnel Committee.
 - 2) Since the terms are staggered, each year the faculty as a whole will elect 2 members from different Divisions.
 - a) Each appropriate Division will submit 2 nominees from its membership.

- b) No nominations will be accepted from the floor of the faculty.
 - c) A faculty member will not be eligible for re-election to the Committee until one year has elapsed except for those who serve 1-year terms.
 - d) A member of the Faculty Personnel Committee may not serve simultaneously as a member of the Academic Council.
- 3) Any serving member of the Committee who wishes to apply for promotion during his or her term of service on the Committee would be replaced for the academic year in which her or his case was being considered.
 - 4) The President and the Provost and Dean of the Faculty will sit as *ex officio*, non-voting members.
 - 5) The Chair of the Committee will be elected annually by and from its voting members.

Section 14. Baker Faculty Center Governing Board

- a. Governance of Baker Faculty Center is the responsibility of the Chair of the Faculty. The Chair may consult with the Provost and Dean of the Faculty and the Treasurer of the College.

Section 15. The Domestic Off-Campus Programs Committee

- a. The Domestic Off-Campus Programs Committee shall be responsible for the supervision of the off-campus programs within the United States with which the College has a recognized relationship.
 - 1) This includes the development of criteria for acceptable programs, the maintenance of current information on approved programs, the promulgation of guidelines for the review and approval of student proposals for participation in domestic off-campus study.
 - 2) The criteria, list of approved programs, and guidelines statement are subject to the approval of the Academic Council.
- b. The Domestic Off-Campus Programs Committee shall be composed of 4 members of the faculty appointed yearly by the Provost and Dean of the Faculty who shall also appoint the Chair of the Committee.
- c. The Provost and Dean of the Faculty or the Associate Dean of the Faculty and Registrar are *ex officio* members of the Committee.

Section 16. Committee on Aid to Scholarship and Instructional Development (ASID)

- a. The Committee on Aid to Scholarship and Instructional Development shall administer the budget for assistance to faculty scholarship and instructional development. It shall also set criteria, receive applications, and allocate Whitman sponsored student/faculty research awards.
- b. The Committee on Aid to Scholarship and Instructional Development shall be composed of the Provost and Dean of the Faculty (or his/her designate), the 3 Division Chairs, and 3 faculty members, one from each division, elected by the faculty as a whole, for staggered three-year terms.
- c. The Chair of the Committee shall be the Provost and Dean of the Faculty (or his/her designate).

Section 17. Faculty Grievance Panel

- a. The Faculty Grievance Panel shall be responsible for conducting an investigation and hearing to resolve formal grievances filed by a faculty member against one or more other faculty members for alleged conduct that harmed the grievant and which impinges on the grievant's ability to do his or her work as a faculty member.
- b. The panel members shall be chosen according to the following criteria:
 - 1) All three members of the Grievance Panel must be tenured or tenure-track faculty members who have completed at least four years of service to the College.
 - 2) Among the three members shall be the most junior active faculty member from the grievant's division who has completed a term on the Academic Council within the past five years.
 - 3) Among the three members shall be the most senior active faculty member from the accused's division who has completed a term on the Academic Council within the past five years.
 - 4) Among the three members shall be the active faculty member who has most recently completed a term on the Academic Council, and who is not from the division of either the grievant or the accused.

Chapter II

The Curriculum and Courses of Study

Preamble: The Purposes of the College

Whitman College provides a liberal arts curriculum and a residence experience which are designed to encourage students to develop their potential as sensitive individuals and as leaders in society. The College serves these ends by encouraging students to develop certain habits of mind. One of these is the habit of objective analysis; another is sympathy developed to the point that it becomes habitual awareness of the needs and interests of others.

Such habits of mind are fostered by studies and experiences which enlarge the intellectual, esthetic, social, emotional, and moral capacities. Development of these capacities liberates by freeing the mind from the narrow constraints of ignorance and prejudice, by opening new paths to understanding oneself and the world.

Whitman seeks to assist each student in the development of these capacities and these habits of mind through an education that is both liberal and pre-professional, an education that progressively releases the individual from external direction and supervision of his or her studies and personal life in the hope that he or she will become self-directed in meeting personal and social commitments.

Diversity is fundamentally important to the character and mission of Whitman College.

Diversity enriches our community and enhances intellectual and personal growth. We seek to provide a challenging liberal arts experience for our students that prepares them for citizenship in the global community. By sustaining a diverse community, we strive to ensure that all individuals are valued and respected and that intellectual and personal growth are enriched because of our differences.

Section 1. Courses

- a. Courses are offered within the structure of departments in the following areas:
Anthropology, Art (History and Studio), Astronomy, Biology, Chemistry, Chinese, Classics, Economics, Education, English, French, Geology, German, History, Japanese, Latin, Mathematics and Computer Science, Music, Philosophy, Physics, Politics, Psychology, Religion, Rhetoric and Film Studies, Sociology, Spanish, Sports Studies, Recreation and Athletics, and Theatre.
- b. Courses are offered also in the extra-departmental areas of: Race and Ethnic Studies, Asian Studies, Biochemistry and Molecular Biology, Dance, Environmental Studies, Gender Studies, General Studies, Interdisciplinary Studies, Library, Linguistics, Science, and Studies in World Literature.

Section 2. Major Programs

- a. A major program is a coherent program of courses designed to develop mastery of the basic ideas and skills in a particular field or area, and every candidate for a Bachelor's Degree must complete such a program. (See Ch. IV, Art. VI, Sec. 6.)
 - 1) The catalog will make clear how many credits a student would have to complete if he or she had absolutely no prior college-level preparation in the field. It will also state what distribution requirements can be fulfilled by completing the major.
 - 2) A standard major program may be either a departmental or a combined program.
 - a) A standard departmental program involves courses mainly in one Department, and it is under the supervision of that Department.
 - b) A standard combined major program involves comparable numbers of courses in two or more standard major Departments or in one standard major Department and one or more other Departments or areas of course offerings, or two appropriately related areas of course offerings (see Ch. II, Sec. 1); it is under the combined supervision of the Departments and areas concerned.
 - c) A major program shall require a minimum number of credits but shall not require more than 36 credits from any one Department.
 - d) No standard major will require more than a total of 72 credits, including supporting classes outside the major areas and courses that are prerequisites for the major.
 - e) Standard major programs are established by the general faculty (as specified in Ch. II, Sec. 4) and are listed below:

Standard Departmental Programs: Art (History and Studio), Astronomy, Biology, BBMB (Biochemistry, Biophysics, and Molecular Biology), Chemistry, Classics, Classical Studies, Economics, English, Environmental Humanities, Environmental Studies, Foreign Languages and Literatures-French, Foreign Languages and Literatures-German, Foreign Languages and Literatures-Spanish, Gender Studies, Geology, German Studies, History, Latin American Studies, Mathematics, Music (Standard, Performance, Music History, Theory/Composition, and Jazz), Philosophy, Physics, Politics, Psychology, Race and Ethnic Studies, Religion, Rhetoric and Film Studies, Sociology, and Theatre.

Standard Combined Programs: Asian Studies; Astronomy-Geology; Biochemistry; Biology-Environmental Studies; Biology-Geology;

Biophysics; Chemistry-Environmental Studies; Chemistry-Geology; Economics-Environmental Studies; Economics-Mathematics; Environmental Humanities; Gender Studies; Geology-Environmental Studies; Geology-Physics; Latin-American Studies; NMS (Natural Mathematical Sciences); Mathematics-Physics; Molecular Biology; Physics-Astronomy; Physics-Environmental Studies; Politics-Environmental Studies; Race and Ethnic Studies; Sociology-Environmental Studies.

3) Guidelines for the Construction of an Individually Planned Major.

- a) The individually planned major permits the development of a concentrated study in some area which crosses two or more disciplines or which currently does not offer a standard major, thus permitting an area of concentration not available in other major study programs.
- b) The process of establishing an individually planned major involves creating an individually planned major committee. With the committee, the student develops a proposal consisting of a title, rationale and a schedule of coursework. The proposal is submitted to the Board of Review for approval and is subject to review by the Academic Council.
- c) Individually Planned Major Committee: The first step in establishing an individually planned major is selecting at least three faculty members, including at least two tenure-track or tenured faculty, to form an individually planned major committee, which will oversee the construction of the major, the student's progress and the comprehensive examination. One of the tenure-track or tenured faculty, or a visiting faculty with a contract extending through the student's senior year, must be designated chair of the committee. Students need to confirm that the members of the committee, or suitable replacements, will be present throughout the entire course of study. The designated chair of the committee must write a letter in support of the application and include therein an indication of his/her willingness to be on campus throughout the student's senior year.
- d) Title and Rationale: With the advice and consent of the major committee, the student must develop a title and rationale for his or her individually planned major.
 - (1) The title should be clear, concise, and accurately describe the content of the individually planned major; it should be sufficiently different from existing major programs.
 - (2) The rationale must clearly establish the need for constructing an individually planned major as opposed to a double major, an established

combined major or an departmental major plus a minor. It must also include an intellectual justification for the coherence of the proposed program as an academic discipline appropriate to the liberal arts context.

- (3) The statement should include a clear justification of the appropriateness of each course for the individually planned major.
- (4) The program must contain work of an interdisciplinary nature.
- (5) In order to insure the rigor of the major, the following guidelines should be observed.
 - (a) There must be a minimum of 32 credit hours.
 - (b) There should be a full range of courses from the introductory to the advanced level. A minimum of 12 credits should be in 300 and 400 level courses.
 - (c) There should be a fully justified capstone course consisting of at least four hours of integrative work. (This course may be one of the courses above the 300 level).
 - (d) At least 12 hours should not yet be completed at the time of application.
 - (e) No more than 2/3 of the courses should come from any one department or program. The individually planned major is not intended to substitute for an established major less one or two courses.
 - (f) No more than 2/3 of the courses may be taken off campus and no more than 1/3 of the courses may be independent studies. Students need to reflect realistically on whether Whitman has the ability to offer an individually planned major in the proposed field. Will the faculty who share the student's interests be available to teach the courses needed for their major? Are there enough regularly offered courses (excluding independent studies) to provide sufficient credit for an in-depth, coherent course of study in the proposed individual major?
- (6) Proposal: After securing approval of the individually planned major committee, the student must submit an application for an individually planned major with the title and schedule of courses listed by semester, and rationale for applying for an individually planned major to the Board of Review for approval. The Academic Council will subsequently assess the actions taken by the Board of Review.

- (7) Oversight: The chair of the individually planned major committee has responsibility for overseeing the progress of the student. A student with an individually planned major must maintain a grade point average of 2.0 in the courses specified for the major.
- (8) Changes: The individually planned major committee evaluates proposed alterations to the individually planned major and submits them to the Board of Review for approval.
- (9) Senior Assessment: As with any other major, the individually planned major must include a plan to complete a senior assessment. The individually planned major committee will administer the examination. The student should work in consultation with the individually planned major committee to determine that a sufficient number of qualified faculty will be available to administer the examination at the appropriate time in the student's course of studies.
- (10) Honors: The student requesting honors in the individually planned major must meet the same requirements (concerning grade point average, etc.) as students in other majors. An honors proposal must receive the support of the individually planned major committee, and be filed with the Registrar by the date specified in the official College calendar.
- (11) Diploma and Transcript: Upon successful completion of the course of study in an individually planned major, the student will receive a diploma stating that he or she has graduated with an Individually Planned Major, listing the title of the major. The transcript will list the major as an Individually Planned Major, noting the actual title of the major in the notes.

Section 3. Minor Programs

- a. A minor program is a coherent program of courses designed to develop knowledge in some depth of the basic ideas and skills in a particular field or area. Candidates for a Bachelor's Degree may elect to complete a minor program. A minor program shall require between 15 and 20 credits. The required and optional courses in the minor shall be specifically designated.
- b. Minor programs are established by the general faculty (as specified in Ch. II, Section 4) and are listed below:

Anthropology	English	Physics
Art	French	Politics

Art History & Visual Culture	Gender Studies	Psychology
Astronomy	Geology	Race & Ethnic Studies
Biology	German Studies	Religion
Chemistry	History	Rhetoric and Film Studies
Chinese	Japanese Latin American Studies	Sociology
Classics	Latin American & Caribbean Studies	Spanish
Computer Science	Mathematics	Theatre
Economics	Music	World Literature
Educational Studies	Philosophy	

Section 4. Adoption, Deletion, and Alteration of Courses and Standard Major and Minor Programs

- a. Adoption, deletion, and alteration of courses and standard major and minor programs must be approved by the Faculty as a whole acting upon the recommendation of the Division or the General Studies Committee and the Academic Council.
 - 1) All proposals for adoption, deletion, and alteration of courses and standard major and minor programs shall be submitted to the Academic Council by the Division or the General Studies Committee with its recommendation before February 1, if the changes are to become effective in the following academic year. Proposals must be distributed by the Academic Council to the faculty as a whole at least two days in advance of the faculty meeting in which they are to be considered.
 - 2) No change shall become effective in the academic year in which it is approved by the faculty. The requirements in this paragraph may be waived by the Academic Council if warranted by unusual circumstances.
- b. Proposals concerning adoption, deletion, and alteration of courses and standard major and minor programs shall be accompanied by a rationale and a consideration of demands on staff time and college resources. Proposals for the establishment or alteration of courses shall also contain a complete course description, and any restriction on registration, for subsequent inclusion in the college catalog. A special topics course that has resource or staffing implications must be voted on by the faculty each time the course is offered.
- c. Proposals for minor alterations in number, title, and prerequisites of courses may be submitted without a rationale. If such proposals are recommended by the Division or General Studies Committee and receive the concurrence of the Academic Council, they may be reported to the faculty without ratification, unless requested by a member of the faculty.

Section 5. General Studies Committee

- a. The General Studies Committee shall supervise and administer the General Studies Program.
 - 1) The General Studies Committee shall function as a Division for the purposes of the introduction of new courses, substantive changes in existing courses, and the alteration of rules and requirements for the General Studies Program.
 - 2) The General Studies Committee shall advise the Academic Council on these matters and shall also advise the Board of Review on waivers of General Studies requirements in the cases of continuing or transfer students.
- b. The General Studies Committee shall consist of a representative from each Division, a representative from each of the offered General Studies Courses, 2 non-voting students, and the Provost and Dean of the Faculty, *ex officio*.
 - 1) The 3 divisional representatives shall be elected by the Faculty as a whole, and may or may not be instructors in a General Studies course. The divisional representatives shall serve 3-year terms.
 - 2) A course representative shall serve a 1-year term.
 - 3) The student members shall be appointed annually by the Provost and Dean of the Faculty from nominations by ASWC.
 - 4) The Committee Chair shall be elected annually by the Committee members.

Section 6. Special Programs

- a. Foreign and Domestic Off-Campus Programs
 - 1) Whitman College may maintain an affiliation with the colleges and organizations listed below under whose guidance, direction and regulations a program of study may be undertaken:
 - American University in Cairo, Egypt
 - The Associated Kyoto Program
 - The Associated Colleges of the Midwest-Urban Semester Program in Chicago
 - The American University Washington Semester Program as available
 - Butler University's Institute for Study Abroad (Galway, Ireland; Buenos-Aires, Argentina; and Merida, Mexico programs)
 - College Year in Athens
 - Council on International Educational Exchange (CIEE) in Taiwan and Senegal
 - Great Lakes College Association-Urban Semester Program in Philadelphia
 - Intercollegiate Sri Lanka Education Consortium (ISLE)
 - Institute for the International Education of Students (IES)
 - Kansai Gaidai University, Japan

Middlebury College in Spain
Pitzer College Botswana Program
University of Kansas Program at the University of Costa Rica
University of Minnesota Toledo, Spain-Program
The School for Field Studies
School for International Training (SIT) in Delhi, India
Studio Art Centers International in Florence, Italy
Syracuse University in Florence, Italy
The University of Otago (Dunedin, New Zealand)
University of St. Andrews (Scotland)
The University of York (U.K.)
The University of East Anglia (U.K.)
Whitman Summer Studies in China
The Associated China Program.

- 2) A student participating in any of the affiliated programs shall be considered officially enrolled in an off-campus program of Whitman College and credit will be granted for work successfully completed as reported by the reporting agency of the program concerned, subject to limitations as to certain types of credit (activity, experiential) imposed by the College and provided that the specific program of study was approved by the student's advisor, the program advisor, and the Registrar prior to participation. Acceptance of work completed in these programs toward major requirements is subject to the approval of the department concerned.
- 3) Work undertaken in these programs shall be recorded as is work at Whitman College including grades reported by the program but with the exception that these grades will not be used in the calculation of semester and cumulative grade averages.
 - a) The general regulations of Whitman College concerning registration, withdrawal, and grading will apply in the absence of similar regulations and procedures for the program.
 - b) Whitman College procedures shall apply for the use of Pass/Fail or Credit/No Credit grade options.
- 4) Enrollment in an affiliated program may not be used to meet the minimum residency and credit requirements for the degree (Ch. IV, Art. VI, Sec. 1 and 3) or for honors in course (Ch. IV, Art VII, Sec. 2). Registration in any of these programs during the final semester for completion of degree requirements requires the prior approval of the Board of Review.
- 5) Study Abroad Programs fall into two basic categories: those that are consortial or bilateral in nature and those that are administered independently of Whitman by another institution or agency.

- a) In the case of consortial-type programs or a bilateral relationship with a foreign university (such as the Associated Kyoto Program or our relationship with St. Andrews), affiliation with Whitman requires the approval of the faculty as a whole.
 - 1) Benefits from affiliation with this type of program generally include preferential treatment for admission and financial aid for Whitman students who wish to attend the program.
 - 2) Affiliation benefits of consortial-type programs include having a Whitman representative on a board that supervises the program. In the case of universities abroad, benefits may include some reciprocity such as faculty or student exchanges.
- b) In the case of Study Abroad Programs that are independently run through a sponsoring university or an agency (such as the University of Kansas' programs in Costa Rica) and in which Whitman's relationship is limited primarily to financial arrangements for study abroad students, the decision to affiliate may be made based on the recommendation of the International Studies Planning Committee with the approval of both the Provost and Dean of the Faculty and the Treasurer.

b. Programs Requiring Inter-Institutional Study Plans

- 1) Whitman College may maintain an affiliation with School of Engineering of Columbia University for the joint offering of a 5-year program in the field of engineering.

This program shall lead to the degree of Bachelor of Arts with major study in Natural and Mathematical Sciences and concurrently to the degree of Bachelor of Science in Engineering awarded by Columbia University, with the requirements for the Bachelor of Arts degree under this program established by Whitman College. (Ch. IV, Art. VI, Sec. 7.)

- 2) Whitman College may maintain an affiliation with the California Institute of Technology for the joint offering of a 5-year program in the field of engineering. This program shall lead to the degree of Bachelor of Arts with major study in Natural and Mathematical Sciences awarded by Whitman College, and concurrently to the degree of Bachelor of Science in Engineering awarded by California Institute of Technology, with requirements for the Bachelor of Arts degree under this program established by Whitman College. (Ch. IV, Art. VI, Sec. 7.)
- 3) Whitman College may maintain an affiliation with the School of Engineering of Duke University for the joint offering of a 5-year program in the field of engineering. This program shall lead to the degree of Bachelor of Arts with major

study in Natural and Mathematical Sciences awarded by Whitman College, and concurrently to the degree Bachelor of Science in Engineering awarded by Duke University, with requirements for the Bachelor of Arts degree under this program established by Whitman College. (Ch. IV, Art. VI, Sec. 7.)

- 4) Whitman College may maintain an affiliation with the School of Law of Columbia University for the joint offering of a 6-year program in Accelerated Interdisciplinary Legal Education. This program shall lead to the degree of Bachelor of Arts awarded by Whitman College, and concurrently to the Juris Doctor degree awarded by Columbia University, with the requirements for the Bachelor of Arts degree and the major under this program established by Whitman College. (Ch. IV, Art. VI, Sec. 7.)
- 5) Whitman College may maintain an affiliation with the Monterey Institute of International Studies (MIIS) for the joint offering of a 5-year program in the field of international studies. This program shall lead to the degree of Bachelor of Arts awarded by Whitman College, and concurrently the Masters Degree at MIIS. (Ch. IV, Art. VI, Sec. 7.)
- 6) Whitman College may maintain an affiliation with the University of Washington for the joint offering of a 5-year program in the field of engineering. This program will lead to the degree of Bachelor of Arts with major study in Natural and Mathematical Sciences awarded by Whitman College and concurrently to the degree of Bachelor of Science in Computer Science or a field of engineering awarded by the University of Washington, with requirements for the Bachelor of Arts degree under this program established by Whitman College. (Ch. IV, Art. VI, Sec. 7.)
- 7) Whitman College may maintain an affiliation with the School of Oceanography of the University of Washington for the joint offering of a 5-year program in the field of oceanography. This program shall lead to the degree of Bachelor of Arts with major study in either Biology or Geology awarded by Whitman College, and concurrently to the degree of Bachelor of Science in Oceanography awarded by the University of Washington, with the requirements for the Bachelor of Arts degree under this program established by Whitman College. (Ch. IV, Art. VI, Sec. 7.)
- 8) Whitman College may maintain an affiliation with Washington University for the joint offering of a 5-year program in the field of engineering. This program shall lead to the degree of Bachelor of Arts with major study in Natural and Mathematical Sciences awarded by Whitman College, and concurrently to the degree of Bachelor of Science in Computer Science or a field of engineering awarded by Washington University, with requirements for the Bachelor of Arts degree under this program established by Whitman College. (Ch. IV, Art. VI, Sec. 7.)

- 9) Whitman College may maintain an affiliation with the Nicholas School of the Environment and the School of Business of Duke University for the joint offering of 5- and 6-year programs in the field of forestry and environmental management. The 5-year program shall lead to the degree of Bachelor of Arts with major study in either Biology or Geology awarded by Whitman College, and concurrently to the degree of Master of Forestry or Master of Environmental Management awarded by Duke University. The 6-year program shall lead to the same degrees plus a Master of Business Administration awarded by Duke University. For both programs, the requirements for the Bachelor of Arts degree under this program are established by Whitman College. (Ch. IV, Art. VI, Sec. 7).

Section 7. Numbering of Courses

- a. Lower numbered courses are designed primarily for students in the early stages of learning and the higher numbers indicate courses with a greater degree of sophistication.

The Academic Council shall scrutinize proposed course numbers to achieve a reasonable degree of equivalence between disciplines.

- b. In accordance with the above, courses offered by Whitman College shall be numbered 100-499 consistent with the designations which follow:

10-199	Introductory level courses
200-399	Intermediate level courses
400-499	Advanced level courses

- c. The first digit of the course number is to indicate the general level of the course and the second digit may be used by a Department to designate type or level of courses within the general level. The third digit is to be used to differentiate individual courses and indicate course sequences as follows:

1,2,3,4: Used for courses which are part of a year-long sequence in which the first course is not the prerequisite for the second.

5,6: Used for year-long courses in which the first semester course is a prerequisite for the second.

7,8,9,0: Used for one semester non-sequence courses

Thesis courses shall be numbered 491 and/or 492 and honors thesis courses shall be numbered 498.

Section 8. The Academic Calendar

- a. The calendar concerning the opening and closing of the college sessions and the beginning and ending of the college vacations shall be determined by the Board of Trustees upon the recommendation of the President. (Const., By-Laws, Art. IV, Sec. 2.)

- b. The Academic Council may set particular dates within Board of Trustee rulings and make recommendations for changes in the college calendar to the general faculty for transmission to the Board through the President of the College.

Section 9. Interim Period

- a. The calendar shall consist of two semesters and an intervening period of up to two weeks, following winter vacation and preceding the beginning of the second semester. This intervening period shall be designated as "The Interim Period."
 - 1) During this period students may initiate their own programs providing educational opportunities of a voluntary nature.
 - 2) No academic credit shall be given for programs undertaken during the Interim Period but, upon request, a student may have an indication of such activity entered in his permanent file.
 - 3) A student coordinator may be appointed jointly by the President of the Associated Students and the President of the College to undertake the direction of programs during the period.
- b. No student who has been dismissed for low scholarship at the end of the first semester may participate in activities of the Interim Period. To be eligible to reside on the campus during the Interim Period a student must register for activities which are part of the program in a fashion prescribed by the Provost and Dean of the Faculty.

Chapter III

Admission of Students

Section 1. Admission Policy

- a. Admission to Whitman College shall be on a selective basis.
- b. The case of every applicant will be given careful individual attention.
 - 1) His or her credentials shall be evaluated in comparison with those of the total group of applicants and the approval of his or her application shall be based upon the comparative indication of probable success in college.
 - 2) The kinds of high school courses taken, the quality of work done, and the quality of aptitude test scores shall be important criteria in making estimates of probable success.
 - 3) So also shall be extracurricular records, known interests and ambitions, and other evidence of ability and intelligence.

Section 2. The Admission Committee

- a. The Admission Committee shall establish the procedures of admissions.
The Committee shall have the authority to select and admit students in accordance with the established procedures of admissions.
- b. The Committee shall consist of the Dean of Admission and Financial Aid, the Director of Admission, other admission officers as deemed necessary, the Associate Dean of Students, 3 faculty members appointed by the President, and 2 student representatives.

Section 3. Academic Entrance Requirements for Undergraduate Standing

- a. Candidates for admission without collegiate experience shall be required to present:
 - 1) Official transcript of high school record.
 - 2) Record of scores made on either the Scholastic Aptitude Test administered by the College Entrance Examination Board, the American College Test administered by the American College Testing Program, or the Washington Pre-College Test administered by the Pre-College Testing Service.
- b. Candidates for admission on transfer from collegiate institutions shall be required to present:

- 1) Official transcript of high school record, issued by the preparatory school.
- 2) Official transcript of college record/s from the institution/s which the applicant has attended.
- 3) Record of scores made on either the Scholastic Aptitude Test, the American College Test, or the Washington Pre-College Test for all candidates who apply for admission on transfer from other collegiate institutions who would have fewer than four semesters or equivalent of college work on record by the time they would be ready to enter Whitman.

Section 4. Post-graduate Students

- a. Whitman College may admit as post-graduate students those who hold a Bachelor's Degree and wish to pursue a limited program of study which will meet special needs.
- b. Permission for post-graduate students to enroll in the College may be granted by the Admission Committee with the concurrence of the faculty concerned. (Ch. IV, Art. II, Sec. 2.)

Section 5. Auditors

A person may be admitted to the College as an auditor with the permission of the Dean of Admission and Financial Aid. Admission of an auditor to a class is dependent upon approval of the instructor. (See Ch. IV, Art. II, Sec. 3.)

Section 6. Special Students

The Admission Committee may admit as special students applicants who wish to take courses at Whitman College but who do not intend to pursue a degree program, and, in exceptional cases, applicants who wish to pursue a degree program but for personal reasons can do so only at a slower than normal pace. If a special student wishes to become a regular student (Ch. IV, Art. II, Sec. 1), he or she must apply to the Admission Committee in the usual way; however, the applicant may be given preferential treatment on the basis of his or her previous work at Whitman College. (Ch. IV, Art. II, Sec. 2.)

Section 7. Conditional Admission

The Committee on Admission and Financial Aid may admit on a conditional basis those candidates who do not meet traditional admission expectations, but who, in the estimation of the Committee on Admission and Financial Aid, should have an opportunity to attend Whitman.

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- a. Students admitted on a conditional basis would be eligible for scholarship assistance and would live in a college residence hall if appropriate.
- b. The Committee on Admission and Financial Aid would establish the conditions for admission and continued attendance at Whitman.
 - 1) These conditions would normally include the requirement that the student enroll in and complete a minimum of twelve credit hours (including General Studies, when appropriate) and earn a minimum 2.000 cumulative grade point average during each semester they are on the conditional admission status.
 - 2) These conditions may be instituted for a period of one or two semesters.
 - 3) Upon satisfactory completion of the conditional period, the student may apply for regular student status.
 - 4) It is presumed that the Committee on Admission and Financial Aid will grant regular student status to those who meet their conditional requirements.
- c. Attendance at Whitman will be terminated for students who do not meet their conditional requirements in any one semester.
- d. Students admitted under this status will not be eligible to participate in intercollegiate athletics.

Chapter IV

Academic Regulations and Procedures

Article I. Election of Studies and Registration

Section 1. Initial Election of Studies and Registration for Credit

Each student must file with the Registrar each semester a registration schedule enumerating all the courses which he or she wishes to take during the semester.

- a. This schedule must be completed in consultation with and approved by the student's adviser and then submitted via the approved means to the Registrar.
- b. The student is not eligible to enter classes before he or she is officially registered, either electronically, or in-person at the Registrar's Office.
- c. Registration shall not become official until satisfactory financial arrangements have been made with the Business Office.
- d. No credit will be awarded for courses for which a student is not officially registered.

Section 2. Right of Registration in a Course for Credit

An instructor shall not deny a student the right to register in a course for which all prerequisites and conditions have been met. This does not affect the right of an instructor to prevent a student from registering and participating in his or her course for just cause but any student so restricted shall have the right of appeal to the Academic Council.

Section 3. Changes in Election of Studies and Registration for Credit

- a. After the registration procedures have been completed (generally after the tenth instructional day) students may not change their schedules except under the following provisions:
 - 1) Changes in registration must be approved either electronically or in writing by the student's adviser or other designated official according to procedures specified by the Registrar.

- a) The consent (either electronically or in writing) of the student's adviser is required for all changes in registration and that consent indicates that the proposed change is approved or not approved.
 - b) Once adviser consent has been obtained, the student must finalize all changes in registration either electronically or by submitting the appropriate paper forms to the Registrar.
- 2) No student, former or new, may enroll in any class announced for the semester after the second week of instruction of that semester.
 - 3) During the first week of instruction in the College a student may register in a course with the verified consent of his or her adviser.
 - 4) During the second week of instruction a student may register in a course only with the approval of the instructor of the course in question and the verified consent of his or her adviser.
 - 5) During the first six weeks of instruction in the College a student may be allowed to withdraw from a course provided he or she follows the procedure prescribed in item (1) above. Neither the course nor any grade will be entered upon his or her permanent record if he or she withdraws within that period except in cases such as those specified in item (8) below.
 - 6) After the sixth week of instruction a student may withdraw from a course as indicated above if he or she does so prior to the end of the tenth week of classes and shall, within that period, have the grade of "W" recorded for the course. The grade of "W" may be altered in cases such as those specified in item (8) below.
 - 7) Commencing after the tenth week of classes the grade of "F" shall be recorded for any withdrawals unless the Board of Review finds reasonable cause, such as family distress, serious illness or other emergency. (See Ch. IV, Art IV, Sec. 1, d.)
 - 8) In cases of alleged academic dishonesty involving work for a course, any withdrawal from that course will not be final unless and until the student is shown not to have committed academic dishonesty.
 - 9) Students registering in courses with variable credit shall be held to the amount of credit for which they are registered at the end of the second week of instruction in each semester.

- 10) Changes initiated by an instructor in a laboratory section within the framework of a given course shall not be considered a change in registration, but such changes must follow the procedure prescribed in item (1) above.
- 11) The instructor of a class may have a student without an authorized absence removed from the class roster if the student fails to attend the class in the first calendar week that it meets. It is the student's responsibility to notify the instructor of an authorized absence. The instructor must notify the student and the Registrar of the intent to remove the student from the class roster at least 24 hours before he/she is removed from the class roster. The instructor must contact the Registrar to finalize the process when all criteria for removal have been met.

Section 4. Withdrawal from College

A student may withdraw from the College at any time up to the end of the sixth week of college as that date is defined by the College and not have any classes indicated on his or her transcript. Similarly, a student may withdraw up to the end of the tenth week of classes and receive a grade or grades of "W". The student is encouraged to meet with the Dean of Students prior to withdrawing.

- a. After that time a student may not withdraw with grade/s of "W" except for reasonable cause, such as family distress, serious illness, or other emergency. (See Ch. IV, Art. IV, Sec. 5.)
- b. After the tenth week of classes the student must initiate a request for withdrawal with the Dean of Students and the circumstances related to the withdrawal must be assessed by the Board of Review.

Section 5. Leave of Absence

- a. A regularly enrolled student who is in good standing and who wishes to be granted a leave of absence from the College for a maximum of two consecutive semesters must file a written request with the Board of Review for reasons indicated below:
 - 1) Medical reasons.
The request for a leave for medical reasons and subsequent return to the College requires the recommendation of the Dean of Students acting with the advice of the Health Center Director or Director of Counseling.
 - 2) Financial reasons.
The request for a leave for financial reasons and subsequent return to the College requires the recommendation of the Dean of Students acting with the advice of the Dean of Admission and Financial Aid.

3) Academic leave.

- a) An academic leave is a period of absence from the College during the regular academic year for the purpose of study in a foreign or domestic program of another educational institution, either as a full-time or part-time student.
 - b) Applications for leave for participation in a foreign study program require application to and approval of the study plan by the International Studies Planning Committee.
 - c) Applications for academic leave to complete work in a domestic program of another school must include a program of study approved by the student's adviser and the Registrar.
 - d) Academic leaves are subject to the following restrictions:
 - 1) Students whose total academic program has been at Whitman (i.e., who have entered as first-year students) may be granted up to two semesters of academic leave in order to participate in off-campus study.
 - 2) Transfer students who have been admitted as sophomores (i.e., 27-57 credits) or who have completed a full year at another school may be granted no more than one semester of academic leave.
 - 3) Transfer students who have been admitted as juniors (i.e., 58 or more credits) shall not be eligible for academic leaves.
- 4) Other reasons. A leave of absence for reasons other than the above may be submitted directly to the Board of Review.
- b. A student on leave of absence has permission to re-enter the College in the semester immediately following the expiration of the leave; however, a student on leave for medical reasons or financial reasons must obtain the approval of the Dean of Students. While on leave, the student is expected to meet deadlines with respect to room reservations, advance deposits, or withdrawal from the College as stipulated for regularly enrolled students.
 - c. A student wishing to extend the period of leave shall submit a petition to the Board of Review during the last semester of his or her leave except that an academic leave may not be extended beyond the limitations stipulated above.
 - 1) If the student extends the period of leave without authorization, he or she will be withdrawn from the College.

- 2) A leave of absence is automatically cancelled if a student registers in a collegiate institution without completing the procedures required for an academic leave.
- d. A student granted a leave may terminate the leave and return to the College provided the Registrar is notified of his or her intention not less than 60 days prior to the beginning of classes for that semester.
- e. A student on leave may not be in residence on the campus or participate in the regular activities of the College.

Section 6. Maximum and Minimum Credits for Registration

Regular students normally take no fewer than 12 and no more than 18 credits, to insure adequate progress in their programs and to avoid excessively taxing their capacities. (See Ch. IV, Art. V, Sec. 1.)

- a. Permission to register for more than 18 credits may be granted by the Board of Review upon written petition by the student. Contingent on advisor approval, the Board may delegate authority to the Registrar to allow the student to register for as many as 21 academic credits, provided that the student qualifies with a specified previous academic performance.
- b. The 18 credit maximum shall be exclusive of activity courses specified by the faculty. (See Sec. 7 below.)

Section 7. Credit Allowances and Restrictions

- a. No credit may be earned in Whitman College except for the satisfactory completion of courses approved by the faculty. Further, no credit shall be allowed beyond the maximum stipulated in respective course descriptions.
- b. Activity Credit: A maximum of 16 credits in activity courses will be allowed toward the minimum of 124 credits required for the degree.
 - 1) A maximum of 8 credits will be allowed in any one of the following categories:
 - a) Dance (Dance 125 through 360)
 - b) Sports Studies, Recreation and Athletics activity courses (see Sports Studies, Recreation and Athletics entry in the Courses and Programs section for a complete listing of activity courses.)

- 2) A maximum of 12 credits will be allowed in any one of the following activity categories:
 - a) Theatre (Theatre 231, 232)
 - b) Forensics (Rhetoric and Film Studies 221, 222)
 - c) Music (Music 211, 212, 231, 232, 241, 242, 251, 252)
- c. Applied Music Credit: A maximum of 8 credits in any one or combination of Music 163, 164, 173, 174, 263, 264, 463, 464 or their equivalent, except that performance emphasis music majors are required to complete 10 credits in applied music.
- d. Foreign Languages Placement: Students who have previously studied a foreign language in secondary school, college or elsewhere must take a placement test before enrolling in a course in this same foreign language at Whitman College.
 - 1) Each language area places students in the appropriate level of language study after considering the results of the placement examinations and the individual circumstances of the student.
 - 2) Students with no previous language experience are not required to take the placement examination.
 - 3) Students who have already taken a foreign language course at the college level cannot repeat the same level course and receive transfer and Whitman credit for it.
 - a) Assignment into the appropriate class level of students who wish to continue studying that language at Whitman will be based on placement test results.
 - b) Repeat of equivalent course work will result in Whitman credit with the forfeiture of equivalent transfer credit.
- e. Advanced Placement: Degree credit and/or advanced placement may be allowed by Whitman College up to a maximum of 8 credits for scores of 5 and 4 in each of the subject fields of the Advanced Placement Tests conducted by the College Board.
 - 1) Departments may establish a policy which requires a higher score or may with the approval of the Academic Council elect not to participate in the program; such exceptions shall be clearly stated in the College Catalog.
 - 2) Credit levels and course equivalencies, where applicable, shall be determined by the Departments but are subject to review by the Board of Review for

consistency and appropriateness. These courses may be applied towards the 124 credit degree requirement, but may not be used to satisfy Distribution Requirements. A maximum of one year's credit (30 semester hours) may be accepted as general degree credit).

- f. **Transfer Credit:** a maximum of 70 semester credits from another accredited collegiate institution may be credited toward a Bachelor's Degree. However, Whitman does not award credit for course work completed in high school classroom and appearing on a transcript from a college or university.
 - 1) Those 70 credits may include any credit allowed for military service, advanced placement, etc.
 - 2) A maximum of 62 credits from an accredited junior or two-year community college may be credited toward a Bachelor's Degree.
 - 3) No credit will be granted for courses, including distance education courses, taken at another institution while the student is in residence in Whitman College, unless formal permission to register for such courses is obtained by the student from his or her advisor and from the Registrar prior to registration in such courses. Nothing in this rule makes mandatory the granting of any credit by the College.
 - 4) All transfer work accepted by Whitman College shall be applied toward a Whitman degree only on the basis of number of accepted credits; that is, the quality of work, indicated by numerical scores or letter grades, completed in other collegiate institutions shall not be made a part of the student's Whitman record. However, credit, to be transferable, must be earned with at least the equivalent of a C- grade at Whitman College or, in the case of pass-fail courses, with a grade of "Pass."
 - 5) Students failing to provide the Registrar's Office with transcripts of registration in other collegiate institutions, including records of distance education and registration in summer sessions, may be guilty of unethical conduct and such failure may result in disciplinary action, including cancellation of registration or dismissal from the College.
- g. **Foreign Study Credit:** A maximum of 38 semester credits (19 for one semester) from foreign study programs, including the affiliated programs of the College, may be applied toward degree requirements.
 - 1) Credit earned in a foreign study program which is not an affiliated program of the College but is designated as an approved program by the International Studies Planning Committee may be accepted for transfer within the limits specified above providing that all conditions for the approval of the program of

study, participation, quality of work and documentation are met. Whitman College may serve as the credit granting institution for those programs which are designated as approved but are not sponsored by credit-granting agencies.

- 2) Credit may be granted for work completed in a program not on the list of approved programs if approval for participation has been granted by the International Studies Planning Committee and the committee recommends the acceptance of credit after a review of appropriate materials presented by the student at the completion of the period of study.
- h. Distance Education Work: Not more than 10 credits of distance education will be credited towards a bachelor's degree provided such is completed at an institution accredited by the University Continuing Education Association..
 - i. Military Experience: Upon submission of satisfactory credentials, credit for military training and/or experience will be allowed as follows:
 - 1) Four semester credits shall be allowed for successful completion of basic training, provided the period of military service is more than one year's duration; the 4 semester credits to be allocated as Sports Studies, Recreation and Athletics activity, subject to the general restrictions governing that department's activity courses.
 - 2) If credit for basic training has been granted to satisfy high school requirements, it may not also be counted as college credit.
 - 3) Credit for military experience in addition to the 4 credits described above shall be allowed as recommended in "A Guide to the Evaluation of Educational Experience in the Armed Services."
 - 4) Credit allowed for military experiences, except the 4 credits allowed in Sports Studies, Recreation and Athletics for basic military training, shall not count in satisfaction of any specific degree requirement except total credits.

Section 8. Registration in Unscheduled Courses

Upon petition to the Board of Review, a student enrolled in the College may be permitted to register in courses listed in the catalog but not currently offered for general registration if approval has already been received from the faculty member who would direct the work of such a course. Such registration shall be subject to all of the regulations pertaining to registration in the College.

Article II. Classification of Students

Section 1. Regular Students

Regular students are those who are admitted to pursue a degree program with the assumption that they complete such a program in approximately eight semesters. Regular students normally take no fewer than twelve and no more than eighteen academic credits to ensure adequate progress in their degree programs. An average of 15.5 credits per semester is required to complete the 124-credit degree requirements in eight semesters. Regular students are classified according to the number of credits on record as follows:

First-year	0-26	Junior	58-89
Sophomore	27-57	Senior	90 or more but not graduated

Seniors in their final semester at Whitman who need 8 or fewer credits to complete degree requirements may petition the Dean of Students to be granted Regular student status on a pay-per-credit basis. All requests for this status must be submitted to the Dean of Students by the end of the registration period.

Section 2. Special Students

Special students are regularly admitted students who wish to pursue a degree program but for certain reasons can do so only at the rate of one or two courses per semester. Applications for Special student status must be submitted to the Dean of Students prior to the end of the registration period of the semester in which they are requesting this status. Special students may not represent any College organization, participate in intercollegiate athletics, and are not eligible to be pledged to or hold active membership in organized social groups, except by permission of the Dean of Students.

Section 3. Non degree-seeking students

Non degree-seeking students are those who are approved by the Office of Admission to take certain courses at Whitman College but not to pursue a degree or program. Non degree-seeking students may not represent any College organization, participate in intercollegiate athletics, and are not eligible to be pledged to or hold active membership in organized social groups. If non degree-seeking students wish at any time to become regular students they may apply to the Committee on Admission and Financial Aid in the usual way. Generally, non degree-seeking students may not maintain residence in College housing.

Section 4. Post-graduate students

Post-graduate students are those who hold a bachelor's degree and are admitted to pursue further academic work.

Section 5. Auditors

Auditors are persons admitted to courses but not for credit. Auditors are not allowed in “activity” courses or in courses with studio or laboratory exercises. A regular or special student may audit courses with the written consent of his or her adviser and of the instructor concerned and without formal registration in the audited courses. Non degree-seeking students who wish to audit courses and those admitted to the College solely as auditors must secure the written consent of instructors concerned. The College does not keep permanent record of audited work.

Article III. Examinations

Section 1. Rules for the Conduct of Examinations

The responsibility for supervision and regulation of examinations rests with the instructors of the classes examined. The instructors shall make clear to the class the conditions of the examination.

Section 2. Cheating in Examinations (See Ch. IV, Art. IX)

Section 3. Evaluation of Students

a. Methods of Evaluation

- 1) Each instructor shall provide for the adequate evaluation of the work of students in each of his or her classes.
 - a) It is expected that this will include a final evaluative exercise unless the instructor deems it impractical or unnecessary.
 - b) A variety of evaluative exercises may be used which include but are not limited to written or oral examinations, take-home examinations, papers, and oral reports.
 - c) In all cases the students in the class shall be informed of the methods of evaluation at the beginning of the course.
- 2) The instructor of each course intending to administer a final evaluative exercise is required to inform the Registrar in order to facilitate the preparation of an accurate final examination schedule and classroom assignment. .

b. Absence from Final Examinations

- 1) A student for whom a grade of I (incomplete) was authorized because of absence from a final examination may take such an examination at a later date. (Ch. IV, Art. IV, Sec. 2.) A student who misses a final examination and has no

authorized incomplete may not take such an examination at a later date, and the instructor shall determine his or her grade for the course without the final examination.

- 2) Final examinations for authorized incompletes may be administered off campus at the discretion of the instructor.

c. Time Limit of Examinations

No student shall be allowed more than three hours for a final examination.

d. Scheduling of Final Examinations

Final examinations shall be given in accordance with an official schedule.

- 1) No examination shall be given at a time other than that originally designated in the official schedule.
- 2) Instructors of arranged courses shall schedule final examinations in these courses during the final examination period at times not conflicting with the student's regularly scheduled examinations.

e. Standards of English Usage in Written Work

The following statement shall be understood to apply to all written work in all departments: The student will be held responsible for his or her punctuation, spelling, diction, and sentence structure. A notable deficiency in these matters will result in a lowered grade.

Section 4. Senior Assessment in Major (See Ch. IV, Art. VI, Sec. 6.)

Article IV. Grading and Grade Reports

Section 1. Final Grades

- a. Each course recorded on a student's record (any course in which a student remains registered beyond the 10th week of instruction) shall be assigned one of the symbols indicated below to indicate the final grade for the semester.

1) Graded Courses.

- a) The following letter grades shall be used for courses graded on a regular basis with each grade assigned grade points as indicated:

Grade	Grade Points per Credit	Grade	Grade Points per Credit
A+, A	4.0	C	2.0
A-	3.7	C-	1.7

B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F (Failure)	0.0

- b) The grade used depends on the instructor's judgment of the quality of the students work. If the student fails to earn a passing grade, the instructor shall assign a grade of "F" and no degree credit is earned.
- c) All work recorded with these grades is used in the calculation of grade point averages. (Ch. IV, Art. IV, Sec. 6.)

2) Non-graded Courses.

- a) The following symbols are assigned no grade points and work so recorded is not used in the calculation of grade point averages:

P: The symbol P shall be used to designate credit earned in a P-D-F course for which the student has received the equivalent of a C- or higher grade.

Cr: The symbol Cr shall denote that credit toward degree requirements was allowed for the course.

NC: The symbol NC shall denote that no credit toward degree requirements was allowed for the course.

- b) Although Cr-NC grades are appropriate for activity courses and P-D-F grades for courses of an academic nature, the faculty may designate specific courses to be graded under either option.

3) Course Requirements Not Completed:

The following symbols shall be used to indicate courses for which work has not been completed and no credit has been earned:

X: The symbol X shall be used for courses in which the reporting of a grade has been deferred as specified in Ch. IV, Art. IV, Sec. 3.

NR: The symbol NR shall be used for courses in which the reporting of a grade has been deferred because it was unreported by the instructor, as specified in Ch. IV, Art. IV, Sec. 3.

I: The symbol I shall be used for courses in which a grade of incomplete has been authorized and is pending completion. (Ch. IV, Art. IV, Sec. 2).

W: The symbol "W" shall be used to indicate courses from which a student has officially withdrawn after the 6th week, but prior to the end of the 10th week of classes (Ch. IV, Art. IV, Sec. 1, d.).

4) P-D-F Grade Option

- a) All students in good standing shall be eligible for selection of courses on a P-D-F basis, but not more than 40 credits from such courses shall be counted toward the completion of graduation requirements, and no more than 1/3 of all credits earned at Whitman College may be taken on a P-D-F basis. Courses taken with the P-D-F grade option cannot be used to satisfy distribution requirements.
 - 1) During the 10th week of the semester, students may, after consultation with their advisors, change their registration for certain classes to P-D-F.
 - 2) A student must complete a special form (paper or electronic copy), have it endorsed by his or her adviser, and file it with the Registrar within the prescribed time to be eligible to take a regularly graded course on a P-D-F basis.
 - 3) The P-D-F option may not be applied to any course designated in the catalog as a General Studies course.
- b) Students who register for a course on a P-D-F basis will be assigned a grade of P if they earn the equivalent of an A+, A, A-, B+, B, B-, C+, C, or C-grade. If a D+, D, D-, or F grade is earned, those grades will be recorded as for any graded course, and used in the computation of the grade point average.
- c) Subject to the approval of the faculty, individual instructors may offer certain courses only on a P-D-F or graded basis. Students may register for all courses (except those designated P-D-F courses) on a regularly graded basis.
- d) Subject to the approval of the faculty, departments may formulate their own policies with regard to limiting or denying the P-D-F option in courses taken within the student's major subject. Any department may, in an individual case, petition the Board of Review to waive this P-D-F rule for a particular student who desires to major in that department's course of study. If the appeal is successful, the grade of P, D or F will remain on the transcript.

5. Semester Grade Reports

Each instructor shall file with the Office of the Registrar a semester-end grade report for every student registered in his or her courses.

At the time of filing semester-end grade reports, a supplementary form provided by the Registrar must be filed in conjunction with every grade of F.

6. Grades Upon Withdrawal

If a student withdraws from a course or from the College after the 6th week, but prior to the end of the 10th week of classes, he or she shall receive a grade of "W"(Withdrawal). If he or she withdraws or discontinues studies in any course after that date (unless specifically permitted to do so by the Board of Review for reasonable cause such as family distress, serious illness, or other emergencies) he or she shall receive a grade of F. (Ch. IV, Art. I, Sec. 3 & 4.)

Section 2. Incomplete Grades

- a. A grade of Incomplete (I) may be authorized upon petition initiated by a student who has completed at least half of the required work of a course with a passing grade, but who is unable to complete the requirements of a course due to reasons of health or emergency, and for no other reasons.
- b. In each case the petition shall include information about the duration of the illness or emergency, and shall indicate how the work not completed is related to the period of the illness or emergency; and the instructor shall furnish written certification of what work has been completed, specify what work is required in order to complete the course requirements, and state whether or not he or she regards the completion of requirements to be feasible in the specific case.
- c. The Dean of Students may authorize an incomplete for reasons of health or emergency when a case meets the criteria stated above and is consistent with guidelines approved by the Board of Review and made known to the faculty.
- d. Any petition for an incomplete not covered by these guidelines shall be submitted to the Board of Review.
- e. If a student has failed to complete some requirements in a course and a grade of Incomplete has been authorized, the instructor shall give him or her a grade based on the work received for the course at the time grades are submitted and judged against the course requirements for the entire class. An incomplete pending completion will be shown as a grade of I on a student's transcript.
- f. An incomplete grade shall be converted into a final grade once the student's deadline for completing the course requirements has passed. The grade of I is not a final grade.

- g. If a student is currently on probation, the instructor must report any grade change to the Registrar within three weeks after the last day of final examinations for the semester in which the grade was incurred.
- h. If a student is in good standing he or she must complete the requirements in the course by the end of the 3rd week of classes in his or her next semester in residence to obtain a grade different from that previously submitted by the instructor.
 - 1) Students not in residence must complete the requirements in the course not later than 6 months after the incomplete has been incurred.
 - 2) If these deadlines are not met, the grade based on the work completed for the course as judged against the course requirements for the entire class will replace the grade of I and will stand as the final grade in the student's permanent record.
 - 3) A student may petition the Board of Review to extend these deadlines.
- i. No quantitative value shall be assigned to an I in the computation of a student's grade point average.

Section 3. Deferred Grades

- a. A report of a grade may be deferred until after the end of the semester upon approval of the Board of Review in response to a formal request from the instructor which demonstrates the impracticability of filing a grade which is dependent, for example, upon a requirement such as the completion of a thesis or special project. The symbol X is used to designate a deferred grade.
- b. The Board of Review, in consultation with the instructor, shall in each case establish the date by which deferred grades shall be reported to the Registrar.
- c. A report of a grade may be deferred temporarily by the Registrar in situations in which a faculty member has not submitted a grade within 4 hours of the published deadline. The symbol NR is used to designate a not reported grade, and must be replaced with a standard grade by the faculty member as soon as possible, but certainly no later than the first class day of the semester following the term in which the not reported grades were recorded initially.

Section 4. Grade Changes

- a. A grade report after the time that final grades are due becomes a part of the permanent records of the College and may not be subsequently changed by the instructor, the Registrar, or any other official of the institution without first securing the approval of the Board of Review. A faculty member who requests a change in a

grade shall submit a brief written statement to the Board of Review clearly and sufficiently stating the basis for the change requested.

- b) No instructor shall issue or in any manner give out final grade reports until after the date that all grades are due and filed in the Office of the Registrar.

Section 5. Challenge of Academic Evaluation

- a. The evaluation of a student's academic performance is the responsibility of the person appointed to teach or supervise a course.
- b. A student who questions the validity of a faculty member's evaluation of his or her academic work, should first confer with that faculty member.
- c. If the matter is not resolved, the student may confer with the Provost and Dean of the Faculty.
- d. The Provost and Dean of the Faculty may, in turn, confer with the faculty member.
 - 1) If this conference does not resolve the issue, the student may petition the Board of Review to consider the case.
 - 2) The Board of Review may decide not to hear the case, or, hearing the case, may take one of the following actions:
 - a) Deny the petition.
 - b) In the case of an instructor who currently is a member of the faculty, the Board of Review may make recommendations concerning possible solutions to the problem.
 - c) In the case of an instructor no longer at the College, the Board of Review may, upon presentation of appropriate evidence, change the grade to Credit or No Credit.
- e. If the challenge of academic evaluation involves a question of academic dishonesty, then the rules governing academic dishonesty apply (see Ch. IV, Art. IX). In cases of demonstrable academic dishonesty which have come before the Council on Student Affairs, the Council on Student Affairs appeals procedures apply.

Section 6. Grade Points and Grade Point Average

- a. For each grade course attempted the grade points are computed by multiplying the number of grade points per credit (see Ch. IV, Art. IV, Sec. 1, a) by the number of course credits.

- b. The grade point averages shall be determined by dividing the total number of grade points earned by the total number of credits attempted which are graded A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The grade point average reported shall be truncated to three decimal places.

Section 7. Mid-Term Grade Reports

- a. Each semester each instructor shall file a mid-term grade report in the Office of the Registrar for each student who has earned a D+, D, D-, or F grade as of the date of filing.
 - 1) This grade report must be submitted prior to or on that date designated as mid-term on the official academic calendar.
 - 2) Absence of a report shall indicate that the student is not doing D+, D, D-, or F work in the course at the date of filing.
- b. The process for reporting mid-term grades shall be established by the Registrar's Office. After such reports are recorded in that office, the reports shall be sent to the students and the students' advisers.
- c. Mid-term grade reports shall not be used as a basis of administrative actions such as scholastic probation, student activity disqualifications, or establishment of fraternity and sorority initiation eligibility.

Article V. Scholarship Standards

Section 1. Academic Standards

To maintain good academic standing a student must meet the following requirements:

- a. Earn a minimum grade-point average of 1.700 each semester.
- b. Earn a minimum cumulative grade-point average of 2.000 during the second semester of the first year and subsequently.
- c. Subsequent to the first year earn a minimum of twenty-four credits in the two immediately-preceding semesters, except graduating seniors completing degree requirements with a normal load for the final (eighth) semester of study who may complete fewer than twenty-four credits in the previous two semesters.
- d. Complete successfully the Core (Antiquity and Modernity) in the first full academic year after entrance. Any deficiency must be removed not later than the end of the

fourth semester of college-level work or by the time the student has accumulated fifty-seven degree credits, whichever occurs first.

- e. Maintain a minimum cumulative grade-point average in the major study of 2.000 beginning with the end of the fifth semester of college-level work. A student with a combined major must maintain a minimum grade average of 2.000 in each subject area of the major.

Transfer students, to be in good standing, must meet the minimum grade point average requirements appropriate to their class standing as determined by the number of transfer credits accepted.

Any student who fails to meet the standards listed above, upon vote of the Board of the Review, will be given one of the measures below.

1. Academic Warning

A student who receives an academic warning from the Board of Review must correct the problem in the next semester.

The following three actions require concurrence of the Academic Council.

1. Academic Probation

A student given academic probation is no longer in good academic standing, and will be dismissed from the College if his or her performance in the next semester in residence fails to meet the minimum requirements for good standing, or fails to demonstrate sufficient progress toward that goal. Normally, a student will not be continued on probation for more than two consecutive terms.

A student on probation is restored to good standing when he or she completes the semester of probation with accomplishments that meet the minimum standards listed above.

2. Academic Suspension

A student who is suspended is not allowed to complete registration for classes until he or she has the approval of the Board of Review. To obtain such approval, the student is expected to submit a plan of study that demonstrates the feasibility of completing a degree at Whitman College.

3. Academic Dismissal

A student who had been dismissed from the College for failure to be in good standing may be reinstated on probation upon vote of the Academic Council in response to a formal petition. This petition must state clearly what actions the student will take in order to return to good standing.

Section 2. Restoration to Good Standing

- a. A student on scholastic probation is deemed to have regained good standing in the College when he or she has completed the semester of probation with a cumulative grade point average appropriate to the semester of attendance in accordance with the scale in Art. V, Sec.1.
- b. A student dropped for low scholarship shall not be registered as a special student or as an auditor unless he or she has been readmitted to the College.
- c. A student who in his or her last semester of residence has met all degree requirements, but who in that semester has failed to maintain good scholastic standing, shall not be disqualified for graduation.

Section 3. Reinstatement

- a. A student who has been dropped from the College for low scholarship may be reinstated on scholastic probation upon vote of the Academic Council in response to a petition. Such reinstatement, to be noted on the student's permanent record, shall carry no automatic right of readmission to Whitman College and a student thus reinstated who desires to re-register in the College must apply to the Office of Admission in accordance with the readmission policy of the College.

Section 4. Recording of Scholastic Action

Entries on the student's permanent academic record with respect to scholastic action shall be limited to the following:

- a. Notations of dismissal for low scholarship, reinstatement, and cleared for graduation shall be permanently recorded on the academic record.
- b. Notations concerning academic probation shall be made on the academic record to reflect only the current status of students who are not in good standing, but who are eligible to continue.
- c. Notations to show required withdrawal shall appear on the student's academic record unless removed by subsequent readmission to the College.

Article VI. Requirements for Graduation

Section 1. Credits

Every candidate for a Bachelor's Degree must complete courses totaling at least 124 acceptable credits.

- a. At least 30 of these credits must be earned in regularly graded courses at Whitman College, apart from all transfer, advanced placement, challenge, P-D-F, and credit-no credit credits.
- b. A minimum cumulative grade point average of 2.000 is required on all credit earned at Whitman College.

Section 2. Time Allowed for Completion of Degree Requirements

The 124 credits required for the Bachelor's Degree must be completed in not more than 9 semesters or equivalent except that additional time may be allowed in unusual cases by vote of the Board of Review.

Section 3. Residence

- a. Residence as a regular student in Whitman College shall be required of all degree candidates during the last 2 semesters prior to completion of degree requirements, except that a student who has on record not fewer than 116 credits may be allowed to complete his or her remaining degree requirements subsequent to such residence in the College under the following provisions:
 - 1) such work, not to exceed 8 semester credits, must be approved in advance by the student's major adviser and a record of the proposed work filed with the Registrar;
 - 2) the work must be completed in the interim between the student's last residence in the College and the next following fall convocation. See Ch. IV, Art. VI, Sec. 7 for modification of residency requirements for participants in the inter-institutional study plans.
- b. Students who are scheduled to graduate in September are ranked scholastically with those who graduate at the preceding spring commencement.

Section 4. General Studies Program

- a. Whitman College, through its faculty members acting as advisers, seeks to assist each student in following a course plan which supports the purpose of the College, as stated in the preamble to Chapter II. Each student is required to develop with the advice and consent of his or her adviser/s, a plan of course work consistent with the guidelines provided below.
- b. The General Studies program is intended to provide:
 - 1) breadth and perspective to allow exposure to the diversity of knowledge,

- 2) integration to demonstrate the inter-relatedness of knowledge,
 - 3) a community of shared experience to encourage informal continuation of education beyond the classroom, and
 - 4) a context for further study in the many areas appropriate for a well educated person.
- c. The General Studies Program consists of the items listed below.
- 1) The Core
 - a) Each student shall successfully complete two 4-credit courses in the first year.
 - b) First-year students who wish to defer the Core until the sophomore year must receive permission of the Board of Review.
 - c) Transfer students below the junior standing must complete Core unless, upon appeal, the Board of Review finds that they have passed comparable courses at another institution.
 - 2) Distribution Requirements
 - a) Each student shall successfully complete a minimum of 6 credits in each of the following areas:
 - 1) Social Sciences
 - 2) Humanities
 - 3) Fine Arts
 - 4) Science, including at least one class with a laboratory.
 - b) In addition:
 - 5) One course of three or more credits in Quantitative Analysis.
 - 6) Two courses designated as fulfilling the requirements in Alternative Voices.
 - c) Specific courses in each of the 6 areas that are appropriate for the distribution requirements shall be approved by the faculty and listed in the current College Catalog.

- d) At an appropriate time during the student's senior year his or her major Department or major committee will be required to certify that he or she has successfully completed his or her approved program.

Section 5. Major Requirement

- a. Every candidate for a bachelor's degree must complete a major program as defined in Chapter II, Section 2.
- b. Election of a major may be made upon enrollment in the College or at any time thereafter, but a choice must be made prior to the date set for preliminary registration for the student's 5th semester.
 - 1) The student selects a major in consultation with his or her pre-major adviser and with the approval of the adviser or advisers responsible for the proposed major study.
 - 2) He or she may, however, later change his or her field of major with the approval of the new major adviser or advisers.
- c. A student may elect more than one major but not without approval of the major advisers concerned. Such students must complete every requirement of each major elected.
- d. A minimum cumulative grade point average of 2.000 must be earned in all courses taken by a student in his or her major area in order to be eligible for graduation.
- e. Regardless of whether a student declares a standard, combined, or individually planned major, a minimum of two-thirds of the specific course and credit requirements for the major must be completed in the on-campus program of the College.

Section 6. Senior Assessment in Major

- a. Every candidate for a Bachelor's Degree must, in his or her senior year or subsequently, pass a senior assessment in the field of his or her major.
 - 1) Subject to the approval of the faculty and to the satisfaction of the criteria below, each department will decide the format of its senior assessment.
 - 2) A substantial part of the senior assessment shall take the form of an interrogative oral. This shall be conducted by a committee composed of two or more instructors in the major or related fields.

- 3) If the senior assessment includes a substantial component in addition to the oral, the minimum time for the oral shall be one hour; otherwise, the minimum time for the oral shall be two hours.
 - 4) The times and places of senior assessments shall be set by the department chair(s) and/or program director except that no senior assessments shall take place during the week of final exams unless approved by the Board of Review.
 - 5) Senior assessments, if passed, shall be graded “Passed” or “Passed with Distinction”, depending on the quality of the student’s performance, and such grades shall be reported to the Registrar on or before the last day of classes and recorded on the student’s permanent record.
 - 6) A student who fails to pass a senior assessment may, at the discretion of the student’s committee, be given an additional assessment not less than two weeks later. Failing to pass this, he or she may not again present himself or herself for further evaluation until three months have elapsed.
 - 7) The Dean of Students shall be empowered to authorize absences from senior assessments and shall do so only for illness, emergency, or unusually important college-sponsored activities such as national competitions for forensics and varsity athletics.
- b. In the case of an individually planned major, the individually planned major committee shall assume the responsibilities of the major adviser and/or major department in administering senior assessments.

Section 7. Special Provisions for Participants in Inter-Institutional Study Plan Programs

- a. For students who are admitted to one of the combined plan programs (Ch. II, Sec. 6, b), the degree requirements of the College shall be modified to fit the pattern of the specific combined plan.
- b. All combined plan students shall complete during the first three years of college work a minimum of 94 semester credits (93 semester credits for the 3-2 Engineering and Computer Science Program) of which a minimum of 62 credits must be earned on campus at Whitman College.
- c. The student must satisfactorily complete the requirements for the General Studies Program (Ch. IV, Art. VI, Sec. 4).
- d. The requirement for the senior assessment is waived.

- e. The Bachelor of Arts degree shall be awarded by Whitman College upon the successful completion of the program requirements as specified in the sections which follow:
- 1) The Combined Plan in Engineering.
 - a) The recommendation of Whitman College at the end of the student's third year of study is required for admission to Caltech and the engineering schools at Columbia University, Duke University, and Washington University in St. Louis.
 - b) Grade point and course requirements are specified in the Whitman College Catalog.
 - c) The Whitman College major shall be Natural and Mathematical Sciences.
 - d) The student shall complete the equivalent of two years of college work at the school of engineering and be awarded a Bachelor of Science in Engineering degree by that school to qualify for the award of the Whitman College degree.
 - 2) The Combined Plan in Law.
 - a) Students participating in this program are selected by the Columbia University Law School from those nominated by Whitman College.
 - b) The student must complete a minimum of 75% of the credits required for a standard major by the end of the student's 3rd year at Whitman College, of which no more than 6 may be transfer credits.
 - c) The student must complete a minimum of 12 credits which are appropriate to a Whitman College degree outside the School of Law at Columbia University.
 - d) The program of study for specific courses to be completed at Whitman College and Columbia University requires the approval of the student's major Department. The Department may require courses which are more rigorous than the minimum required; the department must specify if any additional courses related to or supportive of the major are to be completed at Columbia University.
 - e) The student may complete 6 credits of the distribution requirement at the participating school with the approval of the major department.

- f) The student shall be awarded a J.D. degree by Columbia University to qualify for the award of the Whitman College degree.
- 3) The Combined Plan in Forestry and Environmental Studies.
- a) Students participating in this program are selected by Duke University from those nominated by Whitman College.
 - b) Course requirements to be completed at Whitman College are specified in the College Catalog.
 - c) The Whitman College major shall be Biology or Geology depending on the courses completed at Whitman College.
 - d) The student shall successfully complete a minimum of 60 credits at Duke University and be awarded the appropriate graduate degree to qualify for the award of the Whitman College degree.
- 4) The Combined Plan in International Studies.
- a) Students participating in this program are selected by the Monterey Institute of International Studies from those nominated by Whitman College.
 - b) Course requirements to be completed at Whitman College are specified in the College Catalog.
- 5) The Combined Plan in Oceanography.
- a) Students participating in this program are selected by the University of Washington from those nominated by Whitman College.
 - b) Course requirements to be completed at Whitman College are specified in the College Catalog.
 - c) The Whitman major shall be Biology or Geology depending on courses completed at Whitman College.
 - d) The student shall complete the equivalent of two years of college work at the School of Oceanography and be awarded a Bachelor of Science in Oceanography degree by that school to qualify for the award of the Whitman College degree.

Section 8. Modification or Waiver of Requirements

By vote of the faculty, the graduation requirements of the College may be modified or waived in individual cases. All petitions for such modification or waiver shall go first to the Board of Review and such petitions shall not be received or considered unless they bear the signature of the student's adviser.

Section 9. Record of Rank in Class and Final Grade Point Average

After the completion of all residence work prior to graduation, each student's rank in class and final grade point average shall be recorded on his or her permanent record.

Section 10. Commencement Exercises

A student who has met the residence requirements and who has successfully completed at least 116 credits toward graduation may participate in commencement, though a degree will not be conferred until all of the requirements for graduation are met.

Section 11. Degrees Awarded in Absentia

A degree shall not be conferred in absentia except by special action of the Board of Review taken in response to a petition showing satisfactory reasons for inability to take the degree in person during a degree conferring ceremony scheduled by the College.

Section 12. Minor Requirement

- a. Minor study programs require 15-20 credits within the particular field or area to be completed with a minimum grade point average of 2.000.
- b. Unless approved by the appropriate departments and/or programs, courses used for minor requirements may not also be applied to requirements in the major or any other minor.
- c. A minimum of three-fifths of a specific course and credit requirements for the minor must be completed in the on-campus program of the College.

Article VII. Academic Honors

Section 1. Honors in Major

- a. A student who shows unusual ability in the field of his or her major may be granted permission to work for honors in major during the last two semesters in residence before his or her graduation and with the privilege of doing preliminary planning on the project or thesis during the junior year.

- b. Honors shall be awarded to students at the time of their graduation.
 - 1) The application must be submitted to the major department (or departments for combined majors, or major committee for individually planned majors) within the first six weeks of the two-semester period in which the student is eligible. If approved, the proposal should be filed with the Registrar within the first 8 weeks of the two-semester period in which a student is eligible for such candidacy.
 - 2) The application must include a brief description of the student's honors thesis project.
- c. To be eligible for such candidacy, the student shall have completed not fewer than 87 semester credits and shall have completed at least 2 semesters of residence in Whitman College.
- d. In order to be eligible to receive honors in major the candidate shall meet the following requirements:
 - 1) A candidate must attain a cumulative grade-point average of at least 3.300 on all credits earned at Whitman and a grade-point average of at least 3.500 in the major.
 - 2) He or she shall have completed and have earned a grade of at least A- on a written thesis or research project prepared exclusively for the satisfaction of this program;
 - 3) All successful honors candidates are required to file two acceptable copies of their theses or reports of the research projects in the college library no later than Reading Day which precedes the beginning of the final examination period in their last semester. Students (and their faculty advisers) are encouraged to meet this requirement well in advance of this final deadline when possible. In addition, students in some majors may be required to comply with departmental regulations for earlier filing. Department or program chairs must provide the names of successful Honors candidates to the Registrar's Office no later than Reading Day. At that time, these students will be enrolled in the Honors Thesis course. Finally, in the absence of the supervising instructor, the department or program chair will be authorized to endorse the students' honors certificates.
 - 4) The student shall earn the grade of "Passed with Distinction" on the senior assessments in his or her major and he or she shall earn a grade of at least A- (3.700) in the honors thesis course.

- e. The major adviser shall attest the satisfactory completion of requirements for the awarding of honors in major.
 - 1) A candidate for honors in major who fails to attain such honors shall be permitted to graduate without honors, providing that all college requirements for graduation have been satisfactorily met.
 - 2) Students enrolled in senior honors thesis who fail to attain honors will receive credit for senior thesis (or, if their department does not offer a senior thesis, independent study), provided they have completed the thesis with a passing grade.

Section 2. Honors in Course

- a. The degree of Bachelor of Arts with honors in course shall be conferred upon students who have achieved scholastic distinction as indicated by a high proportion of A's and B's in all of the work pursued at Whitman College.
- b. To be eligible to receive honors in course a degree candidate shall have been in residence at Whitman College:
 - 1) For his or her last 4 semesters, or
 - 2) For a total of 6 semesters.
- c. The degree candidate shall have earned a total of not fewer than 60 semester credits at Whitman.
- d. Three grades of honors in course shall be awarded, with grades and bases for such honors as follows:
 - 1) cum laude to students who have achieved a grade point average of at least 3.650;
 - 2) magna cum laude to those who have achieved a grade point average of at least 3.800 and no F grades;
 - 3) summa cum laude to those who have achieved a grade point average of 3.900 and no F grades.
- e. Honors in course shall be based on all grades earned on campus at Whitman College.

Section 3. Undergraduate Honors

- a. Members of the freshman, sophomore, and junior classes who attain a grade point average of at least 3.650 in not fewer than 30 semester credits, of which 24 must be

graded on a regular basis, during any one academic year shall be granted undergraduate honors.

- b. Students shall be notified of the award of undergraduate honors in the spring. The award of undergraduate honors shall be recorded on the permanent record of the student.

Section 4 Academic Distinction

Academic distinction is awarded after the completion of each semester. This recognition is given to all regular students who have completed a minimum of twelve credits, passed all credits attempted, and have earned a grade-point average of 3.500 or higher in no fewer than nine graded credits.

Article VIII. Degrees

Section 1. Degrees in Course

- a. Whitman College confers the degree of Bachelor of Arts with such honors as are customarily recognized.
- b. Two baccalaureate degrees may not be conferred on the same student at the same time, but a second baccalaureate degree may be earned as follows:
 - 1) A student must earn a minimum of 30 semester credits in residence following the date of completion of all requirements for the first baccalaureate degree;
 - 2) A student must complete the requirements for a major in a subject-matter field different from that presented as a requirement for the first baccalaureate degree.
- c. Degrees in course shall be conferred by vote of the Board of Trustees, with faculty recommendation, on students who have completed the requirements for the respective degrees to the satisfaction of the faculty. (Const., Art. VIII, Sec. I.)

Section 2. Degrees Awarded in Absentia

A degree shall not be conferred *in absentia* except by special action of the Board of Review taken in response to a petition showing satisfactory reasons for inability to take the degree in person during a degree conferring ceremony scheduled by the College.

Section 3. Exchange of Bachelor of Science Degree

Graduates of Whitman College who received the degree of Bachelor of Science prior to the year 1930, may exchange that degree for the degree of Bachelor of Arts upon payment of costs incident to providing a new diploma.

Section 4. Honorary Degrees

Honorary degrees shall be conferred by vote of the Board of Trustees, on recommendation of the faculty, in recognition of the public service and attainments of the candidates. When an honorary degree is conferred, the recipient must be present. (Const., Art. VIII, Sec. 2.)

Article IX. Academic Dishonesty

Section 1. Definition of Academic Dishonesty

Falsification, misrepresentation of another's work as one's own (such as cheating on examinations, reports of 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 will also be considered academic dishonesty.

Section 2. Reporting, Procedures and Penalties.

- a. When a faculty member judges that academic dishonesty has occurred, the faculty member must immediately notify the Dean of Students to learn whether this is a first or subsequent offense.
- b. Within seventy-two hours of learning that an instance of academic dishonesty is a first offense by the student, the faculty member shall notify the student of the determination that academic dishonesty has taken place. At this time the faculty member shall also either schedule a meeting with the student, which must take place promptly and in which the faculty member shall explain the nature of the academic dishonesty and the penalty to be assessed; or the faculty member shall inform the student of the need for the student to meet promptly with the Council on Student Affairs. If the faculty member chooses the latter option, this faculty member must also at the same time inform the Chair of the Council on Student Affairs of this decision so that the Chair can convene the Council to determine the validity of the charge and the penalty to be assessed.
 - i. The requirement that the student meet with either the faculty member or the Council on Student Affairs promptly upon being notified of the determination that academic dishonesty has taken place may be waived in cases where there are extenuating circumstances, such as a holiday break. Any party wishing to obtain this waiver must submit a written request for such a waiver to the Chair of the Council on Student Affairs, and send a copy of this written request to the

other party or parties, within two days of the notification of the student that a determination of academic dishonesty has taken place. The Chair shall decide whether or not to grant this request within one day of receiving it, and shall communicate her or his decision immediately to the parties involved along with the revised timetable for the meeting to take place.

- ii. Withdrawing from a class does not preclude academic dishonesty proceedings from going forward. When the student meets with either the faculty member or the Council on Student Affairs after being notified by the faculty member that the faculty member has concluded that academic dishonesty has taken place in a course for which the student is registered, the student shall also receive notification that any withdrawal from the course will not 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.
- c. In all cases of the subsequent offense by a student, the case will come before the Council on Student Affairs, which shall determine the validity of the charge and the penalty to be assessed.
- d. The student shall have the right to challenge an initial decision rendered by the faculty member regarding the charge of academic dishonesty, for a first offense, 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.
- e. For any meetings of the Council on Student Affairs regarding a case of academic dishonesty, the Chair shall ensure that minutes of the proceedings are generated for the use of the Academic Council in case of an appeal.
- f. Both the faculty member and the student shall have the right to challenge any decision rendered by the Council on Student Affairs, in either first or subsequent offenses, by appealing to the Academic Council. To appeal a decision, the appellant must submit a written statement of the intention to appeal and the reasons for this action to the Chair of the Faculty within seven days of the decision by the Council on Student Affairs. The Chair of the Faculty shall then promptly forward copies of this statement to the members of the Academic Council and the other party in the dispute. At this time the Chair of the Faculty shall also invite the other party to submit a written statement regarding the case to the Academic Council, specifying an appropriate deadline for the receipt of this statement. The Academic Council shall then meet promptly after the passage of this deadline to provide a final determination of the validity of the charge and the penalty to be assessed. The Academic Council shall not hold a new hearing, but shall review the parties’

written statements and the minutes of all meetings of the Council on Student Affairs regarding the case at hand.

- g. A report on each case of demonstrable academic dishonesty will be kept on confidential file by the Dean of Students while the student is in attendance at Whitman College. Upon the student's graduation the report will be destroyed. The purpose of reporting cases of demonstrable academic dishonesty is to provide a record in order to discourage repeat offenses and also to facilitate identification of repeat offenders. All meetings and deliberations pursuant to items (a) through (f) of this policy shall be otherwise kept strictly confidential.
- h. Penalties for academic dishonesty are as follows:
 - i. For a first offense, in a case where academic dishonesty has been committed by a student concerning his or her own course-work, the penalty shall range from a minimum of a grade of "F" on the assignment to a maximum of a grade of "F" in the course.
 - ii. 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.
 - iii. A subsequent offense of any sort may result in expulsion from the College.
 - iv. 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.
- i. All regulations regarding academic dishonesty will be published clearly in the Whitman College Handbook of Procedures and Regulations.

Article X. Class Meetings and Absence from Classes

Section 1. Class Meetings

The faculty is expected to hold regularly scheduled classes in the 24 hours preceding and following vacation periods.

Section 2. Attendance in Classes

- a. The faculty recognizes the importance of regular attendance in all courses; however, attendance policy in classes is left to the discretion of the individual instructors except in cases of authorized absences.

- b. The instructor of a class may have a student without an authorized absence removed from the class roster if the student fails to attend the class in the first calendar week that it meets. It is the student's responsibility to notify the instructor of an authorized absence. The instructor must notify the student and the Registrar of the intent to remove the student from the class roster at least 24 hours before he/she is removed from the class roster. The instructor must contact the Registrar to finalize the process when all criteria for removal have been met.

Section 3. Absence for College Sponsored Activities

- a. Absence from classes, and, if necessary, from the campus is authorized for students who, as individuals or members of athletic teams or other organized groups, represent the College in college sponsored activities which necessitate absence from classes. The following groups are included in this category: members of properly authorized varsity and junior varsity athletic teams and participants in properly authorized intercollegiate forensics, theatre productions, and music ensembles.
- b. The names of students involved in such organized activities shall be reported to the Dean of Students by the faculty supervisors of the activities well in advance of each event which necessitates absence from classes, together with other necessary information, such as dates of absence and the specific purpose of the activity. The Dean of Students shall then certify to each member of the faculty, as far in advance of the event as practical, authorization of absence for students involved.

Section 4. Absence of an Entire Class

Permission for an entire class to be absent from the campus must be obtained from the Associate Dean of the Faculty. The names of students involved in such class absence shall be reported prior to the date of the absence to the Associate Dean of Faculty by the faculty member in charge.

Section 5. Individual Authorizations for Absence

The Dean of Students shall be empowered to authorize absences from classes and, if necessary, from the campus for individual students in cases of exigency.

Section 6. Provisions for Making Up Work

Instructors shall be notified of all authorized absences and shall provide opportunity to students to make up work missed during authorized absences from class without penalty. If authorized absences total more than 20% of class meeting time, it shall be at the discretion of the instructor to allow the student to make up that work. Authorized absences shall not relieve students of the responsibility of making up work missed.

Section 7. Absence for Senior Assessments

A student is authorized to be absent from all classes scheduled for the day or days on which he or she takes the senior assessment in the major (Ch. IV, Art. VI, Sec. 6).

Article XI. Intercollegiate Athletics

- a. Whitman College is a member of the National Collegiate Athletic Association (Division III) and the Northwest Conference (NWC), the constitution and by-laws of which prescribe regulations for all intercollegiate contests within the conference.
- b. Eligibility of Whitman participants in intercollegiate athletics shall be certified by the faculty representative of the NCAA and Northwest Conference. Only a regular student may represent Whitman College in intercollegiate athletics.
- c. Schedules of intercollegiate athletic events shall be approved in advance by the Board of Review after consultation with the College Athletic Committee.

Chapter V

Student Activities and Conduct

Article I. Procedures for the Governance of Student Conduct

Section 1. General Principles

- a. Students shall be held individually responsible for maintaining standards of conduct which meet the requirements of decency, the behavior patterns of a democratic society, and the particular needs of this college community.
- b. The faculty of the College may make explicit these requirements by specific regulations to whatever extent it decides is necessary for the welfare of the college community.
- c. Social regulations of whatever origin should insure adequate consideration for the rights of individual students to privacy and the preservation of their individual dignity and comfort, and an atmosphere consistent with the basic educational purposes of the College.
- d. All members of the community have the responsibility for adherence to state, local, and federal laws.

Section 2. The President of the College.

The President of the College shall have the authority, when there is just cause, to summarily suspend or expel a student from the College.

Section 3. The Faculty

- a. The faculty shall have the power to take proper measures for the government and discipline of the students, and to suspend and expel offenders as may be deemed necessary.
- b. This authority may be delegated to a properly constituted committee, the faculty reserving the right of review. (Const., Art., V, Sec. 2.)

Section 4. The Council on Student Affairs

- a. Except when otherwise expressly delegated, the Council on Student Affairs shall be charged with passing on all student discipline cases referred to it.

- 1) The Council on Student Affairs may also establish disciplinary procedures and regulations and delegate its authority to administrative offices and/or committees where it deems such action appropriate. (See Ch. V, Art. III, Sec. 5).
 - 2) All decisions by the Council on Student Affairs on matters of student discipline shall be reported to and subject to review by the faculty as a whole.
- b. The Council on Student Affairs may also act on other matters referred to it, such as the selection of award winners and the review and revision of college policies on student activities and conduct.

Section 5. Living Group Regulations

- a. Residents of and visitors to college residence halls, fraternity houses and other college supervised residences shall be subject to the supervision of the Dean of Students.
- b. Living groups of students may establish additional regulations which are not consistent with those established by other duly designated college committees or departments. Such regulations are subject to review by the Council on Student Affairs and may be enforced by living group councils, with any student retaining the right of appeal to the Council on Student Affairs.
- c. Authority is vested in the President of the College to excuse at his or her pleasure students from living in college residences or from eating in college dining halls (Const. By-Laws, Art. VI, Sec. 1).

Article II. Student Life Committee

Section 1. Purpose

- a. The Student Life Committee may review and recommend policies on any matter, which is not of a curricular or disciplinary nature, relating to student life at Whitman College.
- b. The committee has policy-making authority in those areas of student life where authority is not specifically delegated to another committee, person, or department by the Faculty Code or the President. If in reviewing a matter brought before it the committee determines that proper jurisdiction is elsewhere, the Committee will refer the matter there.

Section 2. Membership

The Student Life Committee shall be composed of 6 students, 3 faculty members, the Dean of Students, the Associate Dean of Students, and the Provost and Dean of the Faculty or the Associate Dean of the Faculty.

- a. The President of the College and the President of the Associated Students of Whitman College are *ex-officio*, non-voting members.
- b. The Executive Council of the Associated Students of Whitman College shall appoint 3 students each year for 2-year terms. No more than 1/3 of the students shall be representative of one social or living group, no more than 2/3 shall be of the same sex, and both Greeks and independents shall have at least 1/3 of the membership.
- c. One faculty member is elected each year by the faculty to a 3-year term. The faculty member holding the senior position as defined by the termination date of his or her position shall act as chair.

Section 3. Procedures

Any recommendation or policy matter brought to a vote must pass by a majority of each of the three represented constituent groups present at the time.

Any policy decision made by the committee will be passed on to the appropriate department or organization for implementation.

Article III. The Council on Student Affairs

Section 1. Purpose

The Council on Student Affairs shall meet in order to hear and act upon any case involving alleged infractions of college regulations, referred to it by duly designated college groups or individuals. The council may also establish and revise student discipline procedures and act on other matters referred to it.

Section 2. Membership

The Council on Student Affairs shall be composed of 4 members of the faculty, 5 members of the student body, and the Dean of Students as chair.

- a. The faculty and student membership must have 2-2 and 3-2 gender balance, respectively. All members shall be voting members.
- b. Faculty members of the Council on Student Affairs shall be elected to 3-year staggered terms.

Each year the faculty shall elect from its body enough members to maintain Council membership of 4 faculty members and 2-2 gender balance.

- c. Three of the student members also serve 3-year staggered terms, each 3-year term beginning in the sophomore year of the new member. The Executive Council of the Associated Students of Whitman College shall appoint annually 1 sophomore member of ASWC to serve a 3-year term and shall appoint 2 members to serve 1-year terms during their senior year. A 3-2 gender balance must be maintained in the student appointments.

Section 3. Procedures

- a. When considering cases of infractions of college regulations, the Council on Student Affairs shall safeguard the rights of an accused student, establish the framework of facts, rule on guilt or innocence and assign sanctions for proven violations of college policy. In all cases the accused will be presumed innocent until proven guilty.
- b. In carrying out these procedures, and in delegating its authority to other college groups, the Council shall assure that confidentiality is maintained and that the following rights are respected:
 - 1) The student shall be informed in writing of the nature of the charges and shall be given time to prepare a defense.
 - 2) The student shall have the right to be assisted by an adviser of his or her choice who is a member of the college community.
 - 3) The student shall be given the opportunity to speak, present evidence and present witnesses on his or her own behalf.
 - 4) The student shall be given the opportunity to submit in writing any questions that he or she would like of any witness.

Section 4. Appeals

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:

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

Section 5. Disciplinary Actions

- a. The severity of any disciplinary action shall depend not only on the seriousness of any individual violation of good conduct but also on the complete record of campus citizenship of the student involved.
- b. The categories of official disciplinary action shall be:
 - 1) Dismissal from the College
 - 2) Suspension from the College with reinstatement dependent upon the fulfillment of stipulated conditions.
 - 3) Conduct probation, the terms of which shall be set by the Council on Student Affairs. Specific terms of such probation may prohibit the students' participation in extra-curricular activities, public performances, the holding of an office in a student organization, or the participation in commencement or other official ceremonies.
 - 4) Suspended conduct probation, 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.
 - 5) Other official action necessary to insure the responsibility of each student in his or her relationship to the College and the community.

Article IV. Student Organizations

Section 1. Authorization of Student Organizations

- a. In order to become an authorized Whitman College student organization a petition for recognition must be initiated with the Dean of Students.
- b. No honor society or student social organization, including fraternities and sororities, may be recognized without permission of the faculty.
 - 1) Application for the establishment of such an organization must be accompanied by a copy of the proposed constitution and a recommendation from the Dean of Students for favorable or unfavorable action.
 - 2) Upon the approval of the constitution the faculty will grant permission for the establishment of the organization.
- c. All other student organizations such as those affiliated with an academic department, service organization, or a special interest group, must be recognized by the Dean of Students.

- d. No change in the constitution of any organization may be made without permission of the Dean of Students. Major changes may require reapplication for recognition through established procedures.
- e. No student social organization at Whitman College shall be permitted to refuse membership to any otherwise qualified candidate, or discriminate against any member, 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."
- f. The faculty reserves the right to withdraw its authorization from any organization if in its judgment the well-being of the College requires such action.

Section 2. Supervision of Student Organizations

Student organizations and activities shall be subject to the supervision of the Dean of Students.

- a. Regulations for organizations and activities shall be established by the Dean of Students except in areas where authority is granted by the Board of Trustees or where legislation is specifically provided for by the faculty.
- b. Establishment of these regulations may be wholly or partly delegated to properly constituted student organizations or committees, subject to the approval of the Dean of Students.

Section 3. General Regulations

- a. Every organization must furnish a current list of its officers and a copy of its constitution and by-laws to the Dean of Students; maintain a good standard of scholarship and conduct among its members; and have a college adviser appointed by the President of the College on recommendation of the Dean of Students and nomination by the student group concerned.
- b. Membership in student organizations shall be limited to regular students enrolled in the College, except insofar as the constitutions of the respective organizations may provide for honorary and other categories of membership.
- c. Social events and other activities held in off-campus locations will not normally be considered to be social events sponsored by the College. The responsibility for insuring proper conduct at such events shall rest entirely with the group itself.
- d. Activities conducted on the campus by student organizations are subject to college regulations concerning organizations and individual student behavior.

Student or campus organizations that wish to use college-owned facilities for their activities must reserve the facilities according to appropriate procedures.

- 1) The reservation must indicate who the responsible individual/s will be in case of damage to college property or other problems stemming from the activity.
 - 2) In instances where college property or buildings are being used by students for such activities, the College reserves the right to require the presence of custodial personnel such as firemen, janitors, residence hall staff, security personnel, etc.
- e. No publications may be issued by students, classes, or organizations in the name of the College without permission of the faculty.
- f. Each student organization must be free of debt contracted as a result of current operations by the end of each college fiscal year. An organization in debt at the end of a fiscal year may be placed on probation for one year.
- 1) During such probation the organization shall not contract further current indebtedness and shall remove all current financial obligations.
 - 2) If, at the end of the year of probation, the indebtedness has not been removed, college authorization for the organization may be withdrawn.

Section 4. Associated Students of Whitman College

All regular students in the College are required to become members of the Associated Students of Whitman College. All other students are entitled to the privilege of membership upon payment of the student body fee.

Section 5. Social Fraternities and Sororities

- a. All of the regulations in the preceding sections of this Article apply to social fraternities and sororities.
- b. College expectations of fraternities and sororities are detailed in the document "Fraternities and Sororities at Whitman College". It is the responsibility of each recognized social fraternity and sorority to comply with all college regulations.
- c. In addition, the following regulations apply to fraternities and sororities:
 - 1) Each social fraternity and sorority must keep on file with the Dean of Students an accurate list of its members and officers.

- 2) No social fraternity or sorority may pledge or initiate a student not enrolled as a regular student in the College. A first-year student may not be initiated into membership until he or she has been enrolled for at least one semester as a regular student.
- 3) Every social fraternity and sorority must have an adviser who is a member of the faculty. Faculty advisers shall be appointed by the President of the College upon recommendation of the Dean of Students and nomination by the student group concerned.
- 4) Only men students enrolled in the College or persons designated by the College may reside in fraternity houses while classes are in session.
- 5) Each fraternity house must at all times be accessible for inspection by the Dean of Students, his or her designee, or the faculty adviser.
- 6) All activities which are sponsored by recognized fraternities and sororities or which take place in fraternity houses are subject to college regulations and to the control of the Dean of Students.

Article V. Student Conduct

Section 1. General Regulations

- a. A student may be subject to disciplinary action for conduct which seriously affects his or her suitability as a member of the academic community.
- b. From time to time various regulations and procedures, in addition to those in this article, may be established by authorized college groups or individuals, such as the Council on Student Affairs, the Student Life Committee, and the Dean of Students. All such policies are regularly published in the "Whitman College Student Handbook."
- c. At all times students shall comply with the directions of college officials acting in pursuance of their duties.

Section 2. College Documents

No student shall dishonestly and knowingly furnish false information to the College or its officers nor shall he or she forge, alter or misuse College documents, records or identification.

Section 3. Disruption or Abuse of College Facilities and Activities

- a. There shall be no obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including its public service functions, or of other authorized activities on college premises. Unauthorized entry to or use of college facilities is forbidden.
- b. There shall be no physical abuse of any person on college-owned property or at college-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
- c. Theft or damage of property of the College, of a member of the college community, or of a college visitor, shall be cause for disciplinary action.
- d. Disorderly conduct, or lewd, indecent, or obscene conduct or expression on college-owned or college-controlled property, or at college-sponsored or college-supervised functions, shall be cause for disciplinary action.

Section 4. Visiting Speakers

Any recognized student group may invite to the campus any speaker the group would like to hear. The appearance of any invited speaker does not imply any endorsement, either implicit or explicit, of his or her views by the institution, its faculty, its administration, or its governing boards. International speakers should be cleared through the Office of Human Resources.

Section 5. Hazing

- a. Hazing by individuals or organizations is banned.
- b. Hazing is defined as any activity which physically or mentally humiliates, degrades, or injures another person or requires a person to do something illegal or against his or her wishes.
- c. Offenders, either individuals or organizations, shall be subject to disciplinary action.

Article VI. Recording and Reporting Student Conduct

Section 1. Freedom of Expression

Expressions by students of opinions in the classroom or in academic work connected with courses which reflect social or political viewpoints shall be considered as confidential and shall not be divulged to any investigating agency or person.

Section 2. Official Conduct Records

Records of official actions related to the conduct and discipline of students shall be maintained by the Dean of Students. Inquiries relating to such conduct actions shall be directed to that office.

Section 3. Notations of Suspension or Dismissal

Notations of suspension or dismissal for reason of conduct shall be made on the student's permanent academic record.

- a. On completion of the terms of suspension, the notation on the student's permanent record shall be expunged, and thereafter no further indication of the action shall appear on such record.
- b. Notations concerning dismissal shall not be expunged from the permanent record.

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