About the Student Handbook

The Franklin W. Olin College of Engineering Student Handbook presents essential information about the college: the character and mission of the school, the academic policies and opportunities to learn outside of the formal classroom, the college’s Honor Code, the campus and community setting, and other policies.

This book should also enable prospective students to decide whether or not Franklin W. Olin College of Engineering is the college for them and whether they might benefit from its offerings.

This Handbook does not constitute a contract between the college and its students.

Students, faculty and staff that have suggestions for edits or changes in the Handbook, or those that are interested in the history of the Handbook or its policies, should contact the Office of Student Affairs and Resources: student.affairs@olin.edu
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I: The Learning Continuum

Olin offers the support, flexibility and services students need for a successful, well-rounded college experience — from a wide-range of clubs and activities to academic advising and health care.

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Introduction

Olin College takes student development one step further with the Learning Continuum. While nearly every college in America offers academic courses and student organizations, seldom is much thought given to the unstructured zone between the curriculum and extra-curriculum, or the connections between them. At Olin, we have given this zone a lot of thought and have worked hard to create a seamless learning environment where student learning is understood through the student’s whole experience. In this sense, we do not see learning as contained to one class, a summer internship or a leadership opportunity. Instead, we expect these experiences to build on each other and to flow from one area of a student’s life to another.

The Olin College Learning Continuum consists of courses, undergraduate research opportunities with faculty, non-degree credit Passionate Pursuits, transcript noted Co-Curricular Offerings,
community service, committee work or other service to the college, clubs and organizations, recreation and post-graduate planning. The Student Affairs team encourages student participation along the full range of opportunities in the Learning Continuum and works to foster connections among the elements on the continuum.

**Olin College mission statement**

Olin College prepares students to become exemplary engineering innovators who recognize needs, design solutions and engage in creative enterprises for the good of the world.

**Long-term aspiration**

Olin College seeks to redefine engineering as a profession of innovation encompassing 1) the consideration of human and societal needs; 2) the creative design of engineering systems; and 3) the creation of value through entrepreneurial effort and philanthropy. The college is dedicated to the discovery and development of the most effective educational approaches and aspires to serve as a model for others.

**Olin College core personal values**

*Integrity:* Complete honesty is expected from everyone in every situation. Even the appearance of a conflict of interest will be avoided. Successful long-term relationships depend on trust and open communication.

*Respect for Others:* Each person is treated with respect and dignity in all situations. Criticize only ideas — not people, and share responsibility. There is no room for abusive language or arrogance in relationships with others.

*Passion for the Welfare of the College:* As exemplified by the Trustees, each person will passionately pursue the overall interests of the college, while maintaining fairness to all individuals in all transactions. Personal advancement at the expense of others is discouraged and cooperation is expected.
Patience and Understanding: Each person will listen constructively, keep an open mind and take the time to understand with empathy before reaching a conclusion. Effective teamwork depends on the confidence that others care and are willing to take the time to listen.

Openness to Change: Continuous improvement requires openness to change, even though this usually causes inconvenience, inefficiency and risk of failure. Olin College will constantly strive to innovate and improve in every area.

Olin College core institutional values

Quality and Continuous Improvement: Olin College will strive for quality in all that it does. It will also strive for continuous improvement in all areas, and will measure its progress with appropriate national standards.

Student Learning and Development: Olin College is a student-centered institution. It will strive to provide educational experiences of exceptional quality and a student life environment that provides for healthy personal development.

Institutional Integrity and Community: Olin College will strive to develop long-term relationships based on honesty, fairness and respect. It will further strive to provide a safe environment that supports freedom of inquiry, acceptance of diversity and a sense of well being.

Institutional Agility and Entrepreneurism: Olin College will strive to minimize bureaucracy, cost and institutional inertia in all forms. It will further strive to accept appropriate risks in pursuit of opportunity.

Stewardship and Service: Olin College will strive to provide responsible stewardship of its resources while encouraging a spirit of service to society.
Courses
Courses provide the foundation for Olin’s academic program and are organized into interconnected themes that create the overall structure of the Olin curriculum; they define the engineering toolbox our students need to have a positive impact in the real world.

Academic advising
Coursework and advising are different aspects of the same process — developing a well-educated person. Olin College views advising as a central role of our faculty. Students’ relationships with their advisers are among the most important ones they will establish here and can have a significant impact on their Olin education. The advising system includes, but is not limited to: individual advising, advising families, the Sibbs program, career development and course planning.

Research
Faculty members generally advertise research opportunities at course fairs. If you are interested in doing research in a particular area, you should approach a faculty member in that area to see if he or she has any research openings in his or her research program. In addition to research projects that are regularly offered by faculty, students have the opportunity to design their own research projects, under the guidance of a faculty member. Students who have their own ideas for research projects should contact a faculty member with appropriate expertise to discuss their ideas.

Passionate pursuits
Success, whether personal or more widely recognized, occurs most often in those who have a passion for their work. Olin believes that learning to be passionate about one’s work, to persevere through difficult times, and to enjoy play freely, are all tremendously important life lessons. In contrast to most educational institutions, we actively and explicitly promote this integrated approach to learning, work and life. Our support of passionate pursuits promotes the idea that hobbies can be more than pastimes — they can become gateways to life-long learning and passionate endeavors. This is one of many ways in which Olin College gives acknowledgement to well roundedness and personal initiative.
A Passionate Pursuit is an intellectual or scholarly activity in which students propose a semester-long project, solicit faculty participation and establish objectives (i.e., learning goals, a deliverable and/or a presentation or performance) that constitute satisfactory completion of the pursuit.

**Co-curricular offerings**

Co-curricular offerings are (1) non-credit activities combining fun and intellectual awareness, (2) scheduled for a limited time (e.g., one semester), (3) led by a staff or faculty member or by a student working in concert with a faculty/staff member, and (4) funded by the Student Affairs and Resources office. They differ from curricular offerings in that they are not graded and attendance is not strictly enforced. They differ from extra-curricular activities in that they have an intellectual component, faculty/staff leadership and limited lifespan.

**Community service**

One of the guiding missions of Olin College is to instill a spirit and practice of “giving back” among students through significant and ongoing service to the community. Philanthropy was the central force in the F. W. Olin Foundation since its inception and Olin College is committed to supporting and continuing this tradition among its students, faculty and staff. Olin College encourages community service by providing financial support and reserving time dedicated to community service weekly in the schedule.

**Religious services and organizations**

Olin welcomes communities for people of all faiths. Olin strives to create a safe place for those who wish to explore spirituality in ways that are both familiar and new and challenging.

**Residence life**

The residence life team aims to provide a safe and supportive environment that promotes academic success, personal development, and involvement in campus life. We support the College's commitment to revolutionize engineering education by creating a seamless connection between experiences inside the classroom and life in the residence halls.
Student government and student clubs and organizations

The Olin College Student Body is organized and structured, as outlined in the Olin Student Constitution, into four Student Experience Organizations. The purpose of each outlined Student Experience Organization is unique, each with mission and principal responsibilities/duties entrusted to them. Each of these organizations is deemed vital to the education and college experience of the Student Body, insofar as each addresses an aspect of Olin’s central philosophies, founding precepts, and goals. The four Student Experience Organizations at Olin include the Council of Olin Representatives (CORe), the Honor Board, the organization to Support, Encourage, and Recognize Volunteerism (SERV), and the Student Activities Organization (SAO).

Sports and recreation

Olin recognizes that there is a direct relationship between one’s well-being, learning and regular exercise. In order to support these relationships Olin has established a variety of programs and resources including residence hall gyms, intramural sports at Babson College and Wellesley College, club sports teams, and access to athletic facilities at Babson College. The resources and programs are intended to promote short-term and long-term opportunities for staying physically active.

Post-Graduate Planning

The Office of Post-Graduate Planning assists students and alumni in their endeavors to enrich their educations, careers and lives and make lifelong contributions to society. Our career center helps students identify and obtain meaningful research, internship, scholarship, fellowship, professional and graduate school opportunities that will enrich their studies, careers and lives.
II: Academic Policies and Procedures

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Academic policies

One of Olin’s highest priorities is the well-being of its students, and Olin recognizes that individual circumstances often call for individual approaches. Olin’s faculty, staff and administration will always attempt to do what is right, regardless of the formal rule. The following policies will help to ensure that students are treated fairly.
Attendance policy
Students are expected to attend all classes at Olin. Each instructor will establish and publish the class attendance policies for reporting anticipated absences and making up missed work, including lab experiences and project work. The Dean of Student Affairs will grant exceptions for illness, religious observance, or other reasons deemed appropriate.

Olin Exposition (EXPO)
The Olin Exposition is a public event at the end of each semester where students present academic and non-academic work to an audience that includes the entire Olin community and external visitors. It is an opportunity for students to reflect on the semester, celebrate their achievements and share them with others, practice communication skills, and demonstrate their activities and abilities.

Expo is also an opportunity for people outside the college to see what Olin students can do, and it is an important way of involving external constituencies in the activities of the school. Normally all registered students are required to participate in Expo in the fall. In the spring, first through third year students are required to present at Expo while seniors are required to participate in the end of year SCOPE Summit. Students who cannot attend Expo for any reason should petition the Dean of Student Affairs as early as possible for an excused absence.

Definition of full-time status
Enrollment at Olin College is for full-time study in engineering. Students are expected to follow the curriculum design for each class year and carry a usual load of 16 degree credits. The definition of full-time study is a minimum of 12 attempted degree credits each semester with a maximum of 20 attempted degree credits each semester.
Part-time study is generally not available at Olin College; however, special cases will be considered by the Assistant Dean of Student Affairs for Advising.

Course overload policy
Olin students may register for a maximum of 20 credits each semester. The maximum load of 20 credits is a total of degree and non-degree activities. In exceptional circumstances, students may petition the Committee on Student Academic Performance (COSAP) with the consent of their
advisor for approval of a course overload. This reflects Olin’s commitment to reasonable expectations. First-year, first-semester students are limited to taking a maximum of 18 credits.

**Class standing**

Class standing is determined by the number of degree credits a student has earned in relation to the 120 required for graduation. The following table is a breakdown of earned degree credits and their corresponding class year and represents a reasonable expectation of progress toward a degree over four years.

<table>
<thead>
<tr>
<th>Class</th>
<th>Earned Degree Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year</td>
<td>0–30</td>
</tr>
<tr>
<td>Sophomore</td>
<td>31–60</td>
</tr>
<tr>
<td>Junior</td>
<td>61–90</td>
</tr>
<tr>
<td>Senior</td>
<td>&gt; 90</td>
</tr>
</tbody>
</table>

**Declaration of major/change of major**

Students are expected to declare their major no later than the time of registration for the fourth semester. Major declaration forms are available on the Student Affairs website and must be signed by the student and his or her adviser.

Students declaring the Engineering major must also complete and submit a Plan of Study form at the same time. The instructions and form can also be found on the Olin website under Resources of Engineering Majors.

Change of majors can be submitted using a declaration of major form and a Plan of Study (if appropriate). Students who change their major should be aware of their remaining degree requirements. Additionally, they are responsible for tuition, room/board and fees for any semesters required beyond the eight covered by the Olin scholarship.

**Registration**

Prior to each semester, there will be a designated registration period in which students will speak with their advisers and make choices on course selection. Registration is done on-line. Instructions are available each semester in the published registration booklets. NOTE: Courses available at the time of registration may be subject to cancellation based on enrollment.
Cross-registration policy

Olin has cross-registration agreements with Babson College, Brandeis University and Wellesley College (the BBW schools). These agreements increase the academic offerings available to Olin students in the natural and mathematical sciences, arts, humanities, social sciences, business and entrepreneurship.

Olin students, with the exception of first-semester, first-year students, are permitted to enroll for one course each semester at each of the BBW schools, subject to the continuation of the cross-registration agreements.

Cross-registering for a course at a BBW school will count toward a student’s total degree credit load at Olin. Normally, Olin students are not permitted to take courses at BBW schools which would substantially duplicate the content of a course or set of courses available at Olin, but may petition the Course Substitution and Transfer Board (CSTB) for an exception to this rule. With prior approval from the CSTB, students may use courses taken at the BBW schools to satisfy general course requirements, distribution requirements and program specific course requirements.

Students are responsible for all deadlines and registration procedures related to the host school, including, but not limited to, pass/fail, drop, add, withdrawal policies. Information regarding procedures for cross-registration is provided in the semesters’ registration booklet. NOTE: Due to the variation of grading deadlines at BBW schools, seniors are strongly encouraged not to cross-register during their final semester at Olin.

The add period

During the first 10 instructional days of a semester, students may alter their schedules by adding and/or dropping a course on-line using my.olin.edu. Discussions between students and their advisers are strongly recommended. Students are responsible for submitting their request no later than the 10th class day. Courses cannot be added after the 10th class day. Special circumstances may be granted for BBW sponsored courses when there is a variation in the academic calendars.
The drop period
After the Add Period, students may decide to drop a course from their schedule without penalty as long as they maintain a minimum of 12 degree credits. The drop date is the 45th instructional day of the semester. Course drops during this period must be made in person at the Registrar’s office and require the appropriate instructing faculty signature and the student adviser signature.

Course withdrawal
Students may withdraw from courses up through the last day of instruction in the semester. To withdraw from a course, students need written approval from the instructing faculty member and their adviser. Students must then process the course withdrawal with the Registrar’s Office. A grade of Withdrawn (W) will be entered for the course and will not affect the grade point average. Credits attempted will be noted, but course credit will not be earned. Students are responsible for meeting with their adviser to determine how the credits, and/or requirement will be completed in the future. Olin students cross-registered at one of the BBW schools must follow the academic policy on course withdrawals for the host school.

Half-semester courses
The Add, Drop and Course Withdrawal periods are prorated for half semester courses. The Add Period is the first five days of the session. The Drop Period is 10 days prior to the last day of instruction for that session. Course withdrawals can be done up through the last instructional day of the half-semester course.

Grading at Olin
Philosophy
Standards-based grading: Course grading at Olin will be based on student progress toward defined course goals. Summary metrics (e.g., GPA) will be provided on the student’s transcript, but relative summary metrics (e.g., class rank) are neither published nor tabulated. The Dean of Faculty will annually conduct a review of grade distributions and grading procedures.

Grading rules and regulations
1. Privacy: Olin will not publicly post either grades or summary metrics (e.g., GPAs) in any form that allows identification of any particular individual’s performance. It is expected that students will respect the privacy of each other’s grades.
2. Grading clarity requirements: On the first day of instruction, each Olin class will publish the following information:

a. Learning objectives that specify the knowledge, skills and attitudes that students are expected to develop or attain in the class. The learning objectives should be an effective instrument for students to understand what they will learn and how their learning will be evaluated.

b. Grading criteria that specify how the final course grade is determined. Some aspects of grading are necessarily based on the professional judgment of instructors, informed by their experience, and are subjective.

• Feedback: Olin expects instructors to provide students with feedback on their performance. If an instructor feels a student will not pass a course, or if the instructor is otherwise concerned about a student’s performance, she or he will issue a notice of academic concern in a timely manner. Copies of this notice will be sent to the student, the student’s faculty adviser and the Assistant Dean of Student Affairs for Advising. If a course is offered as year-long and utilizes a first semester TBG grade option, the course instructor will issue an end-of-semester notice of concern for any student not making satisfactory progress in the first half of the course. This end-of-semester notice will be considered a deficiency in the student’s overall semester progress and the student will be reviewed at the end of the fall semester Academic Progress meeting of COSAP.

3. End of semester feedback to the adviser: Olin advisers have real-time access to advisees’ course grades through the Student Information System. In addition, instructors will notify advisers of any significant concerns noted during the semester.

4. Pass/no Record first semester: In the first semester, first-year, Olin instructors may report the student’s grade to the student and to the adviser, but will report only a grade of Pass (P) or No Record (NR) to the Registrar. A grade of No Record does not affect the student’s GPA. In subsequent semesters, Olin instructors will report the student’s final course grade, according to the scale outlined below, to the Registrar.

5. Course grades: Course grades at Olin provide students, their advisers, potential employers and graduate schools information about overall performance. Course grades are determined based upon a mix of demonstrated comprehension, skill, participation and effort.

6. Grading scale: The Olin College grading scheme contains letter grades with a resulting grade point average (GPA) on a four-point scale. Students will be assessed using the following interpretation:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Assessment Description</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (for non-degree course activity)</td>
<td>n/a</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>EG</td>
<td>Experimental Grading</td>
<td>n/a</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>n/a</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>IL</td>
<td>Incomplete/Leave of Absence (temporary grade)</td>
<td>n/a</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (temporary grade)</td>
<td>n/a</td>
</tr>
<tr>
<td>L/NR</td>
<td>Leave/No Record</td>
<td>n/a</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit for Pass/No Credit Option</td>
<td>n/a</td>
</tr>
<tr>
<td>NCR</td>
<td>No Credit (for non-degree course activity)</td>
<td>n/a</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade Reported by Instructor (temporary grade)</td>
<td>n/a</td>
</tr>
<tr>
<td>NPP</td>
<td>No Passionate Pursuit Recognition (internal designation)</td>
<td>n/a</td>
</tr>
<tr>
<td>NR</td>
<td>No Record</td>
<td>n/a</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>n/a</td>
</tr>
<tr>
<td>PP</td>
<td>Passionate Pursuit Recognition</td>
<td>n/a</td>
</tr>
<tr>
<td>R</td>
<td>Course Repeated</td>
<td>n/a</td>
</tr>
<tr>
<td>TBG</td>
<td>To Be Graded (represents first semester placeholder for</td>
<td>n/a *</td>
</tr>
<tr>
<td></td>
<td>required yearlong courses)</td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
<td>n/a</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew from Course</td>
<td>n/a</td>
</tr>
</tbody>
</table>

*see item 3 related to notice of academic concern for academic progress standings*
7. Experimental grading: The ‘EG’ grade represents an “Experimental Grade” designation, implemented in a small number of courses during a curricular experiment that began in 2009. Each student may undertake no more than one “EG” course per semester. An ‘EG’ grade in a student’s transcript indicates that a student completed the course’s learning objectives and received instructor feedback based upon criteria that do not have direct mapping onto the ABCDF grading system. Students who do not complete the learning objectives will receive a “no credit” designation on their transcript (similar to the “no credit” option for pass/no credit courses).

8. Repeated courses: If a student retakes a course at Olin the original grade will remain, but will not be factored into the student’s GPA. The new grade will appear on the transcript in the semester in which the course was retaken. There is no guarantee that any course will be offered for a student to repeat, as in the case of, but not limited to, Special Topics courses. Repeated courses may be used in Financial Aid Satisfactory Academic Progress Pace of Progression calculations.

9. Minimally sufficient grades: A grade of D, EG, or Pass is sufficient to earn credit for a course. A grade of D or EG is sufficient to satisfy a course requirement. A grade of C-, EG, or Pass is sufficient to satisfy a prerequisite requirement.

10. Pass/No Credit: Up to 12 credits of a student’s distribution requirements may be satisfied by taking classes that are usually offered for grades as Pass/No Credit. In such cases, a Pass is given for performance equivalent to a grade of C- or higher. Courses taken Pass/No Credit may not be used to meet course requirements unless the course is not offered for grades or is taken in the first semester of the first year. Courses that are only offered Pass/No Credit, Independent Study and Research do not count toward the 12 credit limit. Students must declare their Pass/No Credit grading option by the drop date of each semester. The Pass/No Credit option does not impact the GPA; either Pass or No Credit will appear on the transcript. Once a student decides to take a course Pass/No Credit, he or she cannot revert back to receive a letter grade.

11. Passionate Pursuits: Passionate Pursuits are non-degree credit, and will be listed on the transcript if the nature of the activity and the level of completion are sufficient to merit credit.

12. The Olin transcript: A student’s academic transcript at Olin includes the following information:
   a. A list of classes the student took in each semester, and a record of the student’s final
grades in those classes. First-semester first-year transcripts will show only classes that were passed. Classes taken Pass/No Credit after the first year appear either as a Pass or as a No Credit.

b. The student’s GPA.

c. A list of non-degree activities taken each semester with a cumulative total of credits earned. There are no grades associated with non-degree activities.

d. Co-Curricular offerings in which the sponsoring staff or faculty member reported sufficient student participation for a transcript notation.

13. Grading and credits of cross-registered courses: Olin students who cross-register for a course at Babson, Brandeis, or Wellesley will receive credit for the course if they receive a passing grade. All grades will be recorded on their transcript and be factored into their grade point average. Credits from these schools will be counted on a one for one basis at Olin. For example, if a three credit course is taken at Babson, it will count as three Olin credits. A one unit Brandeis or Wellesley course is equal to four Olin credits. Courses that use other accounting schemes may be translated into equivalent Olin credits rounded to the closest integer.

Honor Code

It is expected that students will behave with integrity and according to the Honor Code.

Incomplete policy

In extenuating circumstances, a student may request an Incomplete (I) grade by petitioning the Dean of Student Affairs. If an Incomplete grade is approved, the student will be granted an extension period to complete the coursework. The period of the extension will be determined by the Dean of Student Affairs in consult with the instructor and student.

A grade of I will be listed as a temporary grade and will not affect the grade point average. If the work is not completed by the approved deadline, the incomplete grade of I will be changed to IF, Incomplete Failing, or an alternate grade upon approval of the instructor and the Dean of Faculty. An IF grade does affect a grade point average. An Incomplete is generally approved only when some specific event or illness prevents the student from completing a specific part of the course (such as completing a paper, project or exam).
An Incomplete will not be approved in instances where a student is demonstrating an overall difficulty covering or understanding the course materials and appears to need more time or additional instruction to learn the material. If such general difficulty occurs the student should discuss available options with his or her course instructor and adviser well before the end of the semester.

**Extra help**

For all courses, faculty members provide extra help for students as appropriate. In addition, individual tutors are assigned by Student Affairs. Students who feel that individual tutoring would be helpful to them should contact the Assistant Dean of Student Affairs for Advising as early in the semester as the need becomes apparent.

**Grade change policy**

**Dispute of a grade**

Students wishing to dispute a grade should first have a discussion with the instructing faculty member. If the student and faculty are in disagreement after the discussion, the student may appeal to the Dean of Faculty. The Dean of Faculty will meet with the student within 14 days of the appeal and will solicit a statement from the faculty member. Following this process, the Dean of Faculty will review the case and submit a recommendation to the faculty member. The faculty member will then make a final decision, in consultation with the Dean of Faculty. After one calendar year (from the end of the original grading period), all grades are final. All grade changes must be made in writing and signed by the Dean of Faculty.

**Final exam policy for excused absences**

Students who are unable to take their final exams for legitimate reasons and wish to request a make-up exam generally must obtain advance authorization from the instructing faculty members and Student Affairs. In the event that advance authorization cannot be obtained due to extenuating circumstances, students should contact Student Affairs and the instructor(s) as soon as they are able.

If the exam is not completed prior to the end of the grading period, a grade of I, Incomplete, will be recorded on the student record. An incomplete grade is a temporary grade that does not affect a grade point average.
Graduation

Petition survey
Students expecting to complete their degrees or walk in Olin’s May commencement ceremony must complete an on-line petition survey. This survey indicates the students’ intent to complete their Olin degree and initiates the final degree audit process. This survey is typically available six months prior to commencement.

Graduation walk policy
Degree candidates are allowed to walk in one ceremony for their degree. Students who are off sequence may walk with the class with which they entered or with their actual degree year class. If the choice is to walk with the entry year class, the student must file a degree plan for completion of the degree by March 1st of the walk year and must be within 16 credits of completing said degree.

Conferral dates
Olin College confers degrees yearly each May and has only one ceremony per year.

Completion date
When a student completes their degree requirements at the conclusion of the fall semester, their record will be marked as complete with a degree pending. The student must apply for their degree conferral in the following May ceremony. Their record will then be updated to graduate following the May date.

Student right-to-know act: Retention and graduation rates
Under the Student Right-to-Know Act, educational institutions are required to disclose to current and prospective students their retention and graduation rates. The calculations below are in accordance with the formulas and definitions of the United States Department of Education.

The retention of first-time, first-year students who return in the following fall semester is 96% for the 2013 cohort of new students.
The graduation rate is defined as the percentage of first-time students who complete their degree program within 150 percent of the normal completion time for that degree (six years for an Olin bachelor degree). For the 2009 entering class, the graduate rate is 93%.

Additional information is available from the Registrar and the Office of Institutional Research and Evaluation.

**Academic Recommendation Board (ARB)**

The Academic Recommendation Board (ARB) has the responsibility to foster change and act as a steward of the curriculum. The ARB regularly reviews the curricular structure and course options and reviews and authorizes changes in degree requirements. Students may petition the ARB if they need to apply for an exception to graduation requirements.

**Course Substitution and Transfer Board (CSTB)**

The Course Substitution and Transfer Board (CSTB) is a subcommittee of the ARB and has the responsibility of awarding Olin credit for classes taken at another institution.

There are three cases where a student can take a class at another institution and get credit toward an Olin degree: cross registration at Babson, Brandeis or Wellesley; classes taken during a Study Away experience; and classes taken at another institution during a summer or before enrolling at Olin. For more information on transferring credit, see Transfer Credit section.

The CSTB also determines what distribution and course requirements a non-Olin course can count for. Many courses at the BBW schools have been pre-approved. Prior to taking a non-Olin class not on the pre-approval list, students should request permission from the CSTB to count this class toward satisfying a distribution or course requirement.

**Committee on Student Academic Performance (COSAP)**

The Committee on Student Academic Performance (COSAP) is charged by the Dean of Student Affairs and is empowered to review, interpret and propose academic performance policies. This committee considers petitions to waive existing academic performance regulations and acts as an
appellate body for students with academic performance grievances. The committee also examines the records of students who are not making satisfactory progress toward a degree. This committee is chaired by the Dean of Student Affairs or the Dean’s designee (non-voting, except in the case of a tie) and consists of the Registrar (non-voting), the Assistant Dean of Student Affairs for Advising and three faculty members. Students wishing to appeal a decision on policy must submit their appeal to the Registrar within one week of the original decision.

COSAP also reviews student petitions for exceptions to policy. The twenty credit maximum course load policy is a typical example of a petition to COSAP. There is no form to complete. Interested students should discuss their course load with their adviser and then write a detailed petition that outlines the rationale. Students should include their adviser on the email petition, as the adviser is always asked for feedback. Petitions should be emailed to registrar@olin.edu no later than the last day to add a course.

**Student academic performance**

The Committee on Student Academic Performance uses the following guidelines in determining the academic status of students. Students not in Good Academic Standing will be placed on probation. Students not in Good Academic Standing for two consecutive semesters will be reviewed by the committee and may be required to withdraw. The committee may consider extenuating circumstances in applying these general guidelines. NOTE: In accordance with federal regulations of Title IV Financial Aid Program Integrity Standards, the Financial Aid Office will review academic performance in accordance with the performance measures listed below and will include an overall pace of progression standard. See the financial aid section for more information.

**Qualitative measure of academic performance**

Student’s first semester: Good Academic Standing is defined as receiving Pass grades in all courses by the start of the second semester.

Subsequent semesters: Good Academic Standing is defined as having a minimum cumulative grade point average of 2.00 by the end of the semester.
Quantitative measure of academic performance
In order to complete the degree in four years (eight semesters), each student will normally take 16 credits (four courses) per semester. Olin College expects students to make reasonable progress toward their degree each semester. As a result, to remain in good standing a student must complete a minimum of 12 degree credits each semester. The Committee on Student Academic Performance will review this quantitative measure in addition to the qualitative measure of a minimum grade point average.

Academic readmission
In making decisions on readmission petitions, the Committee on Student Academic Performance (COSAP) will expect the former student to produce timely evidence of good academic performance in college courses comparable to Olin courses, employment and/or community service references and a formal statement explaining changes that will contribute to their academic success at Olin. Credit for courses taken elsewhere while a student is withdrawn from Olin will be transferable to Olin only if approval is obtained from the CSTB prior to enrollment in each course.

Program group recommendations
The Program Groups (ECE, ME, E) will periodically review the progress of every student with a declared major. The program groups will work with students and their faculty adviser if performance in program specific course requirements is unsatisfactory or if trends indicate that such performance may become unsatisfactory.

College withdrawal policy
At times, the Dean of Student Affairs (or her/his designee) may require a student to withdraw from Olin College for academic or any other reasons, without following Honor Code procedures. Students who are required to withdraw may not reenroll at Olin without written approval from the Student Affairs and Resources office.

Students may wish to leave Olin College prior to completing their degree. Such a decision may be difficult to make. Therefore, we encourage students to discuss the situation with their faculty adviser and the Assistant Dean of Student Affairs for Advising. A student should consider whether a Leave of Absence might provide a more suitable means for them to address the
underlying circumstances for the withdrawal. The student’s decision to withdraw indicates she or he does not intend to return. Students who need a leave of absence should follow the procedures described below for requesting a leave. Dropping all registered courses does not automatically result in an official withdrawal from the college. Financial Aid recipients who drop all registered courses and/or officially withdraw from the college prior to the 60% point of a semester should note that this action will result in a review of their financial aid eligibility and a possible refund of monies to the Department of Education.

Voluntary withdrawal

Students can voluntarily withdraw from Olin College. Students must file a College Withdrawal Form with the Assistant Dean of Student Affairs for Advising. Withdrawing for nonmedical reasons during a semester will yield a grade of W, Withdrawn, on the academic record for all courses enrolled. If Voluntary Withdrawal occurs after the last instructional day of the semester, grades from that semester will appear on the transcript.

Medical withdrawal

Students who need to withdraw from Olin College for medical reasons should complete a College Withdrawal Form with the Assistant Dean of Student Affairs for Advising. If a student intends to return to the college, he or she should follow the procedure outlined in the Leave of Absence policy. Medical Withdrawals during a semester (i.e., by the last instructional day of a semester) will result in deletion of the semester’s registration from the student’s record. Students may be entitled in these circumstances to a full or partial refund of certain expenses and fees according to the guidelines of the college’s refund policy.

Medical documentation may be required to complete the process.

Return following withdrawal

Each request for readmission after withdrawal (required, voluntary, medical or administrative) is assessed on its individual merits; as such, readmission requirements will vary. Written approval from the Student Affairs office is required for readmission.
**Leave of absence policy (LOA)**

Students in good academic standing may request a leave of absence for up to 180 days in any 12-month period. Leaves of absence may not be used for study away. To initiate a leave of absence, students should meet with their adviser and complete a Leave of Absence Form. The request is then forwarded to the Assistant Dean of Student Affairs for Advising for approval. Documentation of the reason for the leave of absence (medical or otherwise) should accompany the request for a leave. The request, when approved, and any accompanying documentation will be forwarded to the Registrar for processing and placed in the student’s academic file.

The deadline for applications is the Monday prior to the start of course registration for the subsequent semester.

When a Leave of Absence is approved, student status will be noted as “On Leave.” If a leave is not approved, students have the right to appeal the decision to the Dean of Student Affairs within two weeks of the date of the denial of leave. There are two kinds of leaves:

• A leave of absence mid semester: This type of leave is requested when a semester is in active session*. In this case, all courses for which the student is registered will be temporarily designated as Incomplete/ Leave of Absence (IL). Any course that is not subsequently completed will then be changed to a grade of Leave/No Record (L/NR) and will be recorded internally for that course. Incomplete/Leave of Absence and Leave/No Record grades do not affect the student’s grade point average. The effective date of this leave is the approval date of the leave. Incomplete/Leave of Absence grades must be completed no later than 90 days after the student’s return date, or at another date determined by the faculty member and adviser.

* This active session does not include the study or final exam period. If a student has an unexpected event that impacts his or her ability to take a final exam, he or she should refer to the Final Exam Policy for Excused Absences.

• A leave of absence between semesters: This type of a leave is requested for a future semester when there is a circumstance that impacts the student’s ability to continue in sequence. In this type of leave, there are no grade entries made. The student’s schedule for the ensuing
semester will be deleted. The student will be placed on leave effective the first day of the upcoming semester for up to 180 days in any 12-month period.

If a student does not return from a leave of absence or extends beyond the maximum 180 days in any 12-month period, the student will be withdrawn from the college back to the original date of the leave. All Incomplete/Leave of Absence grades will be changed to Leave/No Record. NOTE: this applies to both types of leaves.

Return from leave
Students returning from a leave of absence should contact Student Affairs a minimum of 30 days before the start of a return semester. When considering register and housing needs, notification is best made in October for spring returns and April for fall returns. Requests to return are considered on a case-by-case basis.

Study away program
One of the founding principles of Olin College was that each student should have the opportunity to have a learning experience “away” from the college. This ideal was articulated early in the creation of the college with the expressed objective of having students learn to be citizens of the world.

The Olin Away Program was created to deliver on this principle, and provide students with the opportunity to broaden their perspective and views of the world. Students in their junior year can choose among three types of away experiences: a Direct Exchange Program, a Pre-Approved Program, or a Student-Designed Program. Financial assistance may be available to eligible students. Contact the Financial Aid Office for additional information regarding eligibility and procedures. For additional information please visit: http://awayprograms.olin.edu

Transfer credit
Olin College generally does not accept transfer credit for incoming students, but the Course Substitution and Transfer Board (CSTB) may grant exceptions on a case-by-case basis for incoming students who have demonstrated strong performance in rigorous courses taken at accredited institutions.
Enrolled students wishing to take a course at another college and transfer the credits to Olin must obtain prior approval from the CSTB. A student will need to provide detailed information about the school and the course including, but not limited to, a course description and syllabus. Minimal conditions to determine appropriate schools and courses are 1) the institution must be accredited, and 2) the institution should offer, at minimum, Bachelor degree programs. NOTE: In general, Olin does not accept transfer credit from community colleges. On-line courses may be accepted provided that items 1 and 2 above are fulfilled.

The CSTB will ask appropriate faculty to review the course materials before granting approval. If approved, the CSTB will notify the student in writing. Once the course is completed, it is the student’s responsibility to have an official transcript sent to Olin College. Provided the student meets the minimum grade (B- or equivalent) requirement for transfer, the course and the credits will appear on the student’s Olin transcript. To ensure standard equivalencies for transfer, the course must be taken for a letter grade or equivalent. Pass/fail grading does not transfer to Olin. In order to receive a degree from Olin, matriculated students must earn at least 60 of their credits from Olin or BBW courses.

Approved coursework will appear on student transcripts with the name of the institution issuing the academic credit, the course title and the credits earned (in equivalence to the Olin semester credit hour). These credits are included in the cumulative earned hours total. NOTE: The pace of progression calculation for financial aid satisfactory academic progress uses credits taken away in both attempted and earned categories. See the financial aid section for more details.

**AP exams and advanced study**

Olin College does not accept AP Exam credit for incoming students. Olin College does, however recognize that many students enter Olin with a strong background in various disciplines and works to ensure that all students are challenged by the curriculum.

In exceptional cases in which incoming students have taken college-level courses that are equivalent to required courses at Olin, students may petition the Course Substitution and Transfer Board (CSTB) to substitute a prior course for a relevant course requirement. In such cases, the corresponding distribution requirements remain undiminished.
Special accommodations policy
It is Olin College’s policy to comply fully with all state and federal disability laws. Olin does not discriminate against applicants or students with disabilities, and will consider modification to academic programs where necessary to ensure that our requirements are not discriminatory, as long as the modifications do not fundamentally alter the nature of our programs. Student Affairs coordinates services for students with learning disabilities, sensory impairments, psychological disabilities and medical conditions.

Students are responsible for identifying themselves to the Assistant Dean of Student Affairs for Advising and providing appropriate documentation of their disability and need for accommodation in a timely manner. Students requesting accommodation should contact the Assistant Dean of Student Affairs for Advising as soon as possible after matriculation. Services for students with learning disabilities may include, but are not limited to, academic accommodations, coaching on organizational and time management skills, faculty notification and academic advising. Services for students with physical, sensory, or psychological impairments as well as medical conditions may include, but are not limited to, academic accommodations, assistance with adaptive technology, accessibility accommodations and academic advising. Any specific modifications granted will be based on detailed discussions with each student about their particular situation, and on information from a medical care provider concerning the student’s disability and related needs.
III: Policies and Procedures – Non-Academic

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Alcohol and drug policies

Drug free schools and communities act
Students at Olin College must be aware that their behavior with respect to alcoholic beverages is constrained by two sets of rules: Massachusetts state law and the college’s own policies which reflect its concern for the health and well-being of its students. The alcohol and drug policies below.
Persons who violate the college’s policy regarding alcohol or other drugs are subject to appropriate disciplinary action, counseling, probation, suspension, dismissal and referral to proper law enforcement authorities for prosecution.

Massachusetts state law subjects an individual to fines ranging from $300 to $1,000, loss of driver’s license and/or imprisonment for the following acts:

- Sale or delivery of alcohol to anyone under 21 years of age;
- Possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age; and
- Misrepresentation or falsification of identification in order to purchase alcohol.

The law further states that anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver’s license indicating that he or she is 21 years of age or older.

The Drug Free Schools and Communities Act also requires that a description of health risks associated with drug use and alcohol abuse be distributed to Olin students. Potential health risks resulting from alcohol and drug abuse include but are not limited to the following:

Resources are available to assist Olin students in understanding and dealing with drug and alcohol abuse. The National Institute on Drug Abuse provides a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Contact Health Services in Hollister Hall for free materials on drug use.

**Alcohol policy**

Olin College is committed to encouraging and facilitating responsible student decision making. The college recognizes that responsible decision making concerning alcohol use is especially crucial to the health and safety of students, respect for college property and the educational mission of the institution. Alcohol abuse among students has been shown to have serious negative effects on the students’ abilities to reach their educational goals. While students have the primary responsibility for maintaining their academic progress and their overall health, Olin College seeks, in its programs, services and activities, to enforce the responsible use of alcohol.
on its campus and among its community members. To achieve this goal, and to monitor and regulate alcohol-related behavior, Olin has adopted the following policy and regulations.

Students at Olin College must be aware that their behavior with respect to alcoholic beverages is constrained by three sets of rules: Massachusetts state law, the town of Needham’s bylaws and the college’s own policies that reflect its concern for the health and well-being of its students. In Massachusetts, an individual must be 21 years of age to possess, consume, transport or carry alcohol.

**Massachusetts state law (Sample of relevant sections)**

Massachusetts state law subjects an individual to fines ranging from $300 to $2,000, loss of driver’s license, and/or imprisonment for the following acts:

- Sale or delivery of alcohol to anyone under 21 years of age;
- Possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age;
- Misrepresentation or falsification of identification in order to purchase alcohol;
- Possession of the open container of alcohol in public.

The law further states that anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver's license, Massachusetts Liquor Identification card, passport, or Military Identification card indicating that he or she is 21 years of age or older. Individuals who operate a motor vehicle while under the influence of alcohol are subject to criminal prosecution in addition to disciplinary action by the College.

In addition to the above, courts are increasingly willing to hold those who serve intoxicating beverages liable for damage or injury caused or suffered by the individuals to whom the beverages were served. This could include the College; organizations that sponsor events where alcohol is served; the officers, members, and advisers of such groups; and the individuals who serve the beverages. This also could include liability for alcohol served at private parties and/or in residence halls.

**Medical amnesty**

The Olin community values the health and safety of its members and supports an environment that encourages students to help others who are in need of assistance. This policy has been
established to encourage students to take responsible action when another student or guest is at risk due to the consumption of alcohol and/or drugs.

Students for whom medical or staff assistance is necessary due to being dangerously intoxicated and/or under the influence of drugs will be granted amnesty from the college disciplinary process in accordance with the terms of this policy. The Olin student/guest who calls the Department of Public Safety on behalf of a student/guest in need will like-wise be granted amnesty provided:

• The caller is an Olin student/guest, and
• The caller remains with the Olin student/guest in need until a Public Safety Officer and/or campus official arrives.

Olin recognizes the caller and student in need may involve than one person.

Consistent with putting the student’s health and safety first, the college will approach repeated incidents as a serious health risk. While amnesty from the disciplinary process may be applied, a meeting with the dean of student affairs and in extreme situations, in consultation with the student, possible notification of parents or guardians may also result. Students involved in an alcohol and/or drug-related emergency for which amnesty is granted are subject to mandatory educational or developmental interventions. An Olin student/guest who summons assistance for a student in need will receive amnesty on an ongoing basis consistent with the terms of this policy. The college’s response to these incidents is independent of any action taken by local law enforcement.

Medical amnesty applies only to alcohol or other drug-related medical emergencies but does not apply to other conduct violations such as, but not limited to, assault, harassment, hazing, vandalism, operating under the influence, property damage, or distribution of illicit substances.

Possession or consumption of alcohol by an underage individual
The college strictly prohibits the possession or consumption of alcohol by individuals under the Massachusetts legal age of 21 years old. Additionally, it will be considered a violation to transport or carry alcohol if the individual is under the legal age of 21 years old.
Providing alcohol to underage individuals
The college strictly prohibits students from providing alcohol to individuals under the Massachusetts legal age of 21 years old. The policy includes allowing underage students to consume alcohol in an on or off-campus residence. Please see the Guest Policy to understand the college’s expectations for students who host guests in their residence.

Drinking paraphernalia/drinking games
Drinking paraphernalia constitutes items that are being used, or could be used in connection with any drinking game or the rapid, mass, or otherwise dangerous consumption of alcohol of any type. This includes, but is not limited to, items such as funnels and table tops used in conjunction with drinking games. The college reserves the right to immediately and permanently confiscate all drinking paraphernalia.

Open container policy
Alcohol may not be possessed or consumed in outdoor areas of the college. Additionally, open containers of alcohol may not be possessed or consumed in residence hall hallways. On occasion, special authorization for specific locations may be obtained for outdoor or indoor consumption through the Student Affairs office.

Permissible quantities of alcohol
The college prohibits the possession of quantities of alcohol that are larger than what is reasonable for personal consumption. The following are the general guidelines for the maximum amount of alcohol permitted in on-campus residences for those 21 years of age or older: twelve 12-ounce coolers, malts, or beers; or two 750 ml. bottles of wine; or one liter of hard liquor up to 80 proof. The total amount of alcohol in a residence hall room or suite may not exceed the total amount permitted for the residents of the room or suite, age 21 or older. The college reserves the right, in its sole discretion, and given the specific circumstances of a given incident, to determine the volume of alcohol which constitutes a violation of this policy.

Central source
The college prohibits the possession, use and/or distribution of any central source of alcohol unless it has been previously approved by Student Affairs. A central source may include (but is not limited to) such items as a keg, pony keg, beer ball, or punch bowl. The college reserves the
right, in its sole discretion, and given the specific circumstances of a given incident, to determine the volume of alcohol which constitutes a central source. Factors including, but not limited to, an excessive number of students in a given area using the same source of alcohol and/or the intent to consume and/or distribute alcohol for the purposes of mass and/or rapid consumption.

Alcohol delivery
The commercial delivery of alcohol to Olin College, to individual students or student groups is prohibited. This includes but is not limited to college residence halls and/other college buildings.

Exceptions to this policy may only be made for events that have been approved for the delivery of alcohol by Student Affairs and Operations. These approved and college-sanctioned events must take place in previously approved College venues.

Event registration policy
The college recognizes certain venues where organized social events may occur. In review of each proposed event, the college takes into consideration such elements as the timing, location, number of participants, and quantity of alcohol. The applicable regulations are determined by the venue to which the event is assigned. If the requirements of the event registration process are not met, the student and/or organization will be considered in violation of this policy.

Babson athletic facility policies, procedures, general rules and regulations

Assumption of risk
Individuals assume a risk of injury or death while voluntarily participating in the programs and activities offered at any Babson College Athletics facility. All patrons are strongly encouraged to have a health evaluation prior to engagement of exercise activities, and to exercise good judgment concerning their ability to participate in sport and fitness activities. Patrons participate at their own risk.

Facility access
• Patrons are responsible for bringing Babson/Olin photo ID in order to access the Webster Center.
• Group patrons are responsible for bringing their group ID in order to access the Webster
• Patrons must present proper ID to obtain access to the Webster Center.
• Facility hours are subject to change during holidays and Babson closures/special events.
• For current hours, visit our web site at www.babsonathletics.com.
• Individuals under the age of 18 are not allowed to utilize the Webster Center.
• Employees and full-time students may register a guest at the Webster Center check-in desk.
• Part-time students, and the general public, must purchase a Webster Center Membership.

General rules & regulation
• All levels of play are welcome.
• Good sportsmanship is required of all patrons:
  o fair play
  o respectful language without profanity
  o mutual respect no fighting or spitting no abuse to other patrons, staff, facilities or equipment taking responsibility for actions
• Patrons must comply with policies and safety instructions given by staff.
• Patrons who demonstrate symptoms that suggest alcohol or drug use will be asked to leave the premises and may have their membership suspended without refund. Symptoms of alcohol/drug use include (but are not limited to) slurred speech, impaired movement or slowed motor skills, odor of alcohol/chemical substances, erratic behavior, etc.
• Tobacco use is not permitted at any Babson College Athletics facility.
• Report damaged equipment or unsafe conditions immediately to lower lobby front desk staff members. Discontinue use of any unsafe area until appropriate repairs/replacements have been made. Personal equipment must be in good, usable condition. Borrowed equipment must be returned the same day to the place where it was originally obtained.
• Glass drinking containers are not permitted any activity area.
• Please dispose of trash and recyclables in the appropriate containers.
• Emergency equipment is for emergency use only. Unauthorized use will result in disciplinary action. Blocking, propping, or restriction of emergency or other exits/entrances is prohibited.
• No pets, bicycles, skates or skateboards are permitted in the Webster Center.
• No video, photography or cell phone use in locker rooms or restrooms.
• Direct a sign posting need to the Assistant Director of Athletics - Facilities & Recreation.
• Only a rented locker may be used for overnight storage.
• ID sharing is not permitted.

**Attire**
- Appropriate athletics attire is required at all times throughout the Webster Center.
- Appropriate athletics attire for the fitness floors and courts includes T-shirts, shorts, sweats, and aerobics clothing. Jeans, swimsuits and cargo pants are not permitted on fitness equipment.
- Pool area and locker rooms are the only locations where no shirts are permitted.
- Jewelry and/or hats should not be worn during any activity.
- Only non-marking soled shoes are allowed in wooden-floored Webster Center areas.
- Bare feet are only permitted in the pool area and in the Chandor Dance Studio.
- Sandals are not permitted in the Lunder Fitness Center.
- Sneakers are required in Staake Gym.
- Muddy footwear is not permitted in the Webster Center.
- Facility Ejection Webster Center staff reserve the right to immediately eject anyone who:
  - fails to follow policies and/or procedures
  - trespasses or gains entry into the facility through other illegal means
  - engages in actions that pose a threat to someone’s emotional or physical safety
  - engages in actions which destroy property
  - engages in actions which disrupt activities
  - appears to be under the influence of alcohol or drugs
  - engages in actions which violate any federal, state, or local law

It is the sole determination of staff members whether an individual may first be warned of unacceptable actions. The supervisor on duty will have the right to immediately eject any person engaging in actions described above. If an individual refuses to leave the premises, Babson College Public Safety will be called. Athletics has the right to suspend or terminate the membership of anyone who is ejected or terminated by the College for any reason. Anyone who
violates Athletics or College policies, rules, or engages in other actions which violate federal, state, or local laws will be ejected and/or terminated.

**Bonfires and campfires**

No unauthorized open burning is permitted on campus or any other college owned tract or property. (This restriction does not apply to the use of the small permanently affixed charcoal grills located in various places on campus).

Bonfire/Campfire requests should be made to Facility Services. Burning on campus is by permit only and must be coordinated under the supervision of Facilities Services and the Public Safety Department.

Open burning may only occur in those designated areas deemed appropriate for such burning. Abandoned or unmonitored open burning is prohibited. All small fire type events must be monitored until the event ends and the fire is completely extinguished.

There may be times when the town of Needham will prohibit open burning due to extremely dry and/or dangerous fire conditions. Upon such notification, bonfire or campfire events will be prohibited for the duration of the ban period. The fire department may have additional constraints including but not limited: the fire’s proximity to other structures, the types of materials that can be used to start the fire, and the location of the fire to a fire hydrant or water source.

Facilities services and Public Safety may cancel any scheduled bonfire or campfire based upon any and/or all of the following conditions: inclement or adverse weather conditions, previously unscheduled college events or activities, new concerns about the safety of the event.

Requests for bonfires require a minimum 30 days prior notice to the date of the event and campfires require a minimum 14 days notice. Organizations sponsoring the event will be responsible for paying for permits, fire detail, materials used and labor to prepare and manage the bonfire/campfire.
Dangerous weapons and fireworks

Olin College strictly prohibits possession on campus of firearms (including blank pistols or replicas), explosives, swords or knives (other than those used for cooking or small pocket knives) and other weapons. Practicing or performing with martial arts or fencing equipment is permitted by members of recognized student organizations; when not in use, such equipment should be stored securely. Similarly, use of farming implements is permitted by members of recognized student organizations, but such implements should be stored securely. [Also see Massachusetts General Laws: Chapter 269, sections 10 and 14] Possession of fireworks is also prohibited by the college. [Also see Massachusetts General Laws: Chapter 148, section 39] Possession or use of firearms, fireworks, ammunition, dangerous chemicals, bombs and infernal devices on a college campus also is prohibited by Massachusetts General Law. Any violation will result in immediate and permanent confiscation as well as appropriate referral to the College or appropriate law enforcement agency.

Emergency trespass order

When Public Safety deems a student to be an immediate health or safety threat to the community outside of regular business hours and further investigation is needed to assess the situation, Public Safety may issue an emergency trespass order which bans the student from campus and College events (on-campus or off) until s/he is contacted by the Dean of Student Affairs or Public Safety on the next business day in order to make an assessment of the situation and a determination about next steps.

Facilities, equipment, and furniture

Care for equipment and furniture: All members of the college community are expected to treat college equipment and furniture with sufficient care to avoid damage. Furniture and equipment should, when not in use, be left intact and in location. Each student is responsible for any damages caused by him or herself and his or her guests.

Footwear: For health and safety reasons, shoes must be worn at all times in the Campus Center, Academic Center and Milas Hall.
Labs: Students may work in labs unsupervised by faculty if they have permission from the faculty member managing the lab and they adhere to the rules of the labspace. No student is allowed to work in such facilities alone; students must be accompanied by at least one authorized person at all times. If there is an accident, other people will be essential in calling for help and coming to the injured student’s aid. Never operate a major piece of equipment unless specifically trained and certified by a qualified Olin faculty member.

Financial Affairs policies

Financial Affairs policies are available on the Portal under the Olin Community section. Student Affairs can assist you with reimbursements that have been authorized in advance for clubs, Passionate Pursuits, etc. Olin makes all reimbursements to students, faculty and staff via bank transfers, so a bank account that will accept an Olin transfer is required to receive a reimbursement.

Gender discrimination and sexual misconduct policies and procedures

Olin College is committed to providing a safe learning and working environment for all community members, guests, and visitors. In compliance with federal law, Olin College has adopted policies and procedures to prevent and respond to incidents of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. These policies have been developed to reaffirm the values of our community and to provide recourse for those individuals whose rights have been violated. These policies and the resolution procedures are intended to comply with Title IX, the reauthorized Violence Against Women Act, including the Campus SaVE Act, the Clery Act, and the guidance documents on Title IX issued by the Department of Education’s Office for Civil Rights and the White House Task Force to Protect Students from Sexual Assault.

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. In addition, all community members are expected to take reasonable and prudent actions to prevent or stop an act of sexual misconduct through safe bystander interventions. Sexual misconduct and sexual violence violate the values of our community and are unacceptable at the college. Sexual misconduct and sexual violence can be devastating to the person who experiences it directly and can be traumatic to the person’s family,
friends, and larger Olin community as well. Please note that some individuals who have experienced sexual misconduct identify themselves as victims, and some identify themselves as survivors. Therefore, both of these terms are used throughout this section.

Sexual misconduct is a form of sex discrimination that unjustly deprives a person of equal treatment. It is prohibited by Title IX, a federal law that provides that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Sexual harassment is also prohibited under Title VII of the Civil Rights Act, Massachusetts General Laws Chapter 151B, Massachusetts Fair Education Practices Act, Massachusetts General Laws 151 C, Section 2 (g), and other applicable state and federal statutes.

The College encourages anyone who believes they have been a victim of gender-based misconduct to talk to somebody about what happened, so that victims can get the support they need and the College can respond appropriately. Olin College will take seriously every report of gender-based misconduct, offering all involved individuals appropriate support. When considering who to speak with about something that happened, it is important for victims to understand the differences between confidential and non-confidential resources. It is also important for victims to understand the different types of reports that can be made.

Confidential reporting
Some professional staff members at the College are required by law to maintain near complete confidentiality. These include nurse practitioners and physicians at Health Services as well as all of our providers at Colony Care Behavioral Health. Members of the clergy such as Chaplains and Priests are also considered to be confidential.

Non-confidential reporting
All other Olin faculty and staff are considered responsible employees and are required to report the basic details of the incident to the Title IX Coordinator. These details may or may not include a student’s name, depending on the circumstances of the incident. A disclosure to a responsible employee constitutes a report to the College, and generally obligates the College to review the incident and take appropriate steps to address the situation. However, please note that privacy is of the utmost concern and the information will only be shared with appropriate individuals on a “need to know” basis.
Olin College Title IX Coordinator
Alison Black
Assistant Dean of Student Affairs
Email: alison.black@olin.edu
Office Phone: 781-292-2327
Office: Campus Center 319a

Olin College Deputy Title IX Coordinator
Patricia Berardi
Manager of Human Resources
Email: patricia.berardi@olin.edu
Office Phone: 781-292-2429
Office: Milas Hall 222

Reporting to the college
To formally report an incident of gender-based misconduct, you may file a report with the College to the Title IX Coordinator or the Deputy Title IX Coordinator. Generally, complaints against students, student groups, visitors, and third parties are handled by the Title IX Coordinator and complaints against employees are handled by the Deputy Title IX Coordinator. Reports can also be given to any “responsible employee” as outlined above in the Non-confidential reporting section, and that employee will forward the report to the Title IX Coordinator and/or Deputy Title IX Coordinator. Any of these reports will be handled internally within the College through appropriate College procedures. The reports will not be referred to law enforcement unless there is a request from the victim and/or there is a clearly identified threat to the safety of the community. Information for Cleary reporting requirements will also be disclosed to public safety. Survivors are not required to report the incident to area law enforcement in order to receive assistance from or pursue any options within Olin College.

When the college receives a report about sexual misconduct or sexual violence, we are required to follow-up on the report using the information we are given. The Title IX Coordinator assesses the information they receive concerning reports of sexual assault, domestic/dating violence or stalking, and any other reports of gender-based misconduct. With this information, the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involve the same assailant) and determine whether steps are needed to ensure the safety of the students.
community. It is the survivor’s choice whether he or she wishes to participate in the investigation; however, the College may proceed with an investigation without the survivor’s participation if there is a concern for the safety of other members of the community. Reporters of sexual violence can request that their names be kept anonymous and/or confidential during an investigation. Anonymous means that no identifying information about you is available or included in the report. Confidential means that the information will be kept private and only shared on a need-to-know basis (i.e. with the Title IX Coordinator, the Honor Board panel). These requests will be honored as much as possible.

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Any individual may make an anonymous report to the college concerning an act of sexual misconduct committed by a member of the college community. Any individual may report an incident to the Title IX Coordinator anonymously, without disclosing her/his/their name, identifying the respondent or requesting any action. Depending on the level of information provided to the Title IX Coordinator about the incident or the individuals involved, the college’s ability to respond to an anonymous report may be limited.

Campus disciplinary proceedings may be initiated against a student through the Honor Board. Disciplinary proceedings may be initiated against an employee through the Office of Human Resources (Contact Manager of Human Resources and Deputy Title IX Coordinator Patricia Berardi at 781-292-2429, patricia.berardi@olin.edu, Milas Hall 222). The investigation and resolution of all reports of sexual misconduct will generally be completed within 60 to 90 days. Extenuating circumstances, including, but not limited to, the complexity and severity of a complaint may arise that require the complaint process to extend beyond 60 to 90 days. In general, a complainant and respondent can expect to receive periodic updates from the Title IX Coordinator, Deputy Title IX Coordinator, and/or Investigator as to the status of the investigation. In the event that the investigation and resolution exceed this time frame, the
college will notify all parties of the need for additional time and best efforts will be made to complete the process in a timely manner.

**Reporting to law enforcement**

If a victim wants to report an on-campus incident to law enforcement, they may file a report with Olin/Babson Public Safety by calling 781-239-5555 and/or the Needham Police Department at 781-455-7570. If the incident occurred off-campus, the victim has the right to file a report with the law enforcement agency in the jurisdiction where the incident occurred. The Public Safety Department has over 10 State certified Sexual Assault Investigators who would be called upon to respond and investigate in coordination with local law enforcement any sexual assault that occurred on campus focusing on the physical and mental well-being of the survivor. It is the policy of the Public Safety Department in responding to the report of a sexual assault to ensure consistent standardized procedures for the investigation and prosecution of all sexual assaults by providing officers and investigators with guidelines for responding, assisting survivors, collaborating with local health and law enforcement, and agencies and conducting interview with survivors, witnesses and suspects as well as evidence collection. When a report has been disclosed to a member of the Public Safety Department or other law enforcement agency a criminal investigation will be launched with the information provided in coordination with local law enforcement and the District Attorney’s Office, however this does not require the survivor to participate in prosecution but the priority is to provide the survivor with all the support, resources and options moving forward.

The Public Safety Department can help victims of sexual assault, domestic assault, dating violence and/or stalking to preserve evidence so that successful criminal prosecution remains an option if the victim chooses to pursue this option as well as explore the option of protective orders through the court. Public Safety has full police powers and the staff is trained to provide accurate information on preserving evidence and the options for criminal prosecution, campus disciplinary proceedings, or both.

Regardless of whether or not a student or employee reports an incident of sexual nature to law enforcement or pursues any formal action, if they report such an incident to the College, Olin College is committed to providing them as safe a learning working environment as possible. Upon request, Olin College will make any reasonable available change to a survivor’s academic, living, transportation, and working situation. In addition, a “No contact order” can be issued to
prohibit contact, communication, and interaction with another individual on campus. The Dean of Student Affairs can also issue an emergency or indefinite suspension (see section 4.28 of the Honor Code) to protect a victim of sexual violence. When Public safety deems a student to be an immediate health or safety threat to the community after regular business hours and further investigation is needed to assess the situation, Public Safety may issue an emergency trespass order which bans the student from campus and College events (on-campus or off) until s/he is contacted by the Dean of Student Affairs or Public Safety on the next business day in order to make an assessment of the situation and a determination about next steps.

Current students may access the Honor Board procedures on the Olin website.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct violations. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion. Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations. Please note that for each of these violations, the adjudication process allows for the individual(s) determining the sanction to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The reporter and the accused will be informed of the outcome of disciplinary proceedings in which sexual misconduct is alleged.

Written notification of rights and options

Any student or employee who reports an incident of a sexual nature, regardless of where the incident occurred, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a victim to:

• Have disclosures of sexual violence treated seriously.
• Make a decision about whether or not to disclose a crime or incident to the police and participate in the criminal justice process free from outside pressures from college officials.
• Be treated with dignity and to receive from college officials courteous, fair, and respectful health care and counseling services.
• Be free from retaliation by the college, the accused and/or their friends, family, and acquaintances.
• Be free from any suggestion that the victim/survivor is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such a crime.
• The prompt, impartial, and thorough investigation of their complaint in accordance with the college’s policies and procedures.
• Be provided with information about health, counseling, and other support services from the college and local resources.
• Request reasonable changes in academic, living, transportation and working situations.
• Seek medical treatment.

For a detailed list of rights for both the complainant and respondent in a student investigation, please refer to the Olin web site.

Educational programs on sexual misconduct are held during new student orientation, the Olin Introductory Experience class, as well as throughout the academic year. Olin partners with local resources such as the Boston Area Rape Crisis Center and REACH Beyond Domestic Violence to bring in trained facilitators and speakers. We also partner with Colony Care Behavioral Health to guide discussions on relevant topics, and we offer a support group for students who identify themselves as survivors of sexual assault. In addition, all students are required to complete the online program entitled “Consent and Respect.” Contact Title IX Coordinator Alison Black in the Office of Student Affairs for more information.

Terms and definitions

Please note: These terms are blind to the sexual orientation and/or gender identity of the individuals involved.

Sexual Misconduct is a broad term used to encompass a range of behaviors including but not limited to sexual harassment, sexual assault, coercion, sexual exploitation, dating violence, domestic violence, relationship violence, stalking and/or acts perpetrated against a person’s will or when a person is incapable of giving consent. All such acts of sexual misconduct are prohibited by Olin College.
Some behaviors covered by these definitions might be referred to as rape or sexual battery in criminal statutes. Terms that are also used culturally include date rape, acquaintance rape, or intimate partner violence. Sexual misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other. Sexual misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex.

**Sexual Assault:** Engaging in physical sexual acts with someone who has not given her/his/their consent or who is incapable of giving consent. It includes any touching or fondling, either directly or through the clothing, of the victim’s genitals, breasts, thighs, or buttocks (intimate parts) without the victim’s consent. Examples of such behavior include but are not limited to: kissing, touching the intimate parts of another, and disrobing someone else. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault also includes any nonconsensual acts involving penetration (however slight) of the sex organs, anus, or mouth. The penetration could be by a body part or an object. Attempting any of the behaviors listed here can also be considered sexual assault.

**Incapacitation** is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if she/he/they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication.

**Sexual harassment:** Sexual harassment consists of two basic types:

1. **Intimidating, Hostile, or Demeaning Environment** - Any unwelcome action, verbal expression, usually repeated or persistent, or series of actions or expressions that have either the intent, or are reasonably perceived as having the effect, of creating an intimidating, hostile, or demeaning educational, employment, or living environment for a student or College employee, either by being sexual in nature or by focusing on a person's gender, sexual orientation, gender identity, or gender expression. An intimidating, hostile, or demeaning environment is defined as one that is so severe, pervasive, or objectively offensive that it interferes with a person's ability to learn, exist
in living conditions, work (if employed by the College), or have access and opportunity to participate in all and any aspect of campus life.

A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

2. Quid Pro Quo Harassment - Any action in which submission to conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's education, grades, recommendations, or extra-curricular or employment opportunities.

In either type of sexual harassment noted in 1) or 2) above, the effect will be evaluated based on the standard of a reasonable person in the position of the Complainant.

Forms of prohibited sexual harassment

In some cases, sexual harassment is obvious and may involve an overt action, a threat or reprisal. In other instances, sexual harassment is subtle and indirect, with a coercive aspect that is unstated.

Sexual harassment can take many forms:

- It can occur between persons of equal power status (e.g., student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to staff) or between persons of unequal power status (e.g. supervisor to subordinate, faculty member to student, coach to student-athlete, student leader to first-year student). Although sexual harassment often occurs in the context of an exploitation of power by the individual with the greater power, a person who appears to have less power in a relationship can also commit sexual harassment (e.g., student harassing faculty member).
- It can be committed by an individual or may be a result of the collective actions of an organization or group.
- It can be committed against an individual, an organization or a group.
- It can be committed by an acquaintance, a stranger, or someone with whom the Complainant has a personal, intimate or sexual relationship.
• It can occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.
• It does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

• Unwanted sexual innuendo, propositions, sexual attention or suggestive comments and gestures; humor and jokes about sex or gender-specific traits; sexual slurs or derogatory language directed at another person’s sexuality, gender, gender identity, sexual orientation or gender expression; insults and threats based on sex, gender, gender identity, sexual orientation or gender expression; and other oral, written or electronic communications of a sexual nature that an individual communicates is unwanted and unwelcome;
• Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; sexual rumors or ratings of sexual activity/performance; or the circulation, display, or creation of e-mails or Web sites of a sexual nature.
• Display or circulation of written materials or pictures degrading to an individual(s) or gender group where such display is not directly related to an educational/pedagogical, artistic, or work goal. When an instructor determines it is necessary to include such materials in classroom instruction, discussion, or required studies/reading, it is expected that the instructor will offer prior warnings concerning the intent to display or introduce such explicit materials. Instructors are encouraged to attempt to accommodate individuals who find such materials upsetting or triggering by allowing for alternative means of fulfilling course requirements.
• Unwelcome and objectively inappropriate physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual’s body;
• Undue and unwanted attention, such as repeated flirting, objectively inappropriate or repetitive compliments about clothing or physical attributes, staring, or making sexually oriented gestures;

• Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances;

• Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex, gender identity, sexual orientation or gender expression;

• Use of a position of power or authority to: (1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (2) promise rewards in return for sexual favors;

• Sexual assault;

• Abusive, disruptive or harassing behavior, whether verbal or physical, which endangers another's mental or physical health, including but not limited to threats, acts of violence, or assault based on gender related status and/or in the context of intimate partner violence;

• Demeaning verbal or other expressive behavior of a sexual or gendered nature in instructional settings; and

• Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. Harassment for exhibiting what is perceived as a stereotypical characteristic for one’s sex, or for failing to conform to stereotypical notions of masculinity and femininity, regardless of actual or perceived gender related status of the harasser or her/his/their target.

Intimate partner violence (dating violence, domestic violence, and relationship violence) is defined as the use of physical violence, coercion, manipulation, threats, intimidation, isolation, or other forms of physical, emotional, or sexual abuse toward a partner in a current or former intimate relationship. For this policy, “intimate relationship” means marriage, domestic partnership, engagement, casual or serious romantic involvement, and dating. Intimate partner violence can occur between persons of any gender identity, any sexual orientation, and it can occur in any type of intimate relationship including monogamous, non-committed, and relationships involving more than two partners. Intimate partner violence can be a single act or a pattern of behavior. Intimate partner violence is sometimes referred to as dating violence, relationship abuse, or domestic violence.
Intimate partner violence can take many forms. Examples include, but are not limited to, situations in which the following behaviors are directed toward a partner in a current or former intimate relationship: hitting, kicking, punching, strangling, or other violence; property damage; threat of violence to one’s self, one’s partner, or the family members, friends, pets, or personal property of the partner; threat to disclose personal or sensitive information; and depriving the partner access to his/her residence.

**Stalking** occurs when an individual engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property. Substantial emotional distress means significant mental suffering or anguish.

**Consent** is informed, knowing and voluntary permission for sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent is mutually understandable words or actions which indicate willingness to participate in mutually agreed-upon sexual activity. Mutually understandable is when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another. In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that they have the consent from their partner(s) prior to initiating sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Consent cannot be given when your ability to give consent has been impaired.

**The legal age for consent** is defined by the state of Massachusetts. More information available at: [http://www.lawlib.state.ma.us/subject/about/sex.html](http://www.lawlib.state.ma.us/subject/about/sex.html)

**Force** may include words, conduct, or appearance. It can include the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats,
intimidation (implied threats), and coercion that overcome resistance or produce consent. Non-physical threats can also be a form of force.

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Sexual exploitation** occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Making public sexual activity without the consent of the involved parties;
- Prostituting another student;
- Using technology to record or broadcast sexual activity without the consent of the involved parties, this includes but is not limited to video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Voyeurism; and
- Knowingly transmitting an STI or HIV to another student.

**Reproductive coercion** is representative of explicit male behaviors to promote pregnancy (unwanted by the woman). Reproductive coercion can include “birth control sabotage” or interference with contraception and/or “pregnancy coercion” in which the woman is told not to use contraception or threatened if she doesn’t get pregnant.

**Aiding or facilitating sexual misconduct**: Promoting or encouraging the commission of any behavior prohibited under this policy. Aiding or facilitating may also include failing to take action to prevent an imminent act when it is reasonably prudent and safe to do so. Actions that can be taken to prevent sexual misconduct may include direct intervention, calling Public Safety or local law enforcement, or seeking assistance from a person in authority.

**Retaliation** occurs when an individual or individuals act or attempt to retaliate or seek retribution against a complainant, respondent, witness, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation may include
abuse or violence, other forms of harassment, and/or making false statements about another person in print or verbally with intent to harm their reputation.

Other misconduct offenses will fall under Title IX when sex or gender-based, such as:

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st amendment);
- Violence between those in an intimate relationship with each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family members of the community.

Sexual misconduct resources
Below is a list of resources on-campus and off-campus available to victims, survivors, perpetrators, and their supporters. If you are in immediate danger, call: Public Safety: 781.239.5555 or dial state police at 9.1.1

On-campus

- Public Safety: 781.239.5555
- R2-on call: 781.953.0061
- Alison Black
  Assistant Dean of Student Affairs and Title IX Coordinator
alison.black@olin.edu
781.292.2327
Campus Center 319a

• Patricia Berardi
  Manager of Human Resources and Deputy Title IX Coordinator
  Patricia.berardi@olin.edu
  781.292.2429
  Milas Hall 222

• Rae-Anne Butera
  Dean of Student Affairs
  rae.anne.butera@olin.edu
  781.292.2321
  Campus Center 319a

• Nick Tatar
  Associate Dean of Student Affairs and Adviser to the Honor Board
  nick.tatar@olin.edu
  781.292.2326
  Campus Center 319a

• Colony Care Behavioral Health: 781.431.1177 x213 (This is a voicemail service for Laura Kinney, our main Olin contact at Colony Care. Leave your name and number and she or another counselor will call you back to set up an appointment.) Colony Care comes to Olin once a week during the academic year. Appointments can also be made to meet off-campus.

• Babson/Olin Health Services: To schedule an appointment call 781.239.6363 or log on to the Health Services portal with your Olin email address:
https://babson.medicatconnect.com. Office hours are posted at:
http://www.babson.edu/offices-services/health-services

- Peer Advocates for Sexual Respect: trained confidential peer resources,
  http://www.olin.edu/academics/student-affairs-and-resources/sexual-assault-information/current-peer-advocates/

- Resident Resources (R2s): trained peer residence life staff,
  http://www.olin.edu/residence-life-team/

Off-campus
Available 24 hours a day

- If you are in immediate danger, call Public Safety: 781-239-5555
- Needham Police Department: 781.455.7570
- Massachusetts State Police: 9.1.1
- Boston Area Rape Crisis Center (BARCC): 800.841.8371, http://www.barcc.org/
- Reach Beyond Domestic Violence: 800.899.4000, http://www.reachma.org/
- Beth Israel Deaconess Medical Center (BIDMC): 781-453-3000148 Chestnut St, Needham, MA 02492, http://www.bidneedham.org/
- Fenway Health: Focused on the LGBTQI community, Fenway Health Violence Recovery Program offers a 24-hour hotline: 1-888-242-0900 (extension 311). In addition, Fenway Health also has confidential individual and group counseling, advocacy, information and referrals for lesbian, gay, bisexual and transgender men and women. http://fenwayhealth.org/
- Colony Care Behavioral Health: 781.431.1177 x213 (This is a voicemail service for Laura Kinney, our main Olin contact at Colony Care. Leave your name and number and she or another counselor will call you back to set up an appointment.) You can also email her at lkinneylicsw@yahoo.com. Colony Care has offices off-campus. Free transportation is available through Wellesley Transportation. Call 781.235.2200 to
arrange for a ride to your appointment and identify yourself as an Olin student.

For the most up to date information about on an off campus resources, please visit our website: http://www.olin.edu/academics/student-affairs-and-resources/sexual-assault-info/

Frequently asked questions about the sexual misconduct policy and procedures

Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the college’s obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to conduct action by the college.

In all complaints of sexual misconduct, all parties will be informed of the outcome. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

What are my rights as a victim/survivor?

Please click here for a document stating your rights for the investigation and handling of your case.

Will my parents be told?

Whether you are the complainant or the accused individual, the college’s primary relationship is with the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if a student has signed a consent form for disclosure to parents. Please refer to the separate Parental Notification Policy in the Handbook for more information about parent contact.

Will the accused individual know my identity?

Yes, if you file a report or complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a
hearing, the college does provide options for questioning without confrontation, including Skype, using a room divider or using separate hearing rooms.

*Do I have to name the perpetrator if I want to file a report?*

If you want formal disciplinary action to be taken again the alleged perpetrator then we will need the name of the perpetrator. If you choose to report the incident or discuss the incident without using the name of the alleged perpetrator, the college will be limited in how it can respond. Community members should be aware that not identifying the perpetrator(s) may limit the institution’s ability to respond comprehensively.

*What do I do if I am accused of sexual misconduct?*

DO NOT contact the alleged victim. It is also recommended that you read [this document](#). You may also want to consult these resources. Keep in mind that some of these resources are responsible employees who are required to share information with the Title IX Coordinator; confidential resources are limited to clergy, health care professionals, attorneys, and mental health care providers.

*Will I (as a victim) have to pay for counseling and/or medical care?*

Not typically, since the college already provides counseling and health services free of charge to students. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

*What about changing residence hall rooms?*

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically college policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal complaint. No contact orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include: assisting with academic assignment deadlines, taking an incomplete grade in a class, transferring class sections, and/or other academic accommodations.
What should I do about preserving evidence of a sexual assault?

If you want to pursue a criminal complaint now or in the future, physical evidence of a criminal sexual assault must be collected from the alleged victim’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. Public Safety can assist you with the collection of evidence and/or provide information about the collection of evidence. If you believe you have been a victim of a criminal sexual assault, you should go to the hospital emergency room (Newton Wellesley Hospital in Newton or Beth Israel Deaconess Hospital in Needham) before washing yourself or your clothing. You can request a Sexual Assault Nurse Examiner (SANE) at the hospital who is usually on call 24 hours a day, 7 days per week. A victim advocate from the Boston Area Rape Crisis Center (BARCC; 1-800-841-8371) can also accompany you to the hospital and law enforcement or Public Safety can provide transportation. You can also request that a Peer Advocate for Sexual Respect accompany you to the hospital. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him/her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise their right to do so.

For the victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital and that person can accompany you through the exam if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect should you choose to contact the police.

Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

Whenever possible the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the
college does not want any of the circumstances (i.e. drug or alcohol use) to inhibit the reporting of sexual misconduct.

*Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?*

The use of alcohol and/or drugs by either party will not diminish the accused individual’s responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant’s memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or drugs will never excuse a violation by an accused individual.

*What should I do if I am uncertain about what happened?*

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the college’s sexual misconduct policy, you should contact the institution’s Title IX Coordinator, a Student Affairs staff member, a Resident Resource, and/or a Peer Advocate for Sexual Respect to discuss the situation. Any of these individuals can help you define and clarify the event and advise you of your options. Please keep in mind that most of these individuals are responsible employees and may be required to report at least the basics of what they learn to the Title IX Coordinator. The only completely confidential resources are clergy, mental health providers, Health Services staff, and attorneys. One confidential resource that might be helpful in sorting through what happened is the Boston Area Rape Crisis Center (1-800-841-8371). Peer Advocates for Sexual Respect are trained to be confidential but may have to contact a member of the college staff if they are concerned that a student might harm themselves and/or others.

**Hazing policy**

In keeping with the Honor Code, Olin College students may not directly or indirectly support or participate in hazing.

Massachusetts Act prohibiting the practice of Hazing, Chapter 269 of the General laws
Section A: Whoever is principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term “hazing” as used in this section and in sections B and C, shall mean any conduct or method of initiating into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section B: Whoever knows that another person is the victim of hazing as defined in Section A and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section C: Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections A and B; provided, however, that the institution’s compliance with this section’s requirements that an institution issue copies of this section and sections A and B to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections A and B to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections A and B, that each of its members, plebes, pledges or applicants has received a copy of sections A and B and that such group, team or organization understands and
agrees to comply with the provisions of this section and sections A and B. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections A and B. Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections A and B and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the Student Handbook or similar means of communicating the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

**Information technology policies and procedures**

Information Technology is a critical component of the Franklin W. Olin College of Engineering experience.

The information technology infrastructure has been designed to provide for the continuous change and adaptations of technology required by the curricular and business needs of the 21st century. The information technology utilized by the Olin community is a very important asset of the institution. Its use by all members of the college community is governed by this policy and other policies of the college as well as a variety of laws concerned with intellectual property, privacy, confidentiality and theft.

This policy covers any Franklin W. Olin College of Engineering information technology and computing facility regardless of its physical location. It includes but is not necessarily limited to any computer, data/programs stored on the college’s computing systems, data/programs stored on magnetic tape, floppy disk, CD ROM or other storage media that is owned and maintained by the college or a server or network provided or supported by the college.
Users are requested to report any weaknesses in the college’s computer security that they may discover.

Any discovered incidents of possible misuse or violation of this agreement shall be reported to the CIO (Chief Information Officer) at 781-292-2431 or by sending an electronic letter to it@olin.edu

Users shall not attempt to access any data or programs contained on the college’s systems for which they do not have authorization.

Users shall not divulge “Dialup” or “Dialback” modem phone numbers to anyone outside of the Olin community.

Users shall not share their college Information Technology account(s) or account passwords with anyone. This includes providing access via a host entry, making copies of system configuration files (e.g., /etc/passwd) or other means of sharing.

Users shall not make copies of copyrighted software, except as permitted by law or by the owner of the copyright. Users are encouraged to contact the Information Technology Department with any licensing or software copyright questions or concerns.

Material such as information, data, text, software, music, sound, photographs, graphics, video, messages and other material that can be displayed or transmitted by email or posted on a website may often be protected by copyright. All such materials that are displayed, transmitted or otherwise used or distributed on the college’s website or servers may be copyright protected and users may not display or transmit any such material without the consent of the copyright owner.

User agrees that the college has a royalty-free license to edit and display such material on its facilities to prevent exposure to copyright infringement.

User agrees that the college may edit or remove any material displayed or transmitted on its facilities or may require users to do so at the request of the appropriate college authority so that the college may take appropriate action to protect itself in the event that any user disobeys the
rules of conduct. However, the college is not required to do so in order to prevent users or third parties from obligating the college to screen or edit content that they dislike.

Users shall not engage in any activity with the intent to harass other users, degrade the performance of the system(s), deprive an authorized college user access to college resources, obtain extra resources beyond those allocated, circumvent college computer security measures, or gain unauthorized access to a college system.

Communication facilities such as Email or Netnews may not be used to transmit obscene, abusive or threatening language or to engage in any fraudulent or other illegal act.

Users shall not deliberately download, install or run security programs or utilities, such as password-cracking programs, that reveal weaknesses in the security of the college’s information technology system unless specifically directed in writing to do so by the Chief Information Officer or authorized designee.

Commercial use of college information technology systems for non-college related purposes is prohibited. Only those exceptions specifically authorized under college conflict-of-interest, outside employment and other related policies are permitted. In all cases of appropriately approved exceptions, the individuals need to work with Information Technology to detail the requirements prior to the use of the systems.

The college does not have any duty to provide the Services and is relieved of all responsibility in the event of interruption in or failure to provide the services and the college is not responsible for safety or merchantability of any items sold or services provided by these Services.

Any links to other sites or advertisements that appear on any of the college’s or college users’ web pages are not affiliated with the college and the college is not responsible for the content or practices of such advertisements on other sites.

Users should not expect that files stored on college information technology systems will always be private. Electronic messages and files stored on college information technology systems shall be treated like other college premises that are temporarily assigned for individual use.
Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, college officials will cooperate with law enforcement officials who are properly authorized to search college computers and computer systems.

While the college makes all reasonable efforts to ensure the integrity of its information technology system, the college makes no warranties of any kind, either expressed or implied as to the computers, computer systems, Internet access or any other information technology resources it provides. All users accept the use of services at their sole risk and as is. The college shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The college shall not be responsible for the accuracy, nature or quality of information gathered through college diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through college-provided Internet access. The college shall not be responsible for personal property used to access college computers or networks or for college-provided Internet access. The college shall not be responsible for unauthorized financial obligations resulting from technical college-provided access to the Internet.

The college reserves the right to modify, discontinue or interrupt the Services (with respect to any or all users), may impose limits on the amount of disk space for users’ files, may modify any content in connection with the Services and may take any of the foregoing actions without notice. The college has no obligation to maintain the confidentiality of users’ information that it obtains through the use of the Services and the college has the right to use such information.

User agrees to indemnify and hold the college harmless for any losses the college may suffer in connection with such user’s use or misuse of the Services or violation of the user agreement. Any possible liability is limited to direct and actual losses and in no event is the college liable for any lost profits, consequential damages or punitive damages, even if a claim is based on breach of contract or negligence.

Noncompliance with this policy and/or any specific directive of a college Information Technology staff member may be reported to the employee user’s supervisor or to the Dean of Student Affairs if the user is a student. The violation may also be reported to the Executive
Committee of the college. Sanctions may range from loss of some or all access to information technology privileges to separation from the college. Violators may also face civil or criminal penalties.

General security policies and guidelines
All users are expected to familiarize themselves with, understand and follow all college security policies, guidelines and restrictions. In addition, users are expected to report any violations of or weaknesses in the college’s computer security that they may discover. Computer security guidelines and precautions are updated regularly and made available electronically via the Information Technology Department’s website at http://it.olin.edu

Personal web page publishing guidelines
Students are responsible for the content they publish and are required to abide by college policies regarding the appropriate use of copyrighted materials, information and computing resources. Students are expected to observe safe computing standards and make every effort to ensure that all web pages and/or custom programming has been tested and is protected against known vulnerabilities. Any discovered vulnerabilities will lead to the site being disabled until said vulnerabilities have been addressed.

The college recognizes the need for individual departments and organizations to have a web presence. In consideration of the overall college mission and integrity of message, all institutional web pages (e.g., departments, committees, Co-Curricular groups) must be reviewed by the Communications Office prior to initial posting.

If linkage from the main Olin website is requested, then pages that are linked require review by the Communications Office.

Content on personal web pages must be responsible and consistent with the mission and core values of the college.

Advertising is not permitted on any pages due to the non-profit status of the college.
Web pages may link to commercial sites only when the links do not imply college endorsement of the product or service and when the purpose of the link is consistent with the college’s mission.

Personal home pages must include the name and the email address of the person responsible for the content of the pages.

The page is required to contain a link to the main Olin College website.

All pages are required to contain the following disclaimer: “The content of this page is the responsibility of the author and has not been reviewed or approved by Olin College.”

The content of all pages must respect intellectual property rights. Permission must be obtained before using copy-righted material.

To hold the copyright for the information published on the web, include: “Copyright ©”; the year, name and any applicable department or office.

Every effort should be made to keep the information free of typographical and grammatical errors, as well as to maintain the accuracy and timeliness of the content.

Intentional misrepresentation, racial or sexual harassment, profane or obscene language, sexually explicit material including nudity, the depiction or description of anything that is illegal and links to other sites that describe or advocate anything that is illegal are prohibited. All pages and their respective contents are subject to the existing local, state and federal laws.

CVentSM event management software guidelines

Olin College uses CVentSM as its primary event management system. This web-based system allows project teams to work and collaborate on events. Event project teams at Olin College will frequently include both Olin and non-Olin team members. As such, standard guidelines are required so that all team members operate on the same standards in terms of privacy of data and use of the system and the associated information. Users of the CVent system agree to the following:
• To respect the privacy of all members of Olin’s community: faculty, staff, students and any other constituent group (e.g. alumni, parents, donors, etc.);
• To not use the system or the data contained therein for personal and/or fraudulent use, or to share it without explicit permission from the appropriate college authorities;
• To not engage in any activity with the intent to harass other users or members of Olin constituent groups; degrade the performance of the system; deprive an authorized user access to college resources; obtain extra resources beyond those allocated; circumvent college computer security measures, or gain unauthorized access to the college system;
• To not use the system to transmit obscene, abusive or threatening language or to engage in any fraudulent or other illegal act(s).

**Intellectual enterprise policies**

Intellectual enterprise policies are available from the Director of Sponsored Programs. Student employment policies are available from the Office of Human Resources.

**Jury duty**

Information on Jury Duty in Massachusetts

According to the Office of Jury Commissioner of the Commonwealth of Massachusetts, “Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts.”

It is not unusual for students residing in Norfolk County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Olin College supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.
Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. The Student Affairs Office will be able to assist you in making arrangements for missed class time due to jury service. Students may be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner’s website at: www.massjury.com

Part A. Students exempt from jury duty in Massachusetts

You are exempt from jury duty if any one of the following conditions are true. Note that if you are exempt, you still need to return your forms indicating to the Jury Commissioner the reason(s) for your exemption.

1. You are under 17 years old.
2. You are not a U.S. Citizen.
3. You have served on a jury (anywhere in the U.S.) within the past 3 years.
4. You have committed a felony in the past 7 years.
5. You will not be residing in Massachusetts for 50% of the calendar year.

Part B. Students who are not exempt – How to plan for jury duty

1. Choose a day that is convenient for you. You are allowed one automatic postponement of up to a year. Keep in mind that 95% of jurors serve 3 days or less and it is most probable that you will only have to serve 1 day. This is because even if you do have to appear in court, you may not get selected as one of the jurors. In addition, at the judge’s discretion you can be dismissed from serving on trials lasting for more than one day.

2. If you are on standby status, call the Courthouse in Dedham after 3 p.m. the day before you are scheduled to serve. Ninety-nine percent of potential jurors in Norfolk County are placed on standby status. Notification of status is through the mail about one week before your scheduled date. If you are placed on standby, call the Courthouse the
day before you are scheduled to serve to see if it is necessary for you to appear in court. If you are not needed, you do not have to go to Dedham and you will have satisfied the jury duty requirement for one year. If you are needed, you will have to go to Dedham. If you do not receive standby notification, you will automatically have to appear in court on your scheduled date.

3. Arrange for transportation to Dedham. You will need to be at the Courthouse at 8:30 a.m. for an orientation meeting (a 20-30 minute film and brief explanation of procedures). Following this orientation you will have a chance to request that the judge limit your service to one day. (You might explain to the judge that you are a full-time student with a difficult schedule, transportation difficulties, grade problems, etc., – if applicable.)

4. If you have further questions contact the Student Affairs Office or call the Office of the Jury Commissioner (1-800-843-5879) or Dedham District Court, 631 High Street, Dedham, MA (clerk’s office 781-329-4777).

Library policies
As is true elsewhere at Olin, Library policies and practices are based on the College’s core values.

Integrity

Academic Integrity and use of Copyrighted Material: Olin community members are expected to follow accepted academic standards in the use of information. Guidance on the correct use of information and documentation of sources can be found on the Library’s website.

Olin complies with relevant Copyright laws in all areas: A summary of Copyright policies as they apply to the use of Library resources and services is available on the Library’s website.

Use of licensed information resources and computing facilities: Most of the electronic information sources are provided to Olin students through licensing arrangements. All members of the Olin community are bound to follow any licensing restrictions. Specific restrictions are provided on the Library’s website.
The following general guidelines apply to all licensed resources:

- Access to licensed resources is for the Olin community and members of the public who are physically present in the Olin Library. Passwords and access codes should not be shared with anyone outside of Olin.
- Systematic, comprehensive downloading of information is not permitted. You may not download an entire database, book or journal, or substantial portions of it.
- Commercial use of or selling information from these resources is not allowed.

Members of the Olin community are expected to follow relevant Information Technology policies when using work stations in the Library or when accessing Library resources from any location.

**Respect for others**

- Olin community members should respect the needs of others requiring access to Library materials and be ready to share these materials in a timely manner. When a book is recalled for use by another community member, it must be returned to the library promptly. Due dates of materials from Olin and other libraries must be respected.
- Certain areas of the library facility may be restricted to certain uses — i.e., group study rooms, quiet areas, etc.

**Passion for the welfare of Olin College**

- Maintaining and preserving Library materials and facilities is an obligation of all members of the community. Members of the community are not to remove Library materials from the facility without checking them out according to Library circulation policies. Community members are responsible for any damage to Library materials while they are checked out and may be charged for replacement of the item and processing. A full description of the Library’s circulation policies is available on the Library’s website.
- Olin students are responsible for the actions of guests that they bring into the Library.
- Olin has entered into a number of collaborative arrangements with other Libraries for access to resources and services. The Olin Library’s ability to borrow materials from other libraries is based on our good reputation of returning materials in a timely fashion and in
good condition. Community members are responsible for following the circulation and usage policies of these libraries and may be held financially responsible for any loss or damages.

**No contact orders**

When a verbal or physical altercation, sexual misconduct, stalking, harassment, discrimination, retaliation, bullying, or hazing has been alleged, or when otherwise deemed appropriate under the circumstances, the Dean of Student Affairs or her designee has the authority to issue no contact orders to the persons involved. A no contact order is used to restrict encounters between individuals. Refusal to adhere to the order after written or verbal notification of its terms is prohibited and violations of the no contact order may result in disciplinary action through the Honor Board.

No contact orders typically prohibit the parties subject to the order from having direct or indirect contact, including but not limited to email, mail, text messages, social media, or telephone. A no contact order may also result in mandated changes to a student’s academic schedule, on-campus employment, room assignment or participation in campus events or activities.

**Parking**

Any student who operates or parks a motor vehicle on the property of Olin College must obtain a parking permit within 24 hours of bringing the vehicle to campus. Permits are available through Public Safety on the Babson campus, or online at [https://www.olin.edu/facilities/parking-transportation/parking-permit-application/](https://www.olin.edu/facilities/parking-transportation/parking-permit-application/). Further information may be obtained by calling 781.239.5555 (x5555).

Students may only park in designated student parking areas and may not park more than one car on campus at a time. The designated student parking areas are parking lot A, tiers 4, 5 and 6 as well as parking lot B-2 (East Drive).

A non-resident student who brings a motor vehicle into Massachusetts during any portion of the school year that is registered in another state or country must maintain Massachusetts mandated
insurance coverage on the vehicle and may be required to affix a non-resident decal or sticker to the vehicle.

At various times, students may need to park in close proximity to their residence to load or unload personal belongings. At such times, the vehicle operator should park so as not to block any building entrances or fire lanes. The vehicle hazard lights should also be activated. Vehicles parked in excess of 20 minutes are subject to ticketing and towing.

The college has designated the Oval in the middle of campus as a pedestrian mall. All but emergency vehicles are banned from this area. Failure to comply will result in loss of student parking privileges.

Additional information about parking, including regulations, fines and ticket appeals can be found at: http://facilitiesservices.olin.edu

**Personal project, vehicles, and drones**

Large personal projects, vehicles and drones that are not affiliated with a class or faculty member must be assessed by facilities before being brought to campus. Facilities will work with students on approved projects, vehicles, and drones to find appropriate storage and areas for safe use. Large projects, vehicles and drones that should be assessed include, but are not limited to, vehicles, projects and drones that:

• use a motor;
• involve pressurized tanks;
• use banks of batteries;
• contain hazardous chemicals or gasses;
• have been rewired or have altered the manufactured specification; or
• require additional utilities or space requirements.

The college reserves the right to remove any project, vehicle or drone from the premises that has not been approved to be on campus.

Small Unmanned Aircraft System (UAS)/Drone Policy
Flying unmanned aircraft systems (UAS) of any type on all property belonging to Olin College is prohibited unless prior approval has been granted. The purpose of this policy is to address safety and privacy concerns of Olin College in addition to enforcing compliance with the Federal Aviation Administration (FAA) laws and regulations. Areas of use for UAS potentially include research and technology use, recreational/hobbyist use by members of the Olin community, official use by the college (i.e. Departmental use for admission videos, marketing), and intrusion into the campus/space by non-college affiliated members of the general public.

The FAA has proposed new rules for small UAS (under 55 pounds) conducting non-recreational operations, and these include but are not limited to:

- Operator (person actually flying the UAS) must be at least 17 years old, passed an aeronautical knowledge test (to be taken every 24 months to maintain certification) and has an FAA UAS operator certificate.
- Flights are limited to daylight hours and in good weather.
- Flights are limited to 500 feet altitude and no faster than 100 mph.
- UAS must weigh less than 55 pounds.
- Operator is responsible for ensuring an aircraft is safe before flying (i.e. perform a preflight inspection that includes checking the communications link between the control station and the UAS, assess weather conditions, location of people, etc.).
- Operator must maintain visual line of sight of the UAS with unaided vision (except for eye glasses).
- Operator must discontinue the flight when continuing would pose a hazard to other aircraft, people or property.
- UAS cannot be flown over people, except for those directly involved in the flight.
- Operating the UAS in a careless or reckless manner is prohibited.
- Dropping any objects from the UAS is prohibited.
- Operator must respect the privacy of others- avoid flying over private property or taking photos or videos without permission.

**COMMERCIAL OPERATOR USE**

This policy defines commercial operator use as official use by the college and use by non-college affiliated members of the general public. A request for permission to use a UAS/drone on
campus must be submitted to the Vice President for Operations and CIO at least three weeks prior to the scheduled flight and will be reviewed by public safety, facilities, environmental health and safety, and risk management. The request will include the following information:

- Name, address and phone number of company/individual making the request
- Operator(s) name(s) and contact information
- UAS model and serial number, weight and dimensions (include a photo)
- Description of the operation
- Geographical boundaries of the operation
- Flight plan
- Date of flight and duration
- Certificate of insurance

If permission is granted, the marketing/communications department will notify the Olin community at least 24 hours in advance of the flight. Notification will include the purpose of the flight, date, time and duration.

RESEARCH USE

Research use is specific to Olin faculty members. Faculty members using small UAS/drones must be current members of the Academy of Model Aeronautics (AMA), and membership can be obtained at [http://www.modelaircraft.org/](http://www.modelaircraft.org/). Faculty members are responsible for obtaining the appropriate licensure and adhering to the FAA regulations, the safety code of the AMA ([http://www.modelaircraft.org/files/105.pdf](http://www.modelaircraft.org/files/105.pdf)), and any additional restrictions/guidelines determined by the college.

RECREATIONAL/HOBBYIST USE

Students using UAS/drones that are not affiliated with a class or faculty member must have the small UAS/drones assessed by the Safety Office and facilities before being brought to campus. The Safety Office and facilities will determine appropriate storage and areas for safe use. Students must be current members of the Academy of Model Aeronautics (AMA) before using small UAS/drones on campus, and membership can be obtained at [http://www.modelaircraft.org/](http://www.modelaircraft.org/). Proof of membership must be attached to Olin’s UAS/drone
application to be submitted to the Safety Office before arriving on campus at the start of each school year. The application can be found at https://www.olin.edu/offices-services/facilities/environmental-health-safety/forms/. Students are responsible for adhering to the rules of the FAA, the safety code of the AMA (http://www.modelaircraft.org/files/105.pdf), and any additional restrictions/guidelines determined by the college.

Any other Olin community members planning to use UAS/drones for recreational/hobbyist use on campus must contact facilities before bringing the UAS/drones to campus. Olin community members are required to be current members of the Academy of Model Aeronautics (AMA) and are responsible for adhering to the rules of the FAA, the safety code of the AMA, and any additional restrictions/guidelines determined by the college.

**Post-Graduate Planning recruitment guidelines**

A fundamental element of Olin’s culture is trust. As such, our Honor Code requires all members of the Olin community to conduct themselves with honor and integrity. Our code, drawn from a few core values, consists of a set of intentionally broad standards by which every action must be measured.

Three of these values — integrity, respect for others and passion for the welfare of the college — are critical to maintaining our individual and community reputations through interactions with corporate partners of Olin, as well as with graduate school programs and professional societies.

Students participating in the recruiting process through the Office of Post-Graduate Planning (PGP) must adhere to the following guidelines

• Students are strongly recommended to review and sign the Code of Professionalism, available on the PGP website, in our office and during the PGP portion of OIE.

• Students will present a truthful, unembellished resume.

• Students accepting an interview (on campus or at the company’s facility) will attend it and will be prepared. They will dress appropriately and professionally, research the background of the company and conduct themselves in a respectful manner. They will respond to all interview questions with integrity.

• Students will send a thank you note after each interview (phone or in-person), to each person
they speak with.

- Students will not accept an offer of employment until they have considered the decision carefully. Once they have accepted an offer, either for an internship or a full time position, they will honor that commitment and not conduct interviews with other employers, speak with other employers about an imminent position, or accept another company’s offer of employment.

Each student is expected to sign this Code of Professionalism at the start of their First Year at Olin. Any infringement of this code will result in a discussion with the Director of Post-Graduate Planning, and (if necessary and appropriate) an apology to the impacted company, school or association representative.

**Posting: Signs, posters and sidewalk chalk**

Posting and signing is only permitted on bulletin boards or in designated sign holders near building entrances. Items posted in any other location will be removed immediately and discarded.

Sidewalk chalk may only be used only on the non-brick walkways around the residence halls (paths from soccer field to Campus Center and interconnecting paths between residence halls, Campus Center and Milas Hall). Chalking personal or college property (i.e., brick areas, the Oval, stairs, buildings, landscape walls, cars, signs, etc.) is off limits. The content and location of chalkings must be in accordance with the Olin College Honor Code and the College reserves the right to authorize the removal of chalked messages.

**Residence halls and related policies**

All students are required to live on campus. Exceptions may be approved by the Dean of Student Affairs due to a personal circumstance (e.g., married students).

Policies governing behavior within the residence halls are based on the principle that the exercise of one person’s rights must not infringe upon the exercise of another’s rights in the ordinary course of daily living. Each student is expected to behave in a manner that respects and considers the rights of others in the college community.
Alcohol and other drugs: No student under the legal drinking age is allowed to possess or consume alcoholic beverages in college residence halls or on college property.

The on-campus possession, use, sale or distribution of illegal narcotics, stimulants, depressants, hallucinogens, or marijuana or its derivatives is prohibited. Possession of drug paraphernalia is prohibited. Misuse of prescription drugs is also prohibited.

All new students receive certified training about appropriate responses to alcohol-related emergencies. Alcohol education programs and alcohol counseling are available throughout the academic year.

Cooking equipment: For reasons of safety, other than the microwave provided by the college, cooking equipment of any other kind is not allowed in individual student rooms. This includes hot plates, toaster ovens, hot pots, immersion heaters, fry pans, etc.

Copyrighted media: In compliance with copyright laws, video cassettes and DVDs intended for home/private use may be shown in public areas within the residence halls only if no admission is charged, no advertising is associated with the viewing and no college funds are used to rent or purchase the videotape.

Damage: Damage to property in a college residence hall is the responsibility of the residents. Each student is responsible for reimbursing the college for any damages caused by her/himself and her or his guests.

Reimbursement for damages to individual rooms are billed to the student(s) living in that room. Damages to common spaces in suits are billed in equal parts to all residents in the suite. When damage occurs in a corridor but cannot be attributed to a specific individual, the costs are billed in equal parts to all residents of that corridor. Reimbursements for damages to public spaces (lounges, team rooms and antelounges) are billed in equal parts to all residents of that floor. Exceptions to public areas include the two residence hall kitchens, trash rooms, exercise rooms, Admission guest rooms, club storage areas, stairwells, custodial closets, elevators and public restrooms.
Each student must complete and return to Facilities Services a Room and Floor Assessment Form at the beginning of the year to avoid being assessed unwarranted charges. Students should also file workorders to report damages during the year. All rooms, corridors and public spaces must be left clean, neat and in order. All furniture must be intact and returned to their original location. Students should not try to repair damages themselves.

**Doors:** Outside and hallway doors are secured for the safety of residents and their belongings. Tampering with doors or locks to prevent them from closing securely is prohibited. The outside of a room door is considered part of the hallway or common area and, as such, subject to the posting regulations for residence halls as displayed in each residence hall.

**Emergency reassignment of housing:** Pending final action on violation of college regulations, the Student Affairs reserves the rights to reassign a student to another location or remove a student outright from college housing. The decision to reassign or remove a student shall be made by the Associate Dean of Student Affairs for Programs after consultation with the Dean of Student Affairs. If a student is reassigned or removed outright, the relevant procedures of the student disciplinary system will be initiated within 10 class days after the reassignment/removal.

**Fire drills:** Periodic fire drills may be conducted in the residence halls during the academic year. When the alarm is sounded, all students must vacate the building. Students may not return until instructed to do so by a college official.

**Guests:** Overnight guests are permitted in the residence halls, provided that consideration is given to the rights of all permanent occupants. In particular, roommates must give explicit approval. Any guest who remains within the residence hall for more than two consecutive days must be registered with the Associate Dean of Student Affairs for Programs. Four days is the maximum length of time normally permitted for each guest. Special permission from the Associate Dean of Student Affairs for Programs is required for guest stays of longer than four days. Residents assume responsibility for the actions of their guests.

**Guest rooms:** Students wishing to reserve a guest room for an overnight guest must contact the student head of OVAL or the Associate Dean of Student Affairs for Programs to check on
availability. If the guest will be staying for more than two consecutive days, the host student must also notify the Associate Dean of Student Affairs for Programs (as per the policy on overnight guests). Because guest rooms are officially for Admission use, Admission guests take priority over all other guests. Reservations for non-Admission guests may be revoked at any time if a guest room is needed for Admission purposes. As the host, you are responsible for:

• Providing bedding;
• Making sure the room is left as clean as or cleaner than you found it (toilet paper and cleaning);
• Reporting any damages to the person from whom you received the key; and
• Any costs associated with damage to the room, lost keys/prox cards, etc.

Keys and prox cards must be returned to the person from whom you received them on the date of your guest’s departure. By accepting the key to the guest room you agree to the above rules and responsibilities.

**Keys:** Cards for hall entrances and keys for rooms are distributed by the Facilities Services staff. An entrance card provides access to all residence halls. If you lose your card or key, you must report the loss to Facilities Services immediately. If it is your room key that is lost, your lock will be changed and you will receive a key for the new lock. There is a fee for each key that is lost. If it is only your entrance card that is lost, there is a replacement fee. Failure to return your key at the end of the year or upon departure from the campus will result in a charge even if the key is subsequently returned.

**Lock-outs:** If you are locked out of your room, you may come to the Student Affairs office (CC 319 suite) between 9:00 a.m. and 5:00 p.m., Monday through Friday, and temporarily check out a key with proper identification. On holidays, weekends and after 5:00 p.m. on weekdays, contact either the Resident Resource (R2) on duty or the Public Safety Department. An R2 or Babson College Police Officer may check your ID and let you in. Only Students Affairs, R2s and Babson College Public Safety Department staff will let you in; custodians are instructed not to open locked doors for students.

**Non-college furniture:** In an effort to avoid the health and financial issues associated with a bedbug or other pest infestation, the college prohibits upholstered furniture from unaccountable
places such as craigslist, town dumps and second-hand shops. New furniture and furniture of confirmed quality (e.g., from family or close friends) is acceptable. Students are expected to comply with this ban under the college’s core values and Honor Code. In addition, the often significant costs associated with addressing any such infestation will be billed to the student(s) responsible for bringing that piece of furniture into the residence halls.

**Pets:** No pets are allowed on campus with the exception of fish. Policies and procedures regarding fish are available from the Associate Dean of Student Affairs for programs.

**Peddling, canvassing and soliciting:** Students may not use or permit the use of their room for peddling or canvassing except as approved by Student Affairs. All peddlers must have written permission from the Student Affairs office. Soliciting in the buildings or on the grounds is prohibited.

**Resident Resources:** The Resident Resource or R2’s primary responsibility is to demonstrate leadership and initiative in attending to the individual, personal, social and academic needs of students at Olin, including first-year students during their transition from high school to college. In addition, R2s act on a commitment to diversity and pluralism providing leadership within the residence halls to facilitate the development of community while fulfilling the responsibilities described below:

- Serves as a role model by demonstrating concern and compassion for fellow students, an appreciation for academic pursuits and a responsible and mature social life;
- Provides emergency on-call coverage for Olin students;
- Understands and respects confidentiality;
- Makes referrals to the appropriate person or office, if the student problem appears too severe for R2s to handle effectively, especially with issues such as depression, suicide, eating disorders, etc.;
- Supports and assists other R2s in evaluating or handling student issues;
- Serves as a resource for the administration and faculty on matters pertaining to residence life;
- Provides opportunities for social, cultural and educational programs (e.g., study breaks, co-host events with clubs and organizations, community discussions);
- Oversees the use of common spaces (team rooms, lounges) and organizes cleaning activities as needed;
• Serves as first-year student Orientation program staff;
• Supports fellow R2s and respects the unique challenge of being a R2 on a college campus; and
• Facilitates the resolution of conflicts and problems when they arise in the residence halls.

Right of entry: The college reserves the right to inspect rooms and perform maintenance at reasonable times, and to enter rooms/suites at any time in case of emergency, in response to a complaint of a disturbance, or when there is reason to believe that a violation of college policy is occurring within the room/suite. Email notice will be provided to students at least 24-hours in advance of non-emergency inspections. Residents are not permitted to change or add private locks or security devices to their rooms/suites or to any part of the building. college personnel are not to enter a room/suite without knocking and, if asked, should identify themselves and their reason(s) for entering the room/suite.

Room alterations: Any physical alterations to a student’s room without permission from the Student Affairs are strictly prohibited. Student Affairs will consult the Director of Facilities Services before permission is granted.

Room transfers: The Student Affairs office recognizes that not all roommates are compatible and at times a room change may be the only solution to a persistently difficult situation. For administrative purposes, room changes are not allowed during the first two weeks of a semester. For your convenience, the Student Affairs office maintains an available space list. In order to visit rooms with vacancies, contact the Associate Dean of Student Affairs for Programs and she or he will provide the name(s) of the current resident(s) so that you may contact her or him. In order to move into a new space, you must complete a Room Transfer Form available in Student Affairs.

Room vacancies: If a vacancy occurs during the academic year, the remaining occupant has three class days in which to inform Student Affairs, in writing, of the desired new occupant of the room. After this time, Student Affairs reserves the right to assign a new roommate without prior notification. If at the beginning of a semester space is needed for the assignment of students not yet housed, Student Affairs will assign a new occupant as required.
Social gatherings and parties: Student Affairs encourages social gatherings within the residence halls. Parties or events with alcoholic beverages must be registered with the Associate Dean of Student Affairs for Programs. Large gatherings may require staff and/or Babson College Public Safety coverage at a cost to the event sponsor(s). College staff members may enter to inspect an event at any time. Event sponsors are responsible for assuring that guests adhere to college policies.

Storage of items: Bicycles, motorbikes, furniture, or other items may not be stored in corridors, stairwells, or entryways. The college strongly recommends that all valuable belongings be taken home for intersession and summer vacations. Limited storage is available through Student Affairs. Personal items in storage must be clearly labeled and stored in plastic bins, suitcases, or boxes that are in good condition. Personal items may be stored in designated areas, such as class penthouses. Private storage facilities are also available in the Needham area.

Limited bicycle storage is also available in designated bicycle storage areas. Liquids and hazardous materials may not be kept in storage areas at any time. Unclaimed items in storage will be removed and donated to charitable organizations at the end of the spring semester.

The college insures only its own property against loss. It does not insure against nor reimburse against the loss, from any cause, of student property including student laptops. It is strongly suggested that students who possess property of value insure against loss through their own insurance company.

Strictly prohibited: The following are prohibited in college residence halls:

- Overloading of electrical outlets;
- Torchiere-style halogen lamps that use tubular halogen bulbs;
- Extension cords (use multiple UL power strips instead);
- Tampering with electrical or lighting fixtures;
- Open and enclosed flames;
- Storage or use of flammable fluids that present a fire hazard;
- Ceiling hangings or furniture that obstruct fire or smoke detectors;
- Items attached to or hanging from windows;
- Decorations that present a fire hazard;
• Access to roofs;
• Refrigerators not provided by the college and other major kitchen appliances;
• Water beds, hot tubs and Jacuzzis;
• Installation of outside antennae or other exterior devices;
• Throwing items from windows, stairwells, etc.;
• Relocation of lounge furniture to individual student rooms;
• Pets (fish are the only exception);
• Smoking;
• The use or storage of power tools (electric saws, sanders, drills, routers, etc.) or motorized vehicles; and
• Painting rooms or suites.

Sale of food and beverages
The sale of food and beverages on Olin’s campus requires an approved Temporary Event Permit from the Town of Needham Board of Health. All permit applications must be signed by either the Dean of Student Affairs or the Vice President for Operations prior to their being submitted to the Board of Health.

Smoking
Smoking (and vaping) is not permitted in or near any buildings on campus.

Student employment policies
Student employment policies are available from the Office of Human Resources.

Transportation
Olin Van
The Olin van is available for official college business only and may be used by CORe-recognized student organizations. Certified drivers should reserve the Olin van in advance through Facilities Services. No overnight use is allowed. Due to insurance limitations, the van may not be used for “taxi” or “shuttle” service for personal needs. To become a certified driver visit the Facilities Services website at: http://facilitiesservices.olin.edu and click on Transportation and then Olin Van.
Wellesley—Olin—Babson Shuttle
Olin College, Wellesley College and Babson College jointly fund a shuttle service to aid cross-registered students. An Olin, Wellesley or Babson ID card is required. Shuttle schedule available at: http://bow3colleges.org

Zipcar
Zipcar has cars on the Wellesley College and Babson College campuses. These cars are conveniently located near Olin and are available for use by Olin community members who are over 18 years old. For more information visit: www.zipcar.com

Voter registration
As part of the Higher Education Amendment of 1998, Olin College must provide students with the opportunity to register to vote. You may obtain a voter registration form in person at the Registrar’s Office, located on the third floor of the Campus Center or by accessing the following web address to request a mail-in voter registration form:
http://www.state.ma.us/sec/ele/elestu/stuidx.htm

From the website, you may choose between a Massachusetts form and a national form. The Massachusetts form can only be used to register to vote in Massachusetts. The national form may be used to register in most other states. The web address above is for voter registration requests. You cannot register to vote via the internet. Your voter registration form will be sent to you in the mail. Upon receipt of the form, complete it and return it to your city or town hall.
If you do not know the address of your town/city hall, that information may also be found on the site above.

Remember, you will not be registered to vote until you return the completed voter registration form to your city or town hall. The local clerk will thereafter provide you with acknowledgement of your voter registration; if you do not receive an acknowledgement of your voter registration within a reasonable time, please check with your local clerk for more information.
Workshops and machine shops
Before using any machine in the workshops at Olin College, students must document that they have read and understand the policies below with the shop instructors.

General shop conduct and safety
• Only Olin students and authorized Wellesley and Babson students are permitted in the workshop. Advance authorization from the machine shop supervisor is required for others to enter the shop.
• No student is allowed to work in any shop alone. You must have at least one other person with you at all times. If there is an accident, the other person is expected to provide assistance and call for help.
• All machine tools require machine specific training and are not to be used unless the shop supervisor grants authorization. See the shop supervisor, not your partner for proper instruction.
• All accidents/injuries must be reported to the shop supervisor no matter how insignificant they may seem.
• Loss of keys or card access associated with the shop is to be reported to the Babson & Olin Office of Public Safety and shop supervisor immediately.
• No pets are allowed in the workshop.

Machine shop rules
• Do not attempt to oil, clean, adjust or repair any machine while it is running.
• Do not leave machines running unattended.
• Do not try to stop the machine with your hands or body. Stopping the machine with your body can result in entanglement. Let the machine come to a stop naturally.
• Always keep hands, hair, feet etc. clear of all moving machinery at all times. Be aware of all moving parts, especially cutting tools and chucks.
• Remove chuck keys, wrenches and other tools from machines after making adjustments.
• When working with another person, only one person should operate the machine.
• Never use compressed air for cleaning machinery
• Never use compressed air to clean your clothes or any part of your body.
• If you do not know how to do something – ASK! Check with the shop supervisor if you have any doubts about what you are doing.
• Put tools away when not in use. This prevents loss of tools and also makes them available to others.
• Keep the shop clean at all times. It is everyone’s job to keep the shop clean.

Dress code
• Eye protection must be worn at all times when in the workshop. This applies regardless if you are working on machinery or not.
• No open toed shoes, high heels or bare feet. Choose shoes with soft soles and stable platforms.
• No loose clothing allowed. This includes but is not limited to ties, scarves and loose-sleeved shirts. Short sleeves or sleeves rolled above the elbow are preferred.
• When welding, long sleeves are required for protection.
• No shorts, dresses or skirts allowed when working in the metal shop.
• Remove all jewelry that could be caught in moving machinery. This includes rings and loose bracelets. Remove necklaces and the like, if not securely restrained.
• Restrain all hair that has potential for entanglement with moving machinery.
• Wearing of gloves when working on moving machinery is prohibited. The only exceptions to this rule are; 1) the wearing of membranous gloves (such as latex or nitrile) for personal protection or contamination control; 2) The wearing of gloves while using a bench or portable grinder or buffing wheel. If you need to wear gloves, see workshop supervisor for acceptable types for your application.
IV: Honor Code and Related Processes

Chapter Contents

- Honor Code
  - Purpose of the Honor Code
  - College jurisdiction
  - Honor Code values
  - Honor Board procedures
  - Appellate review procedures
  - Amendment procedures
  - Election procedures
  - Impeachment procedures

- Articulation with Babson College, Wellesley College and Brandeis University student judicial systems
- Appeals process

1. Purpose of the Honor Code

This Honor Code, written and maintained by the students of Olin College, exists to provide an ethical framework for the Olin student community. It represents an individual commitment by each Olin student to dedicate his or her self to these standards as well as a community commitment to ensure that these standards are upheld. This Code will serve always as a bold statement that ethics are not optional at Olin and that they are simultaneously an individual and community concern.

2. College jurisdiction

Olin College students are members of the college community as well as citizens of the Town of Needham and the Commonwealth of Massachusetts. As citizens, students are responsible to the community of which they are a part and the college neither substitutes for nor interferes with the regular legal processes. Students are also accountable for offenses against the academic
community. Therefore, an action involving a student in a legal proceeding in a civil or criminal court does not free the student from responsibility for their conduct in a college proceeding. If a student is charged in both jurisdictions, the college will proceed with its internal review according to its own timetable. Also see Appendix B for articulation with Babson College, Wellesley College, and Brandeis University student judicial systems.

3. Honor Code values

3.1 Integrity
I will represent myself accurately and completely in my work, my words, and my actions in academic and in non-academic affairs.

3.2 Respect for others
I will be patient with and understanding of fellow community members, and considerate of their inherent dignity and personal property. I will care for community resources and facilities so others may effectively use them.

3.3 Passion for the welfare of Olin College
I will be a steward for the welfare of Olin College through a spirit of cooperation, concern for others, and responsibility for the reputation of Olin College.

3.4 Openness to change
I will be receptive to change, supportive of innovation, and willing to take risks for the benefit of the community.

3.5 Do something
I will strive to better myself and my community and take responsibility for my own behavior. When I become aware of a violation of the Honor Code or an issue within the community, I will take action towards resolution of the situation. I expect others to do the same.

4. Honor Board procedures
Mission statement
The Olin College Honor Board administers the Olin Honor Code and ensures that it meets the evolving needs of the Olin Community.

Responsibilities

• To engage the Olin Community in the discussion and administration of the Honor Code and related policies (see appendices in the Student Handbook)
• To use the resources available to the Olin Community to productively and effectively resolve reported violations of the Honor Code and related policies
• To continually evaluate the efficacy of the Honor Board procedures and the Olin Honor Code and address shortcomings therein

4.1 Conflict of interest

The arbitrators, advisers, and representatives of the Honor Board will occasionally be unable to perform their duties without introducing unacceptable bias. In such situations these members are expected to temporarily relinquish their duties to an appropriate and unbiased party.

4.2 Initial procedures

Disciplinary action against a student (being any person enrolled in any academic program at Olin College, up to and including his/her commencement day) may be implemented only through written referral of a violation to the Honor Board, submitted in a timely manner. In all cases, an investigative team shall gather and carefully evaluate the available facts from the reporter (the complainant or the reporting agency), the reported, and relevant witnesses.

The reporter may request anonymity from the reported and it may be granted at the discretion of the investigative team (see also section 4.19). If, at this point, in the judgment of the investigative team, there is insufficient evidence of a violation, or the case appears to lack merit, a decision to dismiss the matter may be made by the team.

4.3 Streamlined academic procedure

When the Honor Board receives a Streamlined Academic Violation Report, an investigative team shall meet with the reported and reporter separately, and then evaluate the report based on the evidence presented. If the Investigative Team finds the sanctions suggested in the report to be reasonable and in keeping with the spirit of sanctions recommended by Honor Board hearing panels in similar cases, then the team will recommend these sanctions to the Dean of Student
Affairs (in accordance with section 4.20). If the Investigative Team does not recommend these sanctions to the Dean of Student Affairs, a sanction setting hearing will be held in accordance with section 4.18. If any party involved fails to agree to the content of the Streamlined Academic Violation Report, the matter will follow the Honor Board Procedures as detailed in section 4.3 and those that follow.

4.3.2 Streamlined Title IX reports
When the Honor Board receives a Streamlined Title IX Report, an Investigative Team consisting of the Honor Board leadership shall evaluate the report based on the evidence presented. If the Investigative Team finds the sanctions suggested in the report to be reasonable and in keeping with the spirit of sanctions recommended by Honor Board Hearing Panels in similar cases, then the Team will recommend these sanctions to the Dean of Student Affairs (in accordance with section 4.20). The reporter and the reported each have the right to discuss the report and/or recommended sanctions with the Investigative Team after the presentation of the report. The Investigative Team reserves the right to meet with the reporter, the reported, or both to discuss the recommended sanctions. If the Investigative Team does not recommend these sanctions to the Dean of Student Affairs, the Investigative Team must meet with the trained investigator to review the sanctions and case until they find the sanctions recommended in the report to be reasonable as described above.

4.4 Investigative procedures
The investigative team shall consist of the Associate Dean of Student Affairs for Programs and two Honor Board members selected by the Chair of the Honor Board (the “Chair”). The investigative team shall interview the reported and the reporter about the alleged violation and shall gather from both parties names of witnesses able to substantively contribute to the investigative team’s understanding of the alleged violation. Members of the investigative team may interview witnesses with substantive knowledge of the alleged violation. If, in a case that does not involve a potential academic violation of the Honor Code, all members of the investigative team, as well as all reporters, reported, and involved aggrieved parties, agree that an alternate solution may resolve the issue presented by a report without requiring a hearing, then the investigative team may recommend that the solution be attempted. The outcome of this attempt will then be taken into consideration when the investigative team determines whether or not to refer the case to the Honor Board.
4.5 Aggrieved parties
In the event of a hearing, if the investigative team determines that there are one or more parties other than the reporter who are substantively aggrieved by the incident beyond any grievance suffered by the Olin community as a whole, then these parties shall be listed as aggrieved parties in any referral made to the student disciplinary system.

4.6 Hearing options
In cases where an investigative team decides that there is evidence of a violation that warrants referral to the Honor Board, or where the investigative team cannot make a decision, the reported student may: (a) accept responsibility and request a sanction-setting hearing before the Honor Board or (b) deny responsibility, thereby initiating a hearing before the Honor Board. The reported student must choose one of these options (for all allegations) within two business days after delivery by the investigative team of the charge(s) to (a) the student, or (b) the student’s campus mailbox, or (c) the student’s e-mail account, whichever is earlier. If a student fails to choose one of the options within two business days, the Honor Board may conduct a hearing.

4.7 Hearing before the Honor Board
The Chair shall select two student members of the Honor Board (which may include the Chair) to serve on a hearing panel (the “Panel”), one of whom shall serve as moderator and the other of whom shall serve as recorder. Neither the moderator nor the recorder shall have decision-making power. Four more members of the hearing panel shall be selected by the Investigative Team from the Hearing Panel Pool (see sections 4.8–4.9). Faculty and/or staff representatives to the Honor Board may be present at hearings, though their presence is not required and they hold no decision-making power. If the Honor Board is unable to meet its obligations in a timely fashion due to scheduling conflicts, disqualifications, or other reasons that the Dean of Student Affairs determines may compromise its effectiveness, the Dean may appoint an ad hoc Panel with the same constituency representation as noted in section 4.10.

4.8 Hearing panel pool
At the beginning of each semester the Honor Board shall solicit volunteers to become part of a Hearing Panel Pool. Only students currently enrolled in the college shall be eligible to be members of the pool. Before serving on a hearing panel, a volunteer must have com Honor
Board members and CORe representatives shall be eligible to be members of the Hearing Panel Pool.

4.9 Selection from hearing panel pool
These volunteers will be selected to serve as decision making members of an individual Hearing Panel by the Investigative Team according to a process approved by the Honor Board within the last year. This process will not allow the Investigative Team the freedom to hand select members directly from the pool, but must allow all involved parties some reasonable power to prohibit biased volunteers from serving on the panel. The Investigative Team may require justification for the veto of a member.

4.10 Quorum
A quorum for the Panel shall be the six student members and the Associate Dean of Student Affairs for Programs. Any Panel member may be disqualified on such member’s own initiative or upon a party demonstrating to the remaining members of the Panel that there is good cause for disqualification. The Chair will fill any vacancies on the Panel.

4.11 Adviser to the board
The Associate Dean of Student Affairs for Programs, serving as adviser to the Honor Board, shall (a) advise the Board on the requirements of the college’s Honor Board procedures, (b) share the student’s past history, if any, of involvement with the Honor Board procedures only after a conclusion has been reached on responsibility, (c) provide continuity in Board operations and procedures, (d) facilitate the implementation of procedures at all levels of the honor system, and (e) assist the Board in fulfilling its educational responsibilities.

4.12 Hearings
Absent extraordinary circumstances, a hearing shall be held within thirty business days of a report being submitted and ten business days from the date the investigative team delivers the charges to the reported student. All hearings will be closed to all persons other than panel members, Office of Student Affairs personnel, witnesses, aggrieved parties, the reporter, the reported, and advisers (see section 4.15). Notice of the hearing shall be delivered to the aggrieved parties, the reporter, the reported, and witnesses either in person, or to the appropriate
campus mailboxes, or to the appropriate e-mail accounts, at least two business days in advance of the hearing. Notice to the reported shall include the charge(s) against the reported.

4.13 Hearing panel
Panel members shall be provided with the names of the reported, the aggrieved parties, and the reporter at the time of notification of the hearing. Panel members who determine themselves to be incapable of impartiality shall be allowed to recuse themselves from the hearing and the Chair will fill any vacancies on the Panel. Honor Board members serving on the investigative team may not serve as Panel members for the hearing, except as the recorder.

4.14 Recusing panel members
Immediately prior to the hearing, the reported, the aggrieved parties, and the reporter shall have the opportunity to submit to the Panel names of Panel members who they feel should be removed from the Panel for reasons of partiality. The Panel may ask the reported and/or reporter for a brief explanation, and the Panel shall disqualify Panel members at its discretion. The Chair will fill any vacancies on the Panel.

4.15 Advisers and legal counsel
The reported student, the aggrieved parties, and the reporter shall have the right to have an advisor of their choice from within the college community. The lack of availability of any particular advisor will not be considered a legitimate reason to reschedule the hearing. An advisor may serve as a witness in only one capacity: when presented by the reported as a character witness in the sanction-setting phase of a hearing. No party shall be permitted to employ professional legal counsel of other persons from outside the college community to present the case before the Panel or to advise the student during the hearing regarding the college’s Honor Board procedures. When concurrent criminal or civil charges result from the same incident, however, passive assistance of legal counsel may be allowed to advise the reported or reporter as to his/her rights pertaining to the pending external matter. If either the reporter or reported is granted the presence of legal counsel, the other party also has the right to the presence of legal counsel.
4.16 Witness attendance
It is the responsibility of the Panel to notify the witnesses regarding the time, date, and location of the hearing. While the Panel cannot compel witness attendance at hearings, it is expected that all witnesses will attend.

4.17 Reported student attendance
The reported student must be present at the hearing. The reported student or his/her adviser may present evidence on behalf of the reported student. If a reported student fails to appear and the Panel concludes that the student’s failure to attend is not justified, the Panel shall make its determination on the basis of the evidence presented to it.

4.18 Admissibility of evidence
All persons giving evidence are obligated to be truthful. The technical rules of evidence shall not apply and the Panel shall rule on the admissibility of evidence. Unduly repetitious or irrelevant evidence may be excluded. Forensic evidence in sexual misconduct and gender-based reports must be presented by an appropriately trained professional.

4.19 Questioning Of witnesses
The reported student and his/her adviser shall have the right to question all witnesses and to view and question all evidence presented to the Panel during the hearing. While the reported may request an opportunity to question the aggrieved parties and/or the reporter, the Panel may not allow such a confrontation if the Panel believes that it poses a risk to the health or safety of the aggrieved parties or reporter.

4.20 Panel findings
The Panel shall make one of the following decisions: (a) a finding of not responsible, (b) a finding of responsible (based on preponderance of the evidence) with sanctions to be determined, or (c) continuance of the case to obtain additional information or for further consideration. Decisions shall be based solely upon evidence and testimony introduced at the hearing. All decisions shall be made by consensus (i.e., unanimous vote of the members of the Panel who do not abstain from voting).
4.21 Sanction setting
Prior to the recommendation of a sanction or sanctions, the reported may present one character witness. Advisers may serve as character witnesses during sanction setting.

4.22 Sanction recommendations, responses from participants
The Panel may request recommendations for sanctions from the reported, the aggrieved parties, and the reporter. The reported may respond to the Panel’s recommended sanction prior to the close of the hearing. The Panel shall include in the materials it submits to the Dean of Student Affairs a brief written summary of the reported’s response, if given.

4.23 Sanction recommendations from the panel
The Panel shall, following a finding of responsibility, recommend to the Dean of Student Affairs one or more sanctions. Decisions shall be based solely upon evidence and testimony introduced at the hearing and shall be made by consensus (i.e., unanimous vote of the voting members of the Panel who do not abstain from voting).

4.24 Records
The Panel shall make a written record of each hearing, comprised of a brief summary of the evidence presented and decision rendered. The Dean of Student Affairs shall maintain such records for five years from the date of the hearing.

4.25 Range of sanctions
Actions that may be taken as a consequence of violations range from disciplinary warning to permanent dismissal from the college depending upon, and appropriate to, the nature and severity of the violation, the degree to which the reported student has participated or been involved, the motivations and intent in connection with the infraction, class standing, any record of past violations, and consideration of all facets of the specific individual situation. Except in circumstances where the Dean of Student Affairs deems immediate implementation necessary, a sanction shall go into effect at the end of the next business day following the delivery of the sanction to the reported.
4.25.1 Disciplinary warning
The student may be warned in writing of the possible consequences of continuing inappropriate behavior.

4.25.2 Residence probation
A student who is placed on residence probation is not in good standing with the student’s living unit for a specified period of time. The status of residence probation reminds the student that the infraction has become part of the student’s record and that repetition of similar or other unacceptable behavior may be cause for removal from the residence halls.

4.25.3 Removal from living unit
This action precludes the student’s continued residence either in a particular, or in any, campus living unit.

4.25.4 Disciplinary probation
This probation usually extends over a stated period during which it is clearly understood that the student is subject to further disciplinary actions, including suspension or permanent dismissal, if the student violates the terms of the probation or in any way fails to conduct her/himself as a responsible member of the college community. Disciplinary Probation is a final warning to help the student reevaluate his/her behavior.

4.25.5 Conditions
Conditions may be imposed instead of or in addition to other sanctions. Conditions include, but are not limited to, failure in the course or on the assignment, educational workshops, community service, restitution, exclusion from activities or privileges, and parental notification.

4.25.6 Suspension
Suspension is an involuntary separation of the student from the college for a specified period of time or until a stated condition is met. During the suspension period, degrees will not be issued, credit will not be granted for courses taken elsewhere, and the Olin College scholarship will not be issued. At the conclusion of the suspension period, return to the college requires approval of the Dean of Student Affairs.
4.25.7 Dismissal
Dismissal is the permanent, involuntary separation of the student from the college. The Olin College scholarship will be revoked upon Dismissal.

4.26 Appealing a sanction
The reported and/or reporter may appeal a recommended sanction only in a written statement submitted to the Dean of Student Affairs by the end of the next business day following the delivery of the sanction to the reported.

4.27 Appealing a finding of responsibility
Any sanctions, including conditions, shall not take effect until approved by the Dean of Student Affairs (in accordance with the delayed implementation described in section 4.25), who may modify the sanction and/or condition. Following approval or modification of the sanction(s) by the Dean of Student Affairs, a reported student and/or the reporter may appeal to the Dean of Student Affairs only on the basis of procedural error, new evidence, or fraud in the process. Upon the filing of such an appeal, the Chair shall initiate a new investigative procedure. If the appeal is filed before the implementation of the sanction, the implementation shall be delayed until the new investigative team (which shall not consist of any students who served on either the original investigative team or the Panel) makes a determination of the merit of the appeal, which shall be completed within two business days following the filing of the appeal. Should the new investigative team determine that the appeal has merit, or fail to make a determination in the time allotted, the previous sanction and determination of responsibility shall be vacated and the Honor Board shall begin a new hearing procedure. Only one appeal of a finding of responsibility is allowed. If an appeal is granted and a new hearing procedure is initiated, the outcome of that new hearing may also be appealed.

4.28 Emergency and indefinite suspensions
Pending final action on violation of college policies, the Dean of Student Affairs may remove a student from the campus for reasons of imminent danger to his/her physical or emotional safety or well-being, or for reasons of imminent danger to the safety or well-being of the Olin College community. If a student is separated from the campus by this emergency authority, the procedures outlined in section 4.2, above, shall be implemented within ten class days after the separation. Unless the student has previously rebutted the college’s presumption that the student
is dependent upon his/her parents, as that term is defined under the Family Educational Rights and Privacy Act, the Dean of Student Affairs may notify the parents.

In the event the Dean of Student Affairs learns that a student has been convicted of a felony in a criminal proceeding, the Dean may immediately remove the student from campus housing, restrict the student’s access to the campus, and/or indefinitely suspend the student from the college. Again, the Dean may notify the student’s parents.

4.29 Disciplinary files and records
Case referrals will result in the development of a disciplinary file in the name of the reported student. Disciplinary files, maintained separately from the academic transcript, will be retained for five years from the date of the letter providing notice of final disciplinary action. Anonymous case summaries, without personally identifiable information, may be made available to the college community for educational purposes.

5. Appellate review procedures
While Appellate Review Procedures inherit much from the Honor Board Procedures, inheritance shall be limited to the context of the document, and not the specific details, except where those details are explicitly referenced.

5.1 Definition
“Appellate Review” means a review by the Honor Board of the actions of a student run organization. This review may include the finding of a violation of the Honor Code and resultant sanctions. “Organization” means any group of students that can be seen as acting as a group or whole, and not as individuals. Often this will involve students acting in an official capacity such as the Council of Olin Representatives General Assembly or the Executive Board of a club. Appellate Review procedures will never be used to review the actions of an individual.

5.2 Confidentiality
As these procedures concern only student organizations and not individual students, the need for confidentiality in an Appellate Review is minimal. As a rule, titles and positions (e.g. Honor Board Chair or Club President) should be used instead of names and an effort should be made not to discuss details of a case that might be embarrassing to an individual. To allow for a proper
investigation, the proceedings of the Investigative Team will be kept confidential, but all other proceedings will not carry this requirement.

5.3 Initial procedures
Appellate review of a decision or action carried out by a student organization may be implemented only through a written referral of a violation to the Honor Board, submitted in a timely manner. In all cases, an Investigative Team shall gather and carefully evaluate the available facts from the reporter (the complainant or the reporting agency), the reported, and relevant witnesses. If, at this point, in the judgment of the investigative team there is insufficient evidence of a violation, or the case appears to lack merit, a decision to dismiss the matter may be made by the Team. Further, if there is evidence that this case will become a review of the actions of an individual as an individual and not in the context of an organization, the Investigative Team may split the case into a review of organizational actions (governed by the Appellate Review procedures) and a review of individual actions (governed by the Honor Board Procedures in section 4).

5.4 Investigative procedures
The Investigative Team shall consist of either the Chair or Vice Chair (referred to as the Moderator) and two more members of the Honor Board selected by the Chair. All other investigative procedures carry over from section 4.4.

5.5 Aggrieved parties
In the event of an appellate review, if the Investigative Team determines that there are one or more parties, other than the reporter, who are substantively aggrieved by the incident beyond any grievance suffered by the Olin community as a whole, then these parties shall be listed as aggrieved parties.

5.6 Appellate review options
If the Investigative Team finds sufficient merit for an Appellate Review, the aggrieved parties, the reported parties, and the Investigative Team may, by consensus, decide upon their own procedures, either entirely different from the default procedures (outlined in section 5.7 below) or just simple modifications to the default procedures. If all three parties cannot agree on modified procedures, the Appellate Review will be governed entirely by the default procedures
(sections 5.7–5.25). Any item or question not covered by the compromise procedures will automatically be governed by the default procedures.

If the reported parties admit responsibility for a breach of the Honor Code, the Appellate Review will move directly to determining sanctions.

5.7 Default appellate review before the Honor Board
The Chair shall select one student member of the Honor Board (which may be the Chair) to serve on an appellate review panel as the recorder. The Moderator for the Investigative team will also serve as the Moderator for the appellate review. Neither the moderator nor the recorder shall have decision-making power. Four more members of the appellate review panel shall be selected by the Investigative Team from the Hearing Panel Pool (see sections 4.8-4.9). Faculty and/or staff representatives to the Honor Board may only be present at appellate reviews if the IT decides their presence will be productive, but they will hold no decision-making power.

5.8 Quorum
A quorum for the Panel shall be the four student members in addition to the Moderator and recorder. Any Panel member may be disqualified on such member’s own initiative or upon a party demonstrating to the remaining members of the Panel that there is good cause for disqualification. The Chair will fill any vacancies on the Panel.

5.9 Adviser to the Board
If the Associate Dean of Student Affairs for Programs is not present at the appellate review (as per section 5.7) he or she shall be informed of all proceedings by the Chair.

5.10 Case moderator
The Case Moderator shall (a) advise the Board on the requirements of the college’s appellate review procedures, (b) provide continuity in Board operations and procedures, and (c) assist the Board in fulfilling its educational responsibility.

5.11 Appellate reviews
Absent extraordinary circumstances, an appellate review shall be held within ten business days from the date the Investigative Team delivers the charges to the reported organization. All
appellate reviews will be closed to all persons other than panel members, invited guests, aggrieved parties, the reporter, the reported, and legal counsel (see section 4.15). Notice of the appellate review shall be delivered to the aggrieved parties, the reporter, the reported, and invited guests either in person, or to the appropriate campus mailboxes, or to the appropriate e-mail accounts, at least two business days in advance of the appellate review. Notice to the reported shall include the charge(s) against the reported.

5.12 Appellate review panels
Panel members shall be provided with the names of the reported, the aggrieved parties, and the reporter at the time of notification of the appellate review. Panel members who determine themselves to be incapable of impartiality shall be allowed to recuse themselves from the appellate review and the Chair will fill any vacancies on the Panel.

5.13 Recusing panel members
Recusing panel members for appellate reviews shall follow the same procedures as outlined for hearings in section 4.14.

5.14 Advisers and legal counsel
Advisers shall not be allowed at appellate reviews. However, when concurrent criminal charges result from the same incident, passive assistance of legal counsel may be allowed to advise the reported as to his/her rights pertaining to the pending criminal matter.

5.15 Witness and guest attendance
The Investigative Team shall be in charge of approving witnesses and guests for the appellate review. The number of witnesses is not limited except by the judgment of the Investigative Team. The number of allowable guests for each side shall be five minus the number of witnesses. It is the responsibility of the Panel to notify the witnesses and guests regarding the time, date, and location of the appellate review.

5.16 Reported party attendance
The reported party shall be allowed up to five student members, serving as representatives of the student organization, who may be present at the appellate review. Should the reported party fail to designate its representatives in time for the appellate review, the organization must provide
sufficient reason to delay the proceedings, or the review shall continue without representatives of the organization.

5.17 Admissibility of evidence
Admissibility of evidence for appellate reviews shall follow the same rules as outlined for hearings in section 4.18.

5.18 Questioning of witnesses
Questioning of witnesses for appellate reviews shall follow the same rules as outlined for hearings in section 4.19.

5.19 Panel findings
Panel findings for appellate reviews shall follow the same rules as outlined for hearings in section 4.20.

5.20 Sanction recommendations, responses from participants
The Panel may request recommendations for sanctions from the reported, the aggrieved parties, and the reporter. The reported may respond to the Panel’s sanction prior to the close of the appellate review. The Panel shall include in the materials it submits to the Chair of the Honor Board a brief written summary of the reported’s response, if given.

5.21 Sanctions
The panel shall determine one or more sanctions following a finding of responsibility. This sanction shall be delivered to the Chair of the Honor Board. Decisions shall be based solely upon evidence and testimony introduced at the appellate review and shall be made by consensus (i.e., unanimous vote of the voting members of the Panel who do not abstain from voting).

5.22 Records
The Panel shall make a written record of each appellate review, comprised of a brief summary of the evidence presented and decision rendered. The Honor Board shall maintain such records for five years from the date of the appellate review.
5.23 Limitation of sanctions
Sanctions imposed on an organization shall be in no way specific to the individuals in the organization, and shall have no effect on those individuals outside of their interactions with that organization.

5.24 Range of sanctions
Actions that may be taken as a consequence of violations range from organizational warning to dissolution of the organization depending upon, and appropriate to, the nature and severity of the violation, the motivations and intent in connection with the infraction, any record of past violations, and consideration of all facets of the specific individual situation. A sanction shall go into effect at the end of the next business day following the delivery of the sanction to the reported organization.

5.24.1 Core enforcement
In cases where the reported organization is overseen in part or whole by the Council of Olin Representatives, the Panel may give enforcement authority to CORE.

5.24.2 Organizational warning
The organization may be warned in writing of the possible consequences of continuing inappropriate behavior.

5.24.3 Organizational probation
Organizational probation usually extends over a stated period during which it is clearly understood that the organization is subject to further disciplinary actions if the organization violates the terms of the probation or in any way fails to conduct itself as a responsible part of the college community. Organizational Probation is a final warning to help the organization reevaluate its behavior.

5.24.4 Reversal of action
Reversible actions or decisions made by the organization in the context of the reported violation may be reversed.
5.24.5 Conditions
Conditions may be imposed instead of or in addition to other sanctions.

5.24.6 Dissolution
Dissolution of an organization is to restrict meeting, reallocate funds, and bar its membership from reforming under the name of a new organization.

5.25 Appeals
An appeal of the sanctions may be made to the Dean of Student Affairs. If the Dean finds them to be inappropriate, he or she will work with the elected student representatives (e.g. the Council of Olin Representatives and the Honor Board) to find a more acceptable solution.

6. Amendment procedures

6.1 Proposing amendments
Any member of the Olin student body may initiate the amendment process by submitting to the Honor Board a written proposal for a change to the Honor Code or associated procedures, accompanied by the supporting signatures of at least 10% of the student body. The proposal must list reasons for the change and the proposed wording.

6.2 Town meeting quorum
Within 10 business days after receiving a complete written proposal, the Honor Board must call a special town meeting to discuss the proposed change. The town meeting is open to all students, and all are expected to make an effort to attend. Quorum at this meeting shall be more than 50% of the student body (excluding away students).

6.3 Voting
At the close of the meeting, all present students will vote by secret ballot, once per amendment, with the option to vote for each proposed amendment or the unchanged Honor Code. If no choice receives the votes of more than 50% of the student body or 75% of the students voting at the meeting, whichever is smaller, or if quorum is not reached, the Code remains unchanged. After all proposed amendments are voted upon, all present students will vote by secret ballot on whether or not to abolish the Honor Code. If neither choice receives the vote of more than 50% of the student body, or if quorum is not reached, the Honor Code remains in effect.
6.4 Abolishing and reinstating the Honor Code
If the Code is abolished, policies drafted by the Student Affairs Office will take effect immediately. In order to reinstate the Honor Code after it has failed ratification, a proposal must be submitted to the Student Affairs Office, which will put the issue to a student vote as per its policies.

7. Election procedures
7.1 Composition
The Honor Board shall consist of eight students elected by the student body: a Chair, a Vice Chair, and six representatives. The Honor Board as a whole must include at least 1 member from each graduating class. It is possible that the composition of the Honor Board may be different due to special elections (see Section 7.5). The Chair and Vice Chair will be specifically elected, and each will have specific duties (the Chair has primary responsibility for administrative support of hearings; the Vice Chair will work with the Chair on Code administration). In addition to the student members, the Honor Board will have one faculty representative and one staff representative. These representatives will be present at general meetings and may be invited to hearings, but they will have no decision-making power. The Associate Dean of Student Affairs for Programs will serve as the Board’s adviser, will be present at general meetings and hearings, but will not have decision-making power except as a member of an investigative team.

7.2 General election
Honor Board members will be selected through a general election sometime in the month of April and will take office at the beginning of the next (Fall) semester. A current member of the Honor Board who is not running for reelection will monitor elections. In the event that such a person is not available, the Student Affairs Office will monitor elections. All candidates will submit an application to the Student Affairs Office, which will review them for completeness and may disqualify applicants on the basis of past disciplinary actions or poor academic standing. When a list of candidates has been compiled, the applicants’ names and written responses to specific application questions will be published and released three to seven days before the election. The election monitor shall schedule time to give all candidates the opportunity to engage in dialogue about their candidacy. The voting period will last 24 hours. Away students will be able to vote during an extended voting period that will begin when the list
of candidates for each position is published and will terminate with the conclusion of the general 24-hour voting period. Voting will be done by secret electronic ballot. Please note that seniors and other students not matriculating at Olin in the following academic year may not vote in the spring elections, as they will no longer be bound to the code during the time of service of the newly elected Board.

7.3 Voting
The Honor Board members will be selected through approval voting. This means that a student may vote for as many of the candidates as he or she feels are qualified for the position. It is possible to run for any combination of positions. When tallying ballots, the election monitor will first appoint as Honor Board Chair the candidate who received the most votes as Honor Board Chair and remove that person from the pool. Next, the same will be done to select the Vice Chair. The monitor will then appoint class representatives for the classes not yet represented by the Chair and Vice Chair. Finally, the monitor will appoint non-class specific members such that of the eight positions on the board, one is left open for each unrepresented class (including incoming freshmen) and, one more spot is left open so that the opportunity is still left open for committed students to run in the fall. A candidate must receive a minimum of 15% of the vote in order to hold office. Appointments will be announced by the end of the next business day after the ballots close. In the event of a tie for any position a special runoff election will be held and all remaining results of the election will be held to allow for simultaneous publication of the names of all elected persons the business day following the runoff election.

7.4 Campaigning
Students running for Honor Board office are prohibited from campaigning as defined by the Election Guidelines Document published by the Honor Board during each election cycle.

7.5 Special elections
If for any reason there is a vacancy on the Honor Board, that member’s position will be filled through a special election, to be scheduled in a timely manner by the Honor Board, as per the following guidelines:

- A vacancy in the position of Chair or Vice Chair may be filled by any member of the student body, regardless of any requirements for class representation. A vacancy of the Chair position will be temporarily filled by the Vice Chair. A vacancy in the Vice Chair position
will be temporarily filled by a current member of the Honor Board, to be determined by a closed election run by the Chair. If both the Chair and Vice Chair positions become vacant simultaneously, the Honor Board must meet as soon as possible to elect a temporary Chair and Vice Chair from its current members. The temporary Chair and Vice Chair will be responsible for the Honor Board’s proceedings until the special election is held to fill those vacancies. Upon close of the special election, all Honor Board members still in temporary positions will return to their originally elected positions and the newly elected members will begin their term.

• In the event that a special election of a new Chair or Vice Chair results in a graduating class not having a representative on the Honor Board, a second special election will be held electing another member to the Board. This special election will only be open to candidates from the unrepresented class. If no one runs, or no candidate receives 15% of the vote, then no one is elected and the Board remains at its size prior to the second special election.

• Excluding the Chair and Vice Chair, if a vacancy on the Honor Board results in a graduating class having no representatives, then the position will initially be open only to members of that class. If the position remains unfilled upon close of this special election, position may be filled by any member of the student body through a second special election.

7.6 Fall elections
Fall elections will be held at the end of September to fill the remaining positions on the Honor Board. In addition, any student may run for the unfilled, non class specific representative position. The procedure will be the same as that used for spring elections. All student members of the Olin community may vote in this election. The Honor Board may conduct its business prior to this election without full representation.

8. Impeachment procedures
Any Olin student may initiate the Honor Board impeachment procedure at any time.

8.1 Impeachable Offenses
Impeachable offenses include:

• Major violations of the Honor Code
• Abuse of power
• Gross neglect of duty

8.2 Impeachment hearing
To begin the impeachment procedure a student shall submit a request for impeachment, including specific charge(s), to the Student Affairs Office. The Student Affairs Office will schedule a special Honor Board hearing no more than five business days from the day the request is submitted and notify Board members of the time and place of the meeting within one business day of the receipt of the request.

8.2.1 Quorum
The quorum for this Honor Board impeachment hearing shall be all Honor Board Members not currently under investigation. Impeachment hearings shall be moderated by the Associate Dean of Student Affairs for Programs, who shall not have voting power.

8.2.2 Witnesses
Each side (reporter and reported) will have the chance to present their argument and call witnesses. The reporter and reported are responsible for their respective witnesses.

8.2.3 Voting
At the end of the meeting all Honor Board members not currently under investigation will vote on the removal of the student(s) in question. A vote of 3/4 of the eligible Honor Board members is required to remove a student from the Honor Board.

8.2.4 Dean approval
The decision of the Honor Board will be subject to approval by the Dean of Student Affairs.

8.3 Vacancies due to impeachment
An impeached Honor Board member will be replaced by a special election, taking place no more than one month from the time of impeachment.
Related Policies and Processes

Articulation with Babson College, Wellesley College and Brandeis University student judicial systems

Olin College has agreed with Babson College and Brandeis University to enforce their respective conduct standards when their students participate in academic, Co-Curricular and extracurricular pursuits on the neighboring (host) campuses. The Olin College honor system will hear cases in which Olin students are reported of violating a host campus’s standards, using the host’s policies and definitions but Olin disciplinary procedures. Similarly, the Babson and Brandeis judicial systems will hear cases in which their students are reported of violating Olin standards, using Olin policies and definitions but their own judicial procedures.

When on each other’s campuses, Olin and Wellesley students will be subject to the host campus’s standards of conduct for academic integrity. The host campus’s disciplinary process will be used when an Olin or Wellesley student violates the host’s standards. The Student Affairs Office at Olin will work closely with the Dean of Students at Wellesley to determine the best procedures to follow for non-academic issues.

Olin students taking classes or participating in activities on other campuses should familiarize themselves with the host’s student disciplinary system and standards of conduct.

For more information:
The Wellesley Honor Code:
http://new.wellesley.edu/studentlife/aboutus/honor

The Babson Community Standards: http://www.babson.edu/undergraduate/student-life/community-standards/Pages/home.aspx

Brandeis Student Rights and Community Standards:
http://www.brandeis.edu/studentaffairs/srcs/index.html
Appeals Process

Upon conclusion of an Honor Board hearing and delivery of the outcome to the parties involved, students may appeal a “finding of responsibility” or “sanctions” by writing via email to the Dean of Student Affairs within one business day following the delivery of the outcome of the hearing. The appeal letter must clearly state the grounds and rationale for the appeal. Once received, the Dean of Student Affairs will convene an Appeals Board. The members of the Appeals Board will be the faculty representative to the Honor Board, the staff representative to the Honor Board, and either a student member of the Honor Board or the Title IX deputy coordinator. None of the Appeals Board members will have been involved in the adjudication of the case being appealed. The Title IX deputy coordinator will sit in on cases of sexual misconduct and assault. A student member of the Honor Board will sit in on all other appeals. The Dean may appoint new members to the panel in the event of a conflict or add members as needed. In the latter case, this may result in more than three voting members on the Appeals Board.

The purpose of the Appeals Board is to review all information available pertaining to hearings and proceedings that led to the appeal to ensure that these were conducted according to the established judicial procedures. The Appeals Board will not substitute its own judgment for a “finding of responsibility” or “sanctions”. Requests for appeal may be made to the Dean of Student Affairs on the following grounds:

1. Procedural error;
2. New evidence that was not reasonably available at the time of the hearing that could change the outcome of the hearing;
3. Belief that the severity of the sanction is inappropriate given the details of the case.

Disagreement with the finding or sanctions is not, by itself, grounds for appeal.

The Appeals Board may rule in one of three ways:

1. They may recommend a new hearing before a new hearing panel.
2. They may recommend the case go back to the original hearing panel for further review for reasons such as new evidence that was not available during the original hearing.
3. They may recommend that the appeal be denied.
If the appeal is denied, the sanctions will be imposed and the College will consider the case closed. The Appeals Board must inform the Dean of Student Affairs about the outcome of the appeal deliberations within 10 business days of the written appeal being received. The Dean of Student Affairs will notify the student(s) in writing of the outcome of the appeal within 2 business days of receiving the outcome from the Appeals Board.

Barring any extraordinary circumstances, if a request for appeal is filed sanctions resulting from the case will typically be put on hiatus and not implemented until after the appeal is resolved. If an emergency suspension or dismissal has been administered, the student must leave campus and remain off campus during the appeal process.
V: Financial Aid

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Costs and financial aid

Olin is committed to affordability. Olin’s merit scholarship program — complemented by our policy of meeting full demonstrated need — means finances should never stand in the way of an Olin education.
Need–based aid process

Olin College offers need-based financial assistance in the form of federal, state and institutional programs. Aid is available to U.S. Citizens and Eligible non-Citizens who meet eligibility criteria as established by the U.S. Department of Education. International students and non-citizens are generally eligible for the merit scholarship program only, although limited need-based aid may be available.

Families interested in applying for additional assistance must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Olin College’s institutional code is 039463. Allow appropriate time for processing at the Department of Education.

The College is committed to meeting the full demonstrated need for those who apply by the appropriate deadline and are eligible for additional assistance. Similar to the merit scholarship, need-based aid is available for eight semesters of study.

The following deadlines apply:

- FAFSA received by Olin College by February 15th for incoming students
- FAFSA received by Olin College by April 15th for returning students

Olin College verifies all applications selected by the Department of Education as well as institutionally selected applications. The Financial Aid Office will notify you if you are required to participate in this process. Incoming students should note that their award may be subject to verification. The initial award letter is considered TENTATIVE until the verification process is complete. Upper class students will be required to submit verification documents prior to receipt of an award letter.

Aid is disbursed and posted to the individual student account at the beginning of the semester for which it is intended. All eligibility criteria are evaluated prior to disbursement. Should a student receive assistance in excess of their balance, the Student Accounts Office will issue a refund for the credit due the student or parent.

Please direct any questions regarding financial aid to Jean Ricker, Director of Financial Aid at Olin College. She can be reached at jean.ricker@olin.edu or 781.292.2343.
Types of assistance

Institutional funding

Olin tuition scholarship (merit-based)
The Olin College Tuition Scholarship is awarded for a maximum of eight semesters of full-time study. Anyone permanently disqualified to attend or return to Olin College for academic or disciplinary reasons will forfeit the remaining portion of the scholarship.

Special Considerations:

- Full time Study Away (which requires pre-approval) counts as one of the eight scholarship semesters (the student is maintained as full-time at Olin and is expected to pay Olin tuition after the merit scholarship and any additional costs associated with any such activity at the host institution including any tuition exceeding Olin’s, room board and fees if applicable.)
- For students who leave Olin College during a semester of study (withdrawal or leave of absence), the partial semester utilized counts as one of the eight scholarship semesters.

Payment of full tuition is required for any semester(s) beyond eight before graduation. Olin College provides accommodations for documented disabilities. In extenuating circumstances, exceptions may be granted by the Provost and Dean of Faculty.

While the Olin Tuition Scholarship is awarded independent of financial need, your merit award will be included in the aid provided to meet your financial need. Thus, merit awards are coordinated with other need-based aid to help meet demonstrated financial need and cannot be used to help reduce the family’s calculated contribution.

Olin National Merit Scholarship:

Students who are named National Merit Finalists, but do not receive a corporate sponsorship, may be eligible for an additional $1000 per year for four years of study. The student must list Olin College as their first choice school with National Merit. Renewal paperwork must be submitted to National Merit each year for continued eligibility.
Olin grant (need-based)
Olin Need-Based Grant may be awarded by the Financial Aid Office to students who demonstrate financial need.

Named scholarships (Need-based)
These scholarships are designated with the name of the donor and/or are a particular fund established in honor of a person or organization. These funds are awarded annually on the basis of financial need and may be renewable.

Federal grant and loan programs

Federal Pell Grant
Eligibility for the Federal Pell Grant program is based on a family’s expected family contribution. If your EFC is less than an amount pre-determined by federal regulation, you may be awarded a Federal Pell Grant. Based on 2014-15 data, approximately 8% of full time students at Olin College are eligible for a Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This grant is provided by the federal government and is available to undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients.

Federal direct loan
Direct Loan eligibility will be noted on your Financial Aid Award letter and will be denoted as either subsidized or unsubsidized. This is a loan program and funds must be paid back according to the terms of the loan. Terms and Conditions of the Federal Direct Loan program can be found in the Master Promissory Note (MPN) at studentloans.gov. Approximately 44% of 2014 graduates utilized this program with an average cumulative debt of $18,566.

Direct subsidized loan
This loan program is available to students who demonstrate financial need. The interest on the Subsidized Direct Loan is paid by the federal government while the student is enrolled in school at least half-time in a degree granting program.
Direct unsubsidized loan
This loan program is available to students who do not demonstrate financial need, or whose financial need has been met by other resources (i.e. grants and scholarships). Borrowers are required to either pay the interest as it accrues, or have it capitalized (added to the principal) into a repayment schedule that starts after graduation.

Direct PLUS loan
This loan program is available to parents of dependent students. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is usually charged during all periods. Families that wish to apply for a Direct PLUS are required to submit a FAFSA.

Other loan assistance
Students and families may be in need of additional assistance to pay their bill. Families should research the loan option that best suits their particular financial situation. Students or parents pursuing other alternative loan options will be required to submit a “Self Certification Form” to the lender prior to obtaining loan approval.

Commitment to financial literacy
Olin College has teamed up with SALT to help our students and alumni manage their money and student loans. Students have access to expert student loan counselors to help answer your loan questions. These services are free to you as an Olin student.

SALT can provide you with advice and guidance on:

- Locating your student loan information
- Understanding your loan payment options
- What to do if you are struggling to make payments
- Using deferment or forbearance to postpone repayment
- Whether loan consolidation is right for your situation.

Contact a SALT Loan Counselor — when you have questions SALT can answer at 1.877.523.9473 or loanhelp@saltmoney.org. For more information visit www.saltmoney.org
Federal notices and disclosures
The Higher Education Opportunity Act (HEOA) of 2008 requires disclosure of policies that can affect students in colleges and universities. The following information is disclosed to you as a student at Olin College in compliance with federal Law. Additional disclosures can be found at under “About Olin” at www.olin.edu

Student rights and responsibilities
Verification process
The U.S. Department of Education requires that certain financial aid applications be verified. Olin College verifies all applications selected by the U.S. Department of Education, as well as institutionally selected applications. In addition, the Financial Aid Office is required to clarify any unclear or conflicting information in a financial aid application. If additional documentation is necessary, you will receive notification from the Financial Aid Office. Please respond to the request for documentation within the deadlines indicated.

NOTE: For incoming students, your Financial Aid Award is a tentative award until such time as verification documents are received and reviewed. If you are aware of discrepancies in income or assets, please make necessary corrections to your FAFSA at www.fafsa.ed.gov. Any adjustments to aid due to Verification will be indicated on a revised award letter.

Appeal process/change in circumstance
Occasionally students may find that the financial circumstances reported on the FAFSA do not accurately reflect their current situation. In these cases students have an opportunity to submit an appeal letter for reconsideration of their financial aid eligibility. In most circumstances these requests will require supporting documentation.

Students are required by the federal government to update the Financial Aid Office regarding certain changes that occur during the academic year. The following changes MUST be reported:

• Number of family members in the household
• Number of siblings attending college
• Student’s enrollment status
• Student’s housing status
NOTE: A change to any of the above factors could result in an adjustment to the financial aid award.

Outside scholarship policy
We encourage all students to pursue outside scholarships to help meet their annual student contribution. Students are required to inform the Financial Aid Office of any grants, scholarships, or benefits received from sources outside the college. Please provide a copy of the award notification as soon as possible. An outside award that is restricted to tuition will reduce your Olin Tuition Scholarship only if it exceeds the remaining tuition.

It is our policy to use the first $3500 of outside scholarships received to meet your student contribution and reduce the amount you may need to borrow. If you receive need-based grants from Olin and receive outside aid in excess of $3500, we will be required to reduce your Olin Need-Based Grant so that the total amount of aid does not exceed your financial need. The total amount of outside scholarship is divided equally between the Fall and Spring semesters. Outside scholarships must be reported to the Financial Aid Office annually. We will not automatically renew an award from a previous year without an annual notice from the agency indicating renewal.

Satisfactory Academic Progress (SAP)
Federal regulations require that students receiving financial assistance meet certain standards of Satisfactory Academic Progress. This means that the student is making progress toward completing their degree in a manner determined by the school. Financial Aid follows the same academic criteria as the Committee on Student Academic Performance (COSAP) and the standard applies to both Federal and Institutional funding received by the student. In addition to this COSAP review, the Financial Aid Office will review pace of progression in cooperation with the Registrar. The quantitative calculation of pace of progression differs from the college quantitative measure in the treatment of transfer credits. Both standards must be met for continued financial aid eligibility. Specific criteria may also exist for particular awards. Students who are not in Good Academic Standing will be placed on financial aid warning. During this warning period students continue to receive financial assistance. If at the end of the warning period the student is not meeting the required standard, they may be placed on financial aid
suspension until such time as they are meeting the required standard. During financial aid suspension, students are not eligible for Federal and Institutional funding — this includes the Olin Tuition Scholarship and any other applicable merit funding. Appeals to these decisions may be directed to the Director of Financial Aid and will be reviewed by the Appeals Committee. Refer to the Affording Olin website at http://www.olin.edu/content/required-disclosures/ for policy statement and appeal guidelines.

Direct loan borrowers
The Department of Education has developed a comprehensive website at www.studentloans.gov to provide Consumer Information to student and parent borrowers.

Students who are borrowing through the Federal Direct Loan program are also required to complete Entrance Counseling to advise of their Rights and Responsibilities with regard to borrowing a student loan. This is completed at www.studentloans.gov. Entrance Counseling must be completed prior to the first disbursement of your student loan.

Exit Counseling is completed upon graduation and/or less than half-time enrollment. Students can visit the National Student Loan Data System (NSLDS) for comprehensive information regarding their student loan history and servicing information. Exit Counseling is also completed at the www.studentloans.gov website. Borrowers who withdraw from the college prior to completing degree requirements MUST complete this requirement as part of the withdrawal process. Students who fail to complete this requirement will be subject to a hold on their student record.

Students and parents with an executed Master Promissory Note (MPN) should note that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible to guaranty agencies lenders, and institutions determined to be authorized users of the data system.

Requirements for return of Title IV, HEA grant or loan
Students who withdraw from Olin College must file a College Withdrawal Form with the Assistant Dean of Student Affairs for Advising. Students who withdraw from all classes before the 60% point in a semester may be required to repay all or a portion of the Title IV financial aid
they received for that semester. The exact amount to be returned will vary depending on the amount of aid received and at what point during the semester the student withdraws from the college.

If a recipient of Title IV grant or loan funds withdraws after beginning attendance in a term, the amount of Title IV grant or loan assistance earned by the student must be determined. The amount earned is calculated by taking into consideration the percentage of the semester completed and the amount of aid the student was eligible to receive. This is known as the Return to Title IV calculation. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Students who withdraw after the 60% point of the semester will have fully earned their Title IV aid and no funds will be returned.

Note that this refund policy applies to Title IV HEA funds, both Institutional charges and Institutional financial aid will be subject to the refund schedule provided by Student Accounts. Students owing a balance to the college due to the return of funds will receive a revised statement of account.

**Notice of federal student financial aid penalties for drug law violations**
A conviction for any offense, during a period of enrollment for which a student received Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance (HEA Sec.484(r)(1);(20 U.S.C. 1091(r)(1)).

**Study away**
Students who are planning to study away should meet with the Director of Financial Aid to discuss options and eligibility prior to submitting their study away plan for approval. A Consortium Agreement is required of all students who study away.
Statement of ethical principles and code of conduct for institutional financial aid professionals

Department of Education regulation requires a school that participates in an FSA loan program to establish and enforce a code of conduct that includes bans on:

- Revenue-sharing arrangements with any lender
- Steering borrowers to particular lenders or delaying loan certifications
- Offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specified loan volume, or a preferred lender arrangement

This code of conduct applies to the officers, employees and agents of the school and must also prohibit employees of the financial aid office from receiving gifts from a lender, guaranty agency or loan servicer.

This code also prohibits financial aid office staff (or other employees or agents with responsibilities with respect to education loans) from accepting compensations for:

- Any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans; and
- Service on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

As an Institutional member of the National Association of Student Financial Aid Administrators (NASFAA), Olin College supports and adheres to the Statement of Ethical Principles and Code of Conduct established by NASFAA in March 2014.
VI: Health Care

Chapter Contents

- Babson College health services
- Required vaccinations
- Confidentiality
- Health insurance
- Colony Care Behavioral Health

Babson College Health Services

Babson College Health Services serves both Babson and Olin students. The following services are available to all full-time Olin College students: diagnosis and treatment of illnesses, evaluation and treatment of injuries, male and female reproductive examinations, gynecological care, including contraceptive management and counseling, pregnancy testing, emergency contraception, sexually transmitted disease testing and treatment and administration of immunizations injections. There is no cost to students to visit Health Services for routine care. However, students may incur costs related to medical tests, immunizations or services provided off-campus.

Required vaccinations

Each year new students are notified by Health Services about required vaccinations (e.g., MMR, tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap), hepatitis B, meningococcal meningitis immunizations, varicella).

Confidentiality

All visits to Health Services and conversations with the staff are confidential. Your permission must be obtained before we will give information to anyone not directly connected with your care. This includes parents and college officials.
There are limited exceptions to this policy as we are required by law to report certain communicable diseases to the Public Health Department and in life-threatening situations.

**Health insurance**

Massachusetts law requires students enrolled in colleges located in the state to participate in a qualifying student health insurance program. Further, the law requires that colleges must enroll students who have not provided verification that they are in a health insurance program that meets the law’s minimum required benefits. The college has arranged for qualifying student accident and illness insurance. Students who have comparable health insurance may elect to waive the requirement to participate in the health insurance program.

Financial responsibility for all medical and dental expenses rests with the student and his or her family. Olin College does not assume financial responsibility for injuries incurred in instructional, intercollegiate, intramural or recreational programs.

**Mental Health Services**

Olin provides mental health services through Colony Care Behavioral Health group practice at no charge to the student.* Students in need of mental health services may want to meet with Alison Black, Assistant Dean of Student Affairs, to discuss concerns and options. Other members of the Office of Student Affairs staff are also available to meet with students about these issues. Students are also free to contact Colony Care directly and confidentially.

Colony Care Behavioral Health is a multi-disciplinary group of psychologists, social workers and psychiatrists. A variety of providers offer a wide array of treatment approaches including short and long term psychotherapy, stress management counseling, cognitive behavioral therapy, medication management and hypnosis. Students seek help from Colony Care for a variety of issues, including but not limited to the following: school stress, relationship issues, family issues, depression, anxiety, coming out issues, postgraduate concerns, eating concerns, sexual assault, grief/bereavement or substance abuse issues.
Making an appointment

A core group of providers work with Olin College students at their offices at 11 River St. in Wellesley, located near the intersection of Rts. 16 and 128. To set up a first time appointment, call Laura Kinney, LICSW at 781.431.1177 x213. Leave a message and a reliable way of contacting you. If your call is urgent, Laura can be paged by following the instructions given on her outgoing voicemail message. For routine appointments, Laura will contact you within the same business day to briefly talk with you about your concerns and needs. Based on this information, she will arrange for the most appropriate provider to contact you to arrange for a first appointment. You may also email Laura at lkinneylicsw@yahoo.com; however, your email message should only include an inquiry and a telephone number where you can be reached. Due to confidentiality issues, Colony Care staff members prefer to schedule appointments via the telephone. To get to the Colony Care offices, turn right out of Olin and take Rt. 135 (Great Plain Ave.) toward Babson. At the rotary, take the second right onto Seaver St., and then turn left onto Forest St. When you reach Washington St./Rt. 16, turn right, and follow this road until you reach River St. Turn right onto River St.; the offices for Colony Care and the parking lot are on the right.

Clinicians from Colony Care Behavioral Health also conduct counseling sessions on Olin’s campus; typically three hours per week are offered and the clinicians staffing those hours vary. These meetings are still confidential and free. Look for more information about these on-campus counseling hours around campus and via email. You can also check with your R2 or the Office of Student Affairs for more information. A clinician from Colony Care may also be available to facilitate time limited discussions for groups of students around a range of quality of life issues (e.g., college adjustment, social relationships, identity development, eating concerns). If you are interested, or know of a group of students who might be interested, contact Assistant Dean of Student Affairs Alison Black to explore possibilities. Whatever option you choose, your communications with mental health providers will remain entirely confidential within the boundaries of state law. They will not be shared with college officials unless you explicitly request that they be or if any student’s safety is in question. Olin College will pay for mental health services as described above during the academic year and bills to the college will not include personally identifiable information.
Transportation

Students unable to arrange their own transportation may use Wellesley Transportation by calling 781.235.2200. Olin covers this cost; you need only to sign a receipt given to you by the cab driver at the time.

* Of course, students always have the option to utilize private insurance to access mental health services independently. Check with your provider for information about coverage terms and conditions.
VII: Campus Safety

Chapter Contents

| • Babson College Public Safety Department | • MySafeCampus® |
| • Olin Emergency Alert System (EAS) | • Weather cancellation policy |
| • Office of Environmental Health & Safety (EH&A) | • Missing student procedures |

Babson College Public Safety Department

The Babson College Public Safety Department strives for professional excellence while providing a comprehensive program of police, security, crime prevention, emergency medical, fire safety, and parking related service to enhance the quality of life, safety and security of the Babson and Olin College communities. The Department is dedicated in creating an inclusive environment that students, staff, faculty and visitors feel they are treated fairly and with respect. The Department focuses efforts on a team building approach with community members and groups to focus on the resiliency, wellness and safety of the community. The services are provided on all property owned, used or occupied by the colleges, 24 hours a day, seven days a week.

Upon completion of a certified police academy, the officers have full law enforcement powers on college property as special state police officers under Massachusetts General Law Chapter 22c, section 63. Additionally some police officers have specialized training in the areas of crime prevention theory and the investigation of sexual assaults and bias-motivated crime, as well as other subjects that enhance the ability of the department to provide comprehensive public safety services. The department also comprises of Community Service Officers (CSO) who serve in a
non-sworn uniformed security position. The CSO is responsible for patrolling the campus on foot or vehicle, issuing parking tickets, performing as walking or mobile personal safety escort services and working as a dispatcher in the Public Safety communications center.

The Public Safety Department is charged with providing law enforcement and other emergency services to the Babson College and Olin College communities. All complaints will be investigated and any violations of law or college policy can result in the filing of criminal charges and/or referral to Student Affairs. In certain cases, such investigations are carried out in conjunction with local, state or federal law enforcement agencies.

The college community can contact the Public Safety Department using the on-campus extension x5555, or, if calling from a cell phone or off-campus location, 781.239.5555. In addition to the Public Safety Department officers and staff, residents may discuss community concerns and issues of security and safety with Student Affairs staff members. The Public Safety Department provides a wide range of services designed to inform students and employees about ways to increase security on campus: release of a police log accessible to the public, bicycle patrol, articles on crime prevention, and informational presentations during Orientation and personal safety escort services.

In the event of an emergency, a meeting of the College Crisis Management Team is held to determine the most appropriate course of action. In some instances, the Public Safety Department issues a public safety advisory, during emergency situations alert notifications will be sent out through Send Word Now updating the community through text, email and phone calls of the emergency situation on campus and advising what action should be taken.

Members of the Public Safety Department also conduct external checks of all buildings to ensure they are secure at the appropriate times. Residence Hall exterior doors are locked 24 hours a day while classroom and administrative buildings are secured at the conclusion of normally scheduled business hours.

The Associate Dean of Student Affairs, the Director of Facilities Services, and the public safety staff work together to ensure building security. The Public Safety Department recognizes the need to have assistance if we are going to effectively perform our duties. In an effort to
encourage calls from those members of our community who would not normally contact a police officer whenever they have complaints, concerns or information, we have installed a confidential caller telephone line.

Although we prefer to converse with individuals, we acknowledge the fact that some people wish to leave information anonymously. To protect the identity of callers, all calls will be directed to an answering machine that does not have caller ID. The telephone number is 781.237.8164.

See http://facilitiesservices.olin.edu/PublicSafety.html for information regarding campus security and statistics about criminal acts on the Olin campus. The Babson College Public Safety Department Chief of Police is James E. Pollard and he can be reached at publicsafety@olin.edu or 781.239.5555.

**Olin Emergency Alert System**

Olin’s Emergency Alert System (Olin EAS) allows for rapid dissemination of news and instructions in the event of a campus-wide emergency. Alerts for this system are managed through the Public Safety Department.

Olin community members are responsible for populating and maintaining his or her information. Contact information can be updated and changed anytime by logging into the Olin EAS. If you are leaving Olin for an extended period and are concerned about incurring costs due to notifications to your cell phone, you may edit your phone contact information to temporarily turn off text messaging and/or phone calls.

For information about the Olin EAS system, and for instructions on how to register, edit, or deactivate your account, please consult the Olin EAS FAQ sheet, which is accessible on Olin’s “Emergency Communication” webpage at http://www.olin.edu/campus/emergency-preparedness/ communication/ or from the “Campus Life” tab of the Olin Portal at https://my.olin.edu/ics

**Office of Environmental Health & Safety (EH&S)**
A safe environment is one tenet of the Olin College Core Institutional Values and the college is committed to reducing or eliminating the health and safety risks to its students, employees and visitors. The success of this commitment depends on all members of the Olin community actively participating in the design and operation of campus programs and activities that insure the security, safety and health of our community.

The Office of EH&S offers technical support and a variety of services to the college community with the goal of promoting programs and activities that operate in a safe, healthy and environmentally responsible manner and that comply with EH&S laws and regulations. The EH&S office works with the college community to review and address ongoing and emerging safety issues associated with all campus activities. The Office of EH&S is located in Campus Center, Suite 332 and can be reached at x2316 (781.292.2316 off-campus) or via safety@olin.edu.

**MySafeCampus®**

A successful safety program depends on us all being alert and committed to safety. We want you to know that you can report your workplace concerns anonymously and without fear of reprisal through MySafeCampus®. This valuable external service may be accessed by the Internet (http://www.MySafeCampus.com) or by calling the toll-free number (800.716.9007). Both of these avenues are available 24 hours a day, seven days a week. This new service is an enhancement, not a replacement, of our current resources and processes. Please feel free to utilize this system if you do not feel comfortable using our current procedures.

**Weather cancellation policy**

Should it be necessary to close the college or delay the opening of the college, an announcement will be made on the following media outlets:

<table>
<thead>
<tr>
<th>TV</th>
<th>Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBZ-TV channel 4</td>
<td>WBZ 1030 AM</td>
</tr>
<tr>
<td>WHDH-TV channel 7</td>
<td>WRKO 680 AM</td>
</tr>
<tr>
<td>WCVB-TV channel 5</td>
<td>WBR 90.9 FM</td>
</tr>
<tr>
<td>WFXT-TV channel 25</td>
<td></td>
</tr>
</tbody>
</table>
An announcement on cancellations or delays will be posted on the info line at 781.292.2699 and an email will be sent to the entire community.

If the college is closed, only essential employees will be available on campus. This includes the Public Safety Department, Facilities Services and Dining Services. No message or announcement will be made if the college remains open.

Class and office schedules for a delayed opening are as follows:

<table>
<thead>
<tr>
<th>Announcement</th>
<th>Class that will be held</th>
<th>Office will open</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 hour delay</td>
<td>Regularly scheduled courses beginning at or after 9:00 a.m</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>1 1/2 hour delay</td>
<td>Regularly scheduled courses beginning at or after 9:30 a.m.</td>
<td>9:30 a.m.</td>
</tr>
<tr>
<td>2 hour delay</td>
<td>Regularly scheduled courses beginning at or after 10:00 a.m.</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>No morning classes</td>
<td>Regularly scheduled classes courses beginning at or after 12:00 p.m</td>
<td>12:00 p.m.</td>
</tr>
</tbody>
</table>

**Missing student procedures**

Olin takes student safety very seriously. To this end, the following policy and procedure have been established by Olin College and the Higher Education Opportunity Act of 2008 and applies to all students at the College.

For the purposes of this policy, a student may be considered to be a “missing person” if the student’s absence from campus is contrary to her or his usual pattern of behavior and Olin has reasonable belief that the unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the student may be a victim of foul play; the student has expressed suicidal thoughts, may be drug dependent or in a life threatening situation; or if the student is overdue returning to campus and is not heard from after giving a specific return time to friends or family.

If a member of the Olin Community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact Public Safety. Public Safety
will collaborate with the Student Affairs team to make an effort to locate the student and determine her or his state of health and well-being. Public Safety will gather pertinent information about the student from the reporting person. Such information may include description, cellular phone number, clothes last worn, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, etc.

College officials will also endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student, and determine whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student is living on campus, Public Safety and Student Affairs staff may make a welfare entry into the student's room. If the student resides off-campus or studying abroad, Public Safety and Student Affairs staff will informally enlist the aid of police agencies that have jurisdiction.

If a residential student is reported missing and cannot be located, certain notices will be made as follows:
• Parents/Guardians will be notified within 24 hours (after Public Safety receives the initial missing person report) to determine whether they know the whereabouts of the student.
• Local law enforcement will be notified within 24 hours after Public Safety determines that the student is missing.
• The student’s designated emergency contact (if any) will be notified once Public Safety or local law enforcement personnel make a determination that the student has been missing for more than 24 hours.

If the student is an off-campus resident, Public Safety will notify appropriate family members or associates within 24 hours of receiving the initial report. These individuals will then be encouraged to make an official missing-person report to the law enforcement agency with jurisdiction. Public Safety will cooperate, aid, and assist the primary investigative agency as appropriate.

After the student has been located, Public Safety will attempt to verify the student's state of health and intention of returning to the campus. When and where appropriate, a referral may be made to the Counseling Center and/or the Student Health Center.
Upon notification from any entity that a student may be missing, Olin may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through Student Affairs, the R2s (Resident Resources) may be asked to assist in physically locating the student by keying into the student’s assigned room and talking with friends.
- College officials may search on campus public locations to find the student (library, Dining Hall, etc.).
- College officials may be issued an ID picture to assist in identifying the missing student.
- Student Affairs may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Olin staff or faculty may be contacted to seek information on last sighting or other contact information.
- College officials may access card access logs to determine last use of the card and track the card for future uses.
- College officials may access vehicle registration information for vehicle location and distribution to authorities.
- Information Technology (IT) may be asked to access email logs for last login and use of Olin email system.
- If there is any indication of foul play, college officials may contact the local police department for assistance.

Designation of emergency contact information
Students may designate an individual to be contacted by the College if the student is determined to be missing. The designation will remain in effect until changed or revoked by the student.

Communications about missing students
The local law enforcement agency in charge of the investigation and Public Safety will be consulted by Dean of Student Affairs prior to any information release from the College so as not to jeopardize any investigation.
- Information provided to the media to elicit public assistance in the search for the missing person will be handled by the local law enforcement agency.
VIII: Student Accounts

Chapter Contents

<table>
<thead>
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<th>Interest-free monthly payment option</th>
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<td>Health insurance</td>
<td>U.S. veterans education benefits</td>
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<tr>
<td>ID cards</td>
<td>Olin Dollars</td>
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<tr>
<td>Identity theft prevention program</td>
<td>Refund policy</td>
</tr>
<tr>
<td>Incidental charges</td>
<td>Financial aid and loan refunds</td>
</tr>
</tbody>
</table>

Bill payment

Fall bills are mailed to students’ permanent address at the beginning of July. Spring bills are sent to the students’ local mailbox on campus at the beginning of November. If the Manager of Student Accounts has a specific billing address on file, that address is used. To avoid a late payment fee of $150, full payment of the billed expenses is due within 30 days. Exact due dates are sent with each bill. For a complete schedule of Tuition and Fees please refer to the ‘Financing an Olin Education.’ This document is distributed to students each spring semester. The rates can also be found on the Olin website at: http://www.olin.edu/academiclife/student-affairs-and-resources/student-accounts.

Health insurance

The Commonwealth of Massachusetts requires students to be covered by a comprehensive health insurance program. Accordingly, the college makes available a general health insurance program to meet the state standards set by the Commonwealth. The insurance carrier is Blue Cross Blue Shield of Massachusetts. This policy begins in the fall semester and continues for 12 months. Insurance information is mailed in late May. Students will be irrevocably enrolled in this plan unless a waiver is completed and received by the Manager of Student Accounts in the Student Affairs and Resources office by June 30. The waiver stipulates that personal coverage will be
maintained during the enrollment period. If a waiver is not on file by June 30, the student will be billed for the insurance premium and will be responsible for payment of said premium. The waiver must be renewed annually.

All international students are required to purchase the insurance plan offered through Olin College.

**ID cards**
Replacement identification cards are available at IT, Room MH L11. Payment of the replacement ID card fee must be made at the Student Affairs Office with the Manager of Student Accounts in Room CC-326a.

**Identity theft prevention program**
In compliance with the Federal Trade Commission’s Red Flag Ruling, Olin College has an established program to detect, prevent and mitigate identity theft in connection with relevant administrative procedures related to student accounts.

**Incidental charges**
In addition to Tuition and Fees, Olin College reserves the right to charge the following to a student’s account:

- Returned Check Fee/Insufficient Funds/ACH Return: $30
- Replacement ID: $25
- Replacement Key / Core Replacement: $35
- Lost Book Fee: Cost of book + $10 charge
- Library Fines: Cost of item + $10 charge
- Replacement Diploma: $100
- Late Departure Fee: $50/hour

Students are responsible for reimbursing the college for any damages to college property. Payment is due upon notification of the charges.
Babson College Police Department notifies the Student Accounts Manager in the Student Affairs and Resources Office of any parking fines which are charged to the student’s account and are due immediately.

Phone Service is available to each student. Students who choose Olin’s phone service must lease a voice over IP phone for $25 per month (this cost is in addition to usage fees).

**Interest-free monthly payment option**

To help you afford educational expenses, Olin College is pleased to make the services of Tuition Management Systems (TMS) available to you and your family. TMS Interest-Free Monthly Payment Option allows you to spread your educational expenses over ten (10) installments for only a small enrollment fee. There is no interest or credit check for this service. With this payment option you have 24-hour access to account information through the TMS website, [https://olin.afford.com](https://olin.afford.com) or obtain automated account information through their InfoLine at 1.800.463.6994. You can also contact TMS for personal account service Monday through Saturday by calling 1.800.356.8329. Education Payment Counselors are available to help you with general questions about the payment plan or to assist in determining the best payment option for you.

**U.S. veterans education benefits**

Franklin W. Olin College of Engineering is approved for the use of GI Bill education benefits. Veterans and eligible dependents who are accepted into a degree program at Olin and who also may qualify for the GI Bill should contact the United States Department of Veterans Affairs at 1-888-442-4551 or visit the VA website at [http://www.gibill.va.gov](http://www.gibill.va.gov) for the GI Bill application process.

Once the GI Bill application has been processed by the VA and the Certificate of Eligibility has been received, the student should contact the VA Certifying Official at Olin College located in the Student Affairs Office. The Certifying Official will then certify the student’s enrollment with the VA so the benefits can be paid.
For more information, please contact the Manager of Student Accounts by telephone at 781.292.2346 or email student.affairs@olin.edu

Olin Dollars

"Olin Dollars" is a feature of your Olin ID/OneCard. Olin Dollars act as a debit account for students to purchase items and services. The current program involves laundry, vending, mailroom services, Frank's (Olin's store located in the Mail Room) and Olin gear. Olin hopes to expand the program on campus and possibly throughout the community.

"Olin Dollars" can be purchased at http://onecard.olin.edu/ using your network credentials or you can purchase dollars with a check or cash at Financial Affairs, located in MH-300. Parents can deposit funds to their student’s OneCard account via http://onecard.olin.edu/. Parents will need three simple pieces of information, (1) the student’s first name, (2) the student’s last name and (3) the student’s 16 digit ISO # located on the student’s ID card. This feature will be available for new students once they are issued their ID cards on arrival day.

"Olin Dollars" program details are subject to change.

Refund policy

Students who are officially approved by the Office of Student Affairs to withdraw or take a leave of absence may be granted a refund of tuition and room & board only. Fees are not refundable unless the student leaves prior to the first day of instruction. Health Insurance is generally non-refundable once the plan begins but some exceptions may apply if the student elects to cancel the insurance upon leaving (consult with the Manager of Student Accounts for more details). The cost of the laptop computer* is non-refundable once delivered to the student. Students are not eligible to receive cash or credit for any unused portion of the Olin Tuition Scholarship under any circumstances. Students who are dismissed due to disciplinary action will not be entitled to any refund. Students who leave Olin College without approval are not entitled to a refund. Approved withdrawals or leaves may be eligible for a refund based on the following schedule:

- Leave prior to the 1st day of instruction: 100% refund
- Leave prior to the 20th day of instruction: 75% refund
• Leave up to the 33rd day of instruction: 50% refund
• Leave after the 33rd day of instruction: 0%

The refund policy also applies to any Olin institutional financial aid (merit and need-based aid) that was previously awarded for the semester. Olin institutional financial aid is refunded to the college using the percentages referenced above. Federal need-based aid will be refunded based on the Federal Title IV refund process. Olin College will adhere to any provisions and refund policies set forth by outside scholarship agencies. Any balance created because of scholarship returns or financial aid refunds is immediately due.

* NOTE: The laptop computer is billed in two installments during the first year (one in July for the fall semester and one in November for the spring semester). The student is responsible for full payment of the laptop. Therefore, if a student leaves Olin College in their first year, he or she must make a full payment for the laptop and the applicable Massachusetts sales tax prior to departure.

Financial aid and loan refunds

Students who have an overpaid account due to financial aid or loan proceeds will be issued a refund within 14 days after the semester begins or 14 days from receipt of the funds within a semester.

Disbursement for books and supplies: Pell eligible students may receive a refund within the first 7 days of the semester if the Title IV financial aid overpays the student account balance. The student must meet applicable eligibility requirements at least 10 days prior to the start date. Additionally, eligible students may opt-out of this refund by notifying the Manager of Student Accounts.
IX: Student Records

Chapter Contents

- Course registration
- Enrollment certifications
- Transcripts

Course registration

Course registration takes place in November for the spring semester and in April (or August for new students) for the fall semester. Materials are distributed to students and advisers approximately 10 days prior to registration. For additional information, please reference the Registration section in Academic Policies.

Enrollment certifications

Enrollment certifications for Olin students are available via the my.olin.edu portal 24/7. This service is provided by the National Student Clearing house at no charge. Certifications are often required for health insurance and scholarship notification. You may also request a certification in writing, via Olin email to star.center@olin.edu or via fax.

Any company or agency may request degree or enrollment certifications from:

National Student Clearinghouse
2300 Dulles Station Boulevard, Suite 300
Herndon, Virginia 20171
www.enrollmentverify.org
www.degreeverify.org
Transcripts

Transcripts represent all documented work within the Olin Learning Continuum. Transcripts contain confidential information and must be requested by the current or former student and in a secure manner. Olin College does not release official transcripts without signed consent. There are two types of transcripts, Unofficial and Official. Transcripts are processed on Tuesday, Wednesday and Friday each week.

Unofficial Transcripts can be obtained via the MyStAR tab on the portal. (If an alum does not recall their credentials, please contact the IT Help Desk.)

FREE Official Transcripts can be obtained via a paper request form to the Registrar’s Office. Your request must be signed or come from an Olin email address if you are a current student. We also accept scanned copies of signed requests and fax copies.

FEE-Based Transcript ordering is also available via the National Student Clearinghouse. This service provides you with up-to-date order tracking, pdf delivery and electronic exchange delivery options. There is a modest fee to use this service. If you have a student portal or alumni portal log-in, it is best to authenticate to the service via MyStAR. Otherwise, you may go directly to The National Student Clearinghouse and follow the steps for transcript ordering.
X: Drug Free Schools and Communities Act

Drug Free schools and Communities Act Students at Olin College must be aware that their behavior with respect to alcoholic beverages is constrained by two sets of rules: Massachusetts state law and the college’s own policies which reflect its concern for the health and well-being of its students. The alcohol and drug policies are set forth in the Non-Academic Policies section of the handbook.

Persons who violate the college’s policy regarding alcohol or other drugs are subject to appropriate disciplinary action, counseling, probation, suspension, dismissal and referral to proper law enforcement authorities for prosecution. Massachusetts state law subjects an individual to fines ranging from $300 to $1,000, loss of driver’s license and/or imprisonment for the following acts:

- Sale or delivery of alcohol to anyone under 21 years of age;
- Possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age; and
- Misrepresentation or falsification of identification in order to purchase alcohol.

The law further states that anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver’s license indicating that he or she is 21 years of age or older.

The Drug Free Schools and Communities Act also requires that a description of health risks associated with drug use and alcohol abuse be distributed to Olin students. Potential health risks resulting from alcohol and drug abuse include but are not limited to the following:

- Aggressive behavior
- Brain damage
• Bronchitis
• Cancer of the esophagus
• Cirrhosis of the liver
• Delirium tremors
• Fluctuating moods and emotions
• Heart attack
• Hepatitis
• Impotency
• Irritability
• Malnutrition
• Meningitis
• Pancreatitis
• Physical dependence
• Pneumonia
• Pregnancy complications
• Relationship problems
• Respiratory arrest
• Sleep problems
• Ulcers

Resources are available to assist Olin students in understanding and dealing with drug and alcohol abuse. The National Institute on Drug Abuse provides a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Contact Health Services in Hollister Hall for free materials on drug use.

See non-academic policies of this Handbook for college policies on alcohol and other drugs. See the Honor Code section of this Handbook for the range of possible sanctions.
XI: Privacy Policies

Chapter Contents

- Family Educational Rights and Privacy Act (FERPA)
- Library
- Assessment
- Parental notification policy and The Family Educational Rights and Privacy Act

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) ensures confidentiality of your educational records (including, but not limited to, academic and enrollment data, financial data related to scholarships, educational loans, need-based aid and Olin Dollars) and restricts disclosure to or access by third parties, except as authorized by law. Educational records do NOT include the following:

A. Records which are in the sole possession of the person who created them and are not accessible to others with the exception of a substitute;
B. Records created and maintained solely by and for the college law enforcement unit;
C. Records maintained and used solely in relationship to the college and employment;
D. Records of Health Services or psychological counseling; and
E. Records pertaining to individual information after the person is no longer a student at the college.

FERPA affords students certain rights with respect to their education records. You have the right to:

1. Inspect your educational records, with certain exceptions. If you wish to inspect your records, you need to submit a formal request to the Registrar. An appointment will be made within 45 days of the date of the request.
2. Request an amendment if you believe your educational records are inaccurate or misleading.

   If you wish to request an amendment, you must do so in writing directed to the Registrar’s Office. If it is determined that the record will not be amended, you will be notified of your right to, and procedures for requesting, a hearing.

3. Provide written consent before Olin College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. File a complaint if you believe that the college has failed to comply with the requirements of FERPA. Complaints can be addressed to:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901
   Phone: 1-800-USA-LEARN

The college has designated certain types of personally identifiable information as “Directory Information.” This includes your name, local address and telephone number, email address, photograph, degree program and major and concentration, dates of attendance, full- and part-time status and degrees, honors and awards received. Your local address and telephone number are also contained in an annual directory published by the college and are accessible on an electronic directory. Both the printed and electronic directory are intended for the use of the college community. You may request, in writing, to restrict the disclosure of your directory information. Your request will remain in effect unless you revoke it. Additionally, if you do not want public directory information released, you must indicate that preference at the time the information is collected. You may request nondisclosure at anytime during your enrollment by completing the “FERPA Request to Prevent Disclosure” form found in the Registrar’s office.

The college, in compliance with the law, may disclose other (non-Directory) personally identifiable information without your prior consent under certain circumstances, including, but not limited to, the following:

A. To college officials, staff and others engaged in activities on behalf of the college (may include contracted individuals, person(s) serving on the Board of Trustees, student(s)
serving on an official committee or assisting another school official in performing his/her tasks);

B. In compliance with a lawful subpoena;

C. To officials of another institution where you are enrolled or seek to enroll, or where you received services in connection with placement or participation in internships, practica, affiliations and other programs related to your courses or program at the college;

D. To authorized representatives of institutions from which you have received financial aid or applied for financial aid;

E. To organizations conducting studies “for, or on behalf of” Olin College;

F. Under the provisions of the USA Patriot Act;

G. Under the provisions of the Campus Sex Crimes Prevention Act;

H. To appropriate parties in the event of an emergency when the information is necessary to protect the health, safety and/or welfare of the student or others.

Library policies

Records of library transactions (circulation, interlibrary loan requests, database access, workstation logs and reference assistance) are considered confidential. An individual’s use of specific materials will be released only to law enforcement officials with legal authority to obtain such materials and proper documentation. Normally a subpoena is required for release of such information.

Assessment policies

In order to collect useful data for assessment and improvement and ensure the ongoing privacy of members of the Olin community, the Office of Institutional Research and Evaluation (IRE) has adopted policies relating to privacy. IRE will make all reasonable attempts to ensure the following:

• All data submitted to IRE is held as confidential, unless otherwise specified at the time of collection or released through the consent of the individual.

• Reporting of data for public use is done anonymously and in aggregate.

• Reporting of data for internal use maintains the appropriate level of anonymity and/or confidentiality to minimize risk to individuals and maximize its use in the assessment process.
• All requests for data from IRE are analyzed to assess the privacy risks for individual community members prior to the release of any information.

• All IRE files that contain information about individual community members are kept in secure physical or electronic locations.

• IRE maintains privacy and allows access to its records in keeping with all federal, state and local laws and regulations.

• IRE conducts its affairs in accordance with the Code of Ethics of the Association for Institutional Research.

**Parental notification policy and the Family Educational Rights and Privacy Act (FERPA)**

Parents often remain an important influence in their children’s lives after students enter college and Olin views parents as an important partner in their student’s education. However, there is a federal law that guides what information can be released to a parent, or anyone else, without the student’s permission. This law is called the Family Educational Rights and Privacy Act (FERPA).

Attending college is a time of growth and development for students. As such, it is the College’s general policy (and is required of us by FERPA) to treat the student as the person primarily privileged to authorize release of personal information. This policy reflects our philosophy that an important goal of undergraduate education is to continue the student’s development as an autonomous adult. The College encourages students to share information with their parents or legal guardians, but ultimately the decision of what information to share normally rests with the student. Hence, the vast majority of communications are directed to the student rather than to the parents/guardians. For example, grades are only available to students via secure access to the student records system.

It is important for parents to recognize that it is not the College’s intention to exclude them from information. Rather, we are following the guidelines required of us by FERPA. As such, we encourage students and parents to have open and ongoing dialogue regarding how information will be shared between them. Decisions regarding information sharing are most appropriately made within the family. As part of that discussion, students may decide to give consent to the
College to disclose protected information to parents. In that case, students must sign and submit the form found at My Forms on Olin Registrar Page. For more information regarding student privacy and FERPA please visit http://www.olin.edu/family-educational-rights-and-privacy-act/

We recognize, however, that this commitment to fostering the development of the student and adhering to FERPA requirements must be balanced with the parents’ interest in the well-being and progress of their student at the College, and we recognize that there are times in which parental involvement can be in everyone’s best interests. Thus, while the general policy is to be protective of the student’s privacy, there are instances allowed by law, including those listed below, in which a parent or legal guardian will be notified of matters concerning a student. In such instances, we believe it is appropriate for the student to inform their parent or guardian directly so, whenever reasonable, we will allow time for students themselves to do so. However, in situations where prompt notification is prudent, a member of the Student Affairs staff will contact a parent or guardian as soon as possible.

Change of status at the College
Parents are notified, usually in writing, when a student’s status at the College changes. It should be noted that less severe instances of disciplinary or academic action may result in warnings to the student, of which parents are normally not notified.

Health and safety emergencies
The College reserves the right to contact parents when it reasonably believes that the student is subject to a health or safety emergency. This includes, but is not limited to, situations in which a student needs to be transported to the hospital in a critical situation. It also includes situations in which it comes to the attention of College officials that a student is inexplicably absent from campus for a prolonged period. College officials may contact a parent or guardian in order to ascertain the whereabouts of the student. However, normally, College officials will first try to contact the student’s listed emergency contact of record to locate the student. Students are responsible for identifying their contact. The College is not responsible for a student’s failure to be in touch with their parents.

Disclosures for other reasons in exercise of College's judgment
The College reserves the right to notify a parent or guardian, as permitted by law, for reasons
other than those listed above, based on our judgment of what is in the best interests of the student and of the College.
XII: Equal Employment Opportunity Policy and Non-discrimination Policy

In accordance with its own values and with federal and state regulations, Franklin W. Olin College of Engineering does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, gender identity, religion, disability, age, sexual orientation, disabled veteran status, veteran of the Vietnam Era status, marital or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of the college’s educational programs and activities including admission policies, scholarship program, athletic and other college-administered programs. It also encompasses the employment of college personnel and contracting by the college for goods and services. The college is committed to taking affirmative action to employ and advance in employment qualified women and members of minority groups identified in state and federal Affirmative Action laws and executive orders, persons with disabilities (including qualified special disabled veterans) and veterans of the Vietnam Era. Further, the college pledges to provide all members of its community with a work and academic environment free of intimidation, coercion, unfair treatment or discrimination. The college seeks to create and maintain an environment that is free from inappropriate discrimination including harassment.

The college’s policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972 (see Title IX Coordinator contact information below), Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the relevant Governor’s Executive Orders and Chapter 151B of the Massachusetts General Laws.
If any member of the college community feels that they have been discriminated against by a student, she or he should contact Assistant Dean of Student Affairs and Title IX Coordinator Alison Black, at 781.292.2327 to discuss possible referral of the matter to the Honor Board. If any member of the college community feels that they have been discriminated against by an employee, she or he should contact Manager of Human Resources and Deputy Title IX Coordinator Patricia Berardi, at 781.292.2429 to discuss investigation of the matter.
XIII: Board of Trustees

Board of Trustees
William B. Norden, Chairman
Deborah L. Allinson
George R. Berbeco
Thomas Cecil, ’06, Clerk
Sunlin Chou
Sherwin Greenblatt
Paul C. Jennings
R. Douglas Kahn
Robert N. McBurney
Lawrence W. Milas
Richard K. Miller
George M. Milne, Jr.
Susan Fredholm Murphy, ’06
James D. Plummer
Douglas Rauch
Howard H. Stevenson
Kenneth R. Stokes, P’12, Vice Chair
Beverly Wyse, P’15

Trustees emeriti
William R. Cotter
Tamara P. Davis
C. Scott Gibson
William F. Glavin
Carla L. Gude
John W. Prados

Corporation name
Legal Title: Franklin W. Olin College of Engineering Inc.
XIV: Accreditation

NEASC accreditation

Franklin W. Olin College of Engineering is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education. Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730-1433
Phone: (781) 271-0022, cihe@neasc.org

ABET accreditation

Olin College's three degree programs-electrical and computer engineering, mechanical engineering and engineering-are accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org.
Program goals

Olin's degree programs are designed to meet the relevant ABET Program Criteria. The program educational objectives for all majors are:

1. Graduates strengthen the teams and communities they are part of by cultivating collaboration, effective communication, and leadership.
2. Graduates apply a multi-disciplinary engineering approach to solving important technical and societal challenges.
3. Graduates create value for society through entrepreneurial and design thinking that transforms needs and opportunities into systems, products, and solutions.
4. Graduates adaptively and independently extend their learning to excel in fields about which they are passionate.

Learning outcomes

In addition to the four goals above, Olin has established nine competencies in which students are expected to be proficient upon graduation. The competencies are:

*Qualitative analysis.* Olin graduates will be able to analyze and to solve problems qualitatively in engineering and in other disciplines. In particular, students will be able to:
- Use appropriate tools of the profession to conduct qualitative analysis;
- Use science, math, and engineering concepts to conduct qualitative analysis; and
- Identify, formulate, and solve engineering problems in a qualitative manner.

*Quantitative analysis.* Olin graduates will be able to analyze and to solve problems quantitatively in engineering and in other disciplines. In particular, students will be able to:
- Use appropriate tools of the profession to conduct quantitative analysis;
- Use science, math, and engineering concepts to conduct quantitative analysis; and
- Identify, formulate, and solve engineering problems in a quantitative manner.

*Teamwork.* Olin graduates will be able to contribute effectively in a variety of roles on teams, including multi-disciplinary teams.

*Communication.* Olin graduates will be able to convey information and ideas effectively, to a variety of audiences, using written, oral, and visual and graphical communication.

*Life-long learning.* Olin graduates will be able to identify and to address their own educational needs in a changing world.
**Contextual awareness.** Olin graduates will demonstrate knowledge of the ethical, professional, business, social, and cultural contexts of engineering. In particular, students will be able to: Demonstrate the benefits of a broad education, an appreciation for contemporary issues, and an ability to connect these topics to their work as engineers; and Articulate their professional and ethical responsibilities.

**Design.** Olin graduates will be able to develop creative, effective designs that solve real problems. In particular, they will be able to: Develop designs of products, systems, or processes that respond to authentic needs; Take into account the social, economic, or environmental constraints on the design; and Consider the potential social, economic, or environmental impact of the design.

**Diagnosis.** Olin graduates will be able to identify and resolve problems within complex systems. In particular, students will be able to: Develop hypotheses; Design and conduct experiments to test hypotheses; and Analyze and interpret the results of these experiments.

**Opportunity assessment and development.** Olin graduates will be able to identify opportunities, to predict challenges and costs associated with the pursuit of opportunities, and to muster resources in response to opportunities.
Important phone numbers

In an emergency, contact the Babson College Police Department 781.239.5555

Academic Affairs 781.292.2590
Admission and Financial Aid 781.292.2222
Marketing and Communication 781.292.2250
Development 781.292.2290
Facilities Services 781.292.4444
Family and Alumni Relations 781.292.2264
Financial Affairs 781.292.2415
Information Technology 781.292.2430
Office of the President 781.292.2301
Operations 781.292.2620
Post Graduate Planning 781.292.2280
Student Accounts and Records 781.292.2340
Student Affairs and Resources 781.292.2320