



Student Handbook

2024-25



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Student Handbook 2024-25

Overview

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.

Olin College reserves the right at any time, without advance notice, to change any part, portion or provision of this student handbook. It is our practice and goal to inform the community of changes as they occur.

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

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. Olin is dedicated to continual discovery and development of effective learning approaches and environments, and to co-developing educational transformation with collaborators around the globe.

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.

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.

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.

Academic Life at Olin College

As stated in its founding precepts, Olin College was created on the belief that the students' experience here would be different than that offered at other institutions. "Academic Life," represented by our Learning Continuum, is the manifestation of that belief. Olin fosters a seamless learning environment, across contexts and over time, which includes intellectual, social, personal, professional, and academic development. This culture of Academic Life is evidenced through both structure and operation and prioritizes the integration of learning across the many settings in which students engage. This holistic learning occurs from admission through graduation, and into the professional world. It is sustained by the collaborative relationships between faculty and staff that support student learning, with the mission to educate the next generation of innovators who want to better the world.

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.

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 they have any research openings in their 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.

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.

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.

Post-Graduate Planning

The Office of Post-Graduate Planning works closely with students and alumni in making connections with desirable employer organizations in industry and the strongest graduate school institutions. Through internships and research experiences, students attain real-world experience that prepares them to make lifelong contributions to society. The PGP office presents programs that involve graduate school discussions with faculty and alumni, workshops on resumes, portfolios, and LinkedIn profiles, interview preparation and one-on-one job-search and graduate school counseling. Students and alumni are exposed to prestigious fellowships and scholarships, and are coached on how to present the strongest applications

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. Students wishing to explore faith and spirituality in community may do so by joining numerous student clubs connected to various faiths and religious practices, by connecting with resources provided through Babson's Office of Religious and Spiritual Life (ORSL). If you would like help finding additional off-campus resources or places of worship, contact the Office of Inclusion, Diversity, Equity, and Access.

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.

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Corporation name

Legal Title: Franklin W. Olin College of Engineering Inc.

Accreditation

ABET accreditation

The Bachelor of Science in Engineering degree program is accredited by the Engineering Accreditation Commission of ABET, www.abet.org, under the commission's General Criteria and Program Criteria for Engineering, General Engineering, Engineering Physics, Engineering Science, and Similarly Named Engineering Programs.

The Bachelor of Science in Electrical and Computer Engineering degree program is accredited by the Engineering Accreditation Commission of ABET, www.abet.org, under the commission's General Criteria and Program Criteria for Electrical, Computer, Communications, Telecommunication(s), and Similarly Named Engineering Programs.

The Bachelor of Science in Mechanical Engineering degree program is accredited by the Engineering Accreditation Commission of ABET, www.abet.org, under the commission's General Criteria and Program Criteria for Mechanical, and Similarly Named Engineering Programs.

NECHE accreditation

Franklin W. Olin College of Engineering is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Accreditation of an institution of higher education by the Commission 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 Commission 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 Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
Phone: (781) 425-7785
Email: info@neche.org

2024-2025 Handbook Updates

Campus policies in the Student Handbook are reviewed annually and some policies may be updated, added, or deleted. These changes typically occur in August prior to the start of the academic year, however some changes or updates may occur throughout the year. It is our practice and goal to inform the community as soon as practical about any changes. This section provides an overview of some of the substantive changes to the Student Handbook for the 2024-2025 academic year. Note that many policies were updated to increased clarity, update relevant regulations, etc.

- The Community Expectations Policy (p. 11) has been introduced to better articulate our community expectations beyond the Honor Code, capture changes made by the Honor Board at the end of the 2023/2024 academic year, and to explicitly articulate the Direct Adjudication Path.
- The Student Group (p. 92) section was added to introduce a new definition of Student Groups, articulate some new policies, and capture long-standing policies related to the operation of student groups on campus not captured in the Handbook.
- The student Access to Campus (p. 103) policy was added to capture policy about access to campus and clarify access locations and timings.
- The Disability Services (p. 47) section was moved to the main stem of the Handbook menu (out of Academic Policies) and the Assistance Animal policy was added to capture practices related to assistance animals on campus.
- The Grills, Bonfires, and Campfires (p. 104) section was updated to capture the use of grills on campus as well as the prohibition of bonfires and campfires by the town of Needham, based in part on the long-standing statewide burn ban.
- The Stewardship of Shared Spaces: Shop, Lab, Facilities, and Equipment Policies (p. 112) section was generally cleaned up and given some additional detail, including but not limited to:
 - Specification that in addition to Shop spaces being closed from 2am-6am, Labs are also closed.
 - Further emphasis that students using Lab spaces for non-class projects need to coordinate with Lab Managers and let them know about after hours work.
- ***It should be noted that the requirement for wearing shoes in buildings remains and is not new.***
- Each year Residence Life (p. 65) strives to improve the language within our policies and practices to set the community up for success. Here are the following updates for 2024-2025:

- Language around the safety testing of electrical devices has been updated from “UL listed” to requiring devices “meet OSHA recognized safety standards (such as UL, CSA, or CSPC)” as we are finding more manufactures choose these other safety standards over the UL Listing. This is found in the **Safety & Security** section as well as **Bedrooms & Suites** section.
- In **Safety & Security**, clarification has been added to *Doors, Locks & Lockouts* around the safety of wiring in relation to doorways. In compliance with fire safety regulations, we are prohibiting students from running wires under or around doors. We have also outlined the process for granting a peer access to your room in an extenuating circumstance such as leaving your passport behind on winter break.
- In **Community Spaces** you will find a new section dedicated to keeping *Stairwells, Corridors, & Elevators* safe. You will also find updates to the *Waste Station & Cleaning supplies* section to reflect new updates to the waste stations in the residence halls which were developed with the EcoReps and Sustainability team this summer. We have also added a community standard to the opening of this section around returning community items, such as pots & pans from the kitchen, Go-Bikes, or video game equipment, with the goal of all items being returned within 48 hours of the initial borrow.
- In **Bedrooms & Suites**, Bed Lofting language has been updated to better reflect the bed loft check-out process successfully tested out last year.
- Summer Housing eligibility and prioritization has been added to the **Summer Housing** section.
- As noted above, the policy for **assistance animals** on campus has been included in the handbook in its full extent in place of the prior paragraph describing the policy for easier access to all students.
- The CORE/Student Government (p. 79) section was updated to reflect structural changes implemented for the 2024-2025 year.
- The Use of the Olin College Name, Logo and Branding policy (p. 114) was added to clarify an existing OsCom policy not previously captured in the Handbook.
- The Library (p. 54) Policies were substantially overhauled to cover many aspects of Library Policy that had either previously been unwritten or conveyed elsewhere.
- The IT policy (p. 101) was minimally updated to remove items such as "Users shall not divulge “Dialup” or “Dialback” modem phone numbers to anyone outside of the Olin community."
- The Sexual and Interpersonal Misconduct and Title IX Policy (p. 130) was updated to reflect that changes that went into effect in August.
- Minor changes were made to the Posting (p. 110) policy to clarify some points of confusion.

Community Expectations and Honor Board

Note that as of the August 2024 publication of the Student Handbook, some Honor Board sections of this Policy are slightly different than the version voted on by students in spring 2024. These variations do not make changes to Honor Board processes or policy, but were made to add additional clarity and aid in alignment in the introduction of the Community Expectations Policy as an umbrella policy. Changes will be voted on at the Fall 2024 town hall to harmonize the handbook and the honor code.

Overview

The Olin College Community Expectation Policy will be administered by Olin College (Olin or the college), in conjunction with the student Honor Board, to provide the Olin community with guidance on alleged behavioral matters impacting the college community along with avenues for resolution. Led by Olin's values of **equity and justice, trust, learning and growth, sustainability, and collaboration**; this umbrella policy covers Olin's Community Expectations, which includes the Honor Code Values, to outline the expectations of Olin students and student groups on and off campus, and the processes to resolve violations of those expectations. Olin assumes that all students and student groups will abide by Olin's policies along with all applicable state, local and federal laws. Through the guidance presented in this code, we can continue to ground our community in ethical practices that will transcend the collegiate experience. This Community Expectation Policy may be modified or changed from time to time in accordance with Olin's policies and procedures.

Statement of Purpose

The Office of the Dean of Student Affairs works closely with the student Honor Board to oversees the student conduct system and all related matters connected to student behavior and resolution of complaints, except for allegations related to the Sexual and Interpersonal Misconduct and Title IX Policy (p. 130)(which are overseen by the Office of Non-Discrimination).

With such a tightknit community, this policy will take a developmental and restorative approach to resolve conflict within the campus community. Through the student conduct process, students and student groups will be encouraged to reflect, return to their values, be good citizens, and continue to develop beyond the classroom. This values-driven approach to the implementation of the conduct system, those adjudicating cases of alleged misconduct will utilize preponderance as its standard of proof.

College jurisdiction

Olin students are members of the college community as well as citizens of the Town of Needham and the Commonwealth of Massachusetts and Olin strives to be a good neighbor to the surrounding community. As citizens, students, student groups, and student organizations 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, which may or may not commence prior to the initiation or the completion of the applicable civil or criminal proceeding.

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

Olin has agreed with Babson College (Babson) and Brandeis University (Brandeis) 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 conduct 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's 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 applicable judicial procedures.

When on each other's campuses, Olin and Wellesley College (Wellesley) students will be subject to the host campus's standards of conduct for academic integrity. The host campus' 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 (including, any academic institution not referenced above) should familiarize themselves with the host's student disciplinary system and standards of conduct.

For more information:

The Wellesley Honor Code: <https://www.wellesley.edu/studentlife/aboutus/honor>

The Babson Community Standards: <https://www.babson.edu/community-standards/>

Brandeis Student Rights and Community Standards: <https://www.brandeis.edu/student-rights-community-standards/>

Records Retention

Students who are found responsible or accept responsibility for violations of this Community Expectations Policy and/or Honor Code will have a conduct record with the college. This conduct record is considered an educational record as defined by the Family Educational Rights and Privacy Act (FERPA) and will be maintained by the Office of the Dean of Student Affairs in accordance with any applicable federal and state laws and regulations, but for a minimum of seven (7) years following the incident. In matters of severe conduct, the college reserves the right to maintain those records indefinitely.

Policy Definitions

Adviser: A member of the Olin community who attends Honor Board meetings and is a member of the Appeals Board and Honor Board Leadership. They have access to all Honor Board cases and are the primary point of contact for working with the Honor Board. This role is filled by the Dean of Student Affairs or their designee.

Aggrieved Parties: The Honor Board Facilitation Team can determine that there are one or more aggrieved parties, beyond the Reporter, who have been substantively aggrieved by the violation beyond any grievance suffered by the Olin community as a whole.

Appeals Board: This group is convened to review all information available pertaining to hearings and proceedings that have led to an appeal in a case heard by the Honor Board. It is composed of the members of the Honor Board Leadership not on the Facilitation Team as well as the Faculty Representative and Staff Representative. If both members of Honor Board Leadership were on the Facilitation team, a general member will be appointed to the Appeals Board, ensuring student representation. The purpose of the Appeals Board is to ensure that such proceedings were conducted according to the established procedures in the Community Expectations Policy and, if it is determined that procedures were not followed accordingly, to send the case back to the Honor Board for further review to a newly formed Facilitation Team containing different members of the Honor Board.

Business Days: days of Olin operation, typically occurring Monday – Friday.

Case: A General Report that has merit as determined by the Dean of Student Affairs, Honor Board Leadership and/or Honor Board Facilitation Team.

Charge: The details of a violation and each individual aspect of the Community Expectations, Honor Code Values, or college policies or procedures addressed by a Report.

Direct Adjudication: Direct Adjudication is the path for addressing violations of the Community Expectations Policy intended for particularly serious cases or those with extenuating circumstances (i.e. those where suspension or expulsion is a potential or likely outcome). This path involves a meeting held by a Student Accountability Administrator with a student or student group representative and necessary follow-up actions to address allegations of misconduct.

Discussion: An official meeting with an Honor Board Facilitation Team and other individuals involved in a Case.

Facilitation Team: The Facilitation Team consists of either the Adviser, the Staff Representative, or the Faculty Representative, along with two members of the Honor Board that facilitate Report proceedings. Their goal is to ensure that proceedings are conducted in a responsible and timely manner per the Honor Code. The Facilitation Team is chosen by the Honor Board Leadership to reduce the connections and bias each member might have towards the Reporter or Reported.

Follow-up Discussion: After an Initial Discussion in which the Reported accepts Responsibility, a Facilitation Team may hold an additional meeting to resolve the Case. These meetings may involve the Reporter, Reported, Witnesses, Supporters and other impacted parties. They may be used to discuss sanctions and/or to use Restorative Practices.

Hearing Panel: The Hearing Panel consists of three persons selected by the Facilitation Team, the Chair, and the Vice Chair from the general membership of the Honor Board. The Hearing Panel recommends sanctions and the Adviser approves, modifies, and/or waives such sanctions as detailed in Responsibility Hearings.

Honor Board (membership): The Honor Board is a Board of students charged with upholding the Honor Code Values. Its members consist of the Chair, Vice Chair, and 8 (eight) general members. There must be at least 1 (one) member from each class year, and no class year is able to have more than 3 (three) general members on the Honor Board. Additional involvement includes a Staff Representative, a Faculty Representative, and an Adviser. The Honor Board is independent of the Council of Olin Representatives (CORE; Olin's student government) and other student bodies. The Honor Board can function with less than eight (8) general members; provided, that the composition rules set forth above are followed.

Honor Board (path): The Honor Board path is considered the preferred and default path for addressing violations of the Community Expectations Policy.

Honor Board Leadership: The Honor Board Leadership consists of the Chair, Vice Chair, and the Adviser of the Honor Board. The Chair does administrative tasks and works with the rest of the Honor Board to assist in hearing and administrative processes. The Vice Chair assists the Chair in their duties. The Chair and the Vice Chair are not permitted to be in the same class year. The Adviser is the Dean of Student Affairs or their designee. Honor Board Leadership is responsible for determining merit of Reports and overseeing and assigning Facilitation Teams to all Cases.

Impacted Party: An individual, group, or entity who did not file the Report but was affected by the alleged misconduct.

Initial Discussion: A meeting between the Facilitation Team and the Reported to discuss the charges in the Case and to hear the Reported's perspective and whether they accept Responsibility for the charges.

Investigative Procedure: If deemed necessary by the Honor Board Leadership and/or the Facilitation Team, an Investigative Procedure may take place to determine the Merit of a Report. All actions taken regarding a Report before a decision of Merit are considered part of this procedure.

Faculty Representative: A member of the faculty who is trained in Honor Board procedures, who can be selected to be a member of a Facilitation Team, and is a member of the Appeals Board. The Faculty Representative can be present at all Discussions and Responsibility Hearings, but ultimately holds no decision-making power in recommending Sanctions or determining Responsibility. The Faculty Representative is selected by Honor Board Leadership.

Merit: A determination as to whether or not a Report contains an allegation may rise to the level of a violation of Community Expectations. Merit can be determined by the Honor Board Leadership Team or a Facilitation team and may or may not involve an additional Investigative Procedure.

Outcome: The results of the accountability process.

Preponderance: Also known as "more likely than not", is the standard of proof utilized in the accountability process to determine a student or student group's responsibility for reported allegations of violations of the Community Expectations Policy.

Report: Any report of a violation(s) of the Community Expectations, including the Honor Code Values. A report may take the form of "General", "Streamlined Academic", or "Streamlined Residential."

Reported(s): The student(s) or student group alleged to have violated the Community Expectations Policy, including the Honor Code Values.

Responsibility Hearing: The Honor Board process by which the Reporter, Reported, Facilitation Team, Hearing Panel, and Adviser meet to determine responsibility and set sanctions, if deemed appropriate.

Responsibility: Acceptance of one's actions; refers to confirming the Reported actions listed on a Report and/or other violations of the Community Expectations Policy.

Reporter(s): The individual, group, or entity who files a Report.

Restorative Justice: A framework for preventing or responding to harm that emphasizes repairing harm, active accountability, and strengthening interpersonal and community relationships and trust.

Restorative Practice(s): An approach to addressing conduct issues informed by principles and practices of Restorative Justice. When appropriate and mutually agreed upon, Restorative Practices can be incorporated in the resolution of a Case to address the impact or harm caused by the Reported's actions, address the impact on the Reporter, and to restore trust between relevant parties and the larger community, and/or to collaboratively agree on sanctions. Restorative Practices can be used as part of Discussion-based Case resolution or during Hearings.

Restorative Solution: An alternative to a Discussion or Responsibility Hearing in which both the Reported and Reporter agree to using Restorative Practices to resolve the Case.

Sanction(s): The consequence assigned to the Reported based upon a finding of responsibility and nature of the violation as determined by the Student Accountability Administrator or Hearing Panel. Sanctions may be an outcome of a Discussion-based process after the Reported takes Responsibility or an outcome of a Responsibility Hearing. In the case of a Hearing, the Facilitation Team is responsible for determining Sanctions; Sanctions are reviewed by the Dean of Student Affairs before they are delivered to the Reported. In the case of Direct Adjudication, Sanctions are determined by the Student Accountability Administrator.

Staff Representative: A member of the staff who is trained in Honor Board procedures, can be selected to be a member of a Facilitation Team, and is a member of the Appeals Board. The Staff Representatives can be present at all Discussions and Responsibility Hearings, but ultimately hold no decision making power in recommending Sanctions or determining Responsibility. The Staff Representative is selected by Honor Board Leadership.

Streamlined Academic Report: Reports of an academic violation where a conclusion has been reached and is sent to the Honor Board to record the event.

Streamlined Residential Report: Reports of a residential life violation where a conclusion has been reached and is sent to the Honor Board to record the event.

Student: An individual who is enrolled at Olin full-time, and in special circumstances, on a part-time basis.

Student Accountability Administrators: Olin administrators who have been deemed by the Dean of Student Affairs to serve as an individual who could lead the Administrative Meeting.

Student Group: Student organizations recognized officially by Olin and in some limited circumstances, the group has not gone through the official recognition process for the College but gathers and the presence is known/acknowledged by Olin.

Support Person: The Reported and Reporter are allowed to request a member of the Olin community (i.e. any student, faculty, or staff member) not involved in the alleged misconduct to attend accountability process meetings with the Respondent (as defined hereafter) or Reporter. This individual does not speak or otherwise play an active role during meetings but is present to provide emotional care during any meeting. They may speak with the person they are supporting before and after the meeting, but otherwise may not discuss the proceedings of the Hearing with anyone else. Their role exists to support the Reported or Reporter both inside and outside of the Hearing.

Witness: An individual present for, or with knowledge of, the events in a Report who can provide direct information and/or evidence regarding the matter. Both the Reporter and the Reported can call Witnesses in an Honor Board Responsibility Hearing or Direct Adjudication. The Honor Board Facilitation Team may also interview Witnesses as part of the Investigative Procedure.

Community Expectations

Honor Code Values

The Honor Code Values, written and maintained by the students of Olin, exist to provide an ethical framework for the Olin student community. They represent an individual commitment by each Olin student to dedicate themselves self to these standards as well as a community commitment to ensure that these standards are upheld. The Honor Code Values serves as a bold statement that ethics are not optional at Olin and that they are simultaneously an individual and community concern. Below are the Honor Codes Values, as part of the Olin Community Expectations Policy, that are expected of each Olin student:

Integrity

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

Respect for Others

I will be patient with and understanding of fellow community members, and considerate of their inherent dignity, identity, and personal property. I will not discriminate based on race, religion, color, national origin, age, marital or parental status, veteran status, sex, disability, genetic information, sexual orientation, and/or gender identity. I will also care for community resources and facilities so others may effectively use them.

Passion for the Welfare of Olin College

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

Openness to Change

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

Do Something

I will strive to be an active advocate for the well-being of my community. I will seek to understand, and then act on, issues I perceive around me that are specific to both Olin and beyond. I will engage in open, self-reflective discussion with my peers and support them in their efforts to do the same.

Prohibited Behaviors

Students are expected to behave in ways consistent with the Olin community values. Below are behaviors and actions which would violate these values and which students will be held accountable for by the Student Accountability Process:

- **Bullying, Harassment, and/or Intimidation:** repeated, pervasive, and/or aggressive behavior utilized to harm or intimidate, control or diminish another person physically or mentally.
- **Damage to Property:** engaging in acts that cause damage to college and/or community property.
- **Disorderly Conduct:** engaging in acts which disturb the peace of community members and/or the function of Olin (including, any department).
- **Disregard for Campus Policy:** knowingly or unknowingly violating department/campus policies, including but not limited to Drug and Alcohol, Residence Life, and Technology Policies. (Note: Violations of the Sexual and Interpersonal Misconduct and Title IX policy will be handled by the Office of Non-Discrimination Initiatives and Title IX Coordinators).
- **Failure to Comply:** unwillingness to comply with the directives of college officials.
- **Honor Code Violations:** acts that, knowingly or unknowingly violate the Honor Code Values.
- **Interference with the Conduct/Accountability Process:** disrupting the conduct/accountability process through misrepresentation of information to Olin administrators, influencing or impacting an involved party(ies) participation in the conduct/accountability process.
- **Misuse of College Resources:** excessive use, intentionally or unintentionally, of college resources which negatively affects the access or ease of use by other community members (resources can be physical materials, people, departments, etc.).
- **Misuse of Space/College Property:** the use of college space or property outside of the guidelines provided for its use.
- **Physical Harm/Altercation:** engaging in acts of violence which include physical aggression and harm to others.
- **Possession/Use of False Identification:** having access to identification which does not depict accurate identifying information.
- **Endangering Others / Safety Risk:** engaging in acts that intentionally or unintentionally places oneself and/or others at risk.
- **Supporting Violation(s) of College Policies:** supporting, assisting, facilitating or encouraging another party in the willful violation of college policies.
- **Theft:** taking, without permission, an item(s) from a community member or removing community items for personal use.
- **Unauthorized Access/Entry:** entering a space without expressed permission to enter and/or accessing a space during a timeframe it is not available/permitted to be accessed.
- **Violation of the Articulation:** knowingly or unknowingly disregarding the policies of articulation at the participating articulation institutions (Babson, Brandeis, Wellesley).
- **Violation of the Law:** lack of adherence to federal, state and local laws.
- **Weapons and other Dangerous Devices:** the possession of items deemed dangerous to oneself and/or community members. This includes but is not limited to, guns, knives (not utilized for cooking or as a tool in fabrication), chemicals, 3D printed items, etc.

Student Rights and Responsibilities

In the event of an allegation of misconduct, students, student groups, and student organizations have the right to:

- Have all conduct procedures fully explained,
- Be made aware of any allegations of misconduct,
- Be given the opportunity to respond to those charges,
- Hear/Review any evidence submitted to support the alleged violations,

- Be given the opportunity to present evidence which counters the allegations,
- Have their matter heard by an impartial, and appropriately trained, party,
- Be informed, in writing, of meetings and the outcomes, including any Sanctions and deadlines for completion, if applicable,
- Expect confidentiality of personal information from individuals involved with the investigation/adjudication of an alleged act of misconduct,
- Be treated with respect by Olin employees and Honor Board members throughout all conduct processes,
- (for Reporting/Impacted Parties) To share information about the impact statement and provide input on Sanctions when relevant,
- Provided with an opportunity to appeal, and
- Have their matter addressed in a timely manner.

Student Accountability Process

To address matters of alleged misconduct by students and student groups, Student Accountability Administrators and Boards will follow the procedures outlined below, which may follow the Honor Board or Direct Adjudication paths. To determine responsibility, each entity will utilize Preponderance as the standard of evidence.

Submitting a Report

When a community member believes they have witnessed or been the victim of a violation of the Community Expectations Policy, they reserve the right to submit a Report. The Report may be submitted via email to the Dean of Student Affairs or through the Honor Board Report Form for review. The Dean of Student Affairs, or their designee, and the student Honor Board Leadership will collaborate to review the complaint and determine the Merit of the complaint and path to resolution. If it is determined that the reported allegations align with a violation(s) of the Community Expectations Policy, the Dean of Student Affairs, or their designee, will determine whether the alleged violation warrants the activation of one of the accountability processes, and which path, Honor Board or Direct Adjudication, is appropriate).

The format and desired content of the reporting form utilized to report allegations of Community Expectations Policy violation(s) will be determined by the Dean of Student Affairs, or their designee, and the Honor Board, and is subject to change as necessary. At a minimum, the form will require those reporting allegations to cite a minimum of one violation of Community Expectations Policy, inclusive of Honor Code Values and/or Olin policies or procedures.

Interim Measures

There are times when the allegation(s) of misconduct by a student, student group, or student organization are deemed to be a threat to the health, safety, or well-being of the college or neighboring community, threatens the function of the college and/or college property. When this occurs, the Dean of Student Affairs, or their designee, will carefully review the allegation(s) and decide, in their sole discretion, if immediate short-term restrictions are necessary. The immediate short-term restrictions can be, but are not limited to, removal from campus, removal from the residence hall, and/or removal from the classroom to an online/asynchronous learning experience, when this is an available option, to account for campus safety.

When Interim Measures are put in place, the student or student group will receive written notification of the Interim Measures and they must immediately comply. Students and student groups reserve the right to appeal the Interim Measure(s) to the Provost, or their designee, within two (2) business days of the notification. To appeal Interim Measures, the student or student group must submit in writing a petition with supporting information detailing why the measures should be removed or modified. A decision on the Interim Measure(s) will be made no later than five (5) business days after the receipt of the petition submission.

Interim Measures, unless altered or removed, will remain in place until the conclusion of the accountability process and supported by written notification of the removal of the measures.

Stay Away/No Contact Orders

On occasion, a matter or conflict occurs which may not require disciplinary action but intervention in the form of creating space (physical, verbal, and virtual) between individuals or individuals and a location(s). At the sole discretion of the Dean of Student Affairs, these behavioral intervention tools may be utilized for students or student groups. To learn more about these directives you can review here (p. 98).

Honor Board Reporting and Hearing Procedures

Report

The Chair and Vice Chair have the ability to dismiss a Report that has been determined to be under Honor Board jurisdiction if it has an obvious lack of Merit. In the case of the Chair or Vice Chair being the Reported party in an Honor Board report, Merit determination will fall to the Advisor. If the Report is not dismissed, typical procedures are followed. If a Report is not dismissed for obvious lack of Merit or jurisdiction, the Reporter should be contacted within two (2) business days to further determine Merit or to assign the Report to a Facilitation Team.

Facilitation Team

Upon receiving a Report, which is under the jurisdiction of the Honor Board and has merit, the Honor Board Leadership will assign a Facilitation Team to the Report. Based on the case, the Facilitation Team will contact the Reporter for the purposes of organizing a Hearing or pursuing a Restorative Solution using Restorative Practices. The Reported will also typically be contacted within two (2) business days of assignment of a Facilitation Team. The Facilitation Team may reserve the right to gather information from the Reporter prior to contacting the Reported.

Determining Merit

If either the Honor Board Leadership or the Facilitation Team feels they are not able to clearly determine Merit from the content of the Report, the Facilitation team should conduct an Investigative Procedure. The purpose of this procedure is not to determine Responsibility, but merely whether or not a Report is has Merit.

Investigative Procedure

If an Investigative Procedure is deemed necessary by either the Honor Board Leadership or the Facilitation Team, the Facilitation Team shall interview the Reported and the Reporter about the alleged violation and shall gather from both parties names of any Witnesses able to substantially contribute to the Facilitation Team's understanding of the alleged violation. Members of the Facilitation Team may interview Witnesses with substantive knowledge of the alleged violation. In absence of obvious lack of Merit after an efficient Investigative Procedure, all Reports should be assumed to have Merit and be continued to a Case. The Reported, Reporter, and Witnesses should be contacted within two (2) business days of a report being filed. After this contact, the Investigate Procedure should be completed within a week. In the absence of obvious lack of Merit after an efficient Investigative Procedure, all Reports should be assumed to have Merit and be continued to a Case.

Restorative Solution

If, in a Case that does not involve a potential academic or residential violation of the Honor Code Values, and all members of the Facilitation Team, as well as all Reporters, Reported, and involved Aggrieved Parties, agree that a Restorative Process may resolve the issue presented by the Report, then the Facilitation Team may recommend that Restorative Practices should be used to attempt to resolve the Case. In almost all cases, the Reported must accept responsibility for the reported actions and address the harm done to the Reporter for a Restorative Solution to be appropriate. This does not prevent the Facilitation Team from holding a Discussion or Responsibility Hearing if they deem necessary.

Initial Discussion

An Initial Discussion between the Reported and the Facilitation Team is held with the goal of hearing the perspective of the Reported and learning whether they will take Responsibility for the reported actions. In this meeting the Facilitation Team briefly shares the allegations detailed in the Report and relevant additional details or context found through any Investigative Procedure. The Reported is invited to recount their perspective or experience. If major discrepancies or conflicts in experiences or viewpoints are present, they will be clarified if possible. The Reported will then be given the opportunity to accept or not accept Responsibility. If Responsibility is not accepted, the Case will proceed to a Responsibility Hearing.

Absent extraordinary circumstances, an Initial Discussion shall be held within ten (10) business days of a report being submitted. All Discussions will be closed to all persons other than the Facilitation Team, the Reported, and (optionally) their Supporter. Notice of the Discussion to the Reported shall include the Community Expectations Policy, Honor Code Values, and/or Student Handbook Policies that were reported to have been violated. If the Honor Board is unable to meet its obligations in a timely fashion due to scheduling conflicts, disqualifications, or other reasons that the Adviser determines may compromise its effectiveness, the Adviser may appoint an *ad hoc* Facilitation Team.

Follow-up Discussion(s)

If responsibility is accepted, the Facilitation Team has the discretion to organize additional Follow-up Discussions and/or develop Sanctions. The goals of Follow-up Discussions are to use the framework of Restorative Justice to address and repair the harm or impact caused by the incident in the Report, for the Reported to take accountability, and for the Reported to foster personal and/or community development. Follow-up Discussions are led by the Facilitation Team and may include facilitated discussion with the Reported, the Reporter (if they agree), Supporters, and/or other impacted community members, as well as facilitated discussion of potential Restorative Solutions and/or Sanctions.

The Facilitation Team may request and/or review recommendations for Sanction(s) from the Reported, the Aggrieved Parties, and the Reporter if they are present at Follow-up Discussions. The Reported may respond to the Facilitation Team's recommended Sanction(s) prior to the close of the Discussion. The Facilitation Team shall include in the materials it submits to the Adviser to the Honor Board a brief written summary of the Reported's response. The Adviser reviews the recommended Sanctions and may approve or modify the Sanctions. Modifying the recommended Sanctions should be done rarely, and prior to modifying the Sanctions, the Adviser consults the Facilitation Team and the Honor Board Leadership. The Sanctions are then delivered to Reported by the Facilitation Team or the Adviser.

Responsibility Hearing

In the case that Responsibility is not accepted in the Initial Discussion, a Responsibility Hearing will be organized by the Facilitation Team and approved by the Chair and Vice Chair of the Honor Board. The Facilitation Team will choose an unbiased Hearing Panel. The Reported, Reporter, Supporters, and any Witnesses called should attend this hearing. The Reporter has the option not to attend the Responsibility Hearing. In this case, the Reporter must submit a written testimony which will be read out in place of the Reporter's speaking time. The Reporter does not need to disclose their identity in the written testimony and thus has an option to remain anonymous from the Reported.

The Reporter and Reported are allowed to request any additional Witnesses relevant to the case. The list of Witnesses requested can be approved or be denied at the discretion of the Facilitation Team, but should only be denied in case of irrelevance of their anticipated testimony. Both the Reporter and the Reported are allowed to review the list of Witnesses prior to the hearing. The Reporter can further submit evidence to the Chair and Vice Chair of the Honor Board to be used during the Responsibility Hearing. Written testimony and evidence should be provided by the latest 24 hours before the hearing.

Immediately prior to the hearing, the Hearing Panel will receive the Report submitted by the Reported and will be briefed by the Facilitation Team on the details of the Case and any pertinent findings during the Investigative Procedure. During the Responsibility Hearing, the Reported and the Reporter will both be given the opportunity to speak, or have a statement read, and the Hearing Panel will have the opportunity to ask questions of each.

After the presentation of all evidence, the Reported, Reporter, Supporters, and Witnesses will leave the room to allow the Hearing Panel to deliberate. The Facilitation Team will remain in the room, but do not have any final deciding power on Responsibility or recommended Sanctions, and should not interfere with the deliberation in any way. The Hearing 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), to be followed up by a delivery of Sanctions, or (c) continuance of the Case to obtain additional information or for further consideration. All decisions shall be made by consensus.

If there are recommendations for Sanctions from either the Reporter, the Aggrieved Parties, the Reported, or a combination of the above thereof, the Hearing Panel must take those recommendations into consideration.

In the case that the Hearing Panel finds the Reported responsible, recommended Sanctions will be sent to the Facilitation Team and the Adviser to the Honor Board, and the Facilitation Team will notify the Reported and Reporter of whether Responsibility was found and, if applicable, the Sanctions once they have been approved by the Adviser to the Honor Board.

The Reported may respond to the Hearing Panel's recommended Sanction(s) prior to the close of the Hearing. The Adviser shall review sanctions recommended by the Hearing Panel. Decisions shall be based solely upon evidence and testimony introduced at the hearing(s) conducted and shall be made by consensus (i.e., the unanimous vote of the voting members of the Hearing Panel who do not abstain from voting). The Hearing Panel shall include in the materials it submits to the Adviser a brief written summary of the Reported's response, if given. The Adviser then may approve, modify, or waive the recommended Sanctions. Modifying or waiving the recommended Sanctions should be done rarely, and prior to modifying or waiving the Sanctions, the Adviser consults the Facilitation Team, Hearing Panel, and the Honor Board Leadership. The Sanctions are then delivered to Reported by the Adviser.

Honor Board Appeals

Upon conclusion of an Honor Board procedure and delivery of the Sanctions to the parties involved, the Reported and/or Reporter may appeal a finding of Responsibility or Sanctions by writing via email to the Adviser within two (2) business days 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 Adviser 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 a student member of the Honor Board determined by the Honor Board Leadership. None of the Appeals Board members will have been involved in the adjudication of the Case being appealed. The Adviser 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 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 Adviser on the following grounds:

1. Procedural error;
2. New evidence that was not reasonably available at the time of a 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(s) or Sanction(s) are not, by themselves, grounds for appeal.

The Appeals Board may rule in one of three ways:

1. They may recommend a new Hearing or new Discussions before a new Facilitation Team;
2. They may recommend the Case go back to the original Facilitation Team for further review for reasons such as new evidence that was not available during the original Hearing or Discussions; or
3. They may recommend that the appeal be denied.

If the appeal is denied, the Sanction(s) will be imposed, and Olin will consider the Case closed. The Appeals Board will inform the Adviser about the outcome of the appeal deliberations within five (5) business days of the written appeal being received. The Adviser will notify, in writing, the Reporter and the Reported of the outcome of the appeal within two (2) business days of receiving the outcome from the Appeals Board.

Barring any extraordinary circumstances, if a request for Appeal is filed, Sanction(s) 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.

Failure to Comply with Sanctions

If the student fails to comply with sanctions, the Honor Board Chair and Vice Chair will determine if a noncompliance hearing (which is handled by the Adviser) is needed or if the Adviser is granted authority to setup a separate process.

Streamlined Academic Report

In the event that a faculty or staff member identifies a violation of academic integrity, the faculty or staff member and the Reported have the option to work independently to develop an appropriate Sanction. A summary of the violation and resolution is submitted to the Honor Board Leadership for reviewing and recording.

Streamlined Residential Reports

In the event that a member of the Residential Life team identifies a violation of student handbook policies or the Honor Code Values, the Residential Life member and the Reported have the option to work independently to develop an appropriate Sanction. A summary of the violation and resolution is submitted to the Honor Board Leadership for reviewing and recording.

Honor Board Amendments

Within a month of the start of every academic year, a town hall must be called to ratify and/or amend the Honor Code for that academic year.

Any member of the Olin student body may submit a proposal for an amendment to the Honor Code to the Honor Board Chair or Vice Chair. The proposal must include the reasons for the amendment and the proposed wording of the amendment, along with signatures of at least 10% of the student body.

Once the proposal has been brought to the Honor Board, a Town Hall Meeting must be called within the semester to discuss and vote on the proposed amendment. Multiple amendments may be considered at one Town Hall Meeting. The Town Hall Meeting is open to all of the Olin community, and all students are expected to make an effort to attend. Quorum (half of the student body) must be met to vote on any amendments.

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 the Honor Code remains in effect.

If the Honor Code is abolished, policies drafted by the Student Affairs Office will take effect immediately. In order to reinstate the Honor Code, a proposal must be submitted to the Student Affairs Office, which will put the issue to a student vote, as per the policies of the Student Affairs Office.

Direct Adjudication Procedures

If a case is determined to be appropriate for Direct Adjudication, the following procedures are followed. The Direct Adjudication path involves a one-on-one meeting between a Student Accountability Administrator and a responding student or student group representative (referred to herein as Respondent). The Dean of Student Affairs determines which college administrator will be assigned the role of Student Accountability Administrator to review each matter.

Notice of Meeting

Responding parties are entitled to understand which area(s) of the Community Expectations they have been alleged to have violated. To inform the student and begin the accountability process, the Student Accountability Administrator will send the Respondent a letter to meet which contains the meeting date, time, and location, a brief synopsis of the alleged misconduct, the Community Expectations violation(s) with their definition(s) that the Respondent is said to have violated, and the contact information of the college administrator managing the case.

The Respondent should receive no less than three (3) business days of meeting notification. This timeframe may be altered during academic periods close to campus closures, graduation, a waiver of the timeframe by the responding party, or other areas deemed necessary by the Dean of Student Affairs or their designee. This notice will be sent to the responding party's Olin College email address.

Direct Adjudication Meeting

The purpose of this meeting is to provide an opportunity for the responding party to review the alleged Community Expectations violation(s) and any information / evidence presented to support the alleged allegations, provide the Respondent with the ability to present information and evidence which counters the allegation(s), and give the college administrator the opportunity to engage the student in developmental dialogue. At the College Accountability Administrator's discretion, there may be times that follow-up meetings with the reporting and/or impacted parties will occur to provide a full scope of the matter.

In this meeting, the Respondent can accept or deny responsibility for allegation(s) and outlined violations of the Community Expectations Policy. This may also present an opportunity for the Respondent to discuss potential Sanctions with the Student Accountability Administrator.

Notice of Outcome

After the meeting and review of any subsequent information provided by the responding party and/or their Witness(es), the college administrator will determine the responding party's responsibility in the matter based on the use of Preponderance and provide written notice which includes the Student Accountability Administrator's decision, including any Sanctions, and rationale. If the student is found responsible/accepts responsibility for a violation of the policy, this notice will also outline the appeal procedures.

Direct Adjudication Appeals Process

If a student or student group has been found responsible for a violation of Community Expectations Policy, they have the right to appeal. Upon conclusion of the Direct Adjudication Meeting and delivery of the Sanction(s) to the Respondent(s) involved, the Respondent may appeal a finding of Responsibility or Sanction(s) by writing via email to the Dean of Student Affairs within three (3) business days following the delivery of the outcome of the hearing. The letter must clearly state the grounds and rationale for the appeal. Once received, the Dean of Student Affairs will determine the college administrator who will be named to hear the appeal and who is not the original Student Accountability Administrator. In the event, the Dean of Student Affairs was the initial Student Accountability Administrator, the Provost, or their designee, will hear the appeal to remove biases from the process.

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 Direct Adjudication Meeting; and/or
3. Belief that the severity of the Sanction is inappropriate given the details of the Case.

Disagreement with the finding(s) or Sanction(s) are not, by themselves, grounds for appeal.

Resolutions

To promote ongoing growth and development of students, those found responsible for violations of the code of student conduct/student accountability policy will gain the opportunity to address the behavior at the root cause through developmental Sanctions. Sanctions are listed below:

Educational Sanction(s): A Sanction created specifically for the responding party to immerse themselves in development around the root cause of the behavior exhibited. Examples of an Educational Sanction could be, but is not limited to, workshop attendance, immersive experiences, etc.

Restorative Resolution: Based on the matter presented, the college administrator managing the Case determined, with the buy in of all reporting (if applicable), alleged, and impacted parties, that the matter under review would benefit the involved parties and restore community by engaging in a restorative resolution. Restorative Resolutions are as follows:

- *Conflict Coaching* Conflict coaching is a one-on-one, private, and individualized conversation to talk through a conflict, explore concerns, frustrations, and goals; in addition to learning ways to manage and resolve conflicts in a way that meets the interests and needs of all parties involved. A conflict coach is someone who is empathetic, trained in conflict resolution, and can provide guidance on best practices for managing conflict effectively. The conflict coach supports the student in exploring and clarifying what their needs, desires, and viable options are with regard to the conflict. Conflict coaching is less about instructing or mandating how to manage the conflict, and more about empowering and supporting an individual with the confidence and skills to manage conflict on their own. Part of the goal of conflict coaching involves the individual exploring and learning about their individual's conflict style, habits, and ways to manage conflict more effectively in their lives beyond any one particular incident. Note that assigned conflict coaches are committed to student privacy, however, are not confidential resources.
- *Shuttle Mediation*: Shuttle mediation is a process during which a mediator facilitates a negotiation to resolve a dispute between two or more parties without the parties meeting together at the same time in the same room. This option may be especially helpful for parties in a dispute who have reached a high level of frustration or anxiety due to the conflict and may be more effective in resolving the matter through indirect conversation with the other party(s). Each party of the conflict will have an opportunity to share their perspective, concerns, and desired outcomes. During this process, each party will share and write down their needs in a written agreement, which the facilitator will circulate - or "shuttle" - between the two parties until an agreement is found that is accepted by all parties.
- *Facilitated Conversation*: The goal of a facilitated conversation is to support a group of people in communicating openly and effectively. Sometimes, when tensions are high or there is a lot at stake, it can become difficult to understand and empathize with different perspectives and communicate effectively, calmly, and compassionately. An external and impartial facilitator can be helpful in moving a group discussion or process forward when there is disagreement, tension, or a sense of being stuck. Dialogue facilitators are trained Olin employees and/or independent contractors permitted by the college to support student groups who are struggling to manage a particular discussion or project on their own, including but not limited to student club meetings, sport teams meetings, and group projects. This process is designed to aid involve parties in communication tactics and not meant to be addressed through the conduct process.
- *Mediation*: Appropriate in situations that involve two or more individuals who are involved in a dispute, when all parties are willing to participate, and all parties are willing to seek a mutually agreed upon resolution. Mediation is a process in which disputants can share their perspectives, thoughts, and feelings surrounding a conflict in a structured manner by a trained and neutral mediator. The mediator facilitates a conversation between the disputants with the goal of reaching an agreement that satisfies the concerns presented and meets the standards of acceptable behavior in a community environment. The goal of a mediation is not to determine what is just or who is right or wrong, but rather to act as a catalyst in inspiring conflicting parties to define their issues, assert their interests and needs, enhance communication, and work together to find a solution. The role of the mediator is not to create or impose a solution or offer the college intervention to bring about an outcome, but rather to empower the parties to collaboratively come up with their own solutions. Examples of where mediation can be helpful include roommate conflicts, group project conflicts, cultural conflicts, and/or conflicts between friends, partners, and between students or student organizations

Alcohol/Drug Education: The responding party will engage in educational initiatives to address the alcohol and drug use through the services and education provided by the Wellness Department.

Informal Warning: The responding party has learned that the behavior exhibited was unacceptable. This type of warning is utilized as an opportunity to engage the responding party in a call back to their values and align with the college's values.

Formal Warning: A written warning stating that the behavior exhibited is not acceptable and if continued will lead to progressive discipline occurring.

Loss of Housing: Based on the nature of the incident, the student is no longer permitted to reside on campus.

Loss of Privilege(s): The behavior exhibited by the student, student group, or student organization requires that the responding party have access temporarily or permanently revoked. Loss privileges are outlined by the college administrator managing the case.

Probation: A period of time that the responding party is not considered in good standing with the college. If necessary, a probationary period could include restrictions.

Suspension: a temporary removal from the college with right to transition back into the community. A "return to campus" meeting must occur with the Dean of Student Affairs or their designee.

Expulsion: The permanent removal from the college with no right to seek re-enrollment. This will be permanently noted on the transcript of students.

Other Honor Board Policies and Procedures

Meetings

While a semester is in session, the Honor Board must meet weekly. It is the responsibility of the Chair and Vice Chair to find a weekly meeting time that works for all the student members of the Honor Board, and the first meeting of each semester must occur at most two weeks after the beginning of the semester. The Honor Board Leadership, including the Advisor to the Honor Board, must also meet weekly.

Audits of Student Government

The Student Government holds an Audit Meeting at the beginning of the final month of each semester. Prior to this Audit Meeting, during the final full month of the semester, the Honor Board is responsible for conducting Audits on the other branches of the Student Government. At least two members of the Honor Board must meet with the leader(s) of each branch to both question their operations and budget usage and evaluate each organization's compliance with the Governing Documents (Student Constitution, Student Government Bylaws, and Honor Code).

The Auditing Process will go as follows:

1. The Honor Board Chair and Vice Chair will delegate assignments to the Honor Board members on which branch of Student Government they will be auditing. These assignments must be in pairs, and must be established at least two weeks prior to the Audit Meeting.
2. Each pair of Honor Board members must reach out and set a meeting with the leader(s) of their assigned organization. This meeting must happen prior to the Audit Meeting.
3. During the meeting, the Honor Board members will facilitate the meeting and make sure to achieve the following objectives and document their findings:
4. Obtain a summary of the actions and operations of that branch over the duration of the semester, including both operations they have executed and operations they plan to execute during the final month,
5. Obtain a summary of their Budget usage over the duration of the semester, including a report of how much money they have spent and how much they have left, and
6. Examine the Student Government Bylaws and ensure that each organization has carried out the responsibilities listed in the Bylaws.
7. After the meetings, each Auditing pair will send their notes to the Honor Board Chair, who will compile the findings and prepare them for presentation during the Audit Meeting.

At the Audit Meeting, the President of the Council of Olin Representatives (CORe) and the Honor Board Chair should discuss the findings of the Audits and ask for clarification if necessary. If there are discrepancies between the responsibilities of an organization and the findings of an Audit, they will be resolved through a Discrepancy Resolution.

The Audit of the Honor Board will be facilitated by the Dean of Student Affairs or their designee and will involve the Chair and Vice Chair of the Honor Board.

Discrepancy Resolution

If the Honor Board finds that any portion of the Governing Documents are not being followed by a particular organization, the Honor Board will request that the person(s) responsible resolve the issue before the next Student Government meeting. If the responsible individuals do not resolve the issue in time, the Honor Board may file a Report against those individuals and publish a statement to the community after investigation and resolution through the Honor Board process.

Impeachment

At any time, any student may request an Impeachment Hearing against a member of the Student Government or the Honor Board. An impeachable offense may include:

- Major violation of the Honor Code
- Abuse of power
- Gross neglect of duty

Any impeachment requests against a member of Student Government will be submitted to the Honor Board Chair and must include specific charges that reflect an offense listed above. The Chair of the Honor Board must convene a special Impeachment Hearing meeting of the Student Government no more than 5 business days after the report is received. It is the responsibility of the Chair to moderate Impeachment Hearings.

During an Impeachment Hearing, the Reporter and Reported are given chances to present their arguments. Each is responsible for their respective Witnesses.

At the end of the arguments, the Honor Board Chair will call for a vote, after which members of the quorum will vote on whether the Reported should be impeached from their Student Government position. A vote of $\frac{2}{3}$ of the Student Government members present at the hearing who are not the Reported are required for a student to be removed from office.

If a request for impeachment is submitted against an Honor Board member, the Dean of Student Affairs will take the Chair's position in receiving the report, organizing a hearing, and moderating an Impeachment Hearing. All members of the Honor Board excluding the Reported are considered quorum and will vote on whether the Reported should be removed from their Honor Board position. A vote of $\frac{2}{3}$ of the Student Government members present at the hearing who are not the accused individual are required for a student to be removed from office. The Dean of Student Affairs does not have voting power, but the outcome of the Hearing is subject to approval by the Dean of Student Affairs.

Honor Code Amendments

Within a month of the start of every academic year, a town hall must be called to ratify and/or amend the Honor Code for that academic year. Any member of the Olin student body may submit a proposal for an amendment to the Honor Code to the Honor Board Chair or Vice Chair at any time. The proposal must include the reasons for the amendment and the proposed wording of the amendment, along with signatures of at least 10% of the student body.

Once the proposal has been brought to the Honor Board, a Town Hall Meeting must be called within the same semester to discuss and vote on the proposed amendment. If the proposal was brought to the Honor Board within the last two weeks of the semester, the Honor Board reserves the right to hold the Town Hall during the first month of the next semester. Multiple amendments may be considered at one Town Hall Meeting. The Town Hall Meeting is open to all of the Olin community, and all students are expected to make an effort to attend. Quorum (half of the student body) must be met to vote on any amendments.

At the close of the meeting, all students present in-person, present on zoom, or otherwise previously informed and adequately knowledgeable of the amendment(s) changes will vote by secret ballot, once per amendment, with the option to vote for each proposed amendment or the unchanged Honor Code. Each amendment that is approved by 50% of the student body will immediately go into effect. If no amendments are approved by 50% of the student body, the Honor Code remains unchanged.

After all proposed amendments are voted upon, all students present in-person, present on Zoom, or previously informed and adequately knowledgeable of the Honor Code will vote by secret ballot on whether or not to abolish the Honor Code. If less than 50% of the student body votes to abolish the Honor Code, the Honor Code remains in effect.

If the Honor Code is abolished, policies drafted by the Student Affairs and Resources Office will take effect immediately. In order to reinstate the Honor Code, a proposal must be submitted to the Student Affairs Office, which will put the issue to a student vote, as per the policies of the Student Affairs and Resources Office.

Other Conduct-Related Policies and Procedures

Alcohol and drug policies

Alcohol laws and Drug free schools and communities act

Students at Olin College must be aware that their behavior with respect to alcohol and other drugs is constrained by three sets of rules: Massachusetts state law, Needham town bylaws, and the College's own policies which reflect its concern for the health and well-being of its students. Students who violate the college's policy regarding alcohol or other drugs may be subject to disciplinary action, counseling, probation, suspension, dismissal, and referral to proper law enforcement authorities for prosecution.

Various statutes of the Commonwealth of Massachusetts and regulations of the Alcoholic Beverage Control Commission govern the sale, acquisition, possession, transportation and consumption of alcoholic beverages. In general, some of the pertinent statutes provide that:

- No person or group shall sell, deliver, purchase or otherwise procure alcoholic beverages for consumption by a person who is under 21 years of age. Violators are subject to arrest, criminal charges, fines and imprisonment.
- No person shall operate a motor vehicle while under the influence of alcoholic beverages. Violators are subject to arrest, fines, mandatory court education programs, loss of license and/or imprisonment.
- No person under 21 years of age shall transport, purchase, sell, deliver, possess or receive or otherwise procure alcoholic beverages except in the course of employment. Violators are subject to arrest, criminal charges, fines and imprisonment.
- No person, group or organization may sell alcoholic beverages except pursuant to license granted by the Commonwealth through the local government's licensing authority.

The law further states that anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver's license indicating that they are 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. The use of drugs and alcohol has both physical and psychological repercussions. Such substances can interfere with memory, sensation and perception, and impair the brain's ability to synthesize information. Regular users develop tolerance and physical dependence. Psychological dependence occurs when the substance becomes central to the user's life and decision making.

Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including physical attacks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described.

Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of substance intake can produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Substance withdrawal can be life-threatening. Long-term consumption of substances, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver.

Resources are available to assist Olin students in understanding and dealing with drug and alcohol abuse. Students can contact the Director of Wellness in the Office of Student Affairs for referral to appropriate resources.

Medical and recreational marijuana/cannabis policy

Massachusetts legislation under Massachusetts Act (Chapter 369) “An Act for the Humanitarian Medical Use of Marijuana” allows for the controlled use of medical marijuana in the Commonwealth of Massachusetts. Thus, Massachusetts citizens may legally obtain a medical marijuana “registration card” from the Massachusetts Department of Public Health. However, Olin College students who possess a medical marijuana “registration card” are not permitted to possess and or use any form of marijuana on Olin college property or at college events on or off campus.

In addition, the Commonwealth of Massachusetts through 935 CMR 500.00 has legalized the sale of marijuana for recreational purposes to individuals at least 21 years old. Although Massachusetts law permits the use of medical and recreational marijuana, federal laws outlined by the Controlled Substances Act (CSA) has classified marijuana as a schedule 1 drug which prohibits the use, possession and/or cultivation of cannabis. Therefore the use, possession, cultivation or sale of marijuana/cannabis in any form violates federal law. Olin College must comply with the Drug-Free Communities and Schools Act (DFSCA) (20 U.S.C.1011i; 34 C.F.R part 86) as well as the Drug Free Workplace Act which requires a drug free campus environment or risk losing federal funding such as financial aid. Any student who violates Olin College policy prohibiting the use and/or possession of illicit drugs (including medical marijuana) on campus may be subject to disciplinary action.

Olin College 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.

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

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The college reserves the right to immediately and permanently confiscate all drinking paraphernalia. 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.

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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.

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Under regular circumstances the college prohibits the possession of quantities of alcohol that are larger than what is reasonable for personal consumption. 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. Students who are hosting approved social events should request approval for alcohol quantities for the event through the event registration process.

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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.

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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. These approved and college-sanctioned events must take place in approved college venues.

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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.

Medical amnesty

The Olin community values the health and safety of its members and guests 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(s) and student(s) in need may involve more 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 or their designee may result. In extreme situations notification of parents or guardians, in consultation with the student, may also result. Students involved in an alcohol and/or drug-related emergency for which amnesty is granted may be required to participate in educational or developmental interventions. An Olin student/guest who summons assistance for a person 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. Medical amnesty does not apply to other conduct violations such as, but not limited to: assault, sexual assault, harassment, hazing, vandalism, operating under the influence, property damage, or distribution of illicit substances.

Amnesty for Students Reporting Sexual Misconduct

Olin encourages reporting under Olin's Sexual Misconduct Policy and seeks to remove barriers to reporting. Students may be hesitant to report sexual misconduct out of a concern that they, or witnesses, might be charged with violations of Olin's Alcohol and Drugs policies prohibiting the use of drugs or alcohol. While Olin does not condone such behavior, Olin places a priority on the need to address sexual misconduct. Olin, generally, will not hold a student who in good faith reports or is a witness during an investigation responsible under the Alcohol and Drugs Policies.

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 (p. 28) 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 they are 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 (p. 28). See the Community Expectations and Honor Board (p. 11) section of this Handbook for the range of possible sanctions.

Hazing policy

In keeping with Olin's Community Expectations, 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.

Academic Policies and Procedures

Olin's official Academic Policies and Procedures are listed here. To access the practical resources needed for administrative tasks such as requesting a transcript, petitioning for a course substitution or cross-registering to another school, please visit the Registrar's Office Services on the Olin website.

Academic Integrity

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

All Olin students agree to follow the Honor Code (p. 11) (Student Handbook). There is a culture of honesty on campus that reaches into the classroom. As a student this means you are responsible for your behavior with regard to class deliverables. If it is unclear if an assignment is meant to be individual or group work, please clarify with our instructor(s). Suspicion of violations of the honor code should be addressed to your instructor(s) and then the Honor Board, if applicable. You may use this form to report a violation or send an email to honorboard.

Advising and Academic Support Services

Academic Advising

Every student at Olin has an advisor who is available to answer questions and offer guidance about a student's progress to graduation, major requirements, course options, and other aspects of academic health and decision-making at Olin.

Advising relationships can have a significant impact on a student's experience. Olin has a network of faculty, staff, students, and alumni who comprise a multi-faceted resource for guidance and support within and outside the classroom.

Students who wish to switch advisors can request to do so by contacting the Assistant Dean of Student Affairs. Any changes to faculty advising assignments will be made at the end or beginning of each semester.

Academic Assistance

One of the greatest strengths of our community is in the demonstrated care and effort made to work closely with students who have academic need. Though it may not feel this way, needing academic assistance is very common and is often seen as a positive sign of academic growth and learning. Olin offers multiple options for resources for support and academic assistance. On the part of the student in need, asking for help at the first sign of perceived need is most beneficial. Delay in reaching out tends to have a cumulative effect in courses that are largely project-based where work volume increases quickly and unpredictably. In other words, the sooner the student can reach out and connect with even one resource, the more support we can mobilize to work with that student.

Instructors

Students who need further clarification on course requirements and projects should feel empowered to seek assistance from their faculty instructors. Faculty instructors can arrange office hours as needed and can serve as an invaluable source of information as students work on any number of projects and assignments. Faculty can also help a student determine any need for additional resources. For some students, perceived academic need can be stressful, especially if the student does not have a frame of reference for their progress in a class. Your instructor can directly guide and support the student to better understand how individuals are doing.

Course Assistants (CAs)

Many faculty instructors employ CAs for class. These students have demonstrated strength in understanding course materials and are a vital resource for students with questions. CAs often hold office hours in the residence halls during times that are accessible to classmates. They can provide assistance in large and small group settings as well as on an individual basis.

Tutors

After working with instructors and CAs for the class, if students are in need of more assistance, they can also request a tutor. Students may do this for many different reasons, including that they feel that individualized attention will be beneficial for their success in a course. Tutors are often nominated by faculty instructors and are employed by the college. Students who feel that individual tutoring would be helpful to them should contact the Assistant Dean of Student Affairs as early in the semester as the need becomes apparent. Since the Student Affairs and Resources (StAR) office employs tutors on an as-requested basis, please allow time to locate and connect tutors and students together.

ARCs (Academic Resource Co-Designers)

Often, a student's academic need relates more to skills that have nothing to do with understanding the content of a course. ARCs are available as academic resources to students who may need assistance with academic skills such as time management, prioritization, study skills, stress management, etc. ARCs are trained in facilitation and listening skills, academic skills coaching, and peer mentorship. ARCs will be available to meet 1:1 and also as part of a walk-in service called the ARCaId, located in the Library. ARCs may also associate with particular classes as a resource for students, facilitate workshops on timely issues that affect students, and create resources for students to use. To connect with an ARC, please email the Assistant Dean of Student Affairs.

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.

Attendance

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. If a student requires an extended absence, they (or a designee) should inform the Office of Student Affairs and Resources, their instructors, and their advisor.

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.

Class	Earned Degree Credits
First-Year	0–30

Sophomore	31–60
Junior	61–90
Senior	> 90

College withdrawal

Voluntary withdrawal

Students may wish to leave Olin College prior to completing their degree and can voluntarily withdraw from the College. Such a decision may be difficult to make. We encourage students to discuss the situation with their academic advisor and the Assistant Dean of Student Affairs. Students must request a withdrawal form from the Assistant Dean of Student Affairs. Withdrawing for non medical 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.

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.

Students should consider whether a leave of absence (LOA) might provide a more suitable means for them to address their needs. Students for whom an LOA is most appropriate should follow the procedures for requesting a Leave. Please refer to the Leave of Absence Policy.

Medical Withdrawal

Students who need to withdraw from Olin College for medical reasons should request a Withdrawal form from the Assistant Dean of Student Affairs and indicate Medical Withdrawal. Medical documentation may be required to complete the process.

Medical Withdrawals during a semester (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 to a full or partial refund of certain expenses and fees according to the guidelines of the College's Refund Policy. Students who are on a Medical Withdrawal may not return to campus or attend college events (on-campus or off-campus) without written permission of the Dean of Student Affairs. Permission must be requested at least ten business days in advance of the event.

Required and Administrative Withdrawal

At times, the Dean of Student Affairs (or the Dean's designee) may require a student to withdraw from Olin College for academic or any other reasons. Students who are required to withdraw may not return to campus or attend college events (on-campus or off-campus) without written permission of the Dean of Student Affairs. Permission must be requested at least ten business days in advance of the event.

Once a Student is Withdrawn

Once a student withdraws they typically have 48 hours to vacate their residence hall room. Specific arrangements should be made with the Associate Director of Residence Life. Students must return their room key to the Associate Director of Residence Life and leave their room in the condition in which they found it. Students who are Withdrawn may not leave items in College storage unless it is appropriate for the circumstances and individual arrangements are made with the Associate Director of Residence Life.

Return Following Withdrawal

Each request for readmission after withdrawal (voluntary, medical, required, or administrative) is assessed on its individual merits. As such, readmission requirements will vary. Written approval from the Dean of Student Affairs is required for readmission. To request readmission the student must complete the Readmission Form and send it to the Dean of Student Affairs no later than 60 days prior to the first day on instruction for the semester in which the student plans to return. The Dean will follow up with any requests for additional information. When considering registration 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.

Course overloads

Olin students may register for a maximum of 20 credits each semester. The maximum load of 20 credits does not include non-degree activities (e.g., passionate pursuits). 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. Additionally, COSAP may reduce the maximum credits allowed. This reflects Olin's commitment to reasonable expectations and academic success. First-year, first-semester students are limited to taking a maximum of 18 credits. Requests for overloads may be sent to COSAP via the Registrar's Office, using registrar@olin.edu.

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 advisor. 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 advisor to determine how the credits, and/or the 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.

Course withdrawals for half-semester courses can be done up through the last instructional day of that course.

Cross-listed courses

Cross-listing is a term associated with two distinct course numbers for a single academic activity. The activity can be defined under two topics depending on what aspect of the course content a student focuses on during their enrollment.

To this end, the student elects the path at the beginning of the course by selecting the appropriate course number. The distinction is important because it could frame your project and impact how your experience works toward completing a requirement.

However, we do recognize that over the course of a semester, your experience may change. If this happens, you may (with approval) change the credit type (MTH, SCI, ENGR, etc) assigned to a cross-listed course. This change is allowed up to a year after the end of the course, and **is at the discretion** of the faculty that offered the course. Students can solicit approval from the instructor, and, if granted, forward that approval to the registrar's office to make the change. If a student disagrees with the instructor's assessment, they can make an appeal to the ARB.

Cross-registration

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.

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.

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.

Curriculum and Policy Committees

Academic Recommendation Board (ARB)

- Subcommittee: Course Substitution and Transfer Board (CSTB)

Committee on Student Academic Performance (COSAP)

Academic Recommendation Board (ARB)

The Academic Recommendation Board (ARB) has the responsibility to foster change and act as a steward of the curriculum. Annually, the ARB processes student updates to plans of study (major/concentration). Students may petition the ARB if they need to apply for an exception to graduation requirements and/or academic policy. Petitions should be sent to arb@lists.olin.edu for review.

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 (not including dual degree high school programs). For more information on transferring credit, see Transfer Credit section. When considering science courses at other institutions be sure they include a laboratory component and are courses within a science major.

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.

Finding Forms:

- 1) to Substitute a Babson, Brandeis, Wellesley or a different Olin course for a requirement - use a Substitution Form
- 2) to transfer credit to Olin from (study away or other), use a (Pre-Approval) / Transfer Credit Form

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 and two faculty members. Students wishing to appeal a decision made by COSAP must submit their appeal to the Registrar within one week of the original decision.

COSAP also reviews student petitions for exceptions to academic performance 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 advisor and then write a detailed petition that outlines the rationale. Students should include their advisor on the email petition, as the advisor is always asked for feedback. Petitions should be emailed to registrar@olin.edu no later than the last day to add a course.

Declaration of major/change of major

Students are expected to declare their major no later than the time of registration for the fifth semester (during their sophomore year). At this time, there is a *Major Declarathon Event* where curriculum and program advising is available and an introduction to the process is presented. After the advising event, each student receives a survey form that asks about their choice of courses to complete general and major/concentration requirements. These entries are then reviewed by faculty with curricular expertise and the results are sent to the student and their advisor, with a copy retained by the Registrar's Office.

Olin understands that a student's path toward their degree may change and, as a result, during the fifth or sixth semester, there is a *Junior Reality Check*, where students update or change their program, major, and/or concentration plans of study.

Lastly, senior audits take place during a student's final two semesters. Senior audits take many forms and begin via consultation between a student and their advisor. There are also drop in sessions with the Registrar's Office, and opportunities for plan of study updates. The process culminates with degree certification by the Registrar and Faculty.

Note: Students who change their major should be aware of their remaining degree requirements. Additionally, they are responsible for all tuition, room/board and fees for any semesters required *beyond the eight covered by the Olin scholarship*.

Definition of full-time status

To earn a Bachelor's degree from Olin College, all students are required to be enrolled full-time for 8 semesters. The definition of full-time is a minimum of 12 attempted credits (not including passionate pursuits) each semester with a maximum* of 20 attempted credits (including passionate pursuits) each semester. Students are expected to follow the curriculum based on their entry year.

Part-time study is generally not available at Olin College; however, special cases will be considered by the Assistant Dean of Student Affairs. Any student in need of more than 8 semesters at Olin must petition with the Dean of Student Affairs.

*In the first semester, first-year students are limited to attempting a maximum of 18 credits of degree credits. Students wishing to enroll over the maximum may petition the Committee on Student Academic Performance (COSAP) by emailing their petition to registrar@olin.edu .

Excused Absences for Final Assessments

Students who are unable to take their final assessment (including, but not limited to, written or oral exam, project, presentation, written report/paper) for legitimate reasons and wish to request a make-up 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 assessment 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.

Extra help

Extra Help is available for all courses. Resources for help include, but are not limited to, instructors, course assistants (CAs), Academic Resource Co-Designers (ARCs), peer tutors, and individual tutors. Individual tutors are assigned by Student Affairs and Resources.

Grade changes

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 Provost / 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 Provost / Dean of Faculty. After one calendar year (from the end of the original grading period), all grades are final.

Grading at Olin

Grading rules and regulations

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.

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.
 - c. 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, the instructor will issue a notice, called a R.O.U.K., in a timely manner. Copies of this notice will be sent to the student, the student's faculty advisor and the Assistant Dean of Student Affairs. 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 advisor: Olin advisors have real-time access to advisees' course grades through the Student Information System. In addition, instructors will notify advisors of any significant concerns noted during the semester.
4. Pass/No Record first semester: In the first semester of the first year, students receive only a grade of Pass (P) or No Record (NR). A grade of No Record does not affect the student's GPA and does not appear on the student's official transcript. A student who receives a grade of NR cannot use the class to satisfy a course requirement or use it as a prerequisite. Courses where an NR is earned require a repeated attempt at the student's earliest convenience. All repeated attempts of first year, first semester courses at Olin will be graded as pass/no credit and the assessment earned will appear on the transcript, yet will not impact the student's GPA.
5. Course grades: Course grades at Olin provide students, their advisors, 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:

Grade	Assessment Description	Point Value
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A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Fair	2.0
C-		1.7
CR	Credit (for non-degree course activity)	n/a
D+		1.3
D	Poor	1.0
EG	Experimental Grading	n/a
F	Failing	0.0
I	Incomplete	n/a
IF	Incomplete Failing	0.0
IL	Incomplete/Leave of Absence (temporary grade)	n/a
IP	In Progress (temporary grade)	n/a
L/NR	Leave/No Record	n/a
MET	Objectives of the course have been MET	n/a
NC	No Credit for Pass/No Credit Option	n/a
NCR	No Credit (for non-degree course activity)	n/a
NG	No Grade Reported by Instructor (temporary grade)	n/a
NPP	No Passionate Pursuit Recognition (internal designation)	n/a
NR	No Record	n/a
P	Pass	n/a
PP	Passionate Pursuit Recognition	n/a
R	Course Repeated	n/a
TBG	To Be Graded (represents first semester placeholder for required yearlong courses)	n/a *
TR	Transfer Credit	n/a

UNM	Objectives of the course are UNMET	n/a
W	Withdrew from Course	n/a

**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. For courses in the first year, first semester that require repeat see item #4 above. 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, they 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.
14. Circumstantial grading: is used in a semester of extraordinary disruption (e.g., pandemic), and is authorized by a faculty vote or by the Provost/Dean of Faculty when a quorum of the faculty cannot be met. A grade of MET satisfies course, distribution, and prerequisite requirements. A grade of UNM (unmet) does not satisfy course, distribution, and prerequisite requirements.

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 99% for the 2022 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 2018 entering class, the graduate rate is 96%.

Additional information is available from the Office of Institutional Research & Decision Support.

Half-semester courses

The Add, Drop and Course Withdrawal periods are prorated for half semester courses. The Add Period is the first 5 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.

Incomplete Policy

In the event that a student experiences an acute circumstance that prohibits them from participating in a portion of a course or courses, they can request an incomplete grade to have extra time to make up their missed work. In other words, an incomplete grade 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). Should the option of an incomplete grade emerge, students and instructors are strongly encouraged to contact the Assistant Dean of Student Affairs to discuss the viability and appropriateness of an incomplete, since discussion is necessary before issuing this grade option. An incomplete cannot 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 advisor well before the end of the semester.

A student may request an incomplete ("I") grade by petitioning the Assistant Dean of Student Affairs. The **deadline** to request an incomplete is the **last day of classes**, unless the acute circumstance occurs during finals week, in which case an exception could be made. If an incomplete grade is approved, the student will be granted an extension period to complete the coursework. The Assistant Dean of Student Affairs, in consultation with others as appropriate, will determine the period of the extension with the instructor and student. In no circumstances may the extension be later than the end of the subsequent semester.

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. Note: an "IF" grade **does affect** the grade point average.

In some cases a student may need to leave during the semester for a medical reason but, given the timing of the request and the type of work that needs to be completed, the student may be able to complete the work for the semester away from Olin. If that is the case and the need occurs after the 33rd day of instruction, a student can request a Medical Incomplete ("MI") for each course. An agreement would need to be reached between the student and each individual faculty member, and may not be possible for all courses in which the student is enrolled, which may result in withdrawal from some courses. A Medical Incomplete must be requested prior to the last day of instruction for the semester and may not be requested after that point. A student taking a Medical Incomplete must inform the Assistant Dean of Student Affairs about their intention to complete the work or take a Medical Withdrawal by the last day of instruction for the semester. If the student does not inform the Assistant Dean of their plans then their status will be changed to Medical Withdrawal.

Leave of absence (LOA)

Students in good academic standing may request a leave of absence (LOA) for up to 180 days in any 12-month period. To initiate a leave of absence, students should meet with their advisor and request a leave of absence form from the Assistant Dean of Student Affairs. Documentation of the reason for the leave of absence (medical or otherwise) may accompany the request for a leave, if requested. The request, if approved, and any accompanying documentation will be forwarded to the Registrar for processing and placed in the student's academic file. Students may not transfer credits to Olin that are earned during a leave of absence.

When an LOA 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 advisor.
**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 Excused Absences for Final Assessments policy.*
- 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.

Returning from a Leave

All students taking an LOA are expected to return in the semester following the leave. Therefore, they will be given a registration time and should contact Housing no later than 30 days before the start of a return semester. When considering housing needs, notification is best made in October for spring returns and April for fall returns.

Registration

Prior to each semester, there will be a designated registration period in which students will speak with their advisors and make choices on course selection. Advising is a key component to course selection. Each semester, students are required to be enrolled in a minimum of 12 credits, of which, the minimum 12 are required for degree completion. Any credits beyond the minimum 12 may be used for exploration in areas beyond requirements.

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.

Remote Learning

Technology Requirements

Olin has a responsibility to verify that students enrolled in Olin courses are able to access their educational program. This includes ensuring that students have adequate technology for access. Therefore, students are required to have regular access to an adequate computer (minimum for video is operating camera and audio/speakers/microphone/headphones appropriate for group video engagement) and internet (at least 1 megabit/second upload and 1 megabit/second download bandwidth, per person, and <500ms network latency). For computational coursework (including SolidWorks), a computer with a Windows 10 system, <5 years old, with Intel i7 dual-core 2ghz+ processor, discrete graphics, 8 gig RAM, and solid state hard drive are adequate. Olin student laptops, purchased Fall 2018 and later, meet this requirement. The Olin campus internet meets the internet requirement. The IT Wiki has more information on testing and maximizing internet connectivity.

Student Complaint Procedure for Online Learning

Student Complaint Process related to Distance Education and/or On-Line Learning:

Students with any concerns that they believe can be addressed by the Olin administration should request support through the Provost's Office, using this [form](#). The Provost will route concerns to the appropriate internal processes.

While students are requested to seek resolution through Olin's processes first, a student who has exhausted these processes without receiving adequate resolution may file a complaint with the Massachusetts Department of Higher Education (MDHE) following the MDHE consumer complaint process.

Beginning in 2021, Olin is now approved to offer distance education under the authorization from the National Council for State Authorization Reciprocity Agreements (NC-SARA). For student complaints concerning distance education, if unsatisfied after pursuing remedy through Olin's processes (above), distance education students may pursue a complaint with the MDHE. Students located in Massachusetts, or in non-SARA member states and territories (e.g., California) should use the MDHE consumer complaint form, while those located in SARA member states and territories should use the MDHE SARA complaint form.

[MDHE consumer complaint form] <https://www.mass.edu/forstufam/complaints/complaintform.asp>

[MDHE SARA complaint form] <https://www.mass.edu/foradmin/sara/complaints.asp>

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.

During times when circumstantial grading is in play (see Grading at Olin), the qualitative measure will be amended to mirror the binary standard of circumstantial grading (met/unmet). Good Academic Standing is defined as receiving all MET grades (or a minimum grade of C in any session I course) for the semester. Students who do not meet 'good academic standing' may be placed on academic probation.

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.

During times when circumstantial grading is in play (see Grading at Olin), the quantitative measure will remain unchanged, e.g. students must continue to earn a minimum of 12 credits in the semester to remain in good standing. Students who do not meet 'good academic standing' may be placed on academic probation.

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 may be eligible for transfer to 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 online using my.olin.edu. Discussions between students and their advisors 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.

Half semester courses have a prorated Add Period. It is the first five days of the session. Note: Independent Study and Research are available for a full-semester only and cannot be added in a second session.

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 can be done on my.olin.edu during the add period. After the add period period, requests for drops must be made through the Registrar's office and require the instructor and advisor signatures. It is strongly recommended that the student notify the faculty teaching the course.

For half semester courses, the Drop Period is 10 days prior to the last day of instruction for that session.

Transfer credit

Olin College generally does not accept transfer credit for incoming students. 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 of higher education. Under no circumstance will Olin accept courses for transfer that were part of a high school dual credit program with colleges/universities.

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: community college systems with articulation agreements to a university or college bachelor's degree may also be considered). Additionally, if the Olin course requirement includes a lab, studio, project and/or shop component, the course at the host school must also include similar experiences to be eligible for transfer. On-line courses may be accepted provided that items 1 and 2 above are fulfilled. Enrolled students considering transferring Olin foundation science courses must show evidence of significant laboratory experience along with relevant content.

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 (C or equivalent) requirement for transfer, the course and the credits will appear on the student's Olin transcript; the grade does not appear. 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 Student rights and responsibilities (p. 120) for more details on financial aid satisfactory academic progress.

Disability Services

Disability Services at Olin (DSO) is committed to providing equal opportunities and equal access to education programs, and activities for all students with disabilities. We engage in an interactive process with each student and review requests for accommodations on a case-by-case basis. Furthermore, we want to serve as a resource and source of information to all members of the Olin community around access and disability rights. Using a social model of disability, DSO aims to reduce barriers for students with disabilities to access their education.

If you have a documented disability (or think you may have a disability) and would like to register with Disability Services at Olin (DSO), please contact our Assistant Dean of Student Affairs, Adva Waranyuwat at adva.waranyuwat@olin.edu.

Confidentiality Statement

DSO works with students confidentially and does not disclose any medical or disability-related information without their permission. In partnership with faculty and other student services offices, information is shared only on an as-needed basis and in accordance with confidentiality policies and procedures.

Reasonable accommodations policy

Disability Services at Olin (DSO) collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable and appropriate accommodations in a variety of avenues that impact student life (academic, housing, dietary). We value a community approach to understanding disability as an integral part of diversity and work in collaboration with stakeholders on campus to promote a holistic and informed approach to accessibility.

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.

Academic Accommodations

- The ADA does not require colleges or universities to lower academic standards or fundamentally alter the nature of the programs provided. Students with documented disabilities must meet all requirements for graduation. A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility that removes an existing barrier to access, so that qualified students with disabilities have equal opportunities to attain the same levels of performance or enjoy equal benefits and privileges as are available to similarly situated students without disabilities. Please note that accommodations are not retroactive.
- Students are responsible for identifying themselves to the Assistant Dean of Student Affairs and providing appropriate documentation of their disability and need for accommodation. Services for students with learning disabilities may include, but are not limited to, academic accommodations, coaching on organizational and time management skills, 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, on information from a medical or health care provider concerning the student's disability and related needs, and on an open dialogue about educational expectations. In other words, disability services is seen as an ongoing conversation that we are always open to having, depending on the student's needs and experiences.

Service and Emotional Support Animals in Residence

Olin College is committed to providing reasonable accommodations to qualified students with disabilities. While Olin does not permit pets to reside at the college, we do welcome service animals and will work with students to determine if an Emotional Support Animal (ESA) is a reasonable accommodation. The policy below details definitions and explanations for our overall animal policy at Olin.

Owner Responsibilities and Information

Please note that there are some important legal and community standards that, if are not adhered to, means that the Owner may be required to remove the animal from the premises.

- The assistance animal must be under the owner's control at all times. The Owner must always be in full control of the ESA. The animal must generally be on a leash, harness, or other tether (or in an appropriate crate) unless the Owner's disability prevents its use, or the use of one would interfere with the Service or Assistance Animal's ability to be of service. In its sole discretion, the College may require certain animals to be restrained or crated in some circumstances and will make such determinations on a case-by-case basis and notify the Owner about such requirements.
- The animal should not be disruptive. (For dogs, this includes barking, growling, crying, jumping, and destruction of property). The Owner is responsible for assuring that the Approved Animal does not unduly interfere or adversely affect the routine activities of student housing or other residents.
- The animal must be housebroken. If you are bringing an animal that cannot or does not follow traditional housebreaking practices, you must maintain a designated waste removal area for the animal. We expect proper stewardship of your shared space to ensure the health and safety of all members of the campus community.
- The animal must be reasonably behaved. While an ESA may not have formal training, it is up to the discretion of the Disability Services Office to request training for an animal that does not appear to be reasonably behaved. For dogs, behavior that may result in a request for additional and formal training could include excessive jumping, lunging or pulling at the leash, guarding, growling, playful biting, barking, difficulties being alone in the residence. If the animal poses any sort of threat or danger to any Olin resident, then this would also be grounds for removing the animal from Olin.
- The animal must be safe and cared for. The care and supervision of the Approved Animal is solely the responsibility of the Owner. The Owner is responsible for ensuring the safety of the Approved Animal and the Olin community. The Owner must not have any past or current student conduct issues that may impact the Owner's ability to care for and effectively control an animal. In addition, the Owner must not have a history of abuse or irresponsible behavior related to the Approved Animal or others that negatively impacts the Owner's ability to ensure the safety of the Approved Animal or the Olin community. If Olin determines that such conduct issues are negatively impacting the safety of the Approved Animal or the Olin community, Olin will take appropriate measures, up to and including a determination that the Approved Animal may no longer be permitted on campus.
- The animal must have an up-to-date vaccination record. In accordance with local ordinances and regulations, the ESA must receive all required and/or recommended immunizations against diseases. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Other types of ESAs must have appropriate and customary vaccinations. Local licensing requirements must be followed. The College may request updated verification regarding an ESA's vaccinations at any time during the animal's residency.
- The animal must be in good health. ESAs must be in good health as documented annually by a licensed veterinarian. Appropriate documentation will be determined on a case-by-case basis but may include a vaccination certificate or veterinarian's statement regarding the animal's health. The College has authority to direct that the ESA receive veterinary attention in appropriate circumstances.
- The animal must be kept clean and live in clean conditions. It is the Owner's responsibility to remove and properly dispose of any waste appropriately (i.e. using a sturdy, sealed plastic bag for waste disposal). The animal must be clean and well groomed, and measures should be taken at all times for flea and odor control. The Owner's residence may be inspected for pests as needed. Facilities or Residence Life staff will schedule any such inspection. If pests are detected upon inspection, the residence room or hall will be treated using fumigation or other methods by a College-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond routine pest management in the residence halls. The Owner will be billed for the expense of any pest treatment above and beyond normal required pest management. The Owner will be held responsible for any room damages including the excessive cleaning or replacement of the carpet. This will be noted on the Room Condition form and during the Health and Safety Inspections.

- Owner must report any incidents. In the event of any incident involving property damage or bodily injury by the Approved ESA, the owner is required to submit a written report to the Office of Student Affairs within 24 hours detailing the events of the incident and identifying any other persons involved in the incident or witnessing the incident. The Owner is financially responsible for the Approved Animal, including for any bodily injury or property damage caused by the Approved Animal. The Owner's financial responsibility may include replacement of furniture, carpet, window, wall covering, and costs of damage to other College owned property. The Owner is expected to cover these costs at the time of repair and/or move-out.
- The animal may not be left overnight without the Owner. Approved Animals may not be left overnight in housing without the Owner. Approved Animals must be taken with the Owner if the Owner leaves campus overnight.
- Other conditions or restrictions may apply as needed. The Office of Student Affairs may place other reasonable conditions or restrictions on the Approved Animal depending on the particular facts and circumstances, including the nature and characteristics of the animal.
- Campus operations will remain the same. From time to time, the College may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of housing. The College is not responsible for any harm to Approved Animals caused by such materials.
- All existing housing policies will remain the same. The Owner agrees to continue to abide by all other College policies, including housing policies. Any violation of this policy may result in immediate removal of the Approved Animal from the College. Reported violations will be reviewed by the Assistant Dean of Student Affairs.
- Limited access based on safety may be enforced. The College may prohibit the use of Approved Animals in certain locations due to health or safety hazards, where animals may be endangered, or where their use may compromise the integrity of research or fundamentally alter the nature of a program or activity. The safety of locations will be individually considered by the Assistant Dean of Student Affairs. If a location is determined to be unsafe for the use of a Service Animal, alternative reasonable accommodations will be explored and provided as appropriate to ensure the individual equal access to the activity.

Legal Considerations

For Emotional Support Animals (ESAs)

Legal justification for the use of Emotional Support Animals is found in the Fair Housing Act (FHA); it stipulates:

- Persons with disabilities may request reasonable accommodations for any assistance animal, including an emotional support animal, under both the FHA and Section 504.
- An ESA is not a pet. It is an animal that provides the emotional support needed to alleviate one or more identified symptoms or effects of a person's disability or disabilities.
- Disability services providers are to evaluate a request for reasonable accommodations to possess an ESA in a dwelling using the general principles applicable to all reasonable accommodation requests. After receiving such a request, the disability services provider must consider the following:
 - Does the person seeking to use and live with the animal have a disability — i.e., a physical or mental impairment that substantially limits one or more major life activities?
 - Does the person making the request have a disability-related need for an ESA? In other words, does the animal work provide emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability?

For Service Dogs

Legal justification for the use of a service dog is found in the Americans with Disabilities Act; it stipulates:

- Service dogs perform many disability-related functions, including but not limited to, guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support.
- Service dogs are permitted to enter any area of a facility where the public is permitted to go.
- A person with a disability cannot be asked to remove their service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

Application and Approval Process for the use of an ESA

Students with disabilities who require the use of Emotional Support Animals (ESAs) as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with the College's policies regarding such animals.

Students who seek to bring an ESA to campus must email Disability Services at Olin (DSO) at disability.services@olin.edu. This is an interactive process where every situation is considered on a case-by-case basis.

Please note:

- Approval for an ESA is not automatic. The staff will determine, on a case-by-case basis, and in collaboration with other offices on campus if necessary, whether to approve the student's request for an ESA.
- In making this determination, Student Affairs and Resources (StAR) will consider the needs of the student and consider whether this request will have a direct impact on removing barriers to accessing their education.

The animal must not be in residence prior to approval by the Office of Student Affairs. The approval of a request is animal-specific and is not transferable to another animal. ESAs are not allowed in public areas (except outdoor public areas) except to enter or exit the building. ***ESAs are not permitted in any campus buildings or indoor public areas outside of their direct residence.***

A resident student seeking to keep an ESA in housing must make a formal request to the Disability Services Office at Olin. Any approval under this policy is valid for one academic year. For the initial request, the student will fill in the ESA Request Form that they receive from DSO and documentation is required. Upon review each year, if the continued need for an ESA is not readily apparent, the College reserves the right to request additional clarification and medical documentation from a physician, psychiatrist, social worker, or other mental health professional, including (i) verification of the student's disability, (ii) statement on how the animal serves as an accommodation for the documented disability, and (iii) statement on how the need for the ESA relates to the ability of the student to use and gain benefit from College housing.

Any necessary documentation must be dated within the last 12 months.

After receiving completed documentation for the application for an ESA, Disability Service Office staff will arrange a meeting with the requesting student. This policy will be reviewed with the resident student at that time.

Notification and Appeal Rights for Approved Animals

For ESAs only: Once the Owner makes the official request, provides documentation, and has spoken with DSO staff about their need, the DSO staff will review all of the submitted documents, along with the Owner's agreement to all conditions and responsibilities of ownership. If the request for an ESA is approved, the College will notify the Owner.

If a request is denied, the requesting student may appeal a denial of a request for an ESA within five business days to the Dean of Student Affairs. The decision of the Dean of Student Affairs is final.

For all Approved Animals: Student Affairs staff will make a reasonable effort to notify the other residents in the housing where the animal will be located. This notice will be limited to information about the animal's presence as an accommodation to a student with a disability: there will be no disclosure of the student's disability. Other resident students with medical condition(s) who are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Disability Services at Olin if they have a health or safety related concern about exposure to an Assistance Animal. Such affected students may be eligible for disability accommodations when living in proximity to a Service or Assistance Animal. The Office of Student Affairs staff will collaborate, as necessary, to resolve conflicts related to an Assistance Animal. Staff members will consider the needs and/or accommodations of all resident students involved.

All roommates or suitemates of the Owner must sign an agreement acknowledging that the Service or Assistance Animal will be in residence with them. If one or more roommates or suitemates do not approve, the non-approving roommates or suitemates, may be moved to a different location.

Revocation of Approval for ESAs

The College will take appropriate measures, up to and including revocation of approval for an ESA if, among other reasons:

- The Owner violates any term of this policy, after notice and reasonable opportunity to remediate the violation(s) when possible
- The ESA is no longer needed to assist with a disability or is no longer deemed a reasonable accommodation
- The College determines that the Approved Animal threatens the health, safety, or property of anyone in the Olin community, or that the Approved Animal is adversely affecting Olin's programs and activities; or
- The College discovers that false or misleading information was provided in the Owner's application for approval of an Assistance Animal.

The College reserves the right to make interim accommodations while determining appropriate measures.

The requesting student may appeal revocation of approval of an ESA within five business days of the notice of revocation to the Dean of Student Affairs. The decision of the Dean of Student Affairs is final.

The Owner must notify the Office of Student Affairs in writing if the Approved Animal is no longer needed or is no longer in residence. To replace an Approved Animal, the Owner must file a new Housing Accommodation Request Form.

Requirements for Faculty, Staff, Students, Guests, and Other Members of the College Community

It is the responsibility of the Owner to ensure that community members are aware of and abide by the following practices:

1. They are not to touch or pet an Approved Animal unless invited to do so.
3. They are not to feed an Approved Animal.
4. They are not to startle an Approved Animal.
5. They are not to separate or to attempt to separate an Owner from their Approved Animal.
6. They are not to inquire for details about the Owner's disabilities. The nature of a person's disability is a private matter.

Definitions

Emotional Support Animals (ESAs) are animals that perform tasks and/or provide service, assistance, or emotional support *which alleviates one or more identified symptoms or effects of an individual's disability*. Some, but not all, animals that assist persons with disabilities are professionally trained. Other Assistance Animals are trained by the owners. In some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed as reasonable accommodation by the person with the disability. Dangerous, poisonous, and illegal animals are not permitted as Assistance Animals.

Approved animals or assistance animals are animals that are permitted in Olin College student housing. This can include Emotional Support Animals and service animals. Different laws and regulations govern the use of an ESA versus a service animal.

A **pet** is an animal kept for ordinary use and companionship. A pet is not considered an approved animal. Students are not permitted to keep or bring pets in student housing. Furthermore, if an animal provides comfort to their owners, but do not provide a direct benefit for a disability-related need, they are still considered pets and are not permitted on campus.

The **owner** is the resident student who has received written permission from the College to keep an Approved Animal in student housing under this policy.

A **service animal** is a dog who is trained to do work or perform tasks for an individual with a disability. These dogs are trained in certain tasks or work that directly relates to their owner's disability. Under certain, restricted circumstances, a miniature horse can also function as a service animal.

Student Affairs and Resources

Health Care

Health Services

Babson-Olin College Health Services ("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, reproductive examinations, gynecological care, including contraceptive management and counseling, pregnancy testing, emergency contraception, sexually transmitted infection 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, prescriptions, 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, Tuberculosis).

Confidentiality

All visits to Health Services and conversations with the staff are confidential. Your permission must be obtained before Health Services 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.

More Information

More information can be found at the Babson Health Services website, <https://www.babson.edu/health-and-wellness/health-services/>.

Health insurance

Massachusetts law requires students enrolled in colleges located in the state to participate in a qualifying student health insurance program. Further, if students have not provided verification that they are in a health insurance program that meets the law's minimum required benefits, the law requires that colleges enroll students in qualifying insurance plan(s). 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 recognizes the importance of high-quality mental health services that address our students' diverse needs and are accessible.

Our Clinical Care Navigator, Sherry Kravitsky, LMHC, is available to help you find the best therapy and/or medication services based on your situation. The Clinical Care Navigator's assistance is confidential, nonjudgmental and designed to reduce barriers to accessing good care. She will talk to you about what you are dealing with, the type of insurance you have and any barriers to using insurance.

If you are new to Olin or you are looking to change therapists/prescribers, you will work with Sherry. To schedule an appointment with her, please email her at skravitsky@olin.edu using your Olin email account. If you are a returning student and you are already receiving mental health services, you can continue to meet with your therapist/prescriber that we connected you with.

All students will be responsible for any missed appointment charges and must pay their therapist and/or prescriber directly for any fees that are incurred.

Please note that Olin students are not eligible for services at Babson's Counseling and Psychological Services.

UWill's Mental Health Crisis Line: 833.646.1526

Immediate mental health support is available 24/7/365 for Olin students at this number from a licensed counselor. You can call for support as many times as needed, and you can choose to be confidential or anonymous. When you call, you will hear a recorded message initially. Then you are connected with a licensed counselor.

The message indicates that they will help "coordinate with your school;" but for Olin, this is only the case when there is an emergency situation. In an emergency, they will coordinate with Public Safety and the Administrator on Call to make sure you are getting the support you need.

UWill also offers free on demand wellness programming, such as yoga, meditation, mindfulness and more. Go to app.uwill.com and register using your Olin email address.

If you have any questions or feedback about our mental health services, please contact Frances Mantak, Director of Wellness, at fmantak@olin.edu.

Olin Library

The Olin College Library enables discovery, connection, and inclusion for all members of our community. We enrich the educational experience for our students through unrestricted access to information, equipment, and space. As the cultural heart of campus, we offer space, learning, and leisure opportunities for the continuous development of social consciousness and self-awareness. Through our unique resources and programming, we offer a gateway to explorations of engineering and a wider world.

Website: library.olin.edu

Physical collection catalog: <https://olin.minlib.net/>

All-staff email: library@olin.edu

Report out-of-stock or broken item (non-emergencies only): libraryworkorders@olin.edu

Policies

Library users are expected to follow all college policies while in the Library. In addition, we expect all users to comply with our Library-specific policies.

Fair Use and Copyright

Librarians are trained to have working understandings of relevant copyright and Fair Use laws surrounding book scans and related materials. We can advise users on best practices, but we do not provide legal advice.

Accessibility accommodations may include scanning requests. See [Accessibility and Scanning Requests](#) (p. 64) for more information.

Using Library-licensed resources

Members of the Olin community should follow relevant Information Technology policies when accessing Library resources from any location.

The following applies 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.
- Commercial use of or selling information from these resources is not allowed.

When possible and logical, the Library will purchase ebook and/or audiobook licenses upon request. We also do this for all Course Reserves books, no request required. However, many course books, especially textbooks, are not available electronically in the United States.

Data and Privacy

The Olin Library protect the privacy of patron circulation, ILL, and electronic records as required under FERPA as recommended by the American Library Association and will not disclose these records, either casually or upon request. The right to privacy and freedom of intellectual pursuit are core values of the Olin College Library and the library profession.

Librarians never disclose identifying elements of student interactions, questions, or research consultations to instructors. Records containing information about patrons are kept to the bare minimum needed to maintain library workflows.

Borrowing Policies

All items removed from the Library, for any amount of time, must be checked out. Removing items, with-or-without barcodes, without checking them out is a violation of Library policy and Olin's Honor Code.

The Olin Library is 100% self-checkout. There is a self-check kiosk on each level. All borrowable items, including all Library of Things items, have barcodes that must be scanned at checkout. Items that do not have a barcode are not meant to be borrowed.

Only Course Reserves use a different method, a paper sign-out/in sheet, to ensure consistent access for all students. Course books should be returned directly to their section on the shelf, and signed back in.

Overdue and Replacement Fees

The Olin Library does not charge overdue or replacement fees. Please notify us if something is lost or damaged so that we can replace it and maintain access for the entire community. You will not be penalized.

It is possible to accrue late/replacement fees from other Minuteman libraries, and we encourage you to return books by their due date to avoid charges.

MLN and ILL Fees

We cannot extend due dates for loans from other MLN libraries or ILLs, as those policies are set by the lending library. You may request renewals in advance of your non-Olin item's due date. You must do your own renewal request for MLN items, which can be done via your online account.

While the Olin Library does not charge fees, it is possible to accrue late/lost fees on your MLN account from other MLN libraries. If you need assistance or clarification about a fee, email library@olin.edu for help.

Interlibrary Loan renewal requests should be emailed to ill@olin.edu before the due date. We will submit the renewal request to the lending library and will let you know whether it is approved.

Library policies and practices comply with – and are based on – the college's strategic plan and core values.

Library Safety

Olin students are granted an exceptional level of freedom in our Library. To preserve this access, you must not:

- **Prop entry doors when they are locked** (after 5 pm, during breaks, etc).
- **Move bookshelves or any other bulky furniture without Library staff present or prior coordination.** Improper use of the mobile bookshelves may result in them breaking, which could lead to injury.
- **Block fire exits, paths to exits, or stairways**
- **Climb on furniture**

Call Public Safety for actual emergencies (flood, fire, medical, etc.): 781.239.5555.

To report broken items/restock needs, email libraryworkorders@olin.edu. We prefer to submit facilities work orders ourselves, and this help us do that faster!

Furniture

Safety

- No improper use of furniture (climbing, etc.)
- Do NOT move Library bookshelves without prior coordination with the Library. They are extremely heavy and require knowledge of how they work.

Furniture Policies

- All Library furniture must stay in the Library.
- Do not bring non-Library furniture into the Library
- Moving lightweight seating and tables on wheels is permitted, as long as furniture is safely arranged, moved back, and no fire exits are blocked.

Tools

Power drills and hand tools in the lower-level workshop space can be used in the library for small, short projects that will not be disruptive to other students. They are meant to supplement the Shop's collections. The safety rules and practices used in the Shops also apply in the Library. That means you are required to wear safety goggles in accordance with general campus safety policies and best practices.

Other powered tools, saws, and other such items are not permitted to be used anywhere in the Library.

The library's drills and hand tools on the lower level are intended for in-library use. If you need to borrow hand tools or drills, you may get them from the Shop.

Stewardship Policies

The Library is one of the most creative and student-driven spaces on campus. We depend on every Oliner's help to keep it as accessible and useful as possible. You are expected to leave every space at least as clean as you found it (bonus points if cleaner!). This includes:

- Removing all post-its and whiteboard notes
- Cleaning up scraps and threads, etc., from makerspaces and tables
- Remove all trash from team rooms.

To report broken items/restock needs, email libraryworkorders@olin.edu. We prefer to submit facilities work orders ourselves, and this help us do that faster!

Posting Signage

All posted flyers must abide by Olin's general Posting (p. 110) policy. Consistent with this, signage may only go on designated boards and nowhere else in the Library. This preserves space usability and clarity between Library signage and flyers.

There are cork/magnet boards throughout the Library. If a board needs more tacks, please email libraryworkorders@olin.edu.

NO tape, of any kind, is allowed on painted or wooden surfaces in the Library.

Food

Personal Food

Eating is permitted in the Library, in adherence with the following policies:

- No dining hall dishes (should never be removed from dining hall)

- All personal dishes and items should be taken with you
- Clean your surface and vacuum any crumbs. The Library vacuum hangs on the lower-level stairs. Cleaning spray is in various places around the Library.

Community Food

We allow leftover event food to be left on the Library workbar or a front table for community enjoyment, in adherence with the following policies:

- Never leave uncovered food out overnight.
 - Event hosts and/or the person leaving the food are in charge of coming back to remove it within the same day.
 - Night/SLAC events should clean up/remove all food that same night.

Lost and Found

The Library has a Lost & Found bin kept on the upper level. The bin is purged once per month. We encourage the community to check it regularly, as we no longer send reminders about this.

Item Donations

We will not add any anonymous/uncoordinated donations into the Library. All non-Library objects found will be added to the Lost & Found, and disposed of each month.

If you would like to add materials to any area of the Library, contact us. If you would like advice on how to recycle an item properly, we're happy to help where we can.

The Library frequently "receives" anonymous "donations" of items that are simply left in an area and never discussed with Library staff! This behavior (which we assume has the best intentions) causes extra work for Library staff, including student workers, confusion, and unnecessary clutter.

Fabrication Spaces and Supplies

In-Library Supplies

The Library provides specific consumable materials to support coursework and Olin's unique, project-based curriculum. We consider requests for other exhaustible items, but generally only make purchases if there is an academic or other valid reason. Please ask!

In using these supplies, students are expected to leave workspaces as-clean-or-better upon leaving the Library. Cleaning materials (spray, erasers) are stocked throughout the Library. All scraps, post-its, etc., must be taken care of.

Library equipment (sewing machines, etc.) may be used for any reason, full stop.

Library supplies, such as ink and thread, should be used appropriately:

- Do not use Library materials to supply your personal business ventures. You may use reasonable amounts of consumable items.
- Passionate Pursuits: you are expected to use PP funds to supply your projects. You may use reasonable amounts of basic Library materials in your passionate pursuit.

If we notice uncommonly substantial use by a group or an individual, we may contact you to discuss your purpose in using our supplies.

Equipment Removal

In-library equipment may not be removed from its designated area. Most items are labeled as such. This includes small items like headphones in the Sound Studio, and specialized items like sewing scissors.

If you have a temporary need for special use, get in touch.

Poster Printer and Xerox

The poster printer and the large Xerox printer/scanner (MHL37X01) are maintained and supplied by IT (aside from Library-supplied paper for the Xerox). Issues with either device should be reported to IT, helpdesk@olin.edu. Librarians will assist where we can after you first contact the Help Desk.

Workroom Policies

Library policies include all Library areas, including fabrication spaces. In addition, policies we expect to be followed in these areas:

- Only water-based or acrylic paints and inks are allowed. If you are working on an oil-based project, contact the Library to see what, if any, exceptions can be made.
- No aerosols of any kind, including paints and spray adhesives. Any such material should be used in the LPB, which has better ventilation systems.
- The Library supplies basic materials for the vinyl cutter and the screen printer, as well as cleaning supplies. We purchase specialty materials, when able and appropriate, to support student academic projects.
- Items left to dry should be removed from the drying racks within 48 hours.
- All drawing, paint, and other materials are provided by various clubs. Check with those clubs before using any of their items.

Storage Policies

The Library supports Olin's project-based curriculum by offering small storage areas for works-in-progress. Anyone using storage must abide by all policies listed below. Failure to label or remove your storage at the proper time will result in your project being discarded. We don't want that!

All items left in the Library after the semester ends may be discarded, regardless of whether the storage area is labeled with a student name.

WE WILL NOT EMAIL YOU INDIVIDUALLY BEFORE DISCARDING YOUR ITEMS

This policy has grown out of necessity: individual coordination is a burden on staff time, and waits for responses delay important Library projects.

- **Label:** Full name, contact information, and pickup date (no later than the semester move-out date). Items with only partial information, such as a label with just a first name, may be discarded.
- **Remove items by the end of each semester.** This enables us to clean these areas and maintain them for community use and ensures projects will not be forgotten.

Note: we consider all requests for time extensions and accommodations. Get in touch. Exceptions are not granted without requests.

- **Consolidate:** Use only as much space as you need.
- **Use designated storage bins**
- **Read all emails from the Library** – this is our main way of community communication. We will not email you individually about storage, due to staff time constraints.

Mid-semester cleanouts: If storage spaces become too crowded, or projects have been noticeably untouched, we may request a mid-semester cleanout to organize, pare down, or remove your project as appropriate. We will make every effort to reach students using storage with as much notice as possible.

Hosting Library Events

We love events! The Library makes every effort to accommodate event requests. The Librarians are experienced event planners and will happily advise on any element. However:

- You are responsible for organizing everything related to your event: requests, advertising, setup, hosting, and cleanup.

- Failure to coordinate with the Library with a planned event may result in you or your group being barred from hosting future events and/or a report under the Community Expectations Policy.

Event Definition

In this policy, “event” means a gathering that has one or more of the following elements:

- Pre-announced/advertised
- Expected to be attended by more than 10 people (largest table size)
- Potentially disruptive to others using the Library, including: activities, rearranged furniture, lectures (implying others should remain quiet/avoid areas), amplified noise (beyond using our record player or speakers at reasonable levels), etc.
- Includes any amount of non-Oliners, such as: elementary/HS field trips, companies, guest speakers, general public, etc.
- Occur regularly, such as SLAC or ACRONYM (which do have Library approval)

Large, unscheduled groups using Library areas as intended (sitting at tables, using whiteboards, chatting, etc.) for any reason (study, gaming, creating, etc.) are fine and not considered events!

Event Requirements

Before: pre-approval from Library staff. See Request Event in the Library (p. 59)

During:

- Keep exits, exit paths and stairway clear (fire code)
- Maintain access to bookshelves, Quiet Reading Room and Team Rooms

After: Clean as soon as your event ends.

- Trash/recycle,
- Reset any lightweight furniture UNLESS that furniture was moved by Facilities. In that case, you may leave it for the Facilities crew to reset.
- Remove all food.
- Vacuum any crumbs and spray down all surfaces.

Request Event in the Library

Note: the Library does not use any Olin scheduling software. You must contact us directly to book the Library space.

1. Make your request as soon as you have a potential date

Requests must include the following information. If any element is unknown, acknowledge it and the Librarians will work with you to figure it out.

- Desired date
- Time block AND setup time block (if applicable)
- Library area (See Event Locations (p. 60))

- Basic event description/idea

2. No later than ONE week before the event, send:

- Outside attendees (school visits, BOW, guest speakers)
- Furniture needs (moving furniture, additional furniture, etc)
 - You must speak with us if you plan to move bookshelves so that we can ensure safety.
 - Decorations
- IT needs (microphones, other A/V, etc.)
- Food/Catering (“catered dinner,” “bags of chips,” etc. We don’t need a full menu!)

If you are struggling with decisions about your event, need guidance on IT/Facilities/Catering or other departments, or would just like some feedback, please reach out. We need to know these details and can help you figure them out. We have a lot of event experience!

Event Locations

Available:

- **Open Library areas:** both the upper- and lower-areas are great event spaces.
- **Workroom:** co-curriculars and other small workshops may occur in the Workroom. Non-participants must be able to use the Workroom during any event. Do not block common areas (sink, screenprinter, vinyl cutter)

Restricted Locations:

- **Quiet Reading Room:** No events permitted, to preserve the integrity of the space and its purpose. Rare exceptions are considered for highly sensitive events with no alternative.
- **Team Rooms** are not reservable. Ask if you have a need. Post-its saying “reserved for [...]” will be taken down without contacting you.

And...

- **The Sound Studio** while not an event space, is the only Library space that is bookable via Scheduling Assistant on Outlook.

Collections Overview

Olin Library Catalog: <https://olin.minilib.net>

The Olin Library collection is supplemented by the larger Minuteman Library Network (MLN) collection, Babson and Wellesley, and Interlibrary Loan.

Everyone at Olin automatically receives MLN membership upon joining Olin, allowing them to instantly check out physical items at every MLN-member library, including Olin.

To take full advantage of Library resources, [activate your online MLN account](#). This gives you 1-click requests for physical books to be delivered to Olin; account management & renewal requests, and access Olin content in [Libby](#).

Oliners can borrow books directly from [Babson](#) and [Wellesley](#) after a quick in-person registration (click here for more details (p. 63)).

The best way to find any book is through worldcat.org, which has catalog data from most libraries in the united states and many in other countries.

To request any book outside of Olin, Minuteman, or BOW collections, submit an ILL request (p. 64) and we will get it for you.

(p. 64)

Course Reserves

What are “Course Reserves”?

Course Reserves are books and materials used in that semester’s classes. At least 1 copy of each required and recommended book goes on the Reserves shelf for the current semester. This provides students an alternative to purchasing their course books, serving both an economic and an environmental need.

Items are “reserved” for student use, which means they can only be borrowed for 3 hours at a time. Register your loan/return on the paper sign-out sheet on the shelf. This allows us to track usage and ensures student access during non-staffed hours.

Borrow and return items directly to their shelf section. This ensures continuous access for everyone in your class.

If you believe a book is missing, or if it is consistently unavailable due to high use, please tell a librarian. We’ll do what we can to get an extra copy as soon as possible. If this affects your coursework, you may also choose to notify your instructor.

Olin Collections

Olin Library Catalog: <https://olin.minlib.net/>

The Olin page of the MLN catalog is configured to show tabbed search results from both Olin's collection and all other MLN collections.

Friendly advice: if you are on campus and able to come into the Library, we recommend against placing holds on Olin books. We collect holds once/day, Mon-Fri. If you have placed a hold on a book, and you decide to borrow it in person instead, just cancel the hold so that you will not be blocked from checking it out.

Minuteman Library Network

The Olin Library belongs to the Minuteman Library Network (MLN), which includes 40+ public libraries and 5 academic libraries in the greater Boston area. These libraries share a unified catalog, which displays search results from across the network AND items held at your home library (when it's selected).

Everyone at Olin automatically receives MLN membership upon joining Olin, allowing them to instantly check out physical items.

The Library strongly recommends all community members [activate their online MLN account](#).

This quick process has two large benefits, among others:

-

Most books can be requested via your online account, regardless of which library owns them, and be delivered to Olin.

- Arrival time: 7-10 business days

- Upon arrival, Library staff will notify you, check your item(s) out to you, and move it/them to the holds shelf at the Circulation Desk.

- Access to Libby ebooks and audiobooks, including Olin-exclusive content.

For technical reasons, as of 2024, the MLN catalog is fully separate from OlinScholar, our central resources discovery site. Students are strongly encouraged to search both the catalog and OlinScholar, and/or consult with a librarian, for research projects.

Request books from any library in the network to be delivered to Olin. Deliveries come 2x/week and can be returned at Olin or any Minuteman Library. You can also use your Olin ID in person at any MLN branch.

Due dates are set by the lending library; they may be shorter or longer than Olin's and must be adhered to.

About BOW Libraries

BOW students can easily register for borrowing privileges at all libraries. Registration is in-person only (remember your ID!). If you have trouble registering, ask to speak to the Circulation Librarian on duty. *Please note the Wellesley Clapp Library is under construction until Summer 2025. Consult their [website](#) for access and collections updates.*

Babson and Wellesley students who wish to borrow Olin books should email library@olin.edu to schedule a registration appointment (10-15 minutes). Please note: Olin's A/V equipment is restricted to Olin-use only and is off-limits for Babson/Wellesley borrowing.

Exception: officially cross-registered students are considered Olin students for that semester and have no restrictions on their Olin Library account.

Interlibrary Loan

If you need a book, book chapter, or article and you cannot find it through MLN, fill out an [Interlibrary Loan Request](#). We send the request to a nationwide network of libraries and ask them to fill it. We notify you when it arrives or if it is rejected (rare).

Standard arrival is 7-10 days for physical items and 1-5 days for electronic articles and chapters.

Due dates are set by the lending library; they may be shorter or longer than Olin's and must be adhered to.

Due to copyright laws, we cannot ILL more than a single chapter of an ebook. In these cases, we recommend you request the physical book as well as - or instead of - the ebook.

Accessibility and Scanning Requests

If you have an accessibility need for an ebook or audiobook, first ask the Library (or request anonymously through Disability Services at Olin) to see if they can license a copy. This is the easiest and most clearly copyright-compliant option for you and Olin staff. All Olin-licensed ebooks are hosted on screen-reader compatible platforms. If you have screen reader issues, please tell The Library.

If we cannot get an ebook, you may request book scanning through the Disability Services at Olin (DSO).

DSO also provides access to SensusAccess, which allows students, faculty, staff, and alumni to automatically convert documents into a range of alternate media including audio books (MP3 and DAISY), e-books (EPUB, EPUB3 and Mobi), digital Braille, digital large-print, and BeeLine Reader. The service can also remediate inaccessible documents such as image-only PDF files, JPG pictures, Microsoft PowerPoint presentations, and LaTeX projects and deliver them into more accessible and less tricky formats. Furthermore, SensusAccess can translate documents from one language into another. The Olin community can start using SensusAccess easily by visiting <https://oah.olin.edu/>.

Residence Life

Olin College wishes to provide a safe and supportive environment that promotes academic success, personal development, and involvement in campus life. The Residence Life team supports the College's commitment to revolutionize engineering education by creating a seamless connection between experiences inside the classroom and life in the residence halls. Living in Olin student housing is a privilege. Students living in student housing are responsible for complying with Olin policies and for providing responsible stewardship and encouraging a spirit of service to each other in an effort to further this commitment and achieve equitable rights and access within our residential community. A student's adherence to this responsibility is required to retain the privilege of on-campus residency.

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.

Student Residency Requirement

All students are required to live on campus. Exemptions may be approved by the Dean of Student Affairs, please send requests to live off campus via email.

Housing Assignments & Occupancy Changes

All students must review and submit their Housing Agreement to Residence Life prior to obtaining a housing assignment. The housing assignment outlines the priority housing request dates in addition to outlining the requirements for living on campus at Olin. Olin makes no promises and no guaranties that a student will be assigned to or remain in a specific or requested housing location. Olin reserves the right to adjust selected housing assignments as needed during the course of the year.

Incoming Student Housing Assignments

The Housing Application collects a series of roommate matching related questions, to assist in the process of assigning incoming students to rooms and/or gathering community groups. Residence Life team typically completes the assignment process in late June with room and roommate information sent to the student's Olin email address during the summer.

Returning Student Room Selection

Returning students participate in a Room Selection process where they will select their specific room assignment with their intended room and/or suitemates during the Spring semester. Rooms are selected in descending class year through a randomly generated selection order. Students returning from a leave of absence or withdrawal must request housing by the priority date listed above to assure space has been reserved for their return to campus. Please review the student handbook for the detailed process on returning from a leave of absence or withdrawal.

Room Occupancy

Rooms are to be occupied only by the person(s) assigned by the Director for Residence Life. The Director of Residence Life has the sole right to make and change room assignments in College housing, determine the occupancy of any room, fill any vacancies, consolidate room assignments, and approve requests for room changes. The Director of Residence Life may change a student's room assignment at any time if the College feels it is in the best interest of a student or in the best interest of the College's needs and operations. A person who has not been assigned a room by the College is not permitted to reside in College housing. Room assignments are not transferable and subletting of any type is not permitted.

Room Change Requests

Students experiencing conflict with their room or suite mates should contact their Resident Resource (R2) for assistance in attempting to resolve the conflict at hand. Students seeking a room change to join a peer or change their room type should email their Hall Director or the Director of Residence Life. Requests will not be approved during the first two weeks or last four weeks of the semester. These room change freeze periods are established to limit changes while room assignments are being adjusted. The College does not provide moving assistance for students seeking a room change. Students may only choose to change rooms; students cannot request their roommate move out.

Vacant Beds and Rooms

If there is an unassigned space in a room or suite, the College may assign someone to that vacancy at any time. Vacant rooms within suites are to remain locked at all times. Over winter break, students must leave vacant spaces and areas of rooms and suites move-in ready, including preparing and cleaning common spaces, in anticipation of new occupants. Failure to do so may result in fines related to this improper occupancy.

Housing Accommodations

Students seeking an accommodation to the housing assignment process or the assigned housing due to a disability-related reason are to request the accommodation through Disability Services. Given the limited on-campus housing, please submit accommodation requests before the deadlines listed in the Housing Assignment Process section above, where it is possible to do so.

Although Residence Life works with Disability Services to address disability-related housing accommodation requests, students must make those requests directly to Disability services. To contact Disability services, visit their section on Olin's website: <https://www.olin.edu/student-life/disability-services> or email disability.services@olin.edu.

Service and Assistance Animals

For information about service animals and emotional support animals in the residence halls, please see the Pets, Service Animals, and Emotional Support Animals in Residence policy.

Moving In and Out

Moving In

Each student will receive details for their specific move-in day about two weeks prior to move-in via their Olin email address. It is important to plan to arrive during the allotted move-in time block to assure full access to the necessary campus resources. Early and late move-in requests should be made no later than two weeks in advance of arrival/departure to assure adequate planning. Should the necessary campus resources not be available, students may not be approved for early or late arrival and will need to plan accordingly.

On move-in day, each student will receive a key to their room (and suite if applicable) and must check-in in person with a ResLife staff member. Students are responsible for returning all Olin issued keys upon move-out and as such should work with Residence Life to assure they have received their keys. New students will receive an ID card on move-in day, please stay tuned to your Olin email for photo submission details to assist in the pre-printing of ID cards for a smooth move-in day. Students are expected to retain their ID card for the duration of their time as a student, returning students should have their ID card ready upon arrival to move-in.

Moving Out

When a room is permanently vacated, the residents are responsible for and agree to return the Olin housing and its Olin contents to their original and clean condition no later than the date required for vacating the Olin housing. Failure to leave the Olin housing appropriately clean may result in a cleaning charge. Students who fail to properly turn in their key at the time of check out will be charged \$75.00, to address Olin's need to change the lock and replace keys, for each lock where a key is not returned.

Students must remove all personal effects, valuables, or other property from the Olin housing no later than the expiration of the period of their Housing Agreement or earlier upon written request by Olin. Students who withdraw or take a leave of absence are expected to vacate Olin housing within two business days, or sooner if Olin deems appropriate. Any property or items not removed from the Olin housing by the required date may be considered abandoned and become the property of Olin College.

Residence Damages & Repairs

Each student must complete a room assessment form within 48 hours of moving in 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 are prohibited from repairing damages themselves.

The cost of any necessary repairs to the residence hall, suite, or room to which the student is assigned may be charged against the student's College account. Similarly, the cost for repair or replacement of any missing or damaged College furniture from the residence hall, suite or room to which the student is assigned will be billed to the student's account. If the student(s) whose actions necessitated the repairs, replacement, or cleaning cannot be readily identified, then the cost of such repairs or cleaning will be charged equally among the residents of the room, suite, floor, or building. Room cleaning charges will be applied to students' accounts who vacate without properly returning their room/apartment to its original condition.

Summer Housing

Limited student housing may be available during a period of the summer break. Should Summer housing be available, Residence Life will announce its eligibility requirements and costs by April 1st of each year. Typically, housing is not available for a few weeks following commencement and prior to Fall move-in. Campus resources are limited during the summer period and students are encouraged to consider these limits in planning their summer housing. Summer housing is prioritized for students completing summer research on campus, then students working on campus, and finally when space is available it is offered to students working/interning in the greater Boston area. Once a student graduates, they are no longer eligible for housing on campus.

Intersession housing is not available during winter break, or the hall closure period before and after summer housing to allow for proper maintenance of the residential facilities.

Bedrooms and Suites

By design, residence hall rooms are temporary housing with provided furnishings to support students' academic engagement by removing barriers to success. Due to the temporary nature of this housing, students are expected to leave their rooms & suites in move-in condition when moving out. Each student should have the opportunity to personalize their room as they see fit so long as

- a) that personalization does not impact the safety of themselves or their neighbors,
- b) said personalization does not impact the ability of the room to be returned to move-in readiness for future students,
- c) Or, personalization does not violate local, state, and federal laws and policies designed to promote safety in occupancy of community living environments.

With these goals in mind, the following policies are designed to best support students' decision making to ensure a long-lasting and safe residential experience.

Students may not bring into College housing items that bring risk to the safety and health of others. The College reserves the right to make a determination as to the safety of items that students bring into College housing. The student will be required to remove immediately any item from Olin housing that the College deems to raise a safety concern

Provided Furniture & Bed Lofting/Bunking

Each room has been outfitted with a twin-XL bed & mattress, a dresser and closet or wardrobe, and a desk with a chair for each resident. These furnishings are designed to last long and meet the high safety standards required of community style living. College provided furnishings are to remain within the room provided for. No room furniture may be left in common spaces at any time.

Students may request materials to bunk or loft beds, contact the Director for Residence Life for more details. Students who request a loft kit must utilize the provided safety equipment at all times. Students must return loft kits and bunking pins upon move-out, failure to do so will result in charges through the damage billing process. Only mattresses and bedding materials shall be lofted; never put chairs, sofas, desks, or other furniture on bed lofts. Should a student wish to bring in or build a bed loft, they need to work with the Director for Residence Life prior to purchasing/bringing to campus. Beds, mattresses, and bed lofts are only permitted within bedrooms and may not be stored or used within suite or community common areas.

Open, visible egress paths of at least 28" must always remain from all beds to the room and suite exit. Sleeping areas cannot be enclosed with drapes, curtains, or barriers of any kind to ensure residents are visible in the event of a building fire search. No electrical wiring or lighting fixtures may be attached to a bed or loft, as required by electrical code. No furniture, including bed lofts, will shield or block sprinklers.

Personal Furniture

Students are required to register any furniture they bring into the residence halls via this form before or on the day of bringing the furniture into the residence hall. Residence Life will send out information in advance of move-in for registry process and link. All upholstered furniture and rugs must carry the label of “California Test TB 117” to meet the fire safety standards set by state law. Be mindful of the risk of bedbugs, especially when obtaining fabrics & upholstered items from secondhand sources. 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. Students are prohibited from bringing additional mattresses.

Room Alterations & Additional Structures

Any physical alterations to any room without permission from the Director of Residence Life are strictly prohibited. The Director of Residence Life will consult Campus Operations before permission is granted.

No additional structures will be permitted. Structures include any item with a footprint larger than 45” X 92” and a height of 72” or more.

Windows and doors must always remain operable and not be impeded from closing. Installation or placement of anything outside of your room, including antennae or other exterior devices is prohibited.

Decorating Your Room

Students are encouraged to decorate their space to build a home-like environment for rest & relaxation during their time at college. When decorating, consider how your methods will impact the space at move-out. Residence Life encourages the use of paint-safe masking tape, removable stick-on hooks, and other temporary hanging solutions to avoid damage to walls & surfaces at your own risk. Students are responsible for repair costs to rooms upon move-out; these costs are billed to your student account according to the damage billing section of the Student Handbook. To assure best repair and longevity, residents are not permitted to make their own repairs to the residence halls.

If you use posters/wall hangings to decorate your room, do so in moderation. Entire walls may not be covered, as this ensures the rapid spread of fire. Decorations must be affixed flat against walls so that flames cannot reach both sides. If you choose to add your own curtains, you must be able to show proof that they are fire retardant. Nothing should be attached to or cover any smoke detectors, sprinkler head covers, pipes, or fire alarm strobes/speakers. Water from sprinkler heads must be accessible to all areas of the room in the event of a fire. Furniture, fabric or other dividers may not be placed in a way that the flow of water would be restricted in the event of a fire.

Students may not paint their rooms or suite spaces without written approval by the Director of Residence Life. Students who are approved to paint their rooms will be required to return room to original wall color prior to moving out. Painting or modifying Residence Hall community spaces, such as lounges and kitchens, is approved and reviewed through the policy on long-term/permanent modification to facilities by non-facilities community members.

Ceilings & Plenums

Students are prohibited from accessing space above ceiling tiles and shall not store items within the ceiling plenum (space between finish ceiling and floor plate above). Absolutely no cloth, paper, or flammable material (including lamp shades) may be hung from the ceiling, as this poses a hazard for egress and fire transmission.

Lighting Your Room

While students are prohibited from tampering with provided light fixture, including changing bulbs or switches, students are welcome to bring additional lamps. Lamps must meet OSHA recognized safety standards (such as UL, CSA, or CSPC) and shall only use LED, fluorescent, or incandescent bulbs; LED are encouraged to reduce electrical waste. Due to potential contact with combustible surfaces, all string lights must use LED bulbs. LED strip lighting shall not be mounted to wall surfaces due to excessive wall damages. Halogen, oil, heating, and tanning lamps are prohibited. No lamps shall use paper shades; never place fabric over a light fixture.

Heating & Cooling Your Room

Olin utilizes a central plant for heating and cooling each of the main campus buildings. All bedrooms include a thermostat with the ability to adjust the temperature within your room. Campus Operations will announce each Fall and Spring when we enter and exit “Cooling Season” – currently heating is available year-round and cooling is only available during cooling season. To ensure proper heating and cooling, do not have any thing blocking vents within the room – a 12-inch minimum clearance is necessary for air to flow properly and for any maintenance needed. The residence hall buildings also have HVAC units in the penthouses that continuously bring in fresh air to the spaces. To prevent pipe bursts in the winter, please close and secure your windows when you are not in the room and over any breaks. Should your HVAC unit (or anything else) leak water, please contact public safety immediately to alert Campus Operations to this leak.

Students are encouraged to bring fans and blankets to find comfort within the temperature of their room. Electric blankets and heating pads must have an automatic shutoff. Personal air conditioners and space heaters are prohibited. In rare situations where a room's heat is not working, Campus Operations may supply a temporary space heater during the time of repair; in such cases, students must comply with provided safety instructions.

Production Work & Tools

Students should use campus facilities such as the shop for producing any physical elements to their projects. The use or storage of large power tools such as miter/table saws, 3-D printers, and drill presses is prohibited in the residence halls. Students are permitted to store personal handheld tools such as drills and sanders in their rooms, but these tools must be used in proper production spaces, not in the residence halls.

Pets & Plants

Students are encouraged to factor in breaks & travel when considering having pets and plants on campus. No pets are allowed on campus with the exception of fish in a single 10-gallon tank or smaller and approved animals registered with Disability Services. All fish should be registered with Residence Life prior to moving in or setting up the fish tank. All houseplants must be compliant with Massachusetts Department of Agricultural Resources standards and the sum of soil used by houseplants within one room shall not exceed 10 gallons. No container of water or dirt shall exceed 10 gallons; water beds, hot tubs, and Jacuzzis are prohibited. Combustible vegetation, such as fresh-cut trees, is prohibited. Artificial vegetation must be certified as being fire retardant.

For details on houseplants, visit MA Department of Agricultural Resources: <https://www.mass.gov/orgs/massachusetts-department-of-agricultural-resources>

Micro-Fridge & Cooking Equipment

Each stand-alone room is provided with a microwave-fridge combination unit. Each suite shares a large microwave-fridge unit. All additional refrigerators and microwaves must be approved by the Director for Residence Life prior to move-in. Students are responsible for keeping the Micro-fridge in a clean and healthy condition; all units should be left defrosted and emptied for winter break and at move-out to conserve electricity and avoid food born illnesses.

For reasons of safety, other than the microwave provided by the college, cooking equipment of any other kind is not allowed to be used outside of community kitchens, including in student rooms. This includes hot plates, toaster ovens, coffee makers, hot pots, immersion heaters, pressure cookers, fry pans, etc. Bathroom sink drains are not designed for food waste and as such dishes should only be washed in the community kitchen sinks; additionally dishwashing and laundry machines are prohibited.

Community Spaces

Our residence halls feature a wealth of shared community spaces. While regular cleaning and maintenance occurs throughout these spaces, students are expected to always leave the spaces clean and functional. Any item left in community spaces are expected to be open for use by all students, as such leaving personal items is discouraged. Any item left in community spaces may be assumed to be unwanted and then disposed of. Community items should be returned to their standard location within 48 hours of borrowing, for extended borrowing please alert reslife@olin.edu.

Only furniture provided by the College may be left in public areas of the residence halls at any time due to fire restrictions. Any personal furniture left in public areas will be disposed of without notice. No bedroom furniture may be moved to community spaces, retain all bedroom furniture in your room and contact Residence Life to inquire about possible storage options.

Residence Life is committed to supporting the ever-changing needs of the residential community and wants to work with students and student groups to offer the best possible community resources. All changes and additions to community spaces and resources must be approved by the Director for Residence Life prior to purchasing items or altering spaces.

Stairwells, Corridors, & Elevators

Fire egress pathways run from each bed to the exterior of the building, including stairwells and corridors. These pathways must remain clear at all times. Leaving items in stairwells is prohibited as these spaces serve as an area of refuge during emergencies should a person not be able to descend the stairs. Hallways need to remain free of all obstructions to avoid tripping during an emergency evacuation. In some areas within the residence halls you will find the hallways widen, this is typically to provide turning space for wheelchair users and as such should also remain clear. We prohibit the placement of personal door mats in the hallways as well to assure custodial staff can easily keep our hallways clean.

Each residence hall has one elevator, if you ever experience an elevator issue, we ask you call that issue in to Public Safety immediately. Facilities Management will send out alerts if an elevator is out of order for an extended period of time and post out of order signage. If you need support during elevator outages, please contact the ResLife team through the R2 On Call. To support the longevity of the elevators, be aware of the load limits and do not jump in elevators. Do not ever use the safety equipment such as emergency bell unless necessary due to an emergency.

Community Kitchens

Each residence hall features a shared community kitchen stocked with a stove top, oven, microwave, sink, community fridge, and tons of cooking utensils. The primary goal of our community kitchens is to provide students a space to share in cooking and food as a cultural practice. By design, all students are required to have a meal plan and should not plan to rely on access to the kitchens for regular sustenance. Cooking that happens in these spaces should be a stress reductive activity for students.

All personal food must be stored in your room or suite. One cabinet in each kitchen and the spice rack are dedicated to shared community foods. The amount of food in the kitchen is limited to best assure food safety, prevent attracting unwanted creatures, and assure equitable access to the limited community space.

All items stored in the community kitchen are assumed to be open for community use, students should not leave things in community spaces they do not welcome others to utilize. Items determined to be inoperable or unsafe will be discarded. Leave only clean dishes, dirty dishes are at risk of being disposed of by staff in the process of cleaning the kitchen.

All small electrical appliances must be UL listed, properly maintained, and used only in accordance with the manufacturer's instructions. Deep frying is prohibited within the community kitchens; open flame devices and flammable fuels are prohibited in the kitchens.

Team Rooms & Study Nooks

Throughout the residences there are spaces dedicated to teamwork and studying. Typically, these spaces feature chairs around a table with a few white boards. Students should clear whiteboards after each use to welcome others in and to help extend the life of these resources. For additional dry-erase markers, contact Residence Life.

Laundry Rooms

East Hall features one large laundry room in the lower level. West Hall features a small laundry on each floor in the North wing. Washers and dryers allow for unlimited usage to discourage overloading the machines, which can cause damage. All washers on campus are High Efficiency Machines and require no more than 2 tablespoons of detergent, excessive detergent causes build up and damage to machines. Residence Life encourages use of laundry pods and powder detergents due to the frequent spills caused by liquid detergents.

Laundry rooms also feature irons and ironing boards; be sure to return these to their storage area after each use. While Olin does encourage the use of drying racks to reduce ones carbon footprint, drying racks cannot be left in the laundry room or hallways as they restrict necessary egress pathways. You are welcome to bring your own iron for use in your room, but it must include an automatic shutoff switch and is only to be used on proper ironing boards.

Waste Stations & Cleaning Supplies

Every floor features a waste station for students to leave trash and recyclables. Students are personally responsible for the removal of any items not accepted within the following waste streams:

- **Landfill:** All non-recyclables should be placed in the trash cans located in the waste stations on each floor. Pet waste must be bagged.
- **Single Stream Recycling:** Olin currently utilizes a single-stream recycling system for paper, clean plastic containers, glass bottles, and metal cans. Recycling does not need to be bagged. These bins are found in the waste stations on each floor.
- **Cardboard Recycling:** Corrugated cardboard is the most successfully recycled material on campus. Each waste station features an area for flattened cardboard boxes, please be sure to flatten all boxes before leaving to aid in the continued success of this waste management initiative.

- **Composting:** Items which are commercially composted are collected in the community kitchen compost bins and the dining halls.
- **E-Waste & Batteries:** Electronic waste & batteries bins are being placed in the residence hall waste stations on each floor during the 2024-2025 year in a trial program.
- **Freecycle:** A dedicated space to leave and take items for reuse in an effort to divert waste from landfills exists in West Hall 132 for all students to leave and take items from. Only items permitted within the residence halls can be left in the freecycle area. This space is a community effort and we ask for your help in maintaining the organization of the space.

Cleaning supplies & toilet paper are available to residents, in West Hall these are found in the Laundry rooms and in East Hall these are found in the Supply closet in the North wing of each floor. Community vacuums should be emptied and returned clean after each use. If a vacuum is not working, please email reslife@olin.edu to assure its speedy repair.

Music Practice Rooms

Two music practice rooms are located in the lower level of East Hall and are open to all residents. Residents are discouraged from practicing music in their bedrooms out of respect for their neighbors. Each music practice room features a piano, chairs, and music stands as well as acoustic paneling. It should be noted that these rooms are not sound proof and music should not be practiced during quiet hours. Additionally, the Jam Room located in the Campus Center features a collection of instruments for student use; this space is located off the Pool Room next to the Mail Center on the lower level and is open to students 24/7.

Fitness Room & Recreation Equipment

Located in East Hall lower level, the Olin Fitness room is a small workout space dedicated to Olin students. This space is an auxiliary option in addition to the more robust fitness offerings at the LGRAC (Len Green Recreation & Athletic Center) on Babson's campus. Students are always encouraged to work out with a buddy and to only use equipment they have previously been trained on how to use properly.

Across the hall from the Fitness Room is the Recreation Equipment room, which is home to tons of outdoor recreation equipment, the bike share program, bike repair shop, and more. Be sure to return items to their proper location within this space, leaving recreation equipment outside greatly decreases its life expectancy and usefulness.

Bicycles at Olin

In the Recreation Equipment room, you will find our bike share bike collection. These bikes are maintained by the bike co-op for community use. Always wear a helmet and keep the bike locked with the provided bicycle locks whenever using off campus. If you need assistance with community bikes, email bikes@olin.edu.

All personal bicycles must be stored in your room or locked to an outdoor bicycle rack. Personal bicycles should be registered with Residence Life and have a registration sticker attached. Bicycles left in outdoor bicycle storage are considered abandoned and removed during winter and summer breaks. Use or storage of motorized vehicles (scooters, e-bikes, motorcycles) is prohibited within the residence halls.

Storage Rooms, Mechanical Closets, & Roofs

Throughout the residences there are a mix of locked closet doors. Most of these spaces are designated homes for building systems like HVAC, plumbing, electrical, or even janitorial supplies. A limited number of spaces have been dedicated to storage for student organizations. The leaders of the student organizations are issued keys (up to 2 per organization) upon establishment of a use plan for these spaces to assure proper adherence to relevant policies and codes with the Director of Residence Life. In general, closets, mechanic spaces, and penthouses are off limits to students without prior authorization. Access to the roof is prohibited.

Student Storage

The College strongly recommends that all valuable belongings be taken home for intersession and summer breaks. Limited summer storage may be available through Residence Life, availability is announced in April of each academic year. Details of summer storage responsibilities is included in the Summer Storage Agreement and should be reviewed prior to using summer storage. Private storage facilities are also available in the Needham area.

Students are discouraged from using summer storage for any high-value (both monetary and emotional value) items due to the at-will nature of our storage setup. Liquids and hazardous materials may not be kept in storage areas at any time. Students are responsible for contacting Student Affairs to retrieve storage items. Unclaimed items in storage not removed by the end of the second week of classes will be considered abandoned and items will be given away to students at a pop-up FreeCycle event. Remaining items will be donated to local charities or discarded. 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.

Items left on campus in unapproved storage locations, including items not registered for summer storage, will be considered abandoned and become the property of Olin College. Personal items are prohibited from being stored in Student Organization storage spaces.

Mail & Packages

All mail and packages are received to the Campus Center on campus where they sort out mail and notify you of packages in the mailroom. Anything small enough to fit in your physical mailbox will be put there, so we encourage you to keep your mailbox closed and locked at all times. Your mailbox assignment will stay the same for as long as you live on campus, so it's a smart idea to save the box number and combination in your phone. Be sure to always include your first and last name on any mailings.

YOUR NAME, MB###
1000 Olin Way
Needham, MA 02492-1200

Do not use "PO Box" or even the word "box" on your shipments to campus – this will flag mail to end up in the Needham post office and you will have to go into town to track down your mail. If you are ever having trouble including your MB### (Mailbox number) on a shipping label, you can stick it in the "APT" or Apartment number spot. Mail is only received on weekdays, so when a shipper asks if this is a business address it can be helpful to say yes (that tends to discourage weekend delivery).

To open your mailbox, turn 4 times LEFT and stop at the first number. Then turn right past the 1st number and then stop at the second number, turn left and stop at the third number. Turn right to open. After closing the mailbox, turn left to lock.

Living With Others

At its core, living in college residence halls is a fundamentally different experience than living in single family homes or apartments. Due to the high density of people sharing a space, it is important to establish community standards and practices that best support a successful living environment for everyone within the residence halls. Early in the year, your R2 will work with your floor to establish community standards you all share. This section outlines long-standing community standards and policies set to support the overall residential experience at the College.

Noise

By their nature residence halls are noisy places due to the density of residents. All students are expected to show courtesy and consideration for other residents. Residents should feel welcome to ask neighbors to turn down stereos, musical instruments, televisions, etc. and residents should respect these requests at all hours. Amplified music must be off by 1:00AM daily. At the start of each year, hall, floor or wing communities may decide to set quiet hours to establish a shared community standard in how the individuals within the area define reasonable times to be noisy.

Campus Operations works to avoid loud work from maintenance and landscaping around the residence halls from 7PM-9AM except when necessary to start work earlier in the day. The Needham community has defined limitations on noise impacting neighbors - noise that extends beyond the property line, shall be limited to the hours of 7AM to 8PM.

Resident Resources (R2)

R2s are student leaders who have been selected to serve as leaders for each floor community. The R2's primary responsibility is to support the individual, personal, social, and academic needs of students at Olin. In addition, R2s act on a commitment to diversity and pluralism by providing leadership within the residence halls to facilitate the development of community while supporting residents as described below:

- Supports and assists other R2s in evaluating or handling student issues through an on-call rotation for Olin students to seek around the clock assistance.
- 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.
- Facilitates the resolution of conflicts and problems when they arise in the residence halls.

Social Gatherings & Parties

Residence Life encourages safe social gatherings within the residence halls. Social gatherings are defined as anytime students seek to exceed the recommended occupancy of their room or suite. Social gatherings and any parties or events with alcoholic beverages must be registered with Residence Life. Larger 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 observe an event at any time. Event hosts are responsible for assuring that guests adhere to laws and college policies.

Guests & Visitors

Overnight guests are permitted in the residence halls, provided consideration is given to the rights of all permanent occupants. Roommates must give explicit approval. Any guest who remains within the residence hall for more than one consecutive night must be registered with Residence Life. Each resident may have a guest for up to four nights within a 14-day period. Individual guests are not permitted consecutive stays via other hosts and as such cannot spend more than four nights within a 14-day period on campus. Special permission from Residence Life is required for guest stays of longer than four days; this must be requested at least two weeks prior to arrival. Residents assume responsibility for the actions of their guests.

Guests and visitors should always remain in the presence of their host within the residence hall community spaces, suites, and bedrooms. As a best practice, a room or suite should not exceed triple the number of assigned occupants. For instance, a double room should not have more than 6 persons in it, and a 7-person suite should not have more than 21 persons in it total.

Peddling, Canvassing & Soliciting

Students may not use or permit the use of their room for peddling or canvassing except as approved by the Director for Residence Life. Soliciting in the campus buildings or on the grounds is prohibited.

Bugs & Pests

We must work together to prevent the attraction of bugs and pests within the residence halls. Immediately report any bug and pest sightings via the service request system. Any food should be stored in a sealed, hard container to prevent the attraction of mice. Be mindful of the risk of bedbugs, especially when obtaining fabrics & upholstered items from second-hand sources. 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.

Safety and Security

All students are subject to and responsible for adhering to Olin rules and regulations, including without limitation, Olin Community Expectations, fire safety expectations, Information Technology policies & procedures, campus policies and expectations, and other official Olin publications (see www.Olin.edu), and all state and federal laws, and understand that failure to do so may result in Olin taking action, as determined in its sole discretion, including but not limited to removal from the residence halls. Students who are required to leave the residence halls will not be eligible for a refund of any portion of the payment made for use of Olin housing.

Fire Safety

The College strictly enforces safety and fire regulations. Persons who are identified removing, destroying, or otherwise tampering with safety equipment will be subject to disciplinary actions. **The Residence Halls and rooms are subject to inspection visits by the State Fire Marshall, often unannounced.**

The residence halls are equipped with automated fire protection systems that are monitored 24 hours a day by Public Safety. Each room has an early detection smoke alarm, and the hallways are equipped with smoke detector units. Additionally, there are emergency pull stations in every hallway and fire extinguishers in the hallways and in every kitchen area. Students are permitted to have an ABC fire extinguisher. Training for fire extinguisher use is available through Public Safety. All persons shall immediately exit the building in a safe and orderly manner during a fire alarm.

Open and enclosed flames are prohibited within the residence halls. Candles, oil lamps, fireworks, blowtorches, incense, or any sources of open flame are not allowed in any part of the residence halls. Melting paraffin, or other flammable materials, is prohibited in the residence halls. Smoking and vaping is prohibited in all residence halls. Propane and gas-powered devices, such as grills or motorcycles, are not permitted for use or storage within the residence halls.

Storage or use of flammable fluids, such as lighter fluid or solvents, is prohibited. Secure storage space has been established in East Hall for storage of flammable liquids utilized by Student Organizations, contact the Director of Residence Life for details. The use of fog, smoke, or foam machines is prohibited.

Always treat the activation of the Fire Alarm system in the residence hall as a serious alert to evacuate the building. Periodic fire drills are required to be conducted in the residence halls during the academic year. When the alarm is sounded, all students must vacate the building and gather on the Great Lawn. Students may not return until instructed to do so by a college official.

In Advance

- Become familiar with fire equipment, fire exits, and evacuation procedures.
- Keep rooms and public areas free of fire hazards.
- Report all damaged or inoperable fire equipment to Public Safety at (781)239-5555.
- Participate in all fire drills in your residence hall.

In Case of Fire

- Sound the nearest campus alarm or activate the nearest emergency pull station. These are linked automatically with the Wellesley Fire Department and Public Safety.
- Use fire extinguishers only on small fires that are not spreading and never attempt to extinguish the fire if you are in jeopardy or feel uncomfortable doing so.
- When possible, shut windows, unlock and close doors, and leave the lights on.
- Alert other occupants on the way out, if possible.
- Keep the driveways clear and stay at least 100 feet from the building.
- Do not re-enter the building until it has been cleared by the Fire Department.

Prevention

- Do not overload electrical circuits and only use electrical devices that meet OSHA recognized safety standards (such as UL, CSA, or CSPC)
- Do not use any open flame, smoke emitting, or flammable fluid devices indoors.
- Extinguish all smoking material before disposing of it in a nonflammable container.
- Storage of combustible items is prohibited in all exit ways. Blocked exits have caused "chain reaction" pile ups of fallen people during emergencies.
- Flammable liquid storage of any kind is prohibited
- Flammable gas or liquid storage in or near a residence hall is prohibited.
- Never prop open a door.
- Never tamper with or damage door hardware or door lock/safety equipment including warning alarms.

Electrical Safety

All electrical devices must meet OSHA recognized safety standards (such as UL, CSA, or CSPC) and be labeled as such and shall be used in accordance with the listing limitations and manufacturers instructions. The use of extension cords is prohibited within the residence halls, only OSHA recognized safety standards (such as UL, CSA, or CSPC) listed power strips with built in circuit breaker is approved for augmenting provided electrical outlets.

Do not modify or tamer with electrical or lighting fixtures. Do not overload electrical outlets. If repairs need to be made, file a work order with facilities or call public safety if the situation is urgent.

Lithium Battery Safety

Lithium battery fires have skyrocketed within the United States and have become a real problem for not only firefighters but to sleeping occupants. You will find these rechargeable batteries in small capacities, like phones, laptops, and tablets, as well as larger capacities such as E-Bikes and Electric Scooters. Residents may have a maximum of 8 grams total lithium metal batteries and no more than 1000 Watts per battery for lithium-ion batteries. All batteries and related devices must be certified by an OSHA recognized safety standard organization (such as UL, CSA, or CSPC) and only used and stored in accordance with the manufacturers instructions. Seek out instructions on the proper charging, replacement battery, and charging cord/power adaptor for your devices. Charge batteries directly from wall outlets and keep devices room temperature/away from heat sources.

Never leave larger batteries like those in e-bikes or e-scooters unattended while charging or to charge overnight; be sure to leave a path of egress between you and the charging device should fire occur. Never charge any rechargeable device on your bed, under your pillow, or on a couch. Never overcharge batteries and always use the appropriate charger/power adaptors. If a battery or device is very hot, damaged or unstable remove them from the residence hall immediately and properly recycle the battery if it is safe to do so or contact public safety for their assistance is resolving the hazard.

Students shall not dismantle or undertake repairs to any type of battery within the residence halls. No electrical and battery-operated projects shall be used or stored within the residence halls. Work with faculty and shop staff to assure safe learning.

Doors, Locks, & Lockouts

Exterior and hallway doors are secured for the safety of residents and their belongings. Propping and/or tampering with doors or locks to prevent them from closing securely is prohibited. Residents are not permitted to tamper with locks or add private locks or security devices to their rooms/suites or to any part of the building. Wiring shall never be added to or run under/around doors. 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.

At move-in all students receive a room key and an Olin ID card. The Olin ID card also serves as the proximity access cards for hall entrances equipped with proximity access card readers. If you lose your ID card or key, you must report the loss immediately, Residence Life oversees key distribution while IT oversees ID card production. If it is your room key that is lost, your lock will be changed, you will receive a key for the new lock and assessed a replacement fee for the key and lock replacement. If an ID card is lost, it is replaced, and a replacement fee is assessed. Failure to return your key during move out or upon departure from the campus will result in a fee. For safety reasons, keys should always be kept in your possession and should not be left in locks. Keys found left in locks will be collected and treated as a "lost key." You should never give your keys or IDs to anyone else.

Students who are locked out of their room should contact the Resident Resource (R2) on duty; students may also call Public Safety Department if an R2 is unavailable. An R2 or Public Safety Officer may check your ID and let you in. Only Residence Life staff, and Public Safety staff will let you in; custodians are instructed not to open locked doors for students. Students who habitually lock themselves out may be assessed for a lost key charge and/or asked to meet with Residence Life staff to develop a key management plan.

In the rare event, such as for a passport or keys, students may request to give another student supervised access to their room. To do so, the resident student must email a written, detailed request from their Olin email address to the ResLife@olin.edu email and then call the R2 On Call for access. The R2 will need permission from the Administrator On Call who will then supervise the pickup of the item detailed in the access request.

Right To Entry & Emergency Personnel

Olin reserves the right to enter Olin housing, including the residence halls, common areas, suites, and individual rooms assigned to students, for verification of occupancy; for performance of housekeeping, maintenance and repairs functions; to respond to, address or investigate suspicion of activity that may be illegal or that may be in violation of any College rule, regulation, or policy; for safety, health or sanitary reasons; and in any other situation when Olin deems entry necessary to address the welfare or interests of a student or the Olin community. Items that pose a safety threat or policy violation may be confiscated by Public Safety or Residence Life staff. Items that are not expressly illegal may be returned to the student upon departure from campus. Confiscated items not collected by the time of move-out will be discarded as abandoned property.

The College values the role and contributions of fire, emergency responders, and law enforcement personnel. Fire, emergency responders, and law enforcement personnel will be provided access to enter the residence halls and students' assigned suites and rooms in Olin housing to respond matters of personal or public health and safety. The residence halls and individually assigned suites and rooms are subject to fire/smoke/CO alarms, periodic fire safety inspection visits, and access by fire, emergency responders and law enforcement personnel, including entry into individual rooms and suites. Without limiting the above, the College strictly enforces safety and fire regulations. Persons who are identified removing, destroying, or otherwise tampering with safety equipment will be subject to disciplinary actions.

Personal Insurance

Olin recommends that all students purchase (at their own expense) personal insurance to cover their personal belongings prior to their move-in to Olin housing and that they take steps to safeguard their personal property.

Student Government and Activities

Student Government Overview

Student Government

Student Government at Olin is comprised of a governing body, known as the Council of Olin Representatives (CORE), as well as four Student Experience Organizations. The purpose of each Student Experience Organization is unique, as they individually have their own missions and functions, however, each of these organizations is deemed vital to the education and college experience of the student body as they all address aspects of Olin's central philosophies, founding precepts, and goals. The four Student Experience Organizations at Olin include the Honor Board, the Student Activities Council (SAC), the Club Council (CCo), and the organization to Support, Encourage, and Recognize Volunteerism (SERV).

The Student Government can be visually described as follows:

THE COUNCIL OF OLIN REPRESENTATIVES (CORE)

CORE is a student experience organization centered around two complementary mission areas. First, CORE is the representative body that acts as the student body government, helps shape continuous improvement goals for the student body, and works to amplify the value of student input in all change initiatives that occur at Olin College. Second, CORE is further charged with coordinating action initiatives where student input is involved as necessary, ensuring the realization of student body goals and change initiatives. CORE also helps to fund student clubs, organizations, and initiatives.

Mission:

The Student Government, also known as the Council of Olin Representatives (CORe), will facilitate and ensure communication between the Administration of the College and the Student Body. The Student Government will allocate and oversee the Student Activities Fund and coordinate initiatives which improve the lives of students at Olin College. The Student Government will serve as an active advocate and resource for members of the student body seeking to create change that is in line with the Honor Code, Olin's stated institutional values, and the welfare of the Olin community.

THE HONOR BOARD

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.

THE STUDENT ACTIVITIES COMMITTEE (SAC)

The Student Activities Committee (SAC) is one of the major programming groups on campus responsible for hosting a number of events throughout the year. Their team consists of a student director and assistant director, as well as general body members from the Olin Community. Recognizing that there is more to college than just homework and studying, SAC strives to provide opportunities for socialization and entertainment at least once a week.

CLUB COUNCIL (CCo)

The Club Council, led by the Club Chair and Vice Club Chair, is the organizing body for all student groups on campus that wish to be officially recognized and financially supported by the student government. The Club Council enables students to pursue their interests, facilitate the formation of diverse and inclusive communities, and promote the continuation of a rich and healthy club culture at the College by financially subsidizing and encouraging the growth of student groups. Responsibilities:

- Ensuring that the student activities fund is fairly and reasonably distributed and used by clubs throughout the year
- Maintaining a current list of student clubs and their representatives
- Facilitating club events and trainings

SUPPORT, ENCOURAGE, AND RECOGNIZE VOLUNTEERISM (SERV)

SERV is governed by two elected student officers who together foster community awareness, increase involvement in community service activities, and generally work to support and coordinate community service activities at Olin. They coordinate with outside groups seeking volunteers, plan one-time and whole community events, charter projects, make budgeting decisions, and generally deal with community service concerns that arise throughout the year.

Student Government Constitution

Agreed upon by the Students of Olin College, in Town Hall Meeting, on April 16, 2024. This Constitution will sunset on December 10, 2026.

Preamble

We, the students of Olin College of Engineering, establish this Constitution to empower the Student Government to represent and fulfill the changing needs and interests of the Student Body.

Part I. The Student Government.

Article 1. The Nature of Student Government.

Section 1. The Relationship.

The elected Student Leadership - Executives, Representatives, and Committee Leaders - together form the Student Government which will have sole authority to allocate the Student Activities Fund and amend the Student Government Bylaws.

A smaller subsection of the Student Government - the Executives and the Representatives - will comprise the Council of Olin Representatives which alone may not allocate the Student Activities Fund or amend the Student Government By-Laws. However, this group may make recommendations to the College Administration and Board of Trustees on behalf of the Student Government, and will work to compile Action Items and prioritize their execution, as described in Article 3.

Article 2. The Student Government.

Section 1. Name.

The combined legislative and executive organization of the Student Body will be known as the Student Government.

Section 2. Mission.

The Student Government will facilitate and ensure communication between the Administration of the College and the Student Body. The Student Government will allocate and oversee the Student Activities Fund and coordinate initiatives which improve the lives of students at Olin College. The Student Government will serve as an active advocate and resource for members of the student body seeking to create change that is in line with the Honor Code, Olin's stated institutional values, and the welfare of the Olin community.

Section 3. Source of Authority.

The Student Government derives its power from the consent of the Students and the trust of the Administration and Board of Trustees of the College.

Section 4. Student Activities Fee.

The Board of Trustees of the College has ultimate authority over the Student Activities Fee, which each student pays each semester. The Student Government may recommend changes to the Student Activities Fee to the Board of Trustees.

Section 5. Student Activities Fund.

The Student Activities Fund is funded through the Student Activities Fee. The Student Government has ultimate authority over the allocation of the Student Activities Fund. The Student Government has the power to divide the Student Activities Fund into virtual funds to be used and distributed by elected student representatives and for other purposes defined in the Student Government Bylaws.

Section 6. Responsibilities.

The responsibilities of the Student Government are as follows:

- Allocate money from any fund supported by the Student Activities Fee.
- Create initiatives to improve and advocate for Student Body wellbeing.
- Express the official opinion of the Student Body by making recommendations to the Administration and Board of Trustees of the College.
- Solicit volunteers from the Student Body to fill representative positions on committees or working groups when requested by faculty and/or staff. If there are more volunteers than available positions, the Council will appoint students by a procedure codified in the Student Government Bylaws.
- Recommend changes in the Student Activities Fee to the Board of Trustees.
- Empower and support student activism and advocacy at Olin.

Article 3. The Council of Olin Representatives.

Section 1. Name.

The core of the Student Government consisting of the Executives and the Representatives will be known as the Council of Olin Representatives.

Section 2. Mission.

The Council of Olin Representatives (“The Council” or “CORE”) will work to amplify student input on issues under consideration by the administration and will support student initiatives. The Council will represent Olin’s student body to the administration, other colleges, and the outside world while working to improve student life by supporting and developing solutions to issues facing the student body.

Section 3. Structure.

The Council will be comprised of three Executive Officers and some number of elected Representatives, as defined in the Student Government Bylaws. The Executive Officers will include the President, the Vice President for Communications, and the Vice President for Finance.

Section 4. Allocation Powers.

The Council may allocate money from any fund allocated to the Council by the Student Government.

Section 5. Responsibilities.

The responsibilities of the Council are as follows:

- Allocate money from any fund allocated to the Council.
- Express the official opinion of the Student Body by making recommendations to the Administration and Board of Trustees of the College.
- Solicit volunteers from the Student Body to fill representative positions on committees or working groups when requested by faculty and/or staff. If there are more volunteers than available positions, the Council will appoint students by a procedure codified in the Student Government Bylaws.

Part II. The Student Government Committees

Article 4. The Nature of the Committees.

Section 1. Names.

There will be three Student Government Committees: the Student Activities Committee, the Club Council, and the Committee for Supporting, Encouraging, and Recognizing Volunteerism.

Section 2. Purposes.

The Student Government Committees will perform the day-to-day operations required to maintain the various aspects of student life, including allocation of funds to clubs and organizations and funding and organizing events and initiatives.

Section 3. Structures.

Each Committee has a Chair or Director (Leader) and a Vice Chair or Assistant Director (Assistant). The Leader sits on Student Government, and can be substituted in the event of absence. The Committees may have additional members to fulfill their respective missions.

Article 5. The Club Council.

Section 1. Mission.

The Club Council is the organizing body for all student groups on campus that wish to be officially recognized and fiscally supported by the student government. The Club Council will enable students to pursue their interests, facilitate the formation of diverse and inclusive communities, and promote the continuation of a rich and healthy club culture at the College by financially subsidizing and encouraging the growth of student groups.

Section 2. Structure.

The Club Council will be led by the Club Chair and the Vice Club Chair who are elected by the Student Body. Additional membership will be governed by the Student Government Bylaws.

Section 3. Funding.

The Club Chair and Vice Club Chair will have the power to distribute and spend any funds allocated to the Club Council by the Student Government.

Article 6. The Student Activities Committee.

Section 1. Mission.

The Student Activities Committee (SAC) will maintain and expand a continuous, diverse, and accessible set of social opportunities for the entire Student Body.

Section 2. Structure.

The Student Activities Committee will be led by the Director of Student Activities and the Assistant Director of Student Activities who are elected by the Student Body. Additional membership will be governed by the Student Government Bylaws.

Section 3. Funding.

The Director and Assistant Director of Student Activities will have the power to distribute and spend any funds allocated to the Student Activities Committee by the Student Government.

Article 7. The Committee for Supporting, Encouraging, and Recognizing Volunteerism.

Section 1. Mission.

The Committee for Supporting, Encouraging, and Recognizing Volunteerism (SERV) will support and encourage volunteerism, service, and philanthropy in the Olin Community through the funding and organization of service-oriented activities.

Section 2. Structure.

The Committee for Supporting, Encouraging, and Recognizing Volunteerism will be led by the Director of Service and the Assistant Director of Service who are elected by the Student Body. Additional membership will be governed by the Student Government Bylaws.

Section 3. Funding.

The Director and Assistant Director of Service will have the power to distribute and spend any funds allocated to the Committee for Supporting, Encouraging, and Recognizing Volunteerism by the Student Government.



Part III. The Honor Board.

The Honor Board is the judicial organization for the Student Body, responsible for maintaining the Honor Code on Olin's campus. The Honor Board is not within Student Government, but is an entity necessary for the culture of the college and will have a permanent presence on campus. Through its auditing responsibility, it also provides a check on the power of the Student Government. All governing procedures for the Honor Board are in the Honor Code.



Part IV. Procedures and Provisions.

Article 8. Student Government Audits.

Section 1. Purpose.

To ensure that the Student Government Constitution and Bylaws are followed, Student Government will periodically meet with one or more representatives of the Honor Board to review the actions of Student Government.

Section 2. Procedure.

At each Review, should the Honor Board find that a portion of the governing documents are not being followed, the Honor Board will request that the person(s) responsible resolve the issue within an appropriate amount of time after which the person(s) responsible must send the Honor Board a report outlining how and when the issue was resolved. The time allowed for the report is up to the discretion of the Honor Board. If a report is not filed outlining the resolution of the infraction within the given timeframe, the Honor Board may file a case report about Student Government citing the infraction, and an abstract will be published to the community after investigation and resolution through the Honor Board process.

Article 9. Election Procedures.

Section 1. General Election Procedures.

General Election Procedures are governed by the Student Government Bylaws.

Section 2. Election Monitor.

The all-school elections will be facilitated by a member of the Student Government not running for re-election. In the case that no member is eligible, a substitute will be selected to perform the duties of the Election Monitor as specified in the Bylaws.

Section 3. Campaigning.

To preserve an intellectual atmosphere and guarantee equal opportunities of election, campaigning is only allowed at the College within published guidelines specified in the Student Government Bylaws. The Election Monitor presiding over the election, and as needed, the Honor Board, will jointly investigate allegations of inappropriate campaigning and decide upon potential resolutions - up to and including removal from the ballot.

Section 4. Voting.

Voting for all positions will occur by ranked-choice voting and by secret ballot.

Article 10. Governing Documents and their Precedence.

Section 1. Precedence.

There will be three Governing Documents of the Student Body each of which has an order of precedence. If changes at a higher level of precedence invalidate those at a lower level, the lower documents must be modified to accommodate those changes.

Section 2. Honor Code.

As the ethical framework of the Student Body, the Honor Code takes precedence over the other two Governing Documents. No Governing Document or policy of the Student Government may contradict the Honor Code.

Section 3. Student Government Constitution.

The Student Government Constitution takes precedence over the Student Government Bylaws but may not contradict the Honor Code. The Constitution governs the purpose, structure, and powers of the Student Government.

Section 4. Student Government Bylaws.

The Student Government Bylaws do not take precedence over the other two Governing Documents. The Bylaws govern the specific roles and responsibilities of elected officials. The Bylaws will also specify meeting frequency and operational procedures of the Student Government.

Article 11. Amendment Procedures.

Section 1. Amendments to the Honor Code.

The Honor Code may be amended by procedures specified in the Honor Code.

Section 2. Amendments to the Student Government Constitution.

The Student Government Constitution may be amended by a simple majority vote of the Students present at a Town Hall Meeting where a quorum of one half of the Student Body is present.

Section 3. Amendments to the Student Government Bylaws.

In order to keep the Student Government adaptable to change, the Student Government Bylaws may be amended by the Student Government with the approval of three-fourths of its voting members.

Article 12. Ratification and Review

Section 1. Ratification.

For this Student Government Constitution to go into effect, it must be ratified by a simple majority vote of the Students present at a Town Hall Meeting where quorum is one half of the Student Body, including proxy voters.

Section 2. Review and Sunset.

This Student Government Constitution will be reviewed by the Student Government in two year's time. In order to enforce the review, this Constitution will sunset on the 10th of December, 2024. If this Constitution is still appropriate, relevant, and effective at that time, the Student Body may choose to amend this section to renew this Constitution. In the event that this section is not amended by that time, the Student Body must ratify a new Constitution as described in Article 12, Section 1.

Student Groups

Student Group Definition

A student group is any student-led organization recognized by Olin College. A student group utilizes Olin facilities and may or may not receive funding from the college. Student groups do not include faculty-led or academic/credit-bearing activities such as faculty research, passionate pursuits, or student-led classes.

Registration

Any student group that wants to be recognized as an official student group by Olin College must complete a registration process. This process usually includes a sign-up form, submitting a student group charter, and completing a risk assessment. Depending on the purpose and function of your student group, you may be required to submit a safety manual and/or complete additional forms. Typically, each step in the registration process should be completed before the student group's first meeting.

Trainings

Each student group must have a group leader complete Student Group Overview Training and Hazing Prevention Training. Student Group Overview Training will share information about starting and running a student group. Hazing Prevention Training is required by Massachusetts state law. Please see the Hazing Policy (p. 32) for more information. Typically, both trainings should be completed before the student group's first meeting.

In addition to the two required trainings, any student group that plans to spend money received from the college should have a group leader attend either Spending Training or P-Card Training. Students that will utilize a purchasing card to buy items for their group should attend P-Card Training. All other students who will be spending money on behalf of their group should attend Spending training.

Events

Student groups may host a wide variety of different events. Please see the Event Policy (p. 106) for more information about hosting an event on or off campus.

Travel

Students who will be traveling for a recognized student group are required to fill complete an Olin Travel Request Form prior to departure, which can be obtained from the Office of Student Affairs & Resources. Any student group travel plans that will occur over a school break should still be communicated with the Office of Student Affairs & Resources. For more information about student group travel, please see the Travel Policy (p. 99).

Conduct

All student groups must follow the Olin College Honor Code and abide by all conduct-related policies within their group. Any breach of the Community Expectations may result in a report being filed.

Student Group Spending Policies

All Olin student group finances must be managed through Olin College, this includes purchases, fundraising, and cash advances.

Student Government P-Card Purchases

There are two P-Cards (purchase cards) available for official use by student groups using funding via student government. Students must attend Student Group spending training in order to use a P-Card and must also provide the vendor with a copy of Olin's Tax Exempt form so as to not be charged taxes on purchases. All P-Card purchases for student groups under Student Government (SG) are overseen by the Vice President for Finance, the Committee for Clubs and Organizations (CCO), and the Office of Student Affairs and Resources (StAR). Other student groups (i.e. competition teams) work directly with Academic Affairs or StAR.

After an in-person purchase, students in SG groups must complete the SG Student Body Spending Form (provided by CORE upon completion of training). Failure to do so may result in a spending ban or penalty issued by the CORE VP of Finance or the Club Council

Reimbursements

Reimbursement requests for SG groups must be made via the Student Body Spending Form. Non-SG groups should use the standard student reimbursement form. Requests must be submitted within 2 weeks of making the purchase to be eligible for reimbursement. Late reimbursement requests will not be accepted.

Check Purchases

P-Card is the preferred method of payment for any event or activity, however, if credit cards are not accepted by the vendor than Student Groups can request a check be issued. In order to issue a check, the Student Group must provide the StAR Office with an invoice/receipt, as well as a copy of the vendor's W9 if not already on file. If you need to use a check, submit your request at least two weeks in advance.

SG group expenses with checks must be reported to the Student Government via the Student Body Spending Form. Failure to do so may result in a spending ban or penalty issued by the CORE VP of Finance.

Fundraising

Student Groups wishing to fundraise using cash must contact the StAR Office in order to request a cash box and change. A Student Group designee will need to fill out a Petty Cash Request form where they will indicate the purpose, dates, and times of their fundraiser. This form must be submitted to Financial Affairs at least 7 days prior to a fundraising event. Each day funds are collected, the Student Group designee must return the cashbox to the StAR Office (CC319), and complete a deposit form. For fundraising events taking place on weekends or holidays, deposits should be done the next business day. Upon completion of a fundraiser, the cashbox and any remaining change must be returned to StAR.

Any student group income for an SG group must be reported to the Student Government via the Student Body Spending Form. Failure to do so may result in a spending ban or penalty issued by the CORE VP of Finance.

Cash Advances

Students may request cash advances in situations where venues or activities are cash only. In order to request a cash advance, Student Groups should reach out to the StAR Office at least 7 days prior to their event. They will need to provide the name, date, and location of the event, as well as the purpose of the funds. Excess funds must be returned to the StAR Office, along with a receipt for any cash purchases.

SG group expenses with cash advances must be reported to the Student Government via the Student Body Spending Form. Failure to do so may result in a spending ban or penalty issued by the CORE VP of Finance.

Online Spending for SG Clubs

Students who do not hold p-cards in their names (i.e. members of SG Clubs) are unable to purchase items online and do to the need for items to be tax exempt. Requests for online items for clubs can be submitted to the Club Chair via the Student Body Spending Form, and should be done at least two weeks prior to an event or activity in order to ensure on-time delivery. Requests for online items for SG groups can be submitted to the Club Chair or Vice-President of Finance of Student Government via the Student Body Spending Form, and should be done at least two weeks prior to an event or activity in order to ensure on-time delivery. If the Club Chair or Vice-President of Finance is unavailable, students may contact the StAR office.

Spending Violations

Not following the proper Student Group financial policies and procedures, such as not turning in p-card purchase receipts, will result in consequences and a revoke of student spending privileges.

Strike 1: One week P-card Ban

Strike 2: Spending ban for 1 month.

Strike 3: Spending ban for the remainder of academic year.

Other Student Affairs and Resources Policies

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 Len Green Recreation Center.
- Group patrons are responsible for bringing their group ID in order to access the Len Green Recreation Center.
- Patrons must present proper ID to obtain access to the Len Green Recreation Center.
- Facility hours are subject to change during holidays and Babson closures/special events.
- For current hours, visit our website at www.babsonathletics.com and visit the recreation page .
- Individuals under the age of 18 are not allowed to utilize the Len Green Recreation Center.
- Students may register a guest at the Len Green Recreation Center check-in desk.
- Olin students have access to open swim hours, indoor track hours, open play pickup hours, intramurals and group exercise classes free of charge.

General rules & regulation

- All levels of play are welcome.
- Good sportsmanship is required of all patrons:
 - fair play
 - respectful language without profanity
 - 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 Len Green Recreation Center.
- No video, photography or cell phone use in locker rooms or restrooms.
- Direct a sign posting need to the Associate Director of Recreation & Wellness Programming.
- 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 Len Green Recreation 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 Len Green Recreation 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 Len Green Recreation 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.

Chosen name and pronoun policy

Students at Olin College may choose to use a first name other than their legal name to identify themselves as long as the chosen (sometimes called preferred) name is not used for the purposes of misrepresentation. Students may also opt to share their pronouns.

The Olin community will have access to chosen names and pronouns via the Olin College Directory. Students wishing to change their chosen name and/or pronoun should complete the Name and Pronoun Change Form, found on the Student Affairs and Resources website; changes will be made in as timely manner as possible. If students do not indicate a chosen name then the name reflected in college records will be used. If students do not indicate a pronoun, then the pronoun associated with their sex assigned at birth will be used. Students also have the option to change their Olin College email address and identification card to reflect their chosen name. Students changing their name will not be charged the regular replacement fee for reprinting of an identification card.

Legal names will be used whenever it is required. Students wishing to pursue a legal name change should consult with the Registrar's Office.

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.

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).

Post-Graduate Planning Code of Professionalism

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 asked to review and sign the Code of Professionalism, available in our office and during the PGP portion of OFYI.
- Students will present a truthful, accurate resume.
- Students accepting an interview (on campus or at the company's facility) will attend it and will be prepared. They will arrive on time, 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, or accept a grad school program, research opportunity, or 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 temporary ban from the PGP recruiting platform (Handshake), a discussion with the Director of Post-Graduate Planning, and (if necessary and appropriate) an apology to the impacted company, school or association representative.

The career development staff understand that life is unpredictable and situations arise where it may be unclear what actions you should take to maintain your professionalism while doing what is best for you. In these circumstances, we strongly urge you to make an appointment with PGP to discuss the situation and possible solutions.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available to students involved in interpersonal conflict, including but not limited to those involved in reports of sexual misconduct. Students may request supportive measures relevant to their situation in order to promote their well-being and pursuit of academic study. Students may speak to the Dean of Student Affairs about any supportive measures. Students involved in reports of sexual misconduct may also speak to the Title IX Coordinator, the Deputy Title IX Coordinator, or the Confidential Resource Providers. Supportive measures, include, but are not limited to, No Contact Orders, Teaming Conflict Notices, and support working with faculty regarding any disruptions. Additional information about Supportive Measures can be found under Resources – Supplemental Information on the Office of Non-Discrimination and Title IX webpage. Requests for supportive measures do not require a formal report or filing of a formal complaint.

No Contact Orders

Olin College encourages students to attempt to resolve their conflicts themselves whenever possible. However, it is understood that is not always possible and circumstances may warrant more direct intervention from the College. When deemed appropriate under the circumstances, the Dean of Student Affairs or their designee has the authority to issue no contact orders. A no contact order is used to limit contact between parties.

No contact orders are behavior management tools and typically prohibit parties from having direct or indirect contact, including but not limited to email, mail, text messages, social media, or telephone. A no contact directive may also result in mandated changes to a student's academic schedule, on-campus employment, room assignment, or participation in campus events or activities, or travel around campus if warranted, based on the circumstances of the situation. Refusal to adhere to the order after written or verbal notification of its terms is prohibited and violations of a no contact order may result in disciplinary action.

Teaming Conflict Notice

Teaming Conflict Notices are a form of supportive measure students may request when they have the potential to be on a team with someone with whom they have significant interpersonal conflict, including sexual and/or interpersonal misconduct. Working on teams is an essential part of students' academic experience and extreme interpersonal conflict or experiences of harm between individuals can interfere with their ability to productively engage in their academic work. A Teaming Conflict Notice is a mechanism for supportive staff to share the existence of a conflict with course instructors in order facilitate a teaming configuration that supports student learning. Teaming Conflict Notices do not involve notification of the other student(s) involved, do not require a formal report or complaint to be filed, and may be used in conjunction with other supportive measures. Teaming Conflict Notices can be issued by the Dean of Student Affairs, the Title IX Coordinator, the Deputy Title IX Coordinator, or Confidential Resource Providers.

Student Travel

All students engaging in travel for official Olin business further than 100 miles from campus or involving an overnight stay must alert the College to travel at least two weeks prior to travel.

- Olin business is travel in which individual students or student groups are representing Olin in some way and includes, but is not limited to major student group outings, research-related travel, and course-related travel, and includes travel throughout the calendar year.
- Students do not need to alert the College to local, same-day, incidental travel.

To alert the College of upcoming travel, a student traveling individually or a representative of a group that is planning travel must submit a single Student Travel Form to the Dean of Student Affairs. Students traveling during the academic year are responsible for seeking permission from relevant faculty for missed classes making plans for make-up work. Additional information and risk assessment may be requested, depending on the nature of the trip. For additional guidance on when the travel form is necessary, please contact the Dean of Student Affairs.

Additionally, each student traveling must fill out an Assumption of Risk and Waiver Agreement form at least 2 business days prior to travel. An additional Olin Automobile Owner Acknowledgement Form is required for students using their personal vehicles and should be filled out at least 4 business days prior to travel.

All forms are linked from the portal (my.olin.edu).

Students traveling with SCOPE or ADE will fill out appropriate forms through these programs, who will convey the information to the Dean of Student Affairs.

Voter registration

In compliance with The Higher Education Opportunity Act (Public Law 110-315), Olin College of Engineering must make Voter Registration forms accessible (paper and/or electronic resources) to students each year. Depending on the state, registering to vote can be an electronic or paper process. Please utilize the resources below to help answer your questions about registering and voting in upcoming elections.

You may register to vote in Massachusetts by visiting Massachusetts Secretary of State website. You can register online if you meet specific qualifications or obtain a mail-in form. You may also obtain a voter registration form in person at the Registrar's Office, located on the third floor of the Campus Center.

If you wish to register in a different state, please visit the United States Election Assistance Commission where you can obtain information for all U.S. voting states and territories.

Campus Safety and Operations

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 the Olin Emergency Notification system, 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://olin.edu/offices-services/facilities/public-safety/> for information regarding campus security and statistics about criminal acts on the Olin campus. The Babson College Public Safety Department Chief of Police is Erin S. Carcia and she can be reached at publicsafety@olin.edu or 781.239.5555.

Information technology policies and procedures

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

The 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 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 cloud-based resources, and storage that is owned and maintained by the college or a server or network provided or supported by the college.

Users are instructed 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 email to cio@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 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 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 guide- lines 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 Office of Strategic Communications prior to initial posting.

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

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.

Campus Operations Policies

Access to Campus

Student access to campus begins at the first day of move-in for each semester and ends on the day of move-out for each semester when they are enrolled in coursework at Olin. Similarly, students engaged in research, work, or housing on campus during the summer term can begin to access the campus and its buildings on the first day of summer housing until the last day of summer housing. For access to campus between semesters, students need to seek permission from the appropriate stakeholders prior to accessing spaces.

During the enrolled semesters, students have the following access permissions **pre-set** on their ID cards:

- Campus Center community spaces 24/7
 - Jam Room, CCLL014
 - Wellness Room, CC210
 - The Common, CC214
 - Dining Hall seating areas
- Crescent Rooms, CC209-213
- Miller Academic Center community spaces and classrooms 24/7
- Milas Hall community spaces 24/7
 - Library
 - Nord Auditorium
- East and West Halls
 - 24/7 building access (limited to full-time residential Olin students)

Access to shop, fabrication, and lab spaces is granted upon completion of appropriate training. Note that shop and lab spaces are closed from 2am to 6am.

For access to additional spaces, staff or faculty with responsibility or authority for a particular space must request access via buildingaccess@olin.edu on students' behalf. Students should not attempt to access closed or limited access spaces, including mechanical spaces, data closets, offices, and the loading dock.

If a student is visiting campus during a leave of absence, they are considered a guest and should work with their host in acquiring guided access to campus spaces. Upon graduation, student ID cards are deactivated.

Grills, Bonfires, and Campfires

Charcoal and liquid propane grills are located in various places on campus and are available for student use. Propane fire pits may also be borrowed from Facilities. Active grills and fire pits must be monitored at all times and any charcoal coals must be managed appropriately.

Purchase of any new grills must be approved by Facilities and the Office of Student Affairs prior to purchase. All fuel (propane or charcoal), should be appropriately and safely stored. The College does not provide charcoal or propane.

No open burning, including campfires and bonfires, is permitted on campus or any other college owned tract or property by order of the town of Needham.

Demonstration and Free Expression Policy

The College's core values affirm that Olin will "strive to provide a safe environment that supports freedom of inquiry, protects diversity, and fosters a sense of well-being." Olin College respects and values the fundamental principles of academic freedom and freedom of expression and free speech.

To protect these core values and enable academic freedom and freedom of speech to flourish, Olin College affirms the rights of students to engage in peaceful protests and demonstrations.

All members of the College community have a reasonable right to freely express their positions and to work for their acceptance, whether they assent to or dissent from existing situations in the College or society.

To ensure that these peaceful demonstrations do not impinge on the rights of others or unduly interfere with College activities, and, importantly, that the College maintains the safety of the community (including compliance with accessibility and fire safety standards), Olin has developed a policy for demonstration activities on its campus.

The College defines the word "demonstration" to include protests, demonstrations, picketing, civil gatherings, and any other form of collective dissent, support, or other expression of speech.

Guidelines and Expectations for Demonstrations

Students planning a demonstration are asked to notify the Dean of the College, or an appropriate representative of the College, at least two days in advance. This process is intended to help planners successfully navigate this policy, and other relevant Olin policies, as well as to allow for facilities and relevant personnel adequate preparation time.

Demonstration organizers should provide the following information via email and, when possible, meet in person with the Dean of Student Affairs or their representative; these individuals will involve others in the conversation as necessary for planning purposes. The initial email should include the following information:

1. A brief description of the overall nature of the demonstration.
 2. Planned date, time, and location.
 3. Likely number of participants (students, faculty, staff, outside visitors, etc.).
 4. Plans for managing behavior of any demonstrators that could pose safety concerns or significant disruption and any other known security concerns or questions.
 5. Contact information for the demonstration organizers.
1. Please note that it is important to ensure that a safety plan is developed in advance and that any materials placed on campus also comply with the posting policy. Demonstration organizers

are also reasonably responsible for the behavior of guests or visitors they have invited to come to the campus for the demonstration.

There may be times when a demonstration forms spontaneously or in response to an event that was not previously known about. In these cases, organizers should still ensure that the demonstration meets all other provisions of this policy.

Important Considerations

Olin will typically be supportive of demonstrations that embrace the six principles below:

1. The goals of the demonstration should not be contrary to Olin's mission and values or the Honor Code.
2. The demonstration must be conducted in a safe manner and may not create conditions that may be unsafe and/or unhealthy for participants or other individuals. For example, a demonstration may not hinder access to enter and/or leave a building. Violence or threats of violence are unacceptable at all times.
3. The demonstration should not disrupt meetings, functions, or classes.
4. The demonstration may not cause damage to College property or the property of others, whether intentional or unintentional.
5. The demonstration must occur in an area that is public to all members of the Olin community. (See more information on locations below.)
6. The demonstration may not exceed the designated limit, if any, on the number of individuals who may legally occupy any single space.

If one or more of the foregoing requirements are not followed, the College reserves the right to take appropriate action using existing accountability systems (i.e. the Honor Board).

Location

Three locations have been designated as optimal for demonstrations because they offer high visibility for demonstration efforts, are designed to accommodate large numbers of people, and offer participants and nonparticipants maximum safety. They include the:

- Campus Center Dining Hall (except the Servery)
- Milas Hall Mezzanine
- Oval

The following locations should be avoided:

- Occupied working spaces or conference rooms
- Hallways or lobbies if the demonstration blocks access or egress.
- Secure locations, such as the dining kitchen, the central plant in the Campus Center, storage areas, data and network rooms

Equal Employment Opportunity Policy and Non-discrimination Policy

Franklin W. Olin College of Engineering rejects and condemns all forms of harassment, discrimination, retaliation, and disrespect, and is committed to sustaining a welcoming environment for every individual. It is the policy of Olin to adhere to all applicable state and federal laws prohibiting discrimination. Olin does not discriminate in admission to, access to, treatment in or employment in its programs and activities on the basis of a person's race, religion, color, national origin, age, marital or parental status, veteran status, sex, disability, genetic information, sexual orientation, gender identity or any other legally protected status.

Olin's commitment to non-discrimination includes an assertion that the College will not tolerate discrimination or harassment on the basis of sex, gender identity, and/or sexual orientation including, but not limited to sexual violence, dating and domestic violence, stalking, or retaliation in its community. The College follows through on that commitment, in part, through the implementation of a Title IX Policy that defines prohibited conduct and the process by which the College will address such conduct in different circumstances. Title IX of the Education Amendments of 1972 states: "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.

If any member of the Olin community feels that they have been discriminated against on the basis of race, religion, color, national origin, age, marital or parental status, veteran status, sex, disability, genetic information, sexual orientation, gender identity, marital or parental status, or any other legally protected status they should contact Olin's Title IX Coordinator Justin Bell at 781.292.2408. If any member of the Olin community feels that they have been discriminated against by a student on any other basis, they should contact Dean of Student Affairs Alisha Sarang-Sieminski at 781.292.2321 to discuss possible referral of the matter under the Community Expectations Policy (p. 11). Similarly, if any member of the Olin community feels that they have been discriminated against by an employee on any other basis, they should contact the Chief Human Resources Officer Nicholas Macke at 781.292.2407 to discuss investigation of the matter.

Event Planning Policies

Advertising, Posters, and Marketing

Flyers and marketing materials follow the Posting policy.

Alcohol

Alcohol may be present at campus events and available to those who are 21 or older. To have alcohol at an event:

- Students must submit a request to the Dean of Student Affairs at least one month prior to the event, with the following information:
 - Event Name
 - Date, Time, Location
 - Hosting Group
 - Event Contact
 - Event Purpose
 - Expected Number of Attendees

- Request a Police Detail through Public Safety (cost of the detail must be covered by the hosting group)
- Have certified/trained volunteers checking ID's

Events with alcohol that are also open to those under 21 must have a separate area where alcohol is being served (ex. roped off, separate room, etc.)

Contracts

Contracts are required for all external vendors, including goods, services, speakers, and performances. Students may not sign contracts on behalf of the college. To begin the contract process, Student Groups should contact the Community Engagement Librarian or Dean of Student Affairs for review and signing of contracts. To ensure adequate time for review and signing, contracts should be submitted at least 2 weeks prior to an event. Events without contracts submitted in a timely manner may be cancelled, and the hosting group responsible for any cancellation fees.

Large Campus Events

Student groups planning to hosting large events (i.e. those requiring significant facilities activity, those the entire student body is invited to, those involving external vendors, etc.) should contact the Office of Student Affairs and Resources (StAR) to let them know at least two weeks prior to the event. StAR personnel may follow up with additional questions.

Movie Licensing

Any movie screening taking place in a public area on campus, such as a classroom, meeting room, or the auditorium, requires rights to be purchased from a licensing agency. Students interested in hosting a movie event should contact the Office of Student Affairs and Resources (StAR).

Trips and Transportation

Students who will be traveling for a recognized student group are required to fill complete an Olin Travel Form (one per event) prior to departure as per the Student Travel Polic (p. 99)y. Each individual student traveling must also fill out the Assumption of Risk and Waiver Agreement form. These apply to travel during the academic year, breaks, and during the summer.

Students may request to use the Olin 7 passenger van and be reimbursed for gas. Students may also use a personal vehicle and be reimbursed for mileage, so long as a reimbursement request form is submitted within two weeks. P-cards may not be used to purchase gas for a personal vehicle. Reimbursements for mileage only, not gas purchased, will be processed. Students using a personal vehicle for club transportation should also fill out the Olin Automobile Owner Acknowledgement Form.

Intellectual enterprise policies

Intellectual enterprise policies are available from the Associate Dean for Academic Affairs.
Student employment policies are available from the Office of Human Resources.

Long-Term Modifications of Facilities and Grounds

Any (non-facilities) Olin Community member(s) wishing to display an installation long-term or make long-term modifications to Olin facilities (i.e., installing a post-it mural on a window or painting a mural on a wall) must seek approval prior to making the modification. Students must submit a detailed proposal, including design, plan for execution, maintenance/stewardship, removal (if relevant), and budget/funding information to the Dean of Student Affairs.

The Dean of Student Affairs will convene the appropriate group to discuss and consider the change based on location. For example, in the residence halls, the committee might include the Director of Facilities, Director of Residence Life, and CORE Campus Services Rep. In the Miller Academic Center, the decision may be referred to the Space Force. The group may seek additional information from the community member(s) proposing the project and may work with the proposer(s) on modifications to make the project feasible. The relevant group will provide a decision on the proposal in a timely manner.

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://babson.t2hosted.com/cmnauth_ext.aspx. 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.

Traffic violations are issued by Public Safety and are billed through Student Accounts. Any appeals must be submitted to Public Safety within 14 days.

Additional information about parking, including regulations, fines and ticket appeals can be found at: <https://www.olin.edu/about-offices-and-services-facilities-services/parking-and-transportation>

Personal project, vehicles, and drones

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:

- require permits (building permits, occupancy permits, electrical permits, environmental permits, etc)
- require college land (sheds, tree houses, tiny houses, trailers, boats, etc)
- 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
- FAA Certificate of Authorization/UAS Operator Certificate

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/>. 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>), 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/>. 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.

Posting: Signs, posters, and sidewalk chalk

Posters, flyers, and other modes of expression in public spaces are an important mode of expression and communication in a vibrant campus community. Posted and publicly displayed materials are shared with our whole community and must be consistent with the values of the Community Expectations Policy, and, as such, should not contain sexist, racist, other derogatory or defamatory language, or promote underage drinking or illegal drug use. Materials that do not meet the criteria of this policy will be removed and students responsible for posting materials not consistent with our community values may be referred to the accountability process outlined in the Community Expectations Policy.

Posters and Signs (short-term postings)

In order to keep walls, doors, wooden surfaces, and windows in good condition and to comply with fire codes, posting of signs, flyers, or any other material is only permitted on designated posting locations (listed below). Items posted in any other location will be removed and discarded. Posters and flyers may not be placed or taped to wooden surfaces and/or windows. Stickers (vinyl or other) should not be placed on college property, including buildings, windows, and furniture and will be removed if placed there.

Designated posting locations are as follows:

- Campus Center: Multiple bulletin boards on the first floor, table tents or napkin dispenser sign holders on Dining Hall tables
- Miller Academic Center: Bulletin boards in the north (towards Campus Center) and south (towards Lot A) entrance vestibules and near the elevators
- Milas Hall: Library upper level bulletin boards
- East and West Halls: Bulletin boards in the main entrance lobbies and designated Community Posting Areas (varies by Hall and floor)

The College reserves the right to remove materials posted in other, non-approved locations.

Posted materials must:

- Contain the contact information of an individual or recognized organization
- Anonymous posts may be displayed if the poster deems absolutely necessary; anonymous posts will be removed after 2 weeks and must comply with all other elements of the Posting policy. In these situations, students are encouraged to use a 3rd party contact (i.e. non-identifying email account or the contact information of another community member) to allow for contact in the case of question.

- Note that particular scrutiny will be placed on ensuring appropriate ownership and intent of posted materials with features, such as QR codes, that could be used for malicious purposes.
- Fit on the designated posting area
- Not cover another posting to obscure its content
- Have a clearly visible expiration date – this may be the date of an advertised event or 1 month from the date posted. In the case of the latter, those postings should write the posting date on it.
- Students are asked to remove their posters after the expiration date. Out-of-date postings will be periodically removed.
- Facilities will generally remove all temporary postings at the end of the fall and spring semesters and summer session.

Students who wish to post or display items outside of these parameters should contact the Dean of Student Affairs to discuss available options.

Removing, destroying, or tampering with others' postings that are in compliance with this policy may be a violation of Community Expectations Policy. If a member of the community has concerns about whether a posted item complies with this policy, they should reach out to the Dean of Student Affairs, Chief Human Resources Officer, or Chief Marketing and Communication Officer.

Sidewalk Chalk

Sidewalk chalk may only be used 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 not permitted. The content and location of chalkings must be in accordance with the Olin Community Expectations Policy and the college reserves the right to authorize the removal of chalkings.

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 Head of Campus Operations prior to their being submitted to the Board of Health.

Smoking and Vaping

Smoking and vaping are not permitted in or near any buildings on campus except in the designated areas outside the lower doors of Milas Hall and the Campus Center

Stewardship of Shared Spaces: Shop, Lab, Facilities, and Equipment Policies

Stewardship: Caring for shared spaces, equipment, and community at Olin

There are numerous spaces available for you to work on projects at Olin, such as shop and lab spaces in the Miller Academic Center (MAC) and the Library in Milas Hall. These spaces are equipped with many different tools and resources. The spaces themselves, and the staff, faculty, and students who support them, are incredible resources for our community and the spaces require stewardship from the whole community to keep them accessible and safe for all community members and visitors. Please be thoughtful in your actions. If you have questions about a piece of equipment or about the project you're working on, please ask. There is a wealth of experience at Olin and we are here to help you!

Some general stewardship guidance:

1. A clean space is a safe space for all.
1. Keep your project materials in designated spaces. We need to keep hallways clear for fire code reasons, and the rest of the space clear for being-a-good-neighbor reasons. Do not annex surrounding space. If you leave items behind, label them with your name, date, and the best way to contact you. Any unlabeled items left behind may be tossed out.
2. Keep your space open and presentable. Tours of prospective students and other visitors walk around Olin every day so please keep your project space presentable and safe for those passing by. There is a difference between messy and organized mess. Please avoid putting up barriers or aggressive notes between spaces. Public project space is available in the spirit of collaboration--"working in public"--not creating cubicles in hallways or other spaces. If your project materials require privacy, please consider finding a private space for storing your things.
3. Do not commandeer public resources. This includes not removing common space tables and chairs from the spaces as well as leaving project materials in a very public common area for an extended period of time. If there's something that you need and can't procure it yourself, reach out to staff or faculty responsible for the space.
4. Protect yourself and others. Don't do any work in public spaces that require safety glasses. Any powered tools require safety glasses, and a shop space is the best place for that type of work. If you need to wear safety glasses, everyone around in a 10 ft. radius you should be too. It's not reasonable to expect that anyone and everyone walking down the hall or other public spaces will be wearing safety glasses.
5. Help others be safe. If you see something that might be unsafe, say something. Help others see how things might go wrong, or how things could be done more safely. Try to do this in a kind and supportive manner, not an antagonistic or aggressive or controlling manner. We're all trying to learn here, so let's help each other.
6. Clean up your mess, and put your tools and materials away when you are done.

Guidance on Tools:

1. Tools stored in individual Shops are intended to be used in those spaces and Shop staff work hard to keep them available for users. To borrow circulating tools from The Shop, use the sign-out sheets available in The Shop Office (MAC105 Monday - Friday 9 am - 6 pm, most Saturdays during the semester 1 pm - 5 pm). Tools in the Community Tool chest (MAC first floor hallway near 105) are free to borrow and use whenever needed. All borrowed tools should be returned promptly so others may access them.
2. If you would like to borrow tools from a lab space, contact the lab manager to obtain permission first. Always return borrowed items promptly. Do not 'borrow' tools from the shop/labs/spaces and then keep them indefinitely. We want everyone to have access to the tools they need to complete a project.
3. The Library has a small collection of hand tools for in-Library use. These tools are located on the small carts in the lower level of the Library near the printers. Library-owned items have pink labels (or tape, in some cases), to identify them as such.
4. Report broken/damaged tools and equipment to the appropriate instructor/staff/faculty as soon as possible. We understand that sometimes things break, but we can't repair or replace a broken or worn tool if we don't know about it. Please let one of the faculty or staff in the space know immediately so we can replace it.

If you have any questions about academic spaces at Olin, especially within the Miller Academic Center, please reach out to the Space Force at space-force@olin.edu. Space Force is a cross-functional team comprised of faculty, staff, and students. Together, they work towards optimizing the use of academic spaces and making improvements to academic spaces at Olin College.

Miller Academic Center Space Policies

The Olin lab and shop spaces in the Miller Academic Center are an important part of our community. Our collective goal is to enable opportunities for students to bring ideas to fruition and assist with academic learning, which requires collaboration. Olin is a small college with a relatively large number of resources for its size. At the same time, the College may not have the space or the equipment available for other types of applications and fabrication methods. Shop and lab staff will work with students to meet their goals whenever possible.

Olin has fabrication shops supporting a variety of materials and processes; the Laser Shop (MAC103), the Welding Shop (MAC104), the Spinning Machine Shop and Abrasive Room (106/107), the Mini Shop (MAC108), the CNC Shop (MAC109), the Bot Shop (MAC 116), the Proto Room (MAC125), the Wood Shop (MAC 129) and the Green Shop (MAC207), plus four labs on the 4th floor (MAC404, 406, 409, 413), the large project building, and the electrical engineering prototyping facility (MAC329).

In addition, there are numerous smaller facilities for fabrication and testing across campus. The main shops located in MAC104-107 are open from 9:00am to 6:00 PM, when the staff leave. Additional rules regarding access may be in place for particular equipment and processes in other labs or shops. Students have traditionally been permitted access to the mini and wood shops past 5pm, but this privilege is not granted lightly. Students are not allowed to use any shop or lab spaces between 2am and 6am. During the academic year, only currently enrolled students are permitted to use shop and lab spaces. During the summer, only students working on campus are permitted to use Shop and lab spaces.

These privileges come with significant responsibilities. The entire Olin community must adhere to, and help ensure that others are also following, the rules regarding lab and fabrication space usage. These are the main rules for a safe working environment for the entire community but be sure to check each individual space for unique rules or policies prior to use. Specific safety and operating procedures can be found on the machineshop.olin.edu site in addition to the training documents available in the Shop.

Access to the labs and shops only works when the entire community abides by these rules. If there are issues that arise, the College will review access to the labs and shops.

Working In Laboratories

Students wishing to use the 4th floor laboratory spaces (MAC404, 406, 409, 413) for student group or independent work must speak to the laboratory managers before beginning a new project. Students may work in labs unsupervised if they have permission from the faculty or staff member managing the lab and they adhere to the rules of the lab space. Students working in these spaces outside of business hours (before 9:00AM or after 5:00PM, not including closure time from 2:00AM – 6:00AM) should let the lab manager know they will be working.

No student is allowed to work in such facilities alone; students must be accompanied by at least one authorized person (a “buddy”) 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 staff or faculty member.

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 themselves and their guests.

Footwear

For health and safety reasons, shoes must be worn at all times in the Campus Center, Miller Academic Center, and Milas Hall.

Student employment policies

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

Transportation

Olin Van

Olin College has one (1) passenger van, a 2013 Dodge Grand Caravan that seats seven (7) people (including the driver). The van is available to the Olin College community for official college business (i.e. student Clubs and Organizations, Competition Teams, course-related travel, Passionate Pursuit travel, etc.). Due to insurance limitations, the van may not be used for “taxi” or “shuttle” service for personal needs. The Olin van may only be used for destinations under 200 miles from Olin.

To become a certified driver, students must complete the certification process, which consists of:

- Complete online driver training (contact olinvan@olin.edu to request online training)
- Satisfactory driving record (contact olinvan@olin.edu for the Motor Vehicle Record Release)
- Complete vehicle orientation administered by Public Safety (contact Public Safety at 781- 239-5555)

Once you are certified, please email olinvan@olin.edu to reserve the 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

Use of the Olin College Name, Logo and Branding

The Olin College of Engineering logo is permitted for use by members of the Olin community for communications and marketing purposes. Student teams or other student groups must secure official permission from the Office of Strategic Communication for use of Olin’s name, logo, iconic images and affiliated branding. All uses of the Olin College name, logo and other aspects of visual identity must conform to the Olin College Branding Guidelines and can only be used for official purposes

Campus Safety Policies

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 they are 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.

EthicsPoint

A successful safety program depends on us all being alert and committed to safety. We want you to know that you can report your campus and workplace concerns anonymously and without fear of reprisal through EthicsPoint. This valuable external service may be accessed by the Internet (<https://secure.ethicspoint.com/domain/media/en/gui/79218/index.html>) or by calling the toll-free number (844-548-0642). 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.

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.

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 <https://www.olin.edu/student-life/safety-security> or from the "Campus Life" tab of the Olin Portal at <https://my.olin.edu/ics>

Office of Environmental Health and Safety (EHandS)

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.

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:

TV	Radio
WBZ-TV channel 4	WBZ 1030 AM
WHDH-TV channel 7	WRKO 680 AM
WCVB-TV channel 5	WBR 90.9 FM
WFXT-TV channel 25	

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:

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

Financial Aid and Student Accounts

Financial Aid

Costs and financial aid

Committed to Affordability

Olin is committed to affordability. Olin's merit scholarship—complemented by our policy of meeting full demonstrated need—means finances should never stand in the way of an Olin education. Our combination of excellent academics and generous aid is why the 2020 Princeton Review named Olin a "Best Value College" and 2023 Fiske Guide calls us a "Best Buy College". In addition, The Chronicle of Higher Education recognized Olin on their list of "Colleges That Are the Most Generous to the Financially Neediest Students" (Jan 2020). Admission to Olin was need blind in Fall 2024, meaning ability to pay is not a consideration when evaluating a student's admission application materials.

The Olin Tuition Scholarship

The merit-based Olin Tuition Scholarship benefits all admitted students. Offered for eight semesters of required full-time study, this scholarship recognizes achievement inside and outside the classroom and represents our confidence in your ability to succeed in this unique academic environment. Our goal is to attract talented students committed to making a difference in the world and partnering with them to make an Olin education a reality.

Need-Based Aid at Olin

In addition to this merit scholarship, the College is committed to meeting full demonstrated need for up to eight semesters of required full-time study for those who apply by the appropriate deadline and are eligible for additional assistance.

Eligibility is determined by completion of the FAFSA. Currently, need-based aid is available to U.S. Citizens and Eligible Non-Citizens

Types of assistance

Institutional funding

Olin tuition scholarship (merit-based)

The Olin Tuition Scholarship is awarded for a maximum of eight semesters of required 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 accommodation for documented disabilities. Exceptions may also be granted in extenuating circumstances. Petitions to request an exception should be submitted to the Dean of Student Affairs and the Dean of Admission and Financial Aid. These petitions will be reviewed in collaboration with the Provost.

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.

National Merit Finalists:

National Merit Finalists who win either a National Merit or National Achievement Scholarship from the National Merit Scholarship Corporation or other corporate sponsor are able to use this scholarship at Olin College, and will be identified as National Merit Scholars. Eligibility criteria is established and determined by the National Merit Scholarship Corporation. Finalists who designate Olin College as their first choice college, but do not receive a NMSC or corporate-sponsored scholarship, may be designated as Olin National Merit Scholars. Olin National Merit Scholars will be awarded a \$1000 scholarship for four years, funded by Olin College. The student must submit renewal paperwork to National Merit each year for continued eligibility.

Olin Need-Based Financial Aid

Our need-based aid programs are funded through grants, scholarships, and need-based federal loans. The Olin Tuition Scholarship, which is awarded based on your admission, is considered part of the resources used to meet your financial need. If you meet eligibility requirements* and demonstrate need beyond that, we will work to meet your full financial need. Need-based funding from Olin is available for eight semesters of required full time study. Olin College provides accommodation for documented disabilities. Exceptions may also be granted in extenuating circumstances. Petitions to request an exception should be submitted to the Dean of Student Affairs and the Dean of Admission and Financial Aid. These petitions will be reviewed in collaboration with the Provost

Olin Need-Based Grant

Olin Need-Based Grant may be awarded by the Financial Aid Office to students who demonstrate financial need.

Donor Funded Grants

These awards 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. No additional application is necessary.

R2 Scholarship

Students who are selected to be an "R2" by Student Affairs and Resources receive a scholarship that is equal to the amount of their room charge. Student's are charged for their room, and then receive the equivalent amount in an "R2 Scholarship". Regulations require that, within a need-based aid package, these benefits be counted as a resource to meet a student's financial need. This award does not reduce or assist with the family contribution. The R2 Scholarship is packaged in such a way that it replaces the student contribution or "self-help" component of the student's financial aid award - similar to an outside scholarship - prior to any reduction in need-based grant. Depending on the individual financial aid award, some Olin Need-Based may be replaced, but the total overall package will not be reduced due to a student becoming an R2.

Outside Scholarships

We encourage all students to pursue outside scholarships to help meet their annual student contribution. Students are required to inform their financial aid office of any grants, scholarships, or benefits received from sources outside the college. A copy of the award notification should be provided. An outside award that is restricted to tuition will reduce your Olin Tuition Scholarship only if it exceeds the remaining tuition.

The total amount of outside scholarship is divided equally between the Fall and Spring semesters. Outside awards must be reported annually. We will not automatically renew an award from a previous year without an annual notice from the agency indicating renewal.

Note: Taxability of Scholarships and Grants

Under current Internal Revenue Service (IRS) regulations a portion of grant and scholarship aid may be considered taxable income, which must be reported on your general income tax return. IRS regulations consider any amount or combination of scholarship and grant benefits greater than the amount of qualified tuition and fees to be taxable income. In addition, amounts received as payments for teaching, research, or other services required as a condition of receiving the scholarship would be considered taxable. The final determination of any tax liability and the payment of tax on your grant/scholarship is the taxpayer responsibility. Questions should be addressed to qualified tax counsel.

Federal grant and loan programs

Federal Pell Grant

Eligibility for the Federal Pell Grant program is based on your Student Aid Index (SAI). If your SAI is less than an amount pre-determined by federal regulation, you may be awarded a Federal Pell Grant. Based on 2022-23 data, approximately 15% 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 offer 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 and current interest rates for the Federal Direct Loan program can be found in the Master Promissory Note (MPN) at studentaid.gov. Approximately 34% of 2022 graduates utilized this program with an average cumulative debt of \$19,911.

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.

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.

Students must accept their federal loan and/or certify understanding that the student loan terms may be more favorable prior to Olin certifying Direct PLUS loan eligibility.

Other loan assistance

Students and families may be in need of additional assistance to pay their bill. Olin does not have a preferred lender list. Families should research the loan option that best suits their financial situation. A student who completes a FAFSA and has been offered federal loans must first accept those loans and/or certify understanding that federal loan terms may be more advantageous, prior to Olin certifying eligibility for an alternative loan.

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.

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 [About Olin](#).

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 Offer is a tentative offer 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. Any adjustments to aid due to Verification will be indicated on a revised aid offer.

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.

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.

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 (SAP). 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 (including merit aid).

In addition to this COSAP review, pace of progression will also be reviewed in cooperation with the Registrar. The quantitative calculation of pace of progression differs from the College quantitative measure in both its cumulative nature and the treatment of transfer credits. Both college and federal 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 required standards, 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 financial assistance –this includes all federal and institutional aid, and private loan funding. Appeals to these decisions may be made to the Director of Financial Aid. The SAP Policy contains specifics regarding the review and appeals process.

Direct loan borrowers

The Department of Education has developed a comprehensive website at studentaid.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 studentaid.gov website. Borrowers who withdraw or take an academic leave of absence 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, they are 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.

Students owing a balance to the college will receive a revised statement of account.

Study away

Students who are planning to study away should meet with financial aid staff 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 who receive need-based aid and Federal loans.

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 November 2017 and November 2019 respectively.

Student Accounts

Billing Dates and Payment Options

Bill Mailing and Due Dates:

Fall bills will be available on the student portal by July 1st with full payment, or enrollment in a payment plan, **due by August 1st**. Spring bills will be available on the portal by November 1st with full payment, or enrollment in a payment plan, **due by December 1st**. Late payments are subject to a \$150 late fee. For complete details regarding tuition and fees, please refer to the *Student Accounts* page on the Olin website.

Payment Options

Checks may be sent to:

Student Accounts

1000 Olin Way

Needham, MA 02492

Outside Scholarship Checks

You must notify the financial aid office of any outside scholarships you receive. Checks payable to Olin College should be sent to the address above.

Electronic Payment Options

One Time Payments: Domestic and International Students can pay their tuition in full by echeck or using a credit card via Nelnet Campus Commerce at <https://online.campuscommerce.com/signin/4NRW1>. International Students will be directed to Western Union to process payments from banks outside of the US.

Payment Plans: Students can sign up for a payment plan each semester to spread payments over 5 months. Plans do not automatically roll over so you must re-enroll in a new plan each semester. There is no interest or prequalification to sign up for a payment plan but there is a \$60 enrollment fee each semester in which you choose to enroll. <https://online.campuscommerce.com/signin/4NRW1>

Fall semester plan: Payments due July 15 – November 15

Spring semester plan: Payments due December 15 – April 15

View Your Account Statement. Please refer to your student account statement for the correct budget amount when enrolling in your plan. Nelnet does not have access to your student account. Up to date statements are available through the student portal <https://my.olin.edu/ics>

- [Log into the student portal](#)
- [Choose MY STAR at the top](#)
- [Top left frame choose “student accounts”](#)
- [Top right side – click “my account information”](#)
- [Click “course and fee statement”](#)
- [Choose the semester](#)
- [Click “generate my course and fee statement PDF”](#)

Health insurance

Health Insurance

In accordance with Massachusetts state law, Olin College requires that all enrolled students be covered by a comprehensive health insurance program. Students who cannot certify that they have qualifying health insurance **must** participate in the school sponsored plan. Olin College is pleased to offer our students **UnitedHealthCare Student Resources** coverage managed by University Health Plans. This plan provides excellent health insurance coverage against illness and accidents. The policy period is August 15th through August 14th each year.

Students have the option to waive the Student Health Insurance Plan (SHIP) from **June 1 – August 1st** each year. Students who waive early will not be billed for the SHIP. Students who waive later may be charged for the SHIP but the charge will be reversed off the bill when the waiver is processed. **Students will be irrevocably enrolled in the plan and will be responsible for the full premium, unless a waiver is completed.** The waiver certifies that equivalent coverage will be maintained during the enrollment period. **Waivers must be renewed annually** at www.universityhealthplans.com.

If a student's insurance is cancelled at any point during the academic year they are required to notify Student Accounts within 60 days of the loss of coverage. Olin's UnitedHealthCare Student Resources insurance is available. Please consult Student Accounts for applicable rates. Payment is due immediately.

Massachusetts State Requirements

In order to waive participation in the Olin sponsored policy your insurance must meet the following requirements:

- Be a US health insurance plan that is filed and approved in the US.
- Must provide coverage for the entire policy year with no break in coverage
- Must comply with the Affordable Care Act (ACA) and provide minimum essential coverage as defined by the ACA including:
 - Unlimited policy maximum
 - Coverage for pre-existing conditions
 - Provide emergency and non-emergency care in the area of the College

Students can file their health insurance waiver form or enroll in the UnitedHealthCare Student Resources plan online. Go to <https://www.universityhealthplans.com/> and click on Olin College then follow the prompts. Have your Olin student ID number available (new students received this number from the Admission Office). The University Health Plan website provides information regarding the insurance policy benefits and details on the coverage.

ID cards

Replacement identification cards are available at the **IT Helpdesk CC300** (Campus Center, 3rd floor, room 300.) Replacement cards are \$30.

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

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 (paper check or e-check)	\$30
Replacement ID	\$30
Late Departure Fee	\$50 per hour
Replacement Key/Lockset Core Replacement	\$35/\$75
Replacement Diploma	\$100

Babson Public Safety notifies Student Accounts of any unpaid parking fines. Parking fines are due immediately. Payment can be made by OneCard, check or cash in the Financial Affairs office MH300.

Facilities Services notifies Student Accounts of any dormitory and/or replacement key charges which are then charged to the student account. Payment is due immediately and appeals may be made through Facilities Services.

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 Student Accounts of any unpaid parking fines which are then charged to the student's account and payment is due immediately.

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 (consult with 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, they 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 Student Accounts.

Student Records and Privacy

Privacy Policies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) ensures confidentiality of educational records for eligible students (including, but not limited to, academic and enrollment data, and 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:

1. Records that are in the sole possession of the person who created them and are not accessible to others with the exception of a substitute;
2. Records created and maintained solely by and for the college law enforcement unit;
3. Records maintained and used solely in relationship to the college and employment;
4. Records of Health Services or psychological counseling; and
5. 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 any time 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:

1. To college officials, staff and others engaged in activities on behalf of the college with a legitimate educational interest (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); a legitimate educational interest is defined at Olin as necessary to perform their work on behalf of the college;
2. In compliance with a lawful subpoena;

3. 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;
4. To authorized representatives of institutions from which you have received financial aid or applied for financial aid;
5. To organizations conducting studies “for, or on behalf of” Olin College;
6. Under the provisions of the USA Patriot Act;
7. Under the provisions of the Campus Sex Crimes Prevention Act;
8. 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 & Decision Support (IRDS) has adopted policies relating to privacy. IRDS will make all reasonable attempts to ensure the following:

- All data submitted to IRDS 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 IRDS are analyzed to assess the privacy risks for individual community members prior to the release of any information.
- All IRDS files that contain information about individual community members are kept in secure physical or electronic locations.
- IRDS maintains privacy and allows access to its records in keeping with all federal, state and local laws and regulations.
- IRDS 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, the College is following the guidelines required 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 Consent Form for Disclosure to Parents form found on the Olin website. 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 normally notified, usually in writing, when a student's status at the college changes. It should be noted that parents are not normally notified about less severe instances of disciplinary or academic action, such as warning or probation.

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.

Student Records

Address change

Matriculated students needing to update their address information may do so with the Registrar's Office. Either a completed form (My Forms) delivered to the Registrar's Office or an electronic update to your biographical information under 'personal info' in your my.olin.edu account is required.

If you have questions about address types please contact the Registrar's Office (registrar@olin.edu) or call 781-292-2340.

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 advisors approximately 10 days prior to registration. For additional information, please reference the Registration section (p. 44) 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 Clearinghouse 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 registrar@olin.edu.

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

Name change

Matriculated students with proof of a legal name change, may update their information with the Registrar's Office. Original documentation is required and a copy is retained for the file. Sample documentation may be in the form of a court order, marriage certificate, naturalization paperwork, etc. As some systems require name and social security number matches, we do require a copy of an updated social security card when it becomes available.

If you should have any questions, please contact the Registrar's Office or call 781-292-2340.

Transcripts

Transcripts represent course work, passionate pursuits and co-curriculars 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.

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.

Sexual and Interpersonal Misconduct and Title IX Policy and Procedure

Olin College (“The College”) is committed to providing a safe learning and working environment for all community members, guests, and visitors.

In compliance with federal law, Olin has adopted policies and procedures to prevent and respond to incidents of discrimination and harassment on the basis of sex, gender identity or sexual orientation, including, but not limited to sexual violence, dating and domestic violence, stalking, or retaliation. These policies have been developed to reaffirm the values of our community and to provide transparency about Olin’s Sexual Misconduct processes. These policies and resolution procedures are intended to comply with Title IX, the Massachusetts Campus Sexual Assault Law, the Clery Act, the reauthorized Violence Against Women Act (VAWA), including the Campus SaVE Act, and the guidance documents on Title IX issued by the Department of Education’s (DOE) Office for Civil Rights (OCR) and the White House Task Force to Protect Students from Sexual Assault.

The Sexual and Interpersonal Misconduct Policy applies to all Olin community members, and all members of Olin are responsible for being familiar with and abiding by the Sexual and Interpersonal Misconduct Policy at all times.

This policy has been developed to reaffirm the values of our community and to provide transparency about Olin’s sexual and interpersonal misconduct adjudication processes.

Visit the Title IX webpage to view the Olin College Sexual and Interpersonal Misconduct and Title IX Policy and Procedure.

I. Statement of Values

Sexual misconduct and sexual violence violate the values of Olin and will not be tolerated within the College community. Olin rejects and condemns all forms of harassment, discrimination, retaliation and disrespect. Olin is committed to sustaining a welcoming environment for everyone and especially for those vulnerable to discrimination on the basis of race, religion, color, national origin, age, marital or parental status, veteran status, sex, disability, genetic information, sexual orientation, and/or gender identity. It is the policy of Olin to adhere to all applicable state and federal laws prohibiting discrimination. 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 intervention.

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 to the Olin community. Olin is committed to providing an environment of well-being, learning, and accountability for its members by preventing the occurrence of sexual misconduct and addressing its effects.

Applicability

This Policy applies to all members of the Olin College community, including students, faculty, staff, and others participating or attempting to participate in the College’s programs or activities.

This Policy applies to sexual misconduct, interpersonal misconduct, and retaliation that:

- occurs on campus or other property owned or controlled by the College;
- occurs during or in connection with a college education program or activity, including in the course of college-related business, travel, or off-campus programs;
- occurs in circumstances that would be subject to the College’s disciplinary authority; or
- creates a hostile environment for a complainant while on campus or other property owned or controlled by the College or in any College employment or education program or activity.

This Policy is only applicable to alleged incidents that occur on or after **August 1, 2024**. For alleged incidents occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Office.

IV. Role of the Title IX Coordinator

The Title IX Coordinator is responsible for coordinating Olin programs to comply with Title IX and address issues related to sexual and interpersonal misconduct. This includes leading Olin's efforts to respond to reports of conduct that could trigger Olin's Sexual and Interpersonal Misconduct Policy. The Title IX Coordinator is also available to meet with any individual to provide information about the Sexual and Interpersonal Misconduct Policy (including the availability of supportive measures and the right to file a complaint and participate in a formal or informal resolution process), as well as discussing other resources within the Olin community and beyond.

Where the Title IX Coordinator is listed as the designated point of contact or person with responsibility for any role, duty or obligation in the Sexual and Interpersonal Misconduct Policy, the College may designate a Deputy Title IX Coordinator(s) or other qualified member of the College community to assume the role, duty or obligation, as necessary and appropriate. These individuals would be available to receive a report from any member of the Olin community who believes the Sexual and Interpersonal Misconduct Policy has been violated. They may also be available to assist others, including respondents and witnesses, in understanding the College's Sexual and Interpersonal Misconduct Policy and procedures. The College's Title IX Coordinator and Deputy Title IX Coordinator are:

Justin M. Bell, JD

Title IX Coordinator- Director of Non-discrimination Initiatives

Office: MH 323 Phone: 781-292-2408 email: jbell@olin.edu

Guilene Prepetit

Deputy Title IX Coordinator -Associate Director of Talent and Engagement

Office: CC 332 Phone: 781-292-2411 email: gprepetit@olin.edu

IV. Prohibited Conduct Under Olin's Sexual and Interpersonal Misconduct Policy

The College's Sexual and Interpersonal Misconduct Policy governs incidents of sexual and interpersonal misconduct as prohibited and defined below. This Policy will be used by the College to address incidents alleged to have taken place on or after August 1, 2024. Incidents that allegedly occurred prior to August 1, 2024, are covered under the policy that was in place prior to August 1, 2024.

Allegations that an Olin College student or employee engaged in conduct that would, if proven, constitute Prohibited Conduct as defined below will, as required by the August 2024 Title IX regulations, be handled through the informal resolution process outlined in section XI.A. below (where permitted) or the formal resolution procedures outlined in section XI.B. below.

Allegations that an Olin College employee engaged in discrimination or harassment that do not fall within the definition of Prohibited Conduct covered by this Policy will be addressed through other Olin College employment-related policies, practices, handbooks and/or collective bargaining agreements, but will not be addressed through the policy language or procedures outlined in this Policy.

Matters that involve some allegations that would, if proven, constitute both Prohibited Conduct and some that, if proven, constitute violation of other College policies applicable to students or employees will ordinarily be handled through the informal process outlined in section XI.A. below and/or the formal resolution process outlined in section XI.B. below, unless the Title IX Coordinator determines in their discretion that handling the matters in another manner would be more appropriate in light of the particular allegations at issue.

This Policy applies regardless of a person's sex, gender, gender identity, gender expression, sexual orientation, age, race, nationality, class status, ability, religion, or other protected status or characteristics.

Definitions of Prohibited Conduct

The following are the definitions of conduct that is prohibited under Olin's Sexual and Interpersonal Misconduct Policy, including attempts to commit and aiding or inciting others to commit these acts. If an individual has any questions about the definition or application of any of these terms, the Sexual and Interpersonal Misconduct Policy in general, or the resources available to all members of the Olin community, they should please contact the Title IX Coordinator.

This Policy prohibits the following forms of sexual and interpersonal misconduct, collectively referred to throughout the Policy as "Prohibited Conduct":¹

Sexual harassment

Sex-based harassment prohibited by this Policy is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, when it takes the form of:

- (1) **Quid pro quo harassment.** An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

- (2) **Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - (i) The degree to which the conduct affected the complainant's ability to access the College's education program or activity;
 - (ii) The type, frequency, and duration of the conduct;
 - (iii) The parties' ages, roles within the College's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - (iv) The location of the conduct and the context in which the conduct occurred; and
 - (v) Other sex-based harassment in the College's education program or activity; or

- (3) **Specific offenses including sexual assault, dating violence, domestic violence and stalking.**

Forms of 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. Some examples include the following:

- Sexual harassment can occur between persons of equal power status (e.g., student to student, employee to employee) or between persons of unequal power status (e.g., employee to student, supervisor to employee). Although sexual harassment often occurs in the context of the misuse of power by the individual with the greater power, a person who appears to have less or equal power in a relationship can also commit sexual harassment.
- Sexual harassment can be committed by (or against) an individual or by (or against) an organization or group.
- Sexual harassment can be committed by an acquaintance, a stranger, or people who share or shared a personal, intimate, or sexual relationship.
- Sexual harassment 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.

Olin College recognizes that the protection of free and open speech and the open exchange of ideas is important to any academic community. This recognition is therefore an important element in the objective “reasonable person” standard used in judging whether sexual harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others.

The College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another’s speech or writing is offensive, wrong or hurtful, they are encouraged to express that judgment in the exercise of their own free speech or to seek redress under this policy or other College policies as appropriate.

Sexual assault

Title IX Section 106.2 provides that “sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting (UCR) system of the Federal Bureau of Investigation,” including the following:

Forcible Sex Offenses:

1. “Rape—(Except Statutory Rape) The carnal knowledge (*penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*) of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.”
2. “Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.”
3. “Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.”
4. “Fondling—The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.” For purposes of this Policy, “private body parts” means breasts, buttocks and genitals, including when such touching occurs over clothing.

Nonforcible Sex Offenses

- a. Incest - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in the jurisdiction where the conduct occurs.
- b. “Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent in the jurisdiction where the conduct occurs.

Stalking: means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) Fear for the person’s safety or the safety of others; or (B) Suffer substantial emotional distress.

- Course of conduct means two or more acts.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Examples of stalking behaviors or activities include, but are not limited to the following, if they occur in the context of stalking as defined above (i.e., the behaviors or activities would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress): (1) non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are unwelcome; (2) use of online, electronic or digital technologies, such as posting pictures or text in chat rooms or on websites, sending unwanted or unsolicited e-mail or talk requests, posting private or public messages on Internet sites, social networks, and/or school bulletin boards, installing spyware on a person's computer, or using Global Positioning Systems (GPS) or similar technology to monitor a person; (3) pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person; (4) surveillance or other types of observation, including staring and voyeurism; (5) trespassing; (6) vandalism; (7) non-consensual touching; (8) direct verbal or physical threats against a person or a person's family member, pet or personal property; (9) gathering information about a person from friends, family, or 8 co-workers; (10) accessing private information through unauthorized means; (11) threats to harm self or others; (12) defamation and/or lying to others about the person; and (13) using a third party or parties to accomplish any of the above.

Dating Violence: is violence committed by a person (A) who is or as been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on the consideration of the following factors: (i) the length of relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence: includes felony or misdemeanor crimes committed under the family or domestic violence laws of the jurisdiction in which the conduct occurs by a person who: A) is a current or former spouse or intimate partner of the victim, or a person similarly situated to a spouse of the victim; B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; C) shares a child in common with the victim; or D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction where the conduct occurs.

Sex Discrimination: Sex discrimination is a type of Prohibited Conduct that involves subjecting an individual or group to an adverse action based on sex, including sex stereotypes, sex characteristics, sexual orientation, and/or gender identity; Parental, Family, or Marital Status; and/or Pregnancy or Related Conditions. Sex-Based Harassment, including Sexual Assault, Dating Violence, Domestic Violence, and Sex- and Gender-Based Stalking, is a form of Sex Discrimination, but separately defined under this Policy.

An adverse action is one that adversely affects a term or condition of an individual's employment, education, living environment, or participation in a College program or activity, and/or is used as the basis for or a factor in decisions affecting that individual's employment, education, living environment, or participation in a College program or activity.

Olin College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not prohibited by law. Such conduct may be addressed through other disciplinary processes applicable to students or employees, or it may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the Title IX Office.

Sexual Exploitation: occurs when a person takes sexual advantage of another person for the benefit of anyone other than that other person without that other person's consent, and attempted sexual exploitation. Examples of sexually exploitative behavior include, but are not limited to: (1) video recording or photographing of sexual acts or nudity of another member of the College community without the consent of a person involved; (2) transmitting such video recordings or photographs without the consent of the person involved; (3) viewing or allowing or aiding others to view another person's sexual activity, intimate body parts, or nudity without the person's consent; and (4) sexual exhibitionism or exposure of one's genitalia in the presence of others without their consent.

Online Harassment and Misconduct: Olin College policies are written and interpreted broadly to include online manifestations of any of the conduct prohibited by this Policy, when those behaviors occur in or have an effect on Olin College's education program and activities, or when they involve the use of Olin College networks, technology, or equipment.

Although Olin College may not control websites, social media, and other venues through which harassing communications are made, when such communications that may constitute Prohibited Conduct are reported to Olin College, it will engage in a variety of means to address and mitigate the effects, including use of the Resolution Process.

Retaliation

Retaliation means intimidation, threats, coercion, or discrimination against any person by the College or an individual Respondent, for the purpose of interfering with any right or privilege secured by this Policy, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and/or the voluntary informal resolution processes described in this Policy; provided, however, that if the College decides to require an employee or other person authorized to provide aid, benefit, or service under the College's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding or hearing under this Policy, that will not constitute retaliation (please note, however, that the College will not require Confidential Employees to participate in any process as a witness if their doing so would require revelation of information they obtained in their confidential capacity, unless that confidentiality is waived)." against a peer (i.e., student-student or employee-employee retaliation).

Retaliation is a violation of this Policy, even if the facts in a complaint alleging Prohibited Conduct are ultimately not proven by a preponderance of the evidence.

Complaints of retaliation will be handled under the procedures outlined below for sex-based discrimination that does not involve sex-based harassment with a student Party.

1. The definitions of dating violence, domestic violence, sexual assault, and stalking used in this policy are consistent with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), as amended effective 2014, and the August 2024 Title IX regulations. In its primary prevention and awareness programs for incoming students and new employees, as well as in its primary prevention and awareness programs for students and employees, the College will include the definitions of dating violence, domestic violence, sexual assault, and stalking under the criminal law of Massachusetts. However, the College utilizes its own definitions of these prohibited behaviors, which are consistent with the Clery Act and Title IX and the August 2024 Title IX regulations as set forth below, for purposes of this policy, and determines responsibility for violations of this policy through its own procedures and standards of proof (i.e. by a preponderance of the evidence standard), not through the procedures or standards of proof employed in the criminal justice system.

V Pregnancy-Based Discrimination

Olin College does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). The College prohibits members of the Olin College community from adopting or implementing any policy, practice, or procedure which treats an applicant for admission, student, applicant for employment, or employee differently on the basis of current, potential, or past parental, family, or marital status. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

Pregnancy-Related Definitions

- **Familial Status.** The configuration of one's family or one's role in a family.
- **Marital Status.** The state of being married or unmarried.

- **Parental Status.** The status of a person who, with respect to another person who is under the age of 18, is a biological, adoptive, foster, or stepparent; a legal custodian or guardian; in loco parentis with respect to such a person; or actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- **Pregnancy and Related Conditions.** The full spectrum of processes and events connected with pregnancy, including pregnancy, childbirth, termination of pregnancy, or lactation; related medical conditions; and recovery therefrom.
- **Reasonable Modifications.** Individualized modifications to the College's policies, practices, or procedures that do not fundamentally alter the College's education program or activity.

Information Sharing Requirements

Any Olin College employee who becomes aware of a student's pregnancy or related condition is required to provide the student with the Title IX Coordinator's contact information and communicate that the Title IX Coordinator can help take specific actions to prevent discrimination and ensure equal access to the Olin College's education program and activity. If the employee has a reasonable belief that the Title IX Coordinator is already aware of the pregnancy or related condition, the employee is not required to provide the student with the Title IX Coordinator's contact information.

Upon notification of a student's pregnancy or related condition, the Title IX Coordinator will contact the student and inform the student of Olin College's obligations to:

- Prohibit sex discrimination.
- Provide reasonable modifications.
- Allow access, on a voluntary basis, to any separate and comparable portion of the institution's education program or activity.
- Allow a voluntary leave of absence.
- Ensure lactation space availability.
- Maintain a Resolution Process for alleged discrimination.
- Treat pregnancy as comparable to other temporary medical conditions for medical benefit, service, plan, or policy purposes.

The Title IX Coordinator will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation, as applicable.

Reasonable Modifications for Students

Students who are pregnant or are experiencing related conditions are entitled to Reasonable Modifications to prevent sex discrimination and ensure equal access to the Olin College's education program and activity. Any student seeking Reasonable Modifications must contact the Title IX Coordinator to discuss appropriate and available Reasonable Modifications based on their individual needs. Students are encouraged to request Reasonable Modifications as promptly as possible, although retroactive modifications may be available in some circumstances. Reasonable Modifications are voluntary, and a student can accept or decline the offered Reasonable Modifications. Not all Reasonable Modifications are appropriate for all contexts.

Reasonable Modifications may include:

- Breaks during class to express breast milk, breastfeed/chestfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Access to online or homebound education
- Changes in schedule or course sequence
- Time extensions for coursework and rescheduling of tests and examinations
- Allowing a student to sit or stand, or carry or keep water nearby

- Counseling
- Changes in physical space or supplies (for example, access to a larger desk or a footrest)
- Elevator access
- A larger uniform or other required clothing or equipment
- Other changes to policies, practices, or procedures determined by the Title IX Coordinator

In situations involving teamwork, use of labs and shops, student employment, and other participatory activities, the institution will work with the student to devise an alternative path to completion, if necessary and possible. Information about pregnant students' requests for modifications will be shared with faculty and staff only to the extent necessary to provide the Reasonable Modification. Students are welcome to work with their faculty members, supervisors, and/or the Office of Student Affairs and Resources to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like any other student with a temporary disability. Students can reach out to the Disability Services Office directly. Additionally, the Title IX Coordinator will consult with the Disability Services Office to ensure the student receives reasonable accommodation for their disability as required by law.

Supporting documentation for Reasonable Modifications will only be required when it is necessary and reasonable under the circumstances to determine which Reasonable Modifications to offer to determine other specific actions to take to ensure equal access.

VI Inclusion Related to Gender Identity-Expression

Olin College strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression, including but not limited to intersex, nonbinary, transgender, agender, two-spirit students and employees.

Discrimination and harassment on the basis of gender identity or expression are not tolerated by Olin College. If a member of the Olin College community believes they have been subjected to discrimination under this Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, Olin College supports the full integration and healthy development of its students and seeks to eliminate any stigma related to gender identity and expression.

Olin College is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. Olin College will administratively address issues that some students and employees, including but not limited to those identifying as intersex, transgender, agender and, nonbinary, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do Olin College's processes and policies.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be and may constitute a Policy violation if the effect is greater than *de minimis* harm.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, or nonbinary. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen. Intentional deadnaming may constitute a Policy violation if the effect is greater than *de minimis* harm.

This Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, and/or nonbinary students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students have equal access to educational programming, activities, and facilities, including restrooms and locker rooms, consistent with their gender identity

- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the Olin College community

Olin College uses a number of interventions to address concerns that are raised related to gender-based harassment or discrimination, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, Olin College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, Olin College will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

VII Mandatory Reporting and Confidential Employees

Mandatory Reporters

A Mandatory Reporter is any employee who is not a confidential employee and who either has authority to institute corrective measures on behalf of Olin College or has responsibility for administrative leadership, teaching or advising. Mandatory Reporters are expected to promptly report all known details of actual or suspected sex discrimination, sex-based harassment, retaliation, and/or other Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal Olin College action.

Failure of a Mandatory Reporter, as described above in this section, to report an incident of sex discrimination, sex-based harassment, or retaliation of which they become aware is a violation of Olin College Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandatory Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandatory Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

Complainants may want to carefully consider whether they share personally identifiable details with Mandatory Reporters, as those details must be shared with the Title IX Office.

If a Complainant expects formal action in response to their allegations, reporting to any Mandatory Reporter can connect them with resources to report alleged crimes and/or Policy violations, and these employees will immediately pass Notice to the Title IX Office (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

All other employees (including student employees) who are not confidential employees and not covered above, must provide the contact information of the Title IX Coordinator and information about how to make a Complaint of sex discrimination to any person who provides the employee with information about conduct that reasonably may constitute sex discrimination under this Policy.

Confidential Employees

The following sections describe Olin College's confidential options for a Complainant or third party (including parents/guardians when appropriate). There are three categories of Confidential Employees:

- 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors;
- 2) Those whom Olin College has specifically designated as Confidential Resources for purposes of providing support and resources to individuals affected by Prohibited Conduct; and
- 3) Those conducting human subjects research as part of a study approved by the College's Institutional Review Board (IRB).

For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

To enable Complainants to access support and resources without filing a Complaint, Olin College has designated specific employees as Confidential Resources. Those designated by Olin College as Confidential Resources are not required to report actual or suspected sex discrimination, sex-based harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or Olin College official unless a Complainant has requested the information be shared.

If a student/employee/patient/client discloses information to a Confidential Employee acting within the scope of such role conduct that reasonably may constitute Prohibited Conduct, the Confidential Employee must and will explain the following to the student/employee patient/client:

- The employee's status as confidential for purposes of this policy, and that they will not report information about conduct that reasonably may constitute Prohibited Conduct to the Title IX Coordinator without the individual's permission;
- How to contact the Title IX Coordinator and how to make a complaint of sex discrimination;
- That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate a Resolution Process under this Policy;
- Reporting options and the effects of each option;
- Counseling services available on campus and through a local, community-based rape crisis center or domestic violence program;
- Medical and health services available on campus and off campus;
- The College's disciplinary process;
- The legal process carried out through local law enforcement agencies;
- Provide notice of their rights;
- Provide notice of the institution's responsibilities regarding a protection order, no contact order and any other lawful orders issued by the institution or by a criminal, civil or tribal court.

Confidential Employees will receive training on the awareness and prevention of sexual misconduct and in trauma-informed response, and will assist the reporting party with requested Supportive Measures including:

- Coordinating with any on-campus and off-campus sexual assault crisis service center or domestic violence program;
- If directed by the reporting party, contacting campus or local law enforcement;
- Contacting the appropriate College personnel to arrange College-based Supportive Measures as described in this Policy. Supportive Measures do not require a report to the Title IX Coordinator.

Confidential Employees may attend meetings and proceedings under this Policy as the advisor or support person of the student's or employee's choice.

A College Confidential Resource will not provide services to adverse parties in an incident of Prohibited Conduct and shall ensure confidentiality is maintained. Confidential Employees will not be required to report an incident to the College or a law enforcement agency unless otherwise required to do so by state or federal law.

Unless otherwise required by state or federal law, a Confidential Employee will not disclose confidential information without the prior written consent of the student/employee/patient/client who shared the information; provided, however, that nothing in this section shall limit a responding party's right of cross examination of the Confidential Employee in a civil or criminal proceeding if the Confidential Employee testifies after being given written consent to do so by the party. A confidential communication shall not be subject to discovery and shall be inadmissible in a criminal or civil proceeding without the prior written consent of the party who shared the information.

Information provided to Confidential Employees shall not be released to a campus official or law enforcement officer or agency unless written consent has been given by the reporting party.

Confidential Employees will not act as a counselor or therapist unless they hold a valid and applicable license under Massachusetts law and the reporting party engages the confidential resource provider in that capacity. The privileges available under Massachusetts law shall apply to all information received by a confidential resource provider.

Employees who have confidentiality as described above, and who receive Notice within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act statistical reporting purposes unless they believe it would be harmful to the student, employee, client, patient, or parishioner.

Off-Campus Confidential Resources

In addition, Complainants may speak with individuals unaffiliated with Olin College without concern that their policies will require them to disclose information to the College without permission. Examples of outside confidential resources include but are not limited to:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains/Attorneys

VII. Additional considerations

A. Privacy and Confidentiality: Treatment of Reported Information.

The College will not disclose the identity of a Complainant or a Respondent, except as necessary to carry out a disciplinary process or as permitted under state or federal law.

Requests for Confidentiality or No Investigation.

Olin will act with discretion with regards to the privacy of individuals and the sensitivity of the situation when receiving a report of conduct that could fall within the prohibitions of the Sexual and Interpersonal Misconduct Policy.

There are certain circumstances in which Olin has a broader obligation to the community and may not be able to abide by: a) an individual's request for complete confidentiality or b) an individual's request that Olin not investigate a matter. Because either such a request could impact Olin's ability to appropriately address and resolve the behavior in question, Olin will weigh these requests carefully. Where the College has Notice of Prohibited Conduct but the Complainant is not requesting that the College initiate a resolution process, and/or in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, the Title IX Coordinator will make a fact-specific determination regarding whether to initiate an investigative resolution process. To make this determination, the Title IX Coordinator will consider, at a minimum, the following factors: the Complainant's request that the College not proceed with the initiation of a complaint; the Complainant's reasonable safety concerns; the risk that additional acts of misconduct would occur if a complaint is not initiated; the severity of the alleged misconduct, including whether the misconduct, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the misconduct and prevent its recurrence; the age and relationship of the parties, including whether the respondent is an employee; the scope of the alleged misconduct, including information suggesting a pattern, ongoing misconduct, or misconduct alleged to have impacted multiple individuals; the availability of evidence to assist a decisionmaker in determining whether misconduct occurred; and whether the College could end the alleged misconduct and prevent its recurrence without initiating a complaint.

If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the Complainant or other person, or that the conduct as alleged prevents the College from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate or continue an investigative resolution process as described below. The College will seek to respect the request of the Complainant and where it cannot do so, it will consult with the Complainant and keep the Complainant informed about the chosen course of action. In such situations, prior to initiating or continuing investigative resolution, the Title IX Coordinator will notify the Complainant and appropriately address reasonable concerns about the Complainant's safety or the safety of others, including by providing supportive measures.

The College will not compel the Complainant to participate in an investigation where the Complainant has requested that the College not pursue the investigation. In all cases, the final decision on whether, how, and to what extent the College will maintain the Complainant's confidentiality or conduct an investigation, and whether other measures will be taken in connection with a report of a violation of this policy, rests with the Title Coordinator. Note: If the Title IX Coordinator does initiate an investigation and a Complainant is known, the Coordinator will provide the Complainant all notices and opportunities to respond to evidence that are provided by the procedures outlined below, even if the Complainant is not actively involved, unless the Complainant requests specifically in writing that this not occur.

The College's ability to investigate and pursue disciplinary action may be limited when the identity of the Respondent is unknown or when a Complainant requests that their identity not be revealed to the Respondent.

If the Title IX Coordinator does not initiate or continue investigative resolution, they will take other appropriate, prompt, and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual Complainant, if any, to ensure that the misconduct does not continue within the College's education program or activity.

Disclosure of Sexual Misconduct at Public Awareness Events.

When a the Title IX Coordinator is notified of information about conduct that reasonably may constitute sex-based harassment as defined by this Policy that was provided by a person during a public event to raise awareness about sex-based harassment that was held on the College's campus or through an online platform sponsored by the College, the College will not act in response to the information, unless it indicates an imminent and serious threat to the health or safety of a Complainant, any students, employees, or other persons. However, in all cases the College will use this information to inform its efforts to prevent sex-based harassment, including by providing tailored training to address alleged sex-based harassment in a particular part of its education program or activity or at a specific location when information indicates there may be multiple incidents of sex-based harassment.

B. Reporting and Duty to Report Sexual and Interpersonal Misconduct, Information Provided by College Upon Receipt of Reports, and Retaliation

The College views reports of Prohibited Conduct as oral or written notification of that conduct, in circumstances where the Complainant or reporting party is not requesting that the College take specific action at that time in response to the report. Complaints, by contrast, are an oral or written request to the College that objectively can be understood as a request for the College to investigate and make a determination about alleged Prohibited Conduct. Anyone who wishes to report that they or another Olin College community member has or may have experienced Prohibited Conduct as defined above should contact through the following means either:

Justin M. Bell, JD (he/him) Title IX Coordinator- Director of Non-discrimination Initiatives

Office: MH 323 Phone: 781-292-2408 email: jbelle@olin.edu,

Guilene Prepetit (she/her) Deputy Title IX Coordinator & Associate Director of Talent and Engagement- Office: CC 332
Phone: 781.292.2411 email: gprepetit@olin.edu or

Olin College Department of Public Safety- Phone: 781-239-5555 email: publicsafety@olin.edu

Reports of Prohibited Conduct should be made to the Title IX Coordinator and/or Public Safety regardless of where the conduct occurred (e.g., off-campus or on-campus). The Title IX Coordinator and/or Public Safety will provide information to the individual who reportedly experienced the Prohibited Conduct on where to receive immediate emergency assistance following an incident of Prohibited Conduct, which shall include, but not be limited to:

- information related to preserving evidence and contact information for seeking medical treatment on campus, if available, and off campus;
- descriptions of the types of counseling and health, safety, academic and other support services available from the College within the local community or region or through a local community-based rape crisis center or domestic violence program, including contact information;
- information on the rights of students and employees to:

(A) notify or decline to notify law enforcement, including Olin College, local and/or state police, of an alleged incident of Prohibited Conduct;

(B) receive assistance from College authorities in making any such notification;

(C) obtain a court-issued protective order or a College-issued no-contact order against an alleged perpetrator of the sexual misconduct; and

(D) concurrently utilize the College's process for investigating sexual misconduct complaints and any external civil or criminal processes available to the student or employee;

- College-based supportive measures reasonably available from the College, which shall include, but not be limited to, options for changing academic, living, campus transportation or working arrangements in response to an alleged incident of Prohibited Conduct, regardless of where the conduct occurred or whether such conduct occurred outside of the College's programs or activities, and regardless of whether a complaint is filed in accordance with the College's policy for resolving complaints, how to request such measures and the process to have any such measures reviewed; and
- Procedures for students or employees to notify the institution that a protective order has been issued under state or federal law and the institution's responsibilities upon receipt of such notice; College will work in good faith to implement the requirements of judicially-issued protective orders and similar orders, to the extent that doing so is within its authority.

All College employees who have not been specifically designated as Confidential Employees as described above are Mandatory Reporters who are obligated by College policy to disclose information about conduct that reasonably may constitute Prohibited Conduct to the Title IX Coordinator.

In addition, Olin employees who are designated as campus security authorities (CSAs) for the purposes of the Clery Act must provide Public Safety with non-identifying statistical information regarding all reported incidents of Clery crimes (including, but not limited to, sexual assault, dating violence, domestic violence, stalking and hate crimes). Any questions about the reporting or confidentiality status of an individual should be directed to the Title IX Coordinator.

Confidential Employees as described above are not obligated to report identifying information about behavior that may implicate this Policy without the consent of the individual who supplied the information in question, and may otherwise keep information confidential as permitted and/or required by law. However, these confidential resources are instructed to inform individuals of their rights to file a complaint under this Policy and may assist in that process. Confidential resources may, consistent with their legal obligation and ethical requirements, provide limited statistical information about incidents without revealing personally identifiable information regarding the identity of the individuals involved to the Title IX Coordinator.

C. Amnesty

In order to encourage students to report Prohibited Conduct without fear that an investigation could reveal their violation of College alcohol and drug-related policies, students will be provided with amnesty in connection with reporting Prohibited Conduct, which means a reprieve from disciplinary action for their own personal consumption of drugs or alcohol ancillary to a report or complaint of Prohibited Conduct. Students who report Prohibited Conduct, either as a Complainant or a witness, will not be subject to disciplinary action by the College for their violation of the College's student conduct rules. The College may decide not to grant amnesty when a report or complaint of Prohibited Conduct is not made in good faith or the violation was egregious. An egregious violation shall include, but not be limited to, taking an action that places the health and safety of another person at risk.

IX Initial Assessments of Reports or Complaints of Sexual or Interpersonal Misconduct

When a report of Prohibited Conduct is made to the College, the College will treat both Complainants and Respondents equitably by offering supportive measures to the Complainant and Respondent (if known) as appropriate, and by following the formal or informal processes outlined below before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a Respondent.

Upon receiving a report of conduct that could fall under this Policy, the Title IX Coordinator will assess the need to take any immediate action to address the safety and health needs of the Complainant¹ and the Olin community. The initial assessment is a preliminary action to determine the need for any supportive measures; it is not part of an investigation conducted after receipt of a report or complaint.

This initial assessment process includes, but is not limited to, the following:

A. Meeting with the Complainant

The Title IX Coordinator will promptly meet with the Complainant. If appropriate in the circumstances, i.e., if the Complainant wishes to file a complaint through procedures outlined below, the Title IX Coordinator will share information regarding the following, as relevant and appropriate:

- Encourage the Complainant to discuss the nature and circumstances of the reported conduct, and review relevant documentation that is available;
- Inform the Complainant of the right to report or the right to decline to report the matter to Public Safety and/or local law enforcement. A report to Public Safety or local law enforcement will not change Olin's obligation to potentially investigate the matter if a complaint is eventually filed with the College, but it may briefly delay the timing of an investigation if a law enforcement agency requests that the College delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct;
- Explain the process for filing a complaint with the Title IX Coordinator;
- Discuss the availability of supportive measures, regardless of whether a complaint is filed; if supportive measures are requested but not provided to a Complainant, the Title IX Coordinator will document why they were not provided;
- Discuss protection from, and reporting of, incidents of retaliation;
- Provide written notification of the counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available both within the College and in the community; and
- Discuss the importance of preserving relevant evidence or documentation (e.g., texts, emails, notes, photographs, etc.) as appropriate to either party.

If the Complainant indicates that they do not want to participate in a resolution process and/or do not want the College to initiate a resolution process, the Title IX Coordinator will assess whether or not it can respect the Complainant's preferences by analyzing the factors discussed above.

B. Dismissals

The College may dismiss a complaint if:

- The College is unable to identify the Respondent after taking reasonable steps to do so;
- The Respondent is not participating in the College's education program or activity and is not employed by College;
- The College receives the Complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and the College determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute Prohibited Conduct even if proven; or
- the College determines the conduct alleged in the complaint, even if proven, would not constitute Prohibited Conduct. Before dismissing the complaint, the College will make reasonable efforts to clarify the allegations with the Complainant.

Upon dismissal, The College will promptly notify the Complainant in writing of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then the College will notify the parties simultaneously in writing.

The College will notify the Complainant that a dismissal may be appealed on the bases outlined in the Appeals section below. If dismissal occurs after the Respondent has been notified of the allegations, then the College will also notify the Respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, the College will follow the procedures outlined in the Appeals section.

When a complaint is dismissed, the College will, at a minimum:

- Offer supportive measures to the Complainant as appropriate;
- If the Respondent has been notified of the allegations, offer supportive measures to the Respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that Prohibited Conduct does not continue or recur within the College's education program or activity.

The College strives to complete the initial assessment process within **20** days of when it received the report or complaint, unless extenuating circumstances require extending this time period for good cause shown.

1. When a Complainant and Respondent are discussed collectively, they will be referred to as the "parties," and when they are discussed individually, each will be referred to as a "party." There may be an instance where another individual, who has not experienced but is aware of the occurrence of Prohibited Conduct, may provide information about Prohibited Conduct. Such an individual will be referred to as the "reporting party." In specific circumstances, Olin will determine at its discretion which, if any, of the protections and procedural opportunities provided to a Complainant under Olin's Sexual and Interpersonal Misconduct Policy are also applicable to a reporting party.

X Initiating a Complaint With the College

A. Period of Limitations

There is no window of time after an incident of Prohibited Conduct has occurred in which to file a complaint with the College. The College, however, strongly encourages early filing of a complaint in order to preserve evidence for a potential legal or College grievance proceeding. Delays in making a complaint, while permitted, may limit the College's ability to investigate and respond effectively, given the passage of time.

B. Notice of Allegation(s) to the Parties

When the Title IX Coordinator decides that a resolution process under this Policy will be initiated, the Title IX Coordinator will provide the following written notice to the parties who are known:

- Notice of the applicable College grievance process, including information regarding the College's informal resolution process (if available); the College will also provide the parties with a link to this full Policy.
- Notice of the allegations potentially constituting Prohibited Conduct, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
- The identities of the parties involved in the incident, if known;
- The conduct allegedly constituting Prohibited Conduct, which will include a specific statement of which policies were allegedly violated and by what actions; and
- The date, time and location of the alleged incident, if known.
- A statement that retaliation is prohibited.
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the applicable grievance process.
- A statement informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, during the grievance process, and that they will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker.
- A statement that they are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.
- A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and subject to appropriate disciplinary action.

If, in the course of an investigation, the College decides to investigate allegations that are not included in the notice provided above, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

C. Consolidation of Complaints

The Title IX Coordinator may consolidate complaints as to allegations of Prohibited Conduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Prohibited Conduct arise out of the same facts or circumstances.

D. Emergency Removal Procedures

In cases that involve allegations of conduct that would, if proved, constitute Prohibited Conduct as defined above, the Title IX Coordinator or Deputy Coordinator may remove a student or employee from the College's education program or activity on an emergency basis, provided that the Coordinator (or designee):

1. Undertakes an individualized safety and risk analysis;
2. Determines that an imminent and serious threat to the health or safety of any student, employee, or other individual arising from the allegations of Prohibited Conduct justifies removal; and
3. Provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision will not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

An emergency removal does not replace the regular grievance hearing process in Prohibited Conduct cases, which will proceed on the normal schedule, up to and through a hearing, if required.

E. How to Challenge an Emergency Removal Decision

Challenges are resolved by the Dean of Student Affairs. A challenge must be submitted in writing by the Respondent within five (5) business days after the receipt of the Title IX Coordinator's or Deputy Title IX Coordinator's emergency removal decision.

The challenge statement must specify the grounds for the challenge and include any evidence in support of the grounds.

During the challenge, the emergency removal decision will remain in place. A written response to the appeal will be provided by the Dean of Student Affairs to the Respondent by mail and email (if both addresses are known). The outcome of the challenge decision is final.

F. Administrative Leave

In cases that involve allegations of Prohibited Conduct as defined above, the College may place an employee Respondent (including a student employee Respondent, with regard to their employment duties) on paid or unpaid administrative leave during the pendency of a resolution process, at the College's discretion. This provision will not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

XI Supportive Measures

Olin College will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged sex discrimination, sex-based harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the parties, to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties and/or the College's educational environment and/or to deter sex discrimination, sex-based harassment, and/or retaliation.

The Title IX Office promptly makes supportive measures available to the parties upon receiving a report or a complaint. At the time that supportive measures are offered, if a complaint has not been made, the Olin College will inform the Complainant, in writing, that they may file a complaint with the College either at that time or in the future. The Title IX Office will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the College's ability to provide those supportive measures. The College will act to ensure as minimal an academic/occupational impact on the parties as possible. The College will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact restrictions (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders

- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Office. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures stated above. The College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change. The College typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the Title IX Office.

XII Resolution Process

Any timeframe or deadline established by this Policy, the Title IX Coordinator, or another individual working on a matter on behalf of the College may be extended for good cause shown. The College has established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with written notice of any extension to the parties that includes the reason for the delay:

- A party who wishes to request an extension of any deadline established by this process, should make that request via email to the person who established the deadline.
- The person who established the deadline will inform the requesting party promptly regarding whether the requested extension will be granted, modified, or denied.
- The person who established the deadline may in their discretion determine it necessary to allow the non-requesting party an opportunity to respond to the request prior to making a determination on the request.
- When an extension is granted in whole or in part, the non-requesting party will be notified and will receive a corresponding extension for the other party's compliance with any similar deadline, as applicable.

The College may also extend timeframes for major stages of the procedures at its own discretion as necessary, and if it does so it will inform the parties of that and summarize the reason for the extension.

A. Optional Informal Resolution Procedures

All parties and the Title IX Coordinator must agree to informal resolution for this option to be used. The Title IX Coordinator will assess the request for an informal resolution against the severity of the alleged violation and the potential risks to Olin community members. The Title IX Coordinator may decide that informal resolution is not appropriate at their discretion, including, for example, in cases where they determine that the alleged conduct would present a future risk of harm to others. If the Title IX Coordinator determines that an informal resolution is appropriate, the Title IX Coordinator will notify the Parties in writing that participation is strictly voluntary and is not offered as a condition of enrollment/continuing enrollment, employment/continuing employment, or a waiver of the right to a formal investigation. Moreover, the written notification will describe the requirements of the informal resolution process, will inform the parties that their agreement to resolve the matter through informal resolution will preclude them from initiating or resuming formal grievance procedures arising from the same allegations, will describe the potential terms that could be included in an informal resolution agreement and that an informal resolution agreement would be binding only upon the parties, will inform the parties of what information will be maintained and that the College will not disclose communications made by parties within and exclusively for purposes of the informal resolution process in any subsequent formal process involving the same allegations, and will state that the parties have the right to withdraw from the informal resolution process at any time and resume the grievance process with respect to the complaint. The notice will also state that the parties have the right to be accompanied by an advisor of their choice throughout the informal resolution process.

If, after receiving written notification of the above rights, the parties both voluntarily consent in writing to pursue informal resolution, the Title IX Coordinator will assign a trained administrator or third-party external to the College to facilitate the informal resolution process.

The allegation will be deemed resolved when the parties expressly agree in writing to a resolution that is acceptable to them, and which is deemed acceptable and approved by the Title IX Coordinator in consultation with other appropriate College administrators. If, however, informal resolution efforts are unsuccessful, the investigation and/or grievance process will continue.

A party may withdraw from the informal resolution process at any time before the parties agree to a resolution in writing. The Title IX Coordinator may also reinstate an investigation at any time they deem appropriate.

An informal resolution process may include the following four options:

1. **Supportive Resolution.** When the Title IX Office can resolve the matter informally by providing supportive measures (only) to remedy the situation.
2. **Educational Conversation.** When the Title IX Office can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations. (The Complainant can be involved in this conversation if they wish.)
3. **Accepted Responsibility.** When the Respondent accepts responsibility for violating Policy and accepts the recommended sanction(s), and the Complainant(s) and Olin College are agreeable to the resolution.
4. **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism, such as shuttle negotiation, restorative practices, facilitated dialogue, etc.

The College will strive to complete an informal resolution process within **30** days of when the notice described above was provided to the parties, unless extenuating circumstances require an extension of that timeframe. If there is a need to extend that timeframe, the College will provide notice to the parties of the extension and the reason for the extension.

B. Formal Resolution Procedures

Investigation

When a Formal Complaint is made by or against a community member and contains allegations potentially constituting a violation of this Policy, unless informal resolution is in process, the College will designate a trained investigator or investigators (“investigator”) to conduct an investigation. Any investigator must be impartial and free of any conflict of interest, and will receive not less than annual training on issues relating to Prohibited Conduct, investigatory procedures and hearing procedures to protect the safety and rights of students and employees and promote accountability. A party may raise an objection to the appointment of any investigator on the basis that such investigator is not impartial or has a conflict of interest. Such an objection must be made in writing, specify the basis for the objection, and be submitted to the Title IX Coordinator or designee within three (3) calendar days of the party being informed of the name of the investigator. If the investigator is the Title IX Coordinator, the appeal may be made to the Deputy Title IX Coordinator or designee. The Title IX Coordinator, Deputy Title IX Coordinator, or designee will make the final non-appealable determination on an investigator’s ability to serve.

The Title IX Coordinator or designee may consolidate complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other, where the allegations arise out of the same facts or circumstances.

During the pendency of any resolution process, a Complainant and Respondent may each have their Advisor present at any meeting or proceeding related to the resolution process.

After a notice of allegations has been provided to the parties, the investigator will conduct the investigation. The parties will have an equal opportunity to be heard, to submit information and evidence (both inculpatory and exculpatory), and to identify witnesses who may have relevant information.

The investigation is a neutral fact-gathering process. The Respondent is presumed to be not responsible; this presumption may be overcome only where a determination has been made that there is sufficient evidence, by a preponderance of the evidence standard (which means “more likely than not”), to support a finding that the Respondent violated the policy.

The burden of proof and the burden of gathering evidence rests on the College and not on the parties.

Review of Evidence and Investigation Report

Upon conclusion of the investigation, the investigator will provide to each party and the party’s Advisor(s), if any, the relevant evidence obtained through the investigation. Any evidence the investigator deems irrelevant, along with impermissible evidence, will be removed and not provided to the parties. Depending upon the circumstances, this will typically occur within sixty (60) calendar days after a complaint is received by the Title IX Coordinator. The parties and their Advisors will be able to view the relevant evidence, but are prohibited from downloading, printing, or in any way copying or sharing the documents and evidence, and must adhere to legal and College privacy and confidentiality requirements, including but not limited to the confidentiality requirements in this Policy.

Unless the investigator specifies a different timeframe (due to for example, the complexity of the matter, volume of evidence, or time of year/academic calendar), the parties will have ten (10) calendar days from the date the evidence is made available to them to submit a written response, if desired. Any written responses, or portions thereof, to the evidence may be shared with the other party.

The investigator will consider all written responses received and conduct any appropriate further investigation in response, at the sole discretion of the investigator.

Depending upon the circumstances, the investigator typically will submit the evidence to the decision maker within five (5) calendar days of receiving any responses to the evidence, unless the investigator is also the decision maker. The Title IX Coordinator or designee will provide a notice of hearing to the parties.

Hearing

The Title IX or Deputy Title IX Coordinator or External Consultant as Hearing Officer

The Title IX or Deputy Title IX Coordinator, External Consultant, and/or investigator(s) will serve as the hearing officer (“hearing officer”). The Parties will be notified of the selection of the hearing officer before the Hearing and can object to the appointment of any hearing officer by providing articulable grounds of suspected bias, conflict of interest, an inability to be fair and impartial, or an inability to make an objective determination. This objection should be directed to the Title IX Coordinator or designee who will make the final determination on a hearing officer(s) ability to serve.

Decision regarding hearing

The Title IX Coordinator or designee will determine whether a hearing will be conducted or whether a decision will be made on the written record. This decision will be based on whether questioning of a party or witness is necessary because, for example, credibility is both in dispute and relevant to evaluating one or more allegations of Prohibited Conduct. If credibility is in dispute and relevant, a hearing will be held.

Request to Have Witnesses Present at Hearing

If a hearing is being held, at least three (3) business days before the hearing, the parties shall submit a list to the Title IX Coordinator or designee requesting the presence of any witness(es) that they would like to question at the hearing.

No party will be permitted to call as a witness at a hearing any witness that the investigator(s) did not interview as part of the investigation.

Hearing Procedures

All hearings are closed to the public and are private to protect the privacy interests of all involved. Hearings will be audio or video recorded, however, the hearing officer's deliberations will not be recorded. Neither the parties, nor any witnesses, Advisors, or other participants will be permitted to make any audio or video recordings.

Hearings will be live and may be conducted with all parties physically present in the same geographic location, or, upon request of either party, all parties will appear at the hearing virtually with technology enabling the parties to simultaneously see and hear each other. Witnesses appearing live may be physically present at the hearing or may appear virtually with technology enabling all parties and the witness to simultaneously see and hear each other.

The hearing officer will review the relevant evidence prior to the hearing and will have access to these materials during the hearing. During the hearing, the hearing officer may question the Complainant, Respondent, any witnesses, and/or the investigator to elicit relevant and permissible information.

Both parties have the option to provide an opening and closing statement. The parties cannot orally pose questions directly to each other or to witnesses, but may submit written questions to the hearing officer(s) to ask on their behalf. The hearing officer will not ask questions that are not relevant or are otherwise impermissible. If the hearing officer determines that a question is not relevant or is otherwise impermissible or relevant, they will explain the decision to exclude a question. A hearing officer may also exclude questions that are unclear and harassing. If that occurs, the hearing officer will provide the party with an opportunity to revise or clarify the question, and if the party does so, the hearing officer will ask the question.

The parties have the right to be present during the hearing. Neither parties nor witnesses are required to attend a hearing or answer questions. If either party or a witness is not in attendance, the hearing may still proceed, findings may still be made, and sanctions may still be imposed. The hearing officer may choose to place less or no weight on statements by a party or witness who refuses to respond to questions deemed relevant and not otherwise impermissible. However, the hearing officer cannot base their decision solely on a party or witness's absence from the hearing or refusal to answer questions.

Parties are expected to produce relevant information during the investigation and review process. If new, relevant information is presented for the first time at the hearing, the hearing officer shall determine how to proceed in her, his, or their sole discretion.

The hearing officer will objectively evaluate all relevant evidence and will not make credibility determinations based on a person's status as a Complainant, Respondent, or witness. After evaluating the evidence, the hearing officer will deliberate and make a finding by a preponderance of the evidence as to whether the Respondent is responsible for conduct in violation of this Policy. If there is more than one hearing officer, a majority is needed for a finding. The parties will be provided simultaneously with notice of the determination not later than 7 business days after the determination is made, and notice of the opportunity to appeal the determination under procedures detailed below.

Imposition of Sanctions and Remedies

If the Respondent is found "Responsible," the Title IX Coordinator or Deputy Title IX Coordinator or designee will determine what sanction is appropriate and whether remedies are necessary to restore or preserve the Complainant's equal access to one or more of the College's education programs or activities.

The Complainant and Respondent, and other affected parties, as appropriate, will each have the opportunity to present a statement about the impact of the violation and/or requested sanctions. The statements will be reviewed only if there has been a finding that the Respondent is responsible for one or more violations of this policy.

The Title IX Coordinator or Deputy Title IX Coordinator or designee shall determine the appropriate sanction (or combination of sanctions). In addition to sanctions, remedies may also be available to the Complainant at any time after a finding of responsibility against the Respondent. The Title IX Coordinator or Deputy Title IX Coordinator or designee, in consultation with others as necessary, will determine any appropriate additional remedies. In the absence of a finding of responsibility, supportive measures may remain available to all parties.

Types of sanctions:

1. **Employees.** Sanctions imposed with respect to respondents who are employees may include, but are not limited to, one or more of the following: dismissal from employment, non-renewal of an employment contract, suspension, probation, reprimand, warning, issuance of a no-contact order, training and/or counseling.
2. **Students.** Sanctions may include, but are not limited to, one or more of the following: expulsion, suspension, probation, reprimand, warning, restitution, education/counseling, issuance of a no-contact order, restriction from extracurricular programs or activities, loss of leadership opportunity or positions in activities, housing restriction/relocation, and/or loss or restriction from College employment.
3. **Considerations.** In determining an appropriate sanction, the Hearing Officer may take into account the following:
 1. The nature and circumstances of the harassment.
 2. The impact of the harassment on the complainant.
 3. The impact of the harassment on the College community.
 4. The disciplinary history of the respondent.
 5. Any other mitigating or aggravating circumstances.

Additional Remedies. The Title IX Coordinator may also identify additional remedies to address the effects of the conduct on the impacted party. Remedies may include extending or making permanent any supportive measures. If a complainant declined or did not take advantage of a specific supportive measure or resource previously offered, Olin may re-offer the supportive measure, as applicable or necessary. The Title IX Coordinator may also consider broader remedial action for the campus community, such as increased supervision or monitoring, targeted or increased education and prevention efforts, and review of policies and procedures. In addition, if any matter raised, but not addressed hereunder, potentially violates any other Olin policy, rule, or procedure, the Title IX Coordinator may refer the matter raised to the appropriate officials, irrespective of the finding under this Policy.

Notice of Determination

Depending upon the circumstances, but generally within five (5) calendar days of the hearing, the hearing officer will simultaneously provide to the parties a copy of the written notice of determination.

The written notice may note whether remedies will be provided to the Complainant, but the specific remedies will not be shared with the Respondent unless needed to be disclosed to effectively implement the remedy.

The College strives to complete the investigation and hearing process within 120 days of when the notice of investigation is sent, absent extenuating circumstances. If there is a need to extend that timeframe, the College will provide notice to the parties of the extension and the reason for the extension.

C. Appeal

Either party may appeal a dismissal or a determination regarding responsibility within ten (10) calendar days after the written notice of the decision is sent to them. If a Complainant appeals a dismissal and the Respondent was not previously notified of the allegations, the Title IX Coordinator will send a notice of the allegations to the Respondent and inform the Respondent that they have a right to appeal the dismissal as well. During the ten (10) calendar day period between the written notice of a determination and the appeal deadline, the recording of the hearing will be made available to the parties and the parties' Advisor(s) for inspection and review subject to the privacy and confidentiality requirements of the College, the law, and this Policy. Appeals must be submitted to the Title IX Coordinator or Deputy Title IX Coordinator or designee in writing and must specify in detail the basis for the appeal.

Either party can appeal on the following bases: (1) procedural irregularity that would change the outcome; (2) new evidence that was not reasonably available at the time the determination was made that would change the outcome (the timeframe for filing an appeal based on newly discovered information may be extended at the discretion of the Title IX Coordinator or designee where the evidence could not reasonably have been discovered within the timeframe and a compelling justification exists for its consideration); (3) the Title IX Coordinator, decision-maker(s), or investigator(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.

Upon receipt of an appeal, an appellate officer who was not the hearing officer for the matter will be appointed to review the matter. The appellate officer can be the Title IX Coordinator or Deputy Title IX Coordinator, or designee.

The parties will be notified of the appeal and offered the opportunity to submit a written statement in support of or against the appeal, which appeal shall be due within ten (10) calendar days.

The appellate officer will review the parties' written request(s) for appeal, the parties' written statement(s) in support of or against the appeal(s) (if any), the written record, and any other documents or evidence (including any recording) that the appellate officer deems relevant. The appellate officer will defer to decisions of the hearing officer(s) unless one or more of the appeal bases are satisfied.

The appellate officer may affirm the decision or remand the case to the original hearing officer(s), or a new hearing officer(s) if the appellate officer finds that doing so is necessary, or if the appeal was granted due to a conflict of interest or bias of one or more of the original hearing officer(s).

The appellate officer will draft a written notice of the appeal decision and provide it simultaneously to both parties.

XIII Definitions

Advisor: A person chosen by a party, who may but need not be an attorney, who provides support and advice to a Party during any stage of the process set forth in this Policy. Any person serving as a Party's Advisor is prohibited from publicly disclosing private information learned during this process, including information protected under the Family Educational Rights and Privacy Act ("FERPA") or other state or federal laws. Parties and Advisors are expected to maintain the privacy and respect the privacy concerns of all parties and witnesses to the greatest extent possible. If any Advisor is concerned about violating this assurance of privacy to gather evidence, they should raise such concerns with the Title IX Coordinator immediately so that it can be appropriately addressed to protect the sensitivity of the information without limiting the ability of either party to find and present relevant evidence.

Complainant:

- A student or employee who is alleged to have been subjected to conduct that could constitute Prohibited Conduct;
- A person other than a student or employee who is alleged to have been subjected to Prohibited Conduct and who was participating or attempting to participate in the College's education program or activity at the time of the alleged Prohibited Conduct; or
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant.

Complaint: an oral or written request to the College that objectively can be understood as a request for the College to investigate and make a determination about alleged Prohibited Conduct.

Consent and Sexual Coercion: Consent is the affirmative and willing agreement to engage in a specific form of sexual contact with another person who is capable of giving consent. Consent cannot be obtained through: (a) the use of coercion, or (b) by taking advantage of the incapacitation or impairment of another individual, including someone who is underage, unconscious, asleep, incapacitated, or impaired by intoxication or drugs. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has chosen freely to engage in a sexual contact.

Sexual Coercion is defined for purposes of this section as the application of unreasonable pressure to take part in sexual activity or in any of the Prohibited Conduct listed in Olin's Sexual and Interpersonal Misconduct Policy. Unreasonable pressure can be exerted through physical or emotional force, intimidation, misuse of authority, or outright threats. When someone makes it clear that they do not want to engage in sexual activity or do not want to go beyond a certain point of sexual interaction, continued pressure beyond that point may be considered coercive. Ignoring or dismissing the objections of another person may also be a form of coercion.

Silence, passivity, or the absence of resistance does not imply consent. Relying solely on non-verbal communication may result in confusion about whether there is effective consent. It is important not to make assumptions. If confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and verbally clarifies the other's willingness to continue.

Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. Prior consent does not imply current or future consent; even in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual contact. An essential element of consent is that it be freely given.

In evaluating whether consent was given, consideration will be given to the totality of the facts and circumstances including, but not limited to, the extent to which an individual affirmatively uses words or actions indicating a willingness to engage in sexual contact, free from intimidation, fear, or coercion; whether a reasonable person in the position of the individual alleged to have committed the conduct would have understood such person's words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the individual alleged to have committed the conduct, demonstrating incapacitation or fear.

Incapacitation: the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, taken 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 they demonstrate that they are unaware of where they are, how they arrived at a location, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication.

Prohibited Conduct: conduct defined in detail above as the conduct prohibited by this Policy.

Relevant: related to the allegations of Prohibited Conduct under investigation as part of procedures described below. Questions are relevant when they seek evidence that may aid in showing whether alleged Prohibited Conduct occurred, and evidence is relevant when it may aid a decision-maker in determining whether alleged Prohibited Conduct occurred.

XIV Recordkeeping

All records related to complaint resolution will be maintained for seven (7) years by the Title IX Coordinator, including:

- For each complaint of Prohibited Conduct, records documenting any informal resolution process or formal resolution process, and the resulting outcome;
- For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute Prohibited Conduct, records documenting the actions the College took in response; and
- All materials used to provide training regarding issues related to Prohibited Conduct. The College will provide an on-campus, in-person opportunity for members of the public to review such materials upon request, in the presence of a College official.

An audio-recording or transcript of a hearing and any documents or other evidence presented at a hearing will serve as the record of the hearing proceedings and will be maintained by the Title IX Coordinator, as part of the Respondent's conduct record, *if found responsible*, for as long as the conduct record is maintained.

XV. Training Prevention Awareness Programs

The College provides training to students and employees to ensure they understand this Policy and the topics and issues related to maintaining an education and employment environment free from Prohibited Conduct.

- The College will provide to all employees training on:
 - The College's obligation to address Prohibited Conduct in its education program or activity;
 - The scope of conduct that constitutes Prohibited Conduct, including the definition of sex-based harassment; and
 - All applicable notification and information requirements.
- The College will, in addition to the training provided to all other employees, provide to investigators, decision-makers, appellate officers and other persons who are responsible for implementing resolution procedures described in this Policy or have the authority to modify or terminate supportive measures training on the following topics to the extent related to their responsibilities:
 - The College's obligations to respond to Prohibited Conduct, as required by federal regulations;
 - The resolution process described in this Policy;
 - How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance as described above; and
 - Training, annually, on issues relating to Prohibited Conduct, investigatory procedures and any applicable hearing procedures to protect the safety and rights of students and employees and promote accountability, which will include:
 - information on working with and interviewing persons subjected to Prohibited Conduct;
 - information on particular types of conduct that constitute Prohibited Conduct;
 - information on consent and the role drugs and alcohol may play in an individual's ability to consent;
 - the effects of trauma, including any neurobiological impact on an individual;
 - cultural competence training regarding how Prohibited Conduct may impact individuals differently depending on factors that contribute to an individual's cultural background, including, but not limited to, national origin, sex, ethnicity, religion, gender identity, gender expression and sexual orientation;
 - ways to communicate sensitively and compassionately with a reporting party of Prohibited Conduct including, but not limited to, an awareness of responding to a reporting Party with consideration of that Party's cultural background and providing services to or assisting in locating services for the reporting Party;
 - training and information regarding how Prohibited Conduct may impact individuals with developmental or intellectual disabilities; and
 - training on the principles of due process necessary to ensure that proceedings are conducted impartially in a manner that is fundamentally fair to all Parties.

- The College will, in addition to the training provided to all other employees, provide to facilitators of the College's informal resolution process training on the rules and practices associated with that process and on how to serve impartially, including by avoiding conflicts of interest and bias.
- The College will ensure the Title IX Coordinator and designees receive training on their specific responsibilities in those roles as defined by federal regulations, The College's obligations to prevent discrimination and ensure equal access based on pregnancy and related conditions, respond to Prohibited Conduct and provide supportive measures as required by federal regulations, keep records as required by federal regulations, and any other training necessary to coordinate the College's compliance with Title IX.
- The College will provide training to its Title IX Coordinator and its campus safety personnel regarding the awareness and prevention of sexual misconduct.

The College is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation, and returning students and current employees receive ongoing training and related education.

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