



Olin College
of Engineering



student handbook

2017-18

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Student Handbook 2017-18

About the Student Handbook

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

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

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

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

Olin College mission statement

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

Long-term aspiration

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

Olin College core 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.

Accreditation

ABET accreditation

Olin College's three degree programs – Electrical and Computer Engineering, Engineering and Mechanical Engineering – are accredited by the Engineering Accreditation Commission of ABET. ABET is a nonprofit, non-governmental organization recognized by the Council for Higher Education Accreditation (CHEA).

Information specific to Olin's program goals and learning outcomes is further defined in the College Catalog under Academic Programs.

To learn more about this accreditation visit <http://www.abet.org>.

NEASC accreditation

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

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

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

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
Phone: (781) 425-7700, cihe@neasc.org

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.

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.

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.

Academic advising

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

Research

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

Passionate pursuits

Success, whether personal or more widely recognized, occurs most often in those who have a passion for their work. Olin believes that learning to be passionate about one's work, to persevere through difficult times, and to enjoy play freely, are all tremendously important life lessons. In contrast to most educational institutions, we actively and explicitly promote this integrated approach to learning, work and life. Our support of passionate pursuits promotes the idea that hobbies can be more than pastimes — they can become gateways to life-long learning and passionate endeavors. This is one of many ways in which Olin College gives acknowledgement to well roundedness and personal initiative.

A Passionate Pursuit is an intellectual or scholarly activity in which students propose a semester-long project, solicit faculty participation and establish objectives (i.e., learning goals, a deliverable and/or a presentation or performance) that constitute satisfactory completion of the pursuit.

Co-curricular offerings

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

Community service

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

Religious services and organizations

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

Residence life

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

Student government and student clubs and organizations

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

Sports and Recreation

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

Post-Graduate Planning

The Office of Post-Graduate Planning works closely with students and alumni in making connections with the tech giants of 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

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.

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. The Dean of Student Affairs will grant exceptions for illness, religious observance, or other reasons deemed appropriate.

Olin Exposition (EXPO)

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

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

Definition of full-time status

Enrollment at Olin College is for full-time study in engineering. Students are expected to follow the curriculum design for each class year and carry a usual load of 16 degree credits. The definition of full-time study is a minimum of 12 attempted degree credits each semester with a maximum of 20 attempted degree credits each semester.

Part-time study is generally not available at Olin College; however, special cases will be considered by the Assistant Dean of Student Affairs.

Course overloads

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

Class standing

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

Class	Earned Degree Credits
First-Year	0–30
Sophomore	31–60
Junior	61–90

Senior

> 90

Declaration of major/change of major

Students are expected to declare their major no later than the time of registration for the fourth semester. Major declaration forms are available through the Registrar's Office webpage and must be signed by the student and their adviser.

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

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

Registration

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

Cross-registration

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

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

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

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

The add period

During the first 10 instructional days of a semester, students may alter their schedules by adding and/or dropping a course on-line using my.olin.edu. Discussions between students and their advisers are strongly recommended. Students are responsible for submitting their request no later than the 10th class day. Courses cannot be added after the 10th class day. Special circumstances may be granted for BBW sponsored courses when there is a variation in the academic calendars.

The drop period

After the Add Period, students may decide to drop a course from their schedule without penalty as long as they maintain a minimum of 12 degree credits. The drop date is the 45th instructional day of the semester. Course drops during this period must be made in person at the Registrar's office and require the appropriate instructing faculty signature and the student adviser signature.

Course withdrawal

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

Half-semester courses

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

Grading at Olin

Philosophy

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

Grading rules and regulations

1. Privacy: Olin will not publicly post either grades or summary metrics (e.g., GPAs) in any form that allows identification of any particular individual's performance. It is expected that students will respect the privacy of each other's grades.
2. Grading clarity requirements: On the first day of instruction, each Olin class will publish the following information:
 - a. Learning objectives that specify the knowledge, skills and attitudes that students are expected to develop or attain in the class. The learning objectives should be an effective instrument for students to understand what they will learn and how their learning will be evaluated.
 - b. Grading criteria that specify how the final course grade is determined. Some aspects of grading are necessarily based on the professional judgment of instructors, informed by their experience, and are subjective.
 - 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, she or he will issue a notice of academic concern in a timely manner. Copies of this notice will be sent to the student, the student's faculty adviser and the Assistant Dean of Student Affairs for Advising. If a course is offered as year-long and utilizes a first semester TBG grade option, the course instructor will issue an end-of-semester notice of concern for any student not making satisfactory progress in the first half of the course. This end-of-semester notice will be considered a deficiency in the student's overall semester progress and the student will be reviewed at the end of the fall semester Academic Progress meeting of COSAP.
3. End of semester feedback to the adviser: Olin advisers have real-time access to advisees' course grades through the Student Information System. In addition, instructors will notify advisers of any significant concerns noted during the semester.
4. Pass/No Record first semester: In the first semester 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. A student who receives a grade of No Record cannot use the class to satisfy a course requirement or use it as a prerequisite.
5. Course grades: Course grades at Olin provide students, their advisers, potential employers and graduate schools information about overall performance. Course grades are determined based upon a mix of demonstrated comprehension, skill, participation and effort.
6. Grading scale: The Olin College grading scheme contains letter grades with a resulting grade point average (GPA) on a four-point scale. Students will be assessed using the following interpretation:

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
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
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. Repeated courses may be used in Financial Aid Satisfactory Academic Progress Pace of Progression calculations.
9. Minimally sufficient grades: A grade of D, EG, or Pass is sufficient to earn credit for a course. A grade of D or EG is sufficient to satisfy a course requirement. A grade of C-, EG, or Pass is sufficient to satisfy a prerequisite requirement.
10. Pass/No Credit: Up to 12 credits of a student's distribution requirements may be satisfied by taking classes that are usually offered for grades as Pass/No Credit. In such cases, a Pass is given for performance equivalent to a grade of C- or higher. Courses taken Pass/No Credit may not be used to meet course requirements unless the course is not offered for grades or is taken in the first semester of the first year. Courses that are only offered Pass/No Credit, Independent Study and Research do not count toward the 12 credit limit. Students must declare their Pass/No Credit grading option by the drop date of each semester. The Pass/No Credit option does not impact the GPA; either Pass or No Credit will appear on the transcript. Once a student decides to take a course Pass/No Credit, he or she cannot revert back to receive a letter grade.
11. Passionate Pursuits: Passionate Pursuits are non-degree credit, and will be listed on the transcript if the nature of the activity and the level of completion are sufficient to merit credit.
12. The Olin transcript: A student's academic transcript at Olin includes the following information:
 - a. A list of classes the student took in each semester, and a record of the student's final grades in those classes. First-semester first-year transcripts will show only classes that were passed. Classes taken Pass/No Credit after the first year appear either as a Pass or as a No Credit.
 - b. The student's GPA.
 - c. A list of non-degree activities taken each semester with a cumulative total of credits earned. There are no grades associated with non-degree activities.
 - d. Co-Curricular offerings in which the sponsoring staff or faculty member reported sufficient student participation for a transcript notation.
13. Grading and credits of cross-registered courses: Olin students who cross-register for a course at Babson, Brandeis, or Wellesley will receive credit for the course if they receive a passing grade. All grades will be recorded on their transcript and be factored into their grade point average. Credits from these schools will be counted on a one for one basis at Olin. For example, if a three credit course is taken at Babson, it will count as three Olin credits. A one unit Brandeis or Wellesley course is equal to four Olin credits. Courses that use other accounting schemes may be translated into equivalent Olin credits rounded to the closest integer.

Academic Integrity

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

Incomplete Policy

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

A grade of I will be listed as a temporary grade and will not affect the grade point average. If the work is not completed by the approved deadline, the incomplete grade of I will be changed to IF, Incomplete Failing, or an alternate grade upon approval of the instructor and the Dean of Faculty. An IF grade does affect a grade point average. An Incomplete is generally approved only when some specific event or illness prevents the student from completing a specific part of the course (such as completing a paper, project or exam).

An Incomplete will not be approved in instances where a student is demonstrating an overall difficulty covering or understanding the course materials and appears to need more time or additional instruction to learn the material. If such general difficulty occurs the student should discuss available options with his or her course instructor and adviser well before the end of the semester.

Extra help

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

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

Excused Absences for Final Exams

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

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

Graduation

Petition survey

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

Graduation walk policy

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

Conferral dates

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

Completion date

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

Student right-to-know act: Retention and graduation rates

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

The retention of first-time, first-year students who return in the following fall semester is 99% for the 2015 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 2011 entering class, the graduate rate is 91%.

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

Curriculum and Policy Committees

Academic Recommendation Board (ARB)

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

Course Substitution and Transfer Board (CSTB)

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

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

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

Committee on Student Academic Performance (COSAP)

The Committee on Student Academic Performance (COSAP) is charged by the Dean of Student Affairs and is empowered to review, interpret and propose academic performance policies. This committee considers petitions to waive existing academic performance regulations and acts as an appellate body for students with academic performance grievances. The committee also examines the records of students who are not making satisfactory progress toward a degree.

This committee is chaired by the Dean of Student Affairs or the Dean's designee (non-voting, except in the case of a tie) and consists of the Registrar (non-voting), the Assistant Dean of Student Affairs and three faculty members. Students wishing to appeal a decision on policy must submit their appeal to the Registrar within one week of the original decision.

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

Student academic performance

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

Qualitative measure of academic performance

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

Subsequent semesters: Good Academic Standing is defined as having a minimum cumulative grade point average of 2.00 by the end of the semester.

Quantitative measure of academic performance

In order to complete the degree in four years (eight semesters), each student will normally take 16 credits (four courses) per semester. Olin College expects students to make reasonable progress toward their degree each semester. As a result, to remain in good standing a student must complete a minimum of 12 degree credits each semester. The Committee on Student Academic Performance will review this quantitative measure in addition to the qualitative measure of a minimum grade point average.

Academic readmission

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

Program group recommendations

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

College withdrawal

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, without following Honor Code procedures. Students who are required to withdraw may not re-enroll at Olin without written approval from the Student Affairs and Resources office. Students who are required to withdraw may need to obtain permission from the Dean of Student Affairs to return to campus or attend college events (on-campus or off-campus).

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

Voluntary withdrawal

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

Medical withdrawal

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

Medical documentation may be required to complete the process.

Return following withdrawal

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

Leave of absence (LOA)

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

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

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

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

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

Return from leave

Students returning from a leave of absence should contact Student Affairs a minimum of 30 days before the start of a return semester. When considering 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.

Transfer credit

Olin College generally does not accept transfer credit for incoming students, but the Course Substitution and Transfer Board (CSTB) may grant exceptions on a case-by-case basis for incoming students who have demonstrated strong performance in rigorous courses taken at accredited institutions.

Enrolled students wishing to take a course at another college and transfer the credits to Olin must obtain prior approval from the CSTB. A student will need to provide detailed information about the school and the course including, but not limited to, a course description and syllabus. Minimal conditions to determine appropriate schools and courses are 1) the institution must be accredited, and 2) the institution should offer, at minimum, Bachelor degree programs. NOTE: In general, Olin does not accept transfer credit from community colleges. On-line courses may be accepted provided that items 1 and 2 above are fulfilled.

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

Approved coursework will appear on student transcripts with the name of the institution issuing the academic credit, the course title and the credits earned (in equivalence to the Olin semester credit hour). These credits are included in the cumulative earned hours total. NOTE: The pace of progression calculation for financial aid satisfactory academic progress uses credits taken away in both attempted and earned categories. See the financial aid section (p. 53) for more details.

AP exams and advanced study

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

In exceptional cases in which incoming students have taken college-level courses that are equivalent to required courses at Olin, students may petition the Course Substitution and Transfer Board (CSTB) to substitute a prior course for a relevant course requirement. In such cases, the corresponding distribution requirements remain undiminished.

Academic 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 accommodative measures. 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 to 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 in a timely manner. Services for students with learning disabilities may include, but are not limited to, academic accommodations, coaching on organizational and time management skills, faculty notification and academic advising. Services for students with physical, sensory, or psychological impairments as well as medical conditions may include, but are not limited to, academic accommodations, assistance with adaptive technology, accessibility accommodations and academic advising. Any specific modifications granted will be based on detailed discussions with each student about their particular situation, and on information from a medical care provider concerning the student's disability and related needs.

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 to access.

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.

Academic Accommodations policy

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Academic Support Services

Academic Advising

Every student at Olin has a faculty adviser 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 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.

Academic Assistance

Students who need further clarification on course requirements and projects should feel empowered to seek assistance from their faculty instructors. Students may reach out to instructors and NINJA's (teaching assistants) whenever the need arises. Delay in reaching out tends to have a cumulative, detrimental effect on academic progress in a course. Since Olin classes are largely project-based, work volume increases quickly and unpredictably. Faculty can help a student determine any need for additional resources.

Additional resources can include individual tutors. Tutors can be located and assigned through the Student Affairs and Resources (StAR) office. 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.

Policies and Procedures – Non-Academic

Alcohol and drug policies

Drug free schools and communities act

Students at Olin College must be aware that their behavior with respect to alcoholic beverages is constrained by two sets of rules: Massachusetts state law and the college's own policies which reflect its concern for the health and well-being of its students. The alcohol and drug policies below.

Persons who violate the college's policy regarding alcohol or other drugs are subject to appropriate disciplinary action, counseling, probation, suspension, dismissal and referral to proper law enforcement authorities for prosecution.

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

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

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

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

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

Alcohol policy

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

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

Massachusetts state law (Sample of relevant sections)

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

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

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

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

Medical amnesty

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

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

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

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

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

Medical amnesty applies only to alcohol or other drug-related medical emergencies. 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.

Possession or consumption of alcohol by an underage individual

The college strictly prohibits the possession or consumption of alcohol by individuals under the Massachusetts legal age of 21 years old. Additionally, it will be considered a violation to transport or carry alcohol if the individual is under the legal age of 21 years old.

Providing alcohol to underage individuals

The college strictly prohibits students from providing alcohol to individuals under the Massachusetts legal age of 21 years old. The policy includes allowing underage students to consume alcohol in an on or off-campus residence. Please see the Guest Policy to understand the college's expectations for students who host guests in their residence.

Drinking paraphernalia/drinking games

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

Open container policy

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

Permissible quantities of alcohol

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

Central source

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

Alcohol delivery

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

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

Event registration policy

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

Academic Center Space Policies

The Olin lab and shop spaces in the Academic Center are an important part of our community. They provide opportunities for students to bring ideas to fruition and assist with academic learning. Olin has three machine shops; the Main Shop (AC104-107), the Mini Shop (AC108) and the Wood Shop (AC207), plus four labs on the 4th floor (AC404, 406, 409, 413), the large project building, and the electrical engineering prototyping facility (AC329). In addition, there are numerous smaller facilities for fabrication and testing across campus. The machine shops located in AC104-107 close at 5:00 PM when the instructors and staff leave. Additional rules regarding access may be in place for particular equipment and processes in other labs or shops. Staff and faculty have traditionally permitted student access to the mini and wood shop past 5pm, but this privilege is not granted lightly.

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.

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 after 5:00pm.

Stewardship for Olin Shared Spaces

There are numerous spaces available for you to work on projects at Olin, such as the library, that are equipped with many different tools and resources. The spaces themselves are incredible resources for our community and they require stewardship from all of us 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!

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.
2. Keep your space open and presentable. Tours of prospective students and other visitors walk around Olin everyday so please keep your project space presentable and safe for those passing by. 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. If you need to borrow tools, email that you are borrowing it and always return 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
5. 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.
6. Protect yourself and others. Don't do any work in public spaces that requires safety glasses. Any powered tools require safety glasses. 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.
7. 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.
8. Clean up your mess, and put your tools and materials away when you are done.

A clean space is a safe space for all.

Lab Spaces

The following general rules and precautions are to be observed at all times in the laboratory. These rules are for the benefit of the experimenter as well as those around him/her. Additional rules and precautions may apply to a particular laboratory.

1. Dress appropriately. Each lab space has specific rules regarding attire (eg closed toe shoes, long pants, hair tied back) which must be followed when entering those spaces. Shoes are required at all times in the Academic Center.
2. Wear required personal protective equipment. In particular, protective safety glasses are required when you are working with or near any hazardous equipment. Each lab has a supply of safety glasses at the entrance. This applies even if none of the machines are turned on. You should also wear safety glasses when you are working with chemicals, glassware, heat, or mechanical testing equipment in the labs or any sort of powered tool in design studios.
3. Gloved hands should never be used on keyboards, pens or doors. Your gloves may be contaminated with hazardous materials which could be transferred to other surfaces.
4. No food or drinks in lab spaces unless permitted by instructor. You could be exposed to hazardous biological materials, chemicals or other materials through consumption of potentially contaminated food or drink.
5. Have a buddy when working with any hazardous equipment. Your buddy must be with you at all times when in the labs. This means: if your buddy steps out for a drink of water or to go to the bathroom, then you need to stop working on the hazardous machine. Your buddy is there to watch out for your safety and is expected to intervene if they see a problem or a rule being broken.

6. Get trained on a machine prior to using it. Do not use any machine or equipment on campus without being properly trained. As a buddy, you should never hesitate to ask your partner if they are trained on a machine before they use it.
7. If you have been trained prior to Olin at a professional machine shop, school, job, etc. you are NOT allowed to use a machine or piece of equipment at Olin until you are trained at Olin or cleared by an appropriate faculty or staff member. There are two reasons. First, we need to assess your ability to use the machine to confirm that you meet Olin's standards. Second, if an accident does happen and we have not confirmed your training, access to the shops or labs could be revoked for the general student population and the College could be held liable if someone were hurt.
8. Clean up your workspace and the equipment after you are done working. Properly dispose of anything and return all tools to their proper location. Clean your work surfaces. Label anything you need to leave in the lab or shop with your name, the date, your contact information, and a description of the experiment/setup and any potential hazards associated with it. This is to ensure the safety of those who enter the space after you.
9. Always report accidents to the respective lab supervisor. Know the location of safety equipment and emergency phone numbers so that you can access them quickly if necessary.

Shops and Fabrication Facilities

Shop and fabrication facilities play an important role in the curriculum and extracurricular activities at Olin College. Promoting and maintaining a culture of safety depends on the individual behavior of everyone: students, staff, and faculty. We must look out for each other, teach each other, and, when appropriate, caution each other.

The following policies apply to anyone wanting to use the machine tools located at Olin College. They are general in nature and do not cover the safe operating procedure for each piece of equipment. Shop staff may prohibit shop access or machine use by an individual or a group for insufficient training or experience or for non-compliance with shop safety policies. Serious violations will be referred to the Honor Board.

Before using any machine in the shops at Olin College, students must document that they have read and understand the policies below with the lab and shop instructors. Access to the labs and shops may be revoked, at the discretion of the lab or shop supervisors, for failure to observe this code of conduct.

Eligibility

- Olin students, faculty and staff are eligible to use the shops at Olin.
- Wellesley and Babson students may use the shop if they are enrolled in a course at Olin.
- Advance authorization from the shop staff is required for visitors and others to enter the shop.
- Anyone that needs accommodations based on the impact of a disability should contact the shop staff to discuss their specific needs.

General Shop Conduct and Safety

- Only use tools and equipment that you are trained to operate. All machines tools require specific training and is available to the entire community. If you are not absolutely sure about how to use a tool or piece of equipment, ask a shop staff member to get trained, not your partner for proper instruction.
- Do not do anything that is unsafe. If there is any uncertainty about whether an activity is safe, please consult the shop staff before proceeding. If you see somebody doing something that might be unsafe, tell them. If you see something dangerous in the shop, inform the other occupants and the shop staff immediately.
- No operating of machinery can happen between 2am and 6am in any shop.
- Nobody is allowed to work in any shop alone. You must have at least one other person with you at all times. If there is an accident, the other person is expected to provide assistance and call for help.
- All machine tools require machine specific training and are not to be used unless the shop supervisor grants authorization. See the shop supervisor, not your partner for proper instruction.
- All accidents/injuries must be reported to the shop supervisor no matter how insignificant they may seem.
- Loss of keys or card access associated with the shop is to be reported to the Babson & Olin Office of Public Safety and shop supervisor immediately.
- If there is an incident and someone is hurt in the shop: call 781-239-555 and get help from the shop staff and do your best to provide assistance while the emergency response team arrives.

Shop Conduct

- Do not attempt to oil, clean, adjust or repair any machine while it is running.
- Do not leave machines running unattended.
- Do not try to stop the machine with your hands or body. Stopping the machine with your body can result in entanglement. Let the machine come to a stop naturally.
- Always keep hands, hair, feet etc. clear of all moving machinery at all times. Be aware of all moving parts, especially cutting tools and chucks.
- Remove chuck keys, wrenches and other tools from machines after making adjustments.
- When working with another person, only one person should operate the machine.
- Never use compressed air for cleaning machinery
- Never use compressed air to clean your clothes or any part of your body.

Dress Code

- Eye protection must be worn at all times when in the shop to prevent particles, flying objects, or dust being lodged in your eyes.. This applies regardless if you are working on machinery or not. Regular glasses don't count unless they meet the ANSI Z87.1 standard.
- No open toed shoes, high heels or bare feet. Choose shoes with soft soles and stable platforms.
- No loose clothing allowed. This includes but is not limited to ties, scarves and loose-sleeved shirts. Short sleeves or sleeves rolled above the elbow are preferred.
- When welding, welding specific protection is required.
- No shorts, dresses or skirts allowed when in the shop.
- Remove all jewelry that could be caught in moving machinery. This includes rings, watches and loose bracelets. Remove necklaces and the like, if not securely restrained.
- Restrain all hair that has potential for entanglement with moving machinery.
- Wearing of gloves when working on moving machinery is prohibited. The only exceptions to this rule are; 1) the wearing of membranous gloves (such as latex or nitrile) for personal protection or contamination control when required by an MSDS; 2) The wearing of gloves while using a bench or portable grinder or buffing wheel; 3) when handling materials. If you need to wear gloves, see workshop supervisor for acceptable types for your application.

Shop Cleanliness and Housekeeping

- It is everyone's job to keep the shop clean. Clean up your work area and leave the shop cleaner than you found it. Stop work at least 15 minutes before you need to leave. Plan ahead. Work areas should be swept, vacuumed, or wiped clean when finished. A clean shop is a safe shop.
- Put tools away when not in use. This prevents loss of tools and also makes them available to others.
- Keep floors free of debris and spills (particularly oil and grease). Store scrap materials in the appropriate locations and recycle any unusable stock. Everything else goes into the trash.

Additional information is available at the Shop site tools.olin.edu or directly from the staff (our office is located in AC105).

Babson athletic facility policies, procedures, general rules and regulations

Assumption of risk

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

Facility access

- Patrons are responsible for bringing Babson/Olin photo ID in order to access the Webster Center.
- Group patrons are responsible for bringing their group ID in order to access the Webster Center.
- Patrons must present proper ID to obtain access to the Webster Center.

- Facility hours are subject to change during holidays and Babson closures/special events.
- For current hours, visit our website at www.babsonathletics.com.
- Individuals under the age of 18 are not allowed to utilize the Webster Center.
- Employees and full-time students may register a guest at the Webster Center check-in desk.
- Part-time students, and the general public, must purchase a Webster Center Membership.

General rules & regulation

- All levels of play are welcome.
- Good sportsmanship is required of all patrons:
 - 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 Webster Center.
- No video, photography or cell phone use in locker rooms or restrooms.
- Direct a sign posting need to the Assistant Director of Athletics - Facilities & Recreation.
- Only a rented locker may be used for overnight storage.
- ID sharing is not permitted.

Attire

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

- engages in actions which violate any federal, state, or local law

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

Bonfires and campfires

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

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

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

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

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

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

Dangerous weapons and fireworks

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

Emergency trespass order

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

Facilities, equipment, and furniture

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

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

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

Financial Affairs policies

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

Hazing policy

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

Massachusetts Act prohibiting the practice of Hazing, Chapter 269 of the General laws

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

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

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

Information technology policies and procedures

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

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

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

Users are requested to report any weaknesses in the college's computer security that they may discover.

Any discovered incidents of possible misuse or violation of this agreement shall be reported to the CIO (Chief Information Officer) at 781.292.2431 or by sending an electronic letter to it@olin.edu

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

General security policies and guidelines

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

Personal web page publishing guidelines

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

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

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

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

Advertising is not permitted on any pages due to the non-profit status of the college.

Web pages may link to commercial sites only when the links do not imply college endorsement of the product or service and when the purpose of the link is consistent with the college's mission.

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

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

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

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

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

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

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

CVentSM event management software guidelines

Olin College uses CVentSM as its primary event management system. This web-based system allows project teams to work and collaborate on events. Event project teams at Olin College will frequently include both Olin and non-Olin team members. As such, standard guidelines are required so that all team members operate on the same standards in terms of privacy of data and use of the system and the associated information. Users of the CVent system agree to the following:

- To respect the privacy of all members of Olin's community: faculty, staff, students and any other constituent group (e.g. alumni, parents, donors, etc.);
- To not use the system or the data contained therein for personal and/or fraudulent use, or to share it without explicit permission from the appropriate college authorities;
- To not engage in any activity with the intent to harass other users or members of Olin constituent groups; degrade the performance of the system; deprive an authorized user access to college resources; obtain extra resources beyond those allocated; circumvent college computer security measures, or gain unauthorized access to the college system;
- To not use the system to transmit obscene, abusive or threatening language or to engage in any fraudulent or other illegal act(s).

Intellectual enterprise policies

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

Jury duty

Information on Jury Duty in Massachusetts

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

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

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. The Student Affairs Office will be able to assist you in making arrangements for missed class time due to jury service. Students may be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of Jury Commissioner (1.800.THE.JURY/1.800.843.5879). Further information can be found on the Office of Jury Commissioner's website at: www.massjury.com

Part A. Students exempt from jury duty in Massachusetts

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

1. You are under 17 years old.
2. You are **not** a U.S. Citizen.
3. You have served on a jury (anywhere in the U.S.) within the past 3 years.
4. You have committed a felony in the past 7 years.

5. You will not be residing in Massachusetts for 50% of the calendar year.

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

1. **Choose a day that is convenient for you.** You are allowed **one** automatic postponement of up to a year. Keep in mind that 95% of jurors serve 3 days or less and it is most probable that you will only have to serve 1 day. This is because even if you do have to appear in court, you may not get selected as one of the jurors. In addition, at the **judge's discretion** you can be dismissed from serving on trials lasting for more than one day.
2. **If you are on standby status, call the Courthouse in Dedham after 3 p.m. the day before you are scheduled to serve.** Ninety-nine percent of potential jurors in Norfolk County are placed on standby status. Notification of status is through the mail about one week before your scheduled date. If you are placed on standby, call the Courthouse the day before you are scheduled to serve to see if it is necessary for you to appear in court. If you are not needed, you **do not** have to go to Dedham and you will have satisfied the jury duty requirement for **one** year. If you are needed, you will have to go to Dedham. If you **do not** receive standby notification, you will automatically have to appear in court on your scheduled date.
3. Arrange for transportation to Dedham. You will need to be at the Courthouse at 8:30 a.m. for an orientation meeting (a 20-30 minute film and brief explanation of procedures). Following this orientation you will have a chance to request that the judge limit your service to one day. (You might explain to the judge that you are a full-time student with a difficult schedule, transportation difficulties, grade problems, etc., – if applicable.)
4. If you have further questions contact the Student Affairs Office or call the Office of the Jury Commissioner (1.800.843.5879) or Dedham District Court, 631 High Street, Dedham, MA (clerk's office 781.329.4777).

Library policies

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

Integrity

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

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

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

The following general guidelines apply to all licensed resources:

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

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

Respect for others

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

Passion for the welfare of Olin College

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

No contact orders

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

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

Parking

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

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

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

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

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

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

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.

Post-Graduate Planning recruitment guidelines

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

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

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

- Students are strongly recommended to review and sign the Code of Professionalism, available in our office and during the PGP portion of OIE.
- Students will present a truthful, unembellished resume.
- Students accepting an interview (on campus or at the company's facility) will attend it and will be prepared. They will dress appropriately and professionally, research the background of the company and conduct themselves in a respectful manner. They will respond to all interview questions with integrity.
- Students will send a thank you note after each interview (phone or in-person), to each person they speak with.
- Students will not accept an offer of employment until they have considered the decision carefully. Once they have accepted an offer, either for an internship or a full time position, they will honor that commitment and not conduct interviews with other employers, speak with other employers about an imminent position, or accept another company's offer of employment.
- Students will not share salary information without consent from employers.

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

Posting: Signs, posters and sidewalk chalk

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

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

Preferred 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 or “preferred” name is not used for the purposes of misrepresentation. Students may also opt to use preferred pronouns.

The Olin community will have access to preferred names and pronouns via the Olin College Student Handbook Directory. Students also have the option to change their Olin College email address and identification card to reflect their preferred name. Students will be charged the regular replacement fee for reprinting of an identification card. If students do not indicate a preferred name then the name reflected in college records will be used. If students do not indicate a preferred pronoun then the pronoun associated with their legal sex will be assumed.

Legal names will be used whenever it is required. Students wishing to pursue a legal name change should consult with the Registrar’s Office. Students wishing to change their preferred name and/or pronoun should complete the appropriate form, found on the Student Affairs and Resources website, and submit it to the Office of Student Affairs and Resources. Changes will be made in as timely a manner as possible.

Residence halls and related policies

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

Policies governing behavior within the residence halls are based on the principle that the exercise of one person’s rights must not infringe upon the exercise of another’s rights in the ordinary course of daily living. Each student is expected to behave in a manner that respects and considers the rights of others in the college community.

Alcohol and other drugs: No student under the legal drinking age is allowed to possess or consume alcoholic beverages in college residence halls or on college property.

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

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

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

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

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

Reimbursement for damages to individual rooms are billed to the student(s) living in that room. Damages to common spaces in suits are billed in equal parts to all residents in the suite. When damage occurs in a corridor but cannot be attributed to a specific individual, the costs are billed in equal parts to all residents of that corridor. Reimbursements for damages to public spaces (lounges, team rooms and antelounges) are billed in equal parts to all residents of that floor. Exceptions to public areas include the two residence hall kitchens, trash rooms, exercise rooms, Admission guest rooms, club storage areas, stairwells, custodial closets, elevators and public restrooms.

Each student must complete and return to Facilities Services a Room and Floor Assessment Form at the beginning of the year to avoid being assessed unwarranted charges. Students should also file workorders to report damages during the year. All rooms, corridors and public spaces must be left clean, neat and in order. All furniture must be intact and returned to their original location. Students should not try to repair damages themselves.

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

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

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

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

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

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

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

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

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

Medical Housing Accommodations: Olin recognizes that some students have special housing needs due to medical and/or psychological conditions. All students who would like to request a housing assignment based on a medical recommendation must follow the process as outlined in the Medical Accommodations Housing Request Form that can be obtained from the Office of Student Affairs and Resources. This form includes a section for students to complete as well as a section for their healthcare provider to complete. Generally, new students must make this request by July 15th for the fall semester and returning students must make this request by March 31st in order for the request to be considered for fall housing room draw. However, requests at any time will be considered on a case by case basis.

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

Pets, Assistance Animals and Service Animals: No pets are allowed on campus with the exception of fish. Policies and procedures regarding fish are available from the Associate Dean of Student Affairs for programs. The college does consider requests for Service or Assistance Animals for individuals with disabilities.

Olin College is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who require the use of Service or Assistance Animals 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 a Service or Assistance Animal to campus must first contact the Office of Student Affairs and Resources (StAR). The Office of Student Affairs staff will determine, on a case-by-case basis, and in collaboration with other offices on campus, whether to approve the student's request for a Service or Assistance Animal. In making this determination, StAR will consider the needs of the student, as well as the impact of the animal on the campus community. Students seeking to have a Service or Assistance Animal in housing must submit a request for review each academic year.

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.

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

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

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

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

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

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

Room vacancies: If a vacancy occurs during the academic year, the remaining occupant has three class days in which to inform Student Affairs, in writing, of the desired new occupant of the room. After this time, Student Affairs reserves the right to assign a new roommate without prior notification. If at the beginning of a semester space is needed for the assignment of students not yet housed, Student Affairs will assign a new occupant as required. Students are prohibited from subleasing or renting college rooms or beds to protect residence and the community from exposure to safety and security risks.

Social gatherings and parties: Student Affairs encourages social gatherings within the residence halls. Parties or events with alcoholic beverages must be registered with the Associate Dean of Student Affairs for Programs. Large gatherings may require staff and/or Babson College Public Safety coverage at a cost to the event sponsor(s). College staff members may enter to inspect an event at any time. Event sponsors are responsible for assuring that guests adhere to college policies.

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

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

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

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

- Overloading of electrical outlets;
- Torchier-style halogen lamps that use tubular halogen bulbs;
- Extension cords (use multiple UL power strips instead);
- Tampering with electrical or lighting fixtures;
- Open and enclosed flames;
- Storage or use of flammable fluids that present a fire hazard;
- Ceiling hangings or furniture that obstruct fire or smoke detectors;
- Items attached to or hanging from windows;
- Decorations that present a fire hazard;
- Access to roofs;
- Refrigerators not provided by the college and other major kitchen appliances;
- Water beds, hot tubs and Jacuzzis;

- Installation of outside antennae or other exterior devices;
- Throwing items from windows, stairwells, etc.;
- Relocation of lounge furniture to individual student rooms;
- Pets (fish are the only exception);
- Smoking;
- The use or storage of power tools (electric saws, sanders, drills, routers, etc.) or motorized vehicles; and
- Painting rooms or suites.

Sale of food and beverages

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

Smoking

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

Student employment policies

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

Transportation

Olin Van

The Olin van is available for official college business only and may be used by CORE-recognized student organizations. Certified drivers should reserve the Olin van in advance through Facilities Services. No overnight use is allowed. Due to insurance limitations, the van may not be used for “taxi” or “shuttle” service for personal needs. To become a certified driver visit the Facilities Services website at: <http://facilitieservices.olin.edu> and click on Transportation and then Olin Van.

Wellesley—Olin—Babson Shuttle

Olin College, Wellesley College and Babson College jointly fund a shuttle service to aid cross-registered students. An Olin, Wellesley or Babson ID card is required. Shuttle schedule available at: <http://bow3colleges.org>

Zipcar

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

Voter registration

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

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

Remember, you will not be registered to vote until you return the completed voter registration form to your city or town hall. The local clerk will thereafter provide you with acknowledgement of your voter registration; if you do not receive an acknowledgement of your voter registration within a reasonable time, please check with your local clerk for more information.

Honor Code and Related Processes

Honor Code

1. Purpose of the Honor Code

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

2. College jurisdiction

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

3. Honor Code values

3.1 Integrity

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

3.2 Respect for others

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

3.3 Passion for the welfare of Olin College

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

3.4 Openness to change

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

3.5 Do something

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

4. Honor Code procedures

4.1 Procedural definitions

Honor Board: The Honor Board consists of the Chair, Vice Chair, and 6 general members. Each class must have at least one representative. There is also a staff and faculty representative to the Honor Board and an Advisor.

Honor Board Leadership: The Honor Board Leadership consists of the Chair, Vice Chair, and the Advisor. 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 Vice Chair are voting members of the Student Government. The Advisor is the Dean of Student Affairs or their designee.

Hearing Panel: The Hearing Panel consists of four persons selected by the Investigative Team and Chair from the appropriately trained members of the Hearing Panel Pool. The Hearing Panel has sole decision-making power in Responsibility Hearings and Sanction Setting Hearings.

Hearing Panel Pool: The Hearing Panel Pool is a set of enrolled students who have been trained in the Honor Board procedures and feel comfortable in their skills to hear a Case that comes to the Board.

Investigative Team: The Investigative Team consists of the Advisor and two members of the Honor Board that investigate and facilitate Report proceedings.

Moderator: A member of the Investigative Team responsible for moderating discussions of all Hearings as the result of a Report.

Recorder: A member of the Investigative Team responsible for recording the proceedings and discussion during a Hearing.

Reporter: The person(s) filing the Report.

Reported: The person(s) listed on the Report as violating the Honor Code.

Report: A written notification of a violation of the Honor Code. May take the form of a “General” and “Streamlined Academic”

General Report: Any report of the violation of the Honor Code or the college’s procedures excluding reports of violations of Title IX which can be submitted as a Report to the Title IX Coordinator and/or relevant authorities. Please visit this link to report a Title IX.

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

Hearing: The time in which the Reporter, Reported, Investigative Team, Hearing Panel, and Advisor to the Honor Board meets to determine responsibility and set sanctions, if deemed appropriate.

Responsibility: Acceptance of one’s actions, refers to confirming the violations listed on a Report.

Sanction: The consequence assigned to the Reported based upon finding of Responsibility and nature of the violation as determined by the Hearing Panel.

Witnesses/Advisors: Both the reporter and the reported can call witnesses and advisors to assist them throughout the Hearing. Witnesses are people who have knowledge of the event and advisors are people who support the reporter or reported in the Hearing.

Aggrieved Parties: The Investigative Team can determine that there are one or more aggrieved parties, in addition to 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. Their purpose is to ensure that such proceedings were conducted according to the established procedures as written in the Honor Code.

Faculty Representative: A member of the faculty who attends Honor Board meetings and is a member of the Appeals Board.

Staff Representative: A member of the staff who attends Honor Board meetings and is a member of the Appeals Board.

Investigative Procedure: All actions taken regarding a Report before the Investigative Team has made a decision of merit.

Hearing Procedure: All actions taken regarding a Report if and after the Investigative Team has decided that it has merit.

Case: A General Report that has merit as determined by the Investigative Team.

Quorum: 50% of the student body presently enrolled in classes.

4.2 Reporting and Hearing Procedures

Reporting Overview

There are several tracks that a student or community members have when considering using the college as a means of adjudicating a violation of the Honor Code or related policies. This Honor Code outlines the track that involves the Olin College Honor Board, a group of elected student representatives and appointed employees of the college responsible for mediating violation reports sent to them. Other tracks - direct mediation by the Office of Student Affairs, direct mediation by the Olin College Title IX representative, civil or criminal courts, etc. are not bound to the same process as outlined herein.

Report

In order to submit a report to the Honor Board for review, a student or faculty member can file a report form that gets sent to the Chair, Vice Chair, and Advisor to the Honor Board. The Report cites a violation of either the Honor Code Values or college procedures. The Honor Board has the responsibility to view each report that is filed and make a decision of whether or not to proceed with the Case. The Chair and Vice Chair have the ability to dismiss a report if it is not under the jurisdiction of the Honor Code. If they do not dismiss it, normal procedures are followed.

Investigative Team

Upon receiving a Report the Chair will form an Investigative Team. The Investigative Team shall interview the Reported and the Reporter about the alleged violation and shall gather from both parties names of witnesses able to substantively contribute to the Investigative Team's understanding of the alleged violation. Members of the Investigative Team may interview witnesses with substantive knowledge of the alleged violation. If, in a Case that does not involve a potential academic violation of the Honor Code, all members of the Investigative Team, as well as all Reporters, Reported, and involved Aggrieved Parties, agree that an alternate solution may resolve the issue presented by a report without requiring a hearing, then the Investigative Team may recommend that the solution be attempted. The outcome of this attempt will then be taken into consideration when the Investigative Team determines whether or not to refer the Case to the Honor Board.

Hearing

During the Hearing one member of the Investigative Team shall serve as moderator and the other shall serve as recorder. Neither the moderator nor the recorder shall have decision-making power. The Hearing Panel is formed. Faculty and/or staff representatives to the Honor Board may be present at hearings, though their presence is not required and they hold no decision-making power. If the Honor Board is unable to meet its obligations in a timely fashion due to scheduling conflicts, disqualifications, or other reasons that the Dean of Student Affairs determines may compromise its effectiveness, the Dean may appoint an ad hoc Investigative Team.

Upon formation of the Hearing Panel the Reported will be given the opportunity to accept or not accept Responsibility. If Responsibility is accepted the Case will then proceed to a Sanction Setting Hearing. If Responsibility is not accepted the Case will proceed to a Responsibility Hearing. Absent extraordinary circumstances, a Hearing shall be held within sixty business days of a Report being submitted and ten business days from the date the Investigative Team delivers the charges to the Reported. All Hearings will be closed to all persons other than Investigative Team, Panel members, Office of Student Affairs personnel, Witnesses, Aggrieved Parties, the Reporter, the Reported, and Advisors. Notice of the Hearing shall be delivered to the Aggrieved Parties, the Reporter, the Reported, and Witnesses either in person, or to the appropriate campus mailboxes, or to the appropriate e-mail accounts, at least two business days in advance of the hearing. Notice to the Reported shall include the charge(s) against the Reported.

Responsibility Hearing

Immediately prior to the Hearing, the Hearing Panel will receive the Report submitted by the Reported and will be briefed by the Investigative Team. During the Hearing the Reported and the Reporter will both be given the opportunity to speak and the Hearing Panel will have the opportunity to ask questions of each. Decisions shall be based solely upon evidence and testimony introduced at the Hearing and the briefing provided by the Investigative Team.

The Panel shall make one of the following decisions: (a) a finding of not responsible, (b) a finding of responsible (based on preponderance of the evidence), to be followed up by a Sanctions Setting Hearing, or (c) continuance of the Case to obtain additional information or for further consideration. All decisions shall be made by consensus (i.e., unanimous vote of the members of the Panel who do not abstain from voting).

Sanction Setting Hearing

Prior to the recommendation of Sanction(s), the Reported may present one Character Witness. Advisors may serve as Character Witnesses during a Sanction Setting Hearing.

The Panel may request recommendations for Sanction(s) from the Reported, the Aggrieved Parties, and the Reporter. The Reported may respond to the Panel's recommended Sanction(s) prior to the close of the Hearing. The Panel shall recommend to the Dean of Student Affairs one or more sanctions. Decisions shall be based solely upon evidence and testimony introduced at the Hearing(s) and shall be made by consensus (i.e., unanimous vote of the voting members of the Panel who do not abstain from voting). The Panel shall include in the materials it submits to the Dean of Student Affairs a brief written summary of the Reported's response, if given.

Appeals

Requests for appeal may be made to the Dean of Student Affairs on the following grounds:

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

Disagreement with the finding(s) or Sanction(s) is not, by itself, grounds for Appeal.

Upon conclusion of a Hearing and delivery of the outcome to the parties involved, the Reported and/or Reporter may appeal a finding of Responsibility or Sanction(s) by written statement to the Dean of Student Affairs within one business day. The Appeal letter must clearly state the grounds and rationale for the Appeal. Once received, the Dean of Student Affairs will convene an Appeals Board. The members of the Appeals Board will be the Faculty Representative to the Honor Board, the Staff Representative to the Honor Board, and a student member of the Honor Board. None of the Appeals Board members will have been involved in the adjudication of the Case being appealed. The Dean of Student Affairs may appoint new members to the Panel as needed or in the event of a conflict of interest. This may result in more than three voting members on the Appeals Board.

The Appeals Board will not substitute its own judgment for a finding of Responsibility or Sanction(s).

The Appeals Board may rule in one of three ways:

1. They may recommend a new Hearing before a new Hearing Panel.
2. They may recommend the Case go back to the original Hearing Panel for further review for reasons such as new evidence that was not available during the original Hearing.
3. They may recommend that the Appeal be denied.

If the Appeal is denied, the Sanction(s) will be imposed and the college will consider the Case closed. The Appeals Board must inform the Dean of Student Affairs about the outcome of the Appeal deliberations within 10 business days of the written Appeal being received. The Dean of Student Affairs will notify the Reporter and the Reported in writing of the outcome of the Appeal within 2 business days of receiving the outcome from the Appeals Board.

Barring any extraordinary circumstances, if a request for Appeal is filed, 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.

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 will work independently to develop an appropriate Sanction. A summary of the violation and recommended Sanction(s) is submitted to the Chair, Vice Chair, and Advisor to the Honor Board.

5. Amendments

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 10 days 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 students, and all are expected to make an effort to attend. Quorum 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, or if quorum is not reached, 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.

Related Policies and Processes

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

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

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

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

For more information:

The Wellesley Honor Code: <http://new.wellesley.edu/studentlife/aboutus/honor>

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

Brandeis Student Rights and Community Standards: <http://www.brandeis.edu/studentlife/srcs/index.html>

Appeals process

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

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

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

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

The Appeals Board may rule in one of three ways:

1. They may recommend a new hearing before a new hearing panel.
2. They may recommend the case go back to the original hearing panel for further review for reasons such as new evidence that was not available during the original hearing.
3. They may recommend that the appeal be denied.

If the appeal is denied, the sanctions will be imposed and the college will consider the case closed. The Appeals Board must inform the Dean of Student Affairs about the outcome of the appeal deliberations within 10 business days of the written appeal being received. The Dean of Student Affairs will notify the student(s) in writing of the outcome of the appeal within 2 business days of receiving the outcome from the Appeals Board.

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

Financial Aid

Costs and financial aid

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

Currently valued at more than \$97,000, the merit-based **Olin Tuition Scholarship** benefits all admitted students. Offered for eight semesters of full time study and covering half the annual tuition charges, this scholarship recognizes achievement inside and outside of the classroom.

Need-based aid process

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

Families interested in applying for additional assistance must complete a Free Application for Federal Student Aid (FAFSA). Olin College's institutional code is 039463. Allow appropriate time for processing at the Department of Education. Consult *Affording Olin* for current deadlines.

The college is committed to meeting the full demonstrated need for up to eight semesters of full-time study for those who apply by the appropriate deadline and are eligible for additional assistance.

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

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

Please direct any questions regarding financial aid to finaid@olin.edu or 781.292.2215.

Types of assistance

Institutional funding

Olin tuition scholarship (merit-based)

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

Special Considerations:

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

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

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

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. 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 grant (need-based)

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

Named scholarships (Need-based)

These scholarships are designated with the name of the donor and/or are a particular fund established in honor of a person or organization. These funds are awarded annually on the basis of financial need and may be renewable. 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 Expected Family Contribution. The R2 award 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.

Federal grant and loan programs

Federal Pell Grant

Eligibility for the Federal Pell Grant program is based on a family's expected family contribution. If your EFC is less than an amount pre-determined by federal regulation, you may be awarded a Federal Pell Grant. Based on 2016-17 data, approximately 9% of full time students at Olin College are eligible for a Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal direct loan

Direct Loan eligibility will be noted on your Financial Aid Award letter and will be denoted as either subsidized or unsubsidized. This is a loan program and funds must be paid back according to the terms of the loan. Terms and Conditions of the Federal Direct Loan program can be found in the Master Promissory Note (MPN) at Student Loans.Gov. Approximately 32% of 2016 graduates utilized this program with an average cumulative debt of \$15,849.

Direct subsidized loan

This loan program is available to students who demonstrate financial need. The interest on the Subsidized Direct Loan is paid by the federal government while the student is enrolled in school at least half-time in a degree granting program.

Direct unsubsidized loan

This loan program is available to students who do not demonstrate financial need, or whose financial need has been met by other resources (i.e. grants and scholarships). Borrowers are required to either pay the interest as it accrues, or have it capitalized (added to the principal) into a repayment schedule that starts after graduation.

Direct PLUS loan

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

Other loan assistance

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

Commitment to financial literacy

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

SALT can provide you with advice and guidance on:

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

Contact a SALT Loan Counselor — when you have questions SALT can answer at 1.877.523.9473 or loanhelp@saltmoney.org. For more information visit SaltMoney.Org

Federal notices and disclosures

The Higher Education Opportunity Act (HEOA) of 2008 requires disclosure of policies that can affect students in colleges and universities. The following information is disclosed to you as a student at Olin College in compliance with federal Law. Additional disclosures can be found at [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 Award is a tentative award until such time as verification documents are received and reviewed. If you are aware of discrepancies in income or assets, please make necessary corrections to your FAFSA. Any adjustments to aid due to Verification will be indicated on a revised award letter.

Appeal process/change in circumstance

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

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

- Number of family members in the household
- Number of siblings attending college
- Student's enrollment status
- Student's housing status

NOTE: A change to any of the above factors could result in an adjustment to the financial aid award.

Outside scholarship policy

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

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

Satisfactory Academic Progress (SAP)

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

Direct loan borrowers

The Department of Education has developed a comprehensive website at StudentLoans.Gov to provide Consumer Information to student and parent borrowers.

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

Exit Counseling is completed upon graduation and/or less than half-time enrollment. Students can visit the National Student Loan Data System (NSLDS) for comprehensive information regarding their student loan history and servicing information. Exit Counseling is also completed at the StudentLoans.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, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Students who withdraw after the 60% point of the semester will have fully earned their Title IV aid and no funds will be returned.

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

Notice of federal student financial aid penalties for drug law violations

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

Study away

Students who are planning to study away should meet with the Director of Financial Aid to discuss options and eligibility prior to submitting their study away plan for approval. A Consortium Agreement is required of all students who study away.

Statement of ethical principles and code of conduct for institutional financial aid professionals

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

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

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

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

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

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

Health Care

Babson College 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, male and female reproductive examinations, gynecological care, including contraceptive management and counseling, pregnancy testing, emergency contraception, sexually transmitted disease testing and treatment and administration of immunizations injections. There is no cost to students to visit Health Services for routine care. However, students may incur costs related to medical tests, immunizations or services provided off-campus.

Required vaccinations

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

Confidentiality

All visits to Health Services and conversations with the staff are confidential. Your permission must be obtained before we will give information to anyone not directly connected with your care. This includes parents and college officials.

There are limited exceptions to this policy as we are required by law to report certain communicable diseases to the Public Health Department and in life-threatening situations.

Health insurance

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

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

Mental Health Services

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

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

Making an appointment

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

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

Transportation

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

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

Sexual Misconduct and Title IX

Olin College is committed to providing a safe learning and working environment for all community members, guests, and visitors. In compliance with federal law, Olin 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 Title IX processes. These policies and resolution procedures are intended to comply with Title IX, 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 Misconduct Policy applies to all Olin community members, and all members of Olin are responsible for being familiar with and abiding by the Sexual Misconduct Policy at all times.

Overview of Olin College Sexual Misconduct Policy¹

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.

II. Commitment to Non-Discrimination

Sexual misconduct is a form of sex discrimination that deprives a person of equal treatment. It is prohibited by Title IX, a federal law that 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.

Olin 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.

The following individual has been designated by Olin to respond to general inquiries regarding the College's non-discrimination policies:

Sharon Woodward, Director of Human Resources

Olin College of Engineering

1000 Olin Way

Needham, MA 02492-1000

781-292-2409

Sharon.Woodward@olin.edu

III. How Olin will address sexual misconduct

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 Sexual Misconduct Policy that defines prohibited conduct and the process by which the College will address such conduct in different circumstances. Olin College's Sexual Misconduct Policy is composed of several components:

- Definitions of Prohibited Conduct
- Process for Resolving Complaints of Sexual Misconduct

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

Olin will also provide relevant resources for the community on the Sexual Misconduct and Title IX webpage available on the Olin College website. While separate from the Policy, these additional resources are part of the College's ongoing efforts to ensure an environment free of discrimination on the basis of sex.

IV. Role of the Title IX Coordinator

The Title IX Coordinator is responsible for coordinating Olin programs to comply with Title IX. This includes leading Olin's efforts to respond to reports of conduct that could trigger Olin's Sexual Misconduct Policy. The Title IX Coordinator is also available to meet with any individual to provide information about the implementation of the Sexual Misconduct Policy (including the availability of interim measures, the investigation, and the resolution/sanction process), as well as discussing other resources within the Olin community and beyond.

The College's Title IX Coordinator is:

Rame Hanna, Title IX Coordinator

Director of Diversity and Inclusion

Olin College of Engineering

1000 Olin Way

Needham, MA 02492-1000

781-292-2322

Rame.Hanna@olin.edu

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

V. Olin resources and other community resources

There are several offices and resources within the Olin community that can be called upon to respond to incidents of behavior that could be subject to the Sexual Misconduct Policy and can serve as supports to individuals in many different ways. These resources are available to both Complaining Parties and Responding Parties.

A. Confidential Medical and Counseling Resources

Some Olin resources designated as “confidential resources” have the ability to maintain legally-protected confidentiality with the individual who shared the information. These individuals serve in professional roles in which communications are provided confidential status under the law (e.g., licensed mental health care providers, licensed medical providers, pastoral counselors and clergy) and may not report identifying information about behavior that may implicate the Sexual Misconduct Policy without the expressed permission of the individual who supplied the information in question or otherwise in compliance with law². However, these confidential resources are instructed to inform individuals of their right to file a complaint under the Sexual Misconduct Policy and/or with the police and may assist in that process.

Below is a list of some available confidential resources for community members at Olin³:

Babson/Olin Health Services (students only)

Phone: 781.239.6363 - Fax: 781.239.5069

Babson College - Babson Park, MA 02457

Academic Year: Monday-Friday 9am-5pm

Urgent Care hours: Monday-Thursday 5pm-7pm

Semester Breaks: Monday-Friday 9am-5pm

Summer: Monday-Friday 8:30am-4:30pm

Services: Health services, physical exams, and testing for sexual transmitted infections (STI’s) and pregnancy.

Colony Care Behavioral Health (students only)

Phone: 781.431.1177 Ext. 213 - Fax: 781.431.1181

River Street, First floor - Wellesley, MA 02481

Services: Comprehensive mental health and substance abuse treatment, individual psychotherapy, and walk-in crisis appointments.

Laura Kinney is Olin’s main contact at Colony Care. To schedule an appointment, provide your name and contact phone number in the voicemail and Laura or another counselor will contact you to set up a time to meet.

Colony Care is available on-site at Olin during the academic year. Appointments may also be scheduled to meet off-campus with free transportation to the office.

Beth Israel Deaconess Medical Center

Phone: 617.677.7000 - Emergency: 781.453.5400

148 Chestnut Street - Needham, MA 02492

Services: Mental health, counseling, and adult medicine.

Employee Assistance Program (employees only)

Phone: 800.828.6025

Court Street, Seventh floor – Boston, MA 02108

Services: Collaborate with employees to resolve personal and/or job related concerns that may adversely impact health, well-being, social functioning and productivity issues in the work place. Topics of support include: Balancing work and family, mental health, alcohol and drugs, recovery management, diversity, domestic violence, job related, and financial.

Additional Services: Confidential counseling, legal consultation, health and wellness resources, family and caregiving referrals, and convenience services.

B. Non-Confidential Olin Reporting Options and Resources

To report a violation, file a complaint, or seek information about the process under the Sexual Misconduct Policy, please contact the Title IX Coordinator (See contact information in Section IV above).

Olin recognizes that an individual may feel most comfortable discussing incidents, situations, and/or allegations with Olin employees whom the individual knows well. It is important to note that Olin employees, other than the confidential resources described above, are considered “responsible employees” and are obligated by law to disclose all reports and relevant information committed by or impacting any community member, that is shared with them, to the Title IX Coordinator concerning: unlawful discrimination on the basis of sex, gender identity, sexual orientation, and marital or parental status, as well as incidents and allegations of sexual misconduct (including, but not limited to sexual harassment, sexual violence, relationship violence and stalking), and/or retaliation. The Title IX Coordinator will then take the steps to provide the alleged victim with rights and resource information. Responsible employees must disclose all information they know related to a report of potential sexual misconduct including the names of the alleged victim and perpetrator (if known), any witnesses and any other relevant facts including, the date, time and specific location of the alleged incident. Responsible employees include all full or part-time faculty, staff, administrators, and employees at Olin. Resident Resources (R2’s) are also considered responsible employees.

To the extent possible, information reported to a responsible employee will be shared only with the Title IX Coordinator and those who assist in the implementation of Olin’s Sexual Misconduct Policy and procedures. If the incident is an emergency or poses a serious or continuing threat, the responsible employee should first call Babson/Olin Public Safety immediately. If the incident is not an emergency does not pose a serious or continuing threat the responsible employee should not share information with law enforcement without the alleged victim’s consent or unless the employee is otherwise required by law to do so.

Once a responsible employee learns about an incident, allegation or receives a report, Olin is on notice and then may be required to investigate. In some instances, the alleged victim may express a desire that Olin not investigate the incident. The Title IX Coordinator will strongly consider the request, and will generally honor the request except in limited circumstances where the safety and well-being of the individual and/or the community outweighs the reasons for the request. For information regarding requests for confidentiality or no investigation see Section VI.A.1.

Whenever possible, responsible employees will disclose their duty to report incidents before someone reveals information about an incident. Olin encourages individuals to speak with a responsible employee so that an incident can be looked into and properly resolved.

C. Criminal Reporting Options

Individuals who believe that they may have been victims of a crime may file a criminal complaint with the Babson/Olin Public Safety (781.239.5555) and/or the local police department (911) where the incident occurred. An individual may make both a criminal complaint and a complaint to Olin under its Sexual Misconduct Policy.

Olin encourages individuals to report incidents to the police so the police can take appropriate measures to help individuals and prevent future crimes. However, individuals are never required to report an incident to Babson/Olin Public Safety or the local police.

Babson/Olin Public Safety

Phone: 781.239.5555 – Non-emergency Anonymous Tip Line: 781.237.8164

Emergency Call Boxes are located across Babson and Olin to contact Public Safety

Babson College - Babson Park, Massachusetts 02457

If an individual wishes to file a report on campus, a trained investigator at Babson/Olin Public Safety will be available to meet and receive a report. It is the policy of the Babson/Olin Public Safety Department to ensure consistent standardized procedures for the investigation and prosecution of all sexual misconduct claims. Officers and investigators are trained to respond, support, and collaborate with local health and law enforcement to help preserve evidence should an individual wish to pursue a criminal prosecution in addition to other protective orders available through the court system.

Needham Police Department

Phone: 781.455.7570

99 School Street - Needham, MA 02392

Massachusetts State Police

Phone: 781.431.5050

470 Worcester Rd - Framingham, MA 01702

District Attorney Office – Victim Witness Coordinator

Phone: 781.830.4800

45 Shawmut Rd - Framingham, MA 01702

If an individual would like assistance in filing a report with local law enforcement, Babson/Olin Public Safety will be available to provide assistance. Additionally, if an individual wishes to file a report with off-campus authorities, they may choose to go directly to the local police department. Transportation to the police department is available through Olin. One may also choose to have the police come to Olin's campus. If this option is chosen Olin can arrange for a discreet and private place to meet for this purpose. By filing a report, you are not committed to seek criminal prosecution. However, Olin will evaluate its obligation to conduct an internal investigation as described in Section VI.A.1 below.

D. Government Reporting Options

If one wishes to file a complaint of sex discrimination, sexual harassment, including, but not limited to, sexual misconduct, sexual violence, relationship violence, stalking, and/or retaliation, outside of the College or in addition to a complaint filed under Olin's Sexual Misconduct Policy, contact one of the government agencies listed below.

U.S. Department of Education (DOE), Office of Civil Rights (OCR)

Phone: 617.289.0111

5 Post Office Square, 8th Floor – Boston, MA 02109

U.S. Equal Employment Opportunity Commission

Phone: 617.565.3200 / 800.669.4000

475 Government Center – Boston, MA 02203

Massachusetts Commission Against Discrimination

Phone: 617.994.6000

One Ashburton Place, Suite 601– Boston, MA 02108

E. Additional Resources and Guidance for Complaining and/or Reporting Parties

Individuals who have experienced sexual violence, other inappropriate sexual contact, relationship violence, and/or stalking may experience a wide range of feelings and have questions and concerns. Many resources to assist individuals at Olin in including local and national services.

In an emergency, contact public safety at 781.239.5555 or dial 911. Immediately get to a safe place and call someone you trust.

1. Steps to Preserve Evidence. Any person who has experience sexual violence is encouraged to take steps to preserve evidence of the incident, as doing so may be necessary to the proof of the crime or to obtain a protective order. Clothing and surroundings may contain valuable evidence. An individual should try and refrain from going to the bathroom unless they are able to save a urine sample in a clear container. They should also try and refrain from drinking, showering, brushing teeth, combing hair, changing clothing, and straighten up anything. It is natural to want to do these things, yet it is important that a Sexual Assault Nurse Examiner (SANE) or physician be able to examine an individual as they are from the incident. If an individual needs to change their clothes, each garment worn during the incident should be separated in a paper (not plastic) bag. If the incident involves any written or electronic communications (such as texts, pictures, videos, social media posts, phone calls), one should try and preserve copies and not delete original material.
2. Confidential Medical Attention after Sexual Assault or Other Violence. Medical attention is highly recommended to treat any possible injuries, including internal injuries or infections, even if there is no visible injury present. It is important to be aware that there are some medical actions that are more effective if taken within the first few days after an offense, such as pregnancy tests, tests for sexually transmitted infections (STI's), evidence collection, and toxicology testing (if there are signs that drugs or alcohol facilitated the offense). Immediate medical attention may be especially helpful to prevent the transmission of STI's, such as HIV, as long as medications are administered within the first 24-72 hours following an assault. Generally, an individual may discuss the incident with a licensed medical professional on a confidential basis.

Olin recommends that any person who has experienced sexual violence obtain medical assistance at a hospital or medical facility immediately after or within 72 hours of a sexual assault. These providers offer physical exams and provide sexual and reproductive health services (e.g., sexually transmitted infections and pregnancy testing). Sexual Assault Nurse Examiners (SANE) are also available at some hospitals to collect evidence in the event that the individual seeks to pursue criminal charges or a protective order.

Babson/Olin Health Services (students only)

Phone: 781.239.6363

Health services, physical exams and testing for sexually transmitted infections (STI's) and pregnancy.

Beth Israel Deaconess Medical Center

Phone: 617.677.7000

Needham Hospital Phone: 781.453.3000

Violence Prevention & Recovery Phone: 617.667.8141

Mental health, counseling, and adult medicine.

Newton-Wellesley Hospital

Phone: 617.243.6000

Sexual Assault Nurse Examiners (SANE) are available to collect evidence if looking to pursue criminal charges.

Brigham & Women's Hospital

Phone: 617.732.5000

Metro West Hospital

Phone: 508.650.7000

Massachusetts Department of Health

Phone: 617.624.6000

If seeking transportation to the hospital through Olin, please contact the Title IX Coordinator. An individual may also request transportation with the help of Babson/Olin Health Services, or be transported by a friend or family member.

A Sexual Assault Medical examination is used to (a) collect evidence important in criminal prosecution or a civil case and (b) treat possible injuries or illness sustained from the offense. Having the examination provides an opportunity to obtain any possible evidence necessary to support the case should one choose to handle the incident through the criminal justice or other legal process. The examination is an optional procedure and does not commit an individual to any legal action. An individual is also not required to make a police report. Any evidence collected during the examination is held up to six months in a confidential storage which is identified only by a number, not a name. It is the individual's right to request a Sexual Assault Nurse Examiner (SANE) to perform the examination.

There is no charge for a sexual assault medical examination completed in a Massachusetts hospital within five days after a sexual assault occurring in the state. The hospital where the examination occurred will work with the Massachusetts Victim Compensation & Assistance Division for the payment of any lab work, emergency room fees, physician's fees, and medications during the hospital visit. Individuals are also eligible for additional expenses associated with the aftercare if deemed medically necessary as result of the incident. This can include further medical treatment, medications, counseling, replacement bedding and clothing (taken during the administration of the Sexual Assault Forensic Examination (SAFE) kit), security measures, etc. To determine eligibility for these post-examination expenses, one will need to complete the Massachusetts SAFE Post Examination Application provided at the time of release from the hospital.

If an individual did not obtain an examination at the time of the incident, the Massachusetts Victim Compensation Fund may also cover the cost of the examination care at a later date as well as some possible post examination care (e.g., for follow up care for STI prevention, medication, testing, counseling, security measures, lost wages) if an individual submits a Crime Victim's Compensation application with law enforcement. More information can be found at www.mass.gov/ago/vcomp.

F. Confidential Support for Complaining and Responding parties

The following resources can generally talk to individuals without revealing any personally identifying information about an incident to Olin. While maintaining an individual's confidentiality, these individuals or their offices may report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report, which does not include information that would directly or indirectly identify the individual, helps keep the Title IX Coordinator informed of the general extent and nature of sexual misconduct on and off campus so the Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the individual to ensure that personally identifying details are not shared.

1. **Babson/Olin Health Services (students only).** Babson/Olin Health Services is available to assist students with immediate needs and to review available medical options. Babson/Olin Health Services can offer support, testing and treatment for STI's and follow-up appointments for further testing, if necessary. If medical care is needed well after the incident had occurred, Babson/Olin Health Services can still provide any needed support and perform testing and treatment for students. Olin recommends that any person who has experienced sexual violence obtain medical assistance at a hospital immediately after or within 72 hours of a sexual assault. Babson/Olin Health Services staff are trained to assist individuals and determine what options and resources are available. A confidential meeting can be scheduled by calling Babson/Olin Health Services at 781.239.6363. Transportation to a local hospital with a support person of your choice can also be arranged.
2. **Colony Care Behavioral Health (students only).** Individual counseling appointments with members of the Colony Care staff are confidential and no information will be released with your permission except as required by law. A therapist will review confidentiality so individuals are able to make an informed decision about what information they feel comfortable sharing. All independently licensed psychologists at Colony Care are experienced in counseling both Complaining and Responding Parties in sexual misconduct, dating violence and domestic violence concerns. Psychological counseling is intended to help individuals process their emotions and thoughts related to the incident. The course of treatment is determined by each individual's needs, which may change over time⁴. Some goals of treatment include establishing safety, regaining a sense of control, addressing depression, and attending to any psychological symptoms that may result from the incident. Counselors at Colony Care will also provide individuals with options and resources as well as providing support when making important decisions.
3. **Employee Assistance Program (EAP) (employees only).** E4 Health is available to provide up to (7) sessions of confidential counseling for employees, their family and household members to resolve personal and/or job-related concerns that may adversely impact health, well-being, social functioning, and productivity issues in the workplace. Some support issues include: relationship difficulties, mental health, life cycle events, grief and loss, addiction, stress, and family. Additionally, E4 provides legal consultation, health and wellness resources, family and caregiving referrals, and convenience services.

G. Consider Reporting and Complaint Options

1. **Complaint under Olin's Sexual Misconduct Policy.** To file a complaint under this policy, contact the Title IX Coordinator as described in Section IV.
2. **Criminal Report.** To file a criminal complaint, contact public safety at 781.239.5555 or dial 911 as described in Section V.C
3. **Reporting to Governmental Agency.** To file a complaint with a governmental agency, please see Section V. D

H. Additional Support and Resources – Hotlines, Advocacy, Shelters, and Support

There are many resources available for individuals seeking support, assistance, and guidance from someone outside of the Olin College Community. These service providers are not required to report any information to Olin and generally hold confidentiality with individuals seeking assistance.

Boston Area Rape Crisis Counseling Center (BARCC)

Phone: 800.941.8371 - Website: www.barcc.org

24hr hotline, 24hr medical advocacy, individual and group counseling, legal advocacy, case management

REACH Beyond Domestic Violence

Phone: 800.899.4000 - Website: www.reachma.org

24hr domestic violence hotline, shelter, intervention, and prevention services, community based support services

Rape, Abuse, and Incest National Network (RAINN)

Phone: 800.657.4673 - Website: www.rainn.org
24hr national hotline, victim services, resources, advocacy

Jane Doe Inc.

Phone: 877.785.2020 – Website: www.janedoe.org
24hr sexual assault and domestic violence multilingual hotline, movement building, networking and support

Fenway Health

Phone: 888.242.0900 – Website: www.fenwayhealth.org
24hr LGBTQ hotline, counseling, support groups, advocacy, referral services

The Network / LA Red

Phone: 617.742.4911 – Website: www.tnlr.org
24hr LGBTQ, BDSM, and polyamorous partner abuse hotline, emotional support, resources, safety planning

Massachusetts Office of Victim Assistance

Phone: 617.586.1340 – Website: www.mass.gov/mova/
Victim advocacy and assistance, outreach, resources

Resources for legal aid, advice and/or representation:

Committee for Public Counsel Services

Website: www.publiccounsel.net
Public defender agency for Massachusetts

Mass Legal Services

Website: www.masslegalservices.org/FindLegalAid
Legal Resource Finder: Contact information for legal aid programs, nonprofits, government agencies, and court programs

Norfolk Superior Court

Phone: 781.326.1600

Dedham District Court

Phone: 781.329.4777

VI. Additional considerations

A. Privacy and Confidentiality: Treatment of Reported Information.

1. **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 trigger the Sexual Misconduct Policy. The Title IX Coordinator will only share information with College personnel who assist in the implementation of Olin’s Sexual Misconduct Policy and procedures.

There are certain circumstances in which Olin has a broader obligation to the community and may need to override a) an individual’s request for privacy or b) an individual’s request Olin will 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. In the case of sexual misconduct allegations, the Title IX Coordinator will evaluate the aforementioned requests by considering a range of factors including, but not limited to, whether:

- There have been similar complaints about the same individual
- There appears to be a pattern of perpetration
- The alleged responding party has a history of violence
- The alleged responding party threatened further or future violence
- The misconduct was alleged to have been committed by multiple perpetrators
- The alleged responding party holds a position of power over the alleged victim or others
- The alleged complaining party is a minor
- Olin possess no other means to obtain relevant evidence

The presence of one or more of these factors may lead Olin to commence an investigation. If so, Olin will inform the Complaining/Reporting Party prior to proceeding and will to the extent possible share information only with the individuals responsible for handling Olin's response and others involved in the investigation. In the event that a Complaining/Reporting Party requests that Olin inform the Responding Party that the Complaining/Reporting Party asked the College not to investigate or seek discipline, Olin will honor the request and inform the Responding Party that Olin made the decision to proceed.

If Olin does not proceed, the Title IX Coordinator will consider broader remedial action, such as increased or targeted education or prevention measures, increased monitoring, security or supervision, conducting surveys and/or revisiting its policies and practices.

2. **Disclosure of Sexual Misconduct at Public Awareness Events.** Public awareness events such as "Take Back the Night", candlelight vigils, community programs and other public forms in which individuals disclose incidents of sexual violence, dating or domestic violence, and/or stalking are not considered notice to the College to trigger an obligation to investigate. However, such events may inform Olin's prevention and education efforts.

B. Duty to Report Gender-Based Discrimination, Sexual Harassment, and Retaliation

All college employees, other than the confidential resources described in Section V.A., are obligated by law to disclose reports and information that is shared with them to the Title IX Coordinator concerning: unlawful discrimination on the basis of sex, gender identity, sexual orientation, and marital or parental status, as well as incidents and allegations of sexual misconduct (including, but not limited to sexual harassment, sexual violence, relationship violence and stalking), and/or retaliation. 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 reporting 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.

Individuals who serve in professional roles in which communications are provided confidential status under the law (e.g., licensed mental health care providers, licensed medical providers, pastoral counselors and clergy) are not obligated to report identifying information about behavior that may implicate the Sexual Misconduct Policy without the consent of the individual who supplied the information in question or is otherwise in compliance with law as noted in Section V.A above. However, these confidential resources are instructed to inform individuals of their rights to file a complaint under the Sexual Misconduct Policy and may assist in that process. Please note that such employees who receive reports when not functioning in their licensed or confidential capacity are not prohibited from making a report. Confidential resources may however, 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. Crime Log, Statistical Reporting, Emergency Notifications and Timely Warnings

The Clery Act requires Olin to maintain a daily log of certain reported crimes that occurred on campus, Olin controlled property, and public property immediately adjacent to the campus, to publish an Annual Security and Fire Report concerning those reported crimes, and to issue emergency notifications and/or timely warnings. The current Annual Security and Fire Report can be found on the Babson webpage of Public Safety at <http://www.babson.edu/offices-services/public-safety/safety-crime-prevention/Pages/clery-act.aspx>. In connection with such reports involving sexual misconduct, dating violence, domestic violence or stalking, Public Safety will include the reported crime in its crime log and Annual Security and Fire Report statistics without identifiable information or other information prohibited by law. Public Safety will also issue emergency notifications and/or timely warnings, as appropriate, without the name or personally identifiable information about the alleged victim-survivor.

D. Consensual Sexual Relationships Involving Employees

1. **Employee Relationships with Students.** The personal relationships that a student develops with College employees play a fundamental role in the student's educational experience at Olin. Given the inherent authority and power dynamic employees may have over students, a sexual or romantic relationship between a student and an employee can easily raise concerns about sexual harassment or intimidation. In light of these considerations and given that an employee might be called upon to teach, advise, evaluate, or supervise any student, Olin employees should be aware that Olin prohibits employees from engaging in sexual or romantic relations, even if consensual, with any current Olin student. Any employee engaging in sexual or romantic relations with a current student, even if consensual, may be found in violation of Olin's Sexual Misconduct Policy.
2. **Relationships between Supervisory Employees and Others.** Romantic relationships that might be appropriate in other circumstances raise concerns when they occur between supervisors and individuals whom they supervise. Such relationships are fundamentally asymmetric and may raise concerns about validity of consent, conflict of interest, and fair treatment. In addition, such relationships may create the perception of inappropriate or inequitable professional advantage or favoritism that can adversely impact the working or learning environment and raise doubts about the integrity of work performed. Olin employees should be aware that romantic involvement with any employee over whom they have direct supervisory responsibility, even if consensual, is prohibited by this policy. Even when both parties have initially consented to such a relationship, it is the supervisor who, by virtue of their supervisory responsibility, will be held accountable for the unprofessional relationship or abuse of authority. The Title IX Coordinator, together with the Provost and Dean of Faculty with respect to faculty members, or the Director of Human Resources with respect to other employees will make exceptions to this prohibition in appropriate circumstances, with implementation of any necessary measures to avoid conflicts or the appearance of conflicts of interest.

VII. How Olin will address unlawful discrimination and harassment, including sexual misconduct and retaliation

Olin's commitment to non-discrimination includes an assurance that Olin rejects and condemns all forms of harassment, discrimination, retaliation, and disrespect 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 and other legally protected status. Olin follows through on that commitment, in part, through the implementation of its Sexual Misconduct Policy and process for investigating and resolving complaints. These policies and procedures apply to all Olin community members, and all members of the Olin community are responsible for being familiar with and abiding by the Sexual Misconduct Policy at all times.

A. Definitions of Prohibited Conduct Under Olin's Sexual Misconduct Policy

The following are the definitions of conduct that is prohibited under Olin's Sexual Misconduct Policy. If an individual has any questions about the definition or application of any of these terms, the Sexual Misconduct Policy in general, or the resources available to all member of the Olin community, please contact the Title IX Coordinator. The contact information for the Title IX Coordinator, as well as other resources who can provide support is located in Section IV and V.

Sexual Misconduct is a broad term used to encompass a range of behaviors including but not limited to sex discrimination, sexual harassment, sexual assault, sexual coercion, sexual exploitation, relationship violence (domestic violence and dating violence), stalking and/or acts perpetrated against a person's will or when a person is incapable of giving consent. All such acts of sexual misconduct are prohibited by Olin College. Sexual misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and/or between individuals who do not know each other. Sexual misconduct can be committed by persons of any gender identity, and can occur between people of the same or different biological sex or gender identity.

Sex Discrimination: An intentional or unintentional act that adversely affects employment and/or educational opportunities because of a person's sex, gender identity, sexual orientation and/or marital or parental status. Discrimination may be classified as either disparate impact (facially neutral practices that fall more harshly on one group than another and cannot be justified by business necessity) or disparate treatment (treatment of an individual that is less favorable than treatment of others based upon unlawful discriminatory reasons).

Sexual Harassment:

Sexual harassment consists of two basic types:

Quid Pro Quo Harassment: Any action in which submission to or rejection of unwelcome conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's education, grades, recommendations, extracurricular programs or activities, and/or employment opportunities.

Intimidating or Hostile Environment: Any unwelcome conduct of a sexual nature, including verbal expression, that is severe, persistent, or pervasive, and creates an intimidating, hostile, or offensive working or educational environment, or has the purpose or effect of unreasonably interfering with an individual's employment, academic performance, education, and/or participation in extracurricular programs or activities. This includes actions or expression targeting an individual's sex, sexual orientation, gender identity and gender expression.

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

In either type of sexual harassment noted above, the effect will be evaluated from both a subjective perspective, as well as the objective perspective of a reasonable person in the position of the person who experienced the conduct.

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 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, be directed at a specific target, or involve repeated incidents.

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

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

- Use of a position of power or authority to: (1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (2) promise rewards in return for sexual favors.
- Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, sexual orientation, gender identity, or sex-stereotyping.

Sexual Violence: Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Physical sexual acts include, but are not limited to, vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact. This definition includes sexual assault, rape, sexual battery, and sexual coercion. Sexual violence may involve individuals who are known to one another or have an intimate and/or sexual relationship (relationship violence), or may involve individuals not known to one another.

Sexual violence can be committed by any person against any other person, regardless of gender, gender identity, sexual orientation, or past or current relationship status. Sexual violence may occur with or without physical resistance or violence.

- **Sexual Assault:** Sexual assault is any unwanted or intentional sexual contact without consent, whether such contact directly touches skin or is through clothing. This includes any sexual contact with the breasts, buttocks, groin, genitals, mouth, and/or other body part of an individual. Touching another individual with the above mentioned body part(s) or making another individual touch themselves is sexual assault. Additionally, disrobing, exposure of an individual's body without that individual's consent, or attempting nonconsensual sexual intercourse is sexual assault.
- **Rape:** Rape is a form of sexual assault involving sexual penetration without consent. Rape is defined as: (a) any sexual penetration of the vagina or anus, however slight, with any object or body part without consent; or (b) any penetration of the mouth, however slight, by any sex organ or object used in a sexual manner without consent.
- **Fondling:** Fondling is the touch of the private body parts of another individual for the purpose of sexual gratification without consent. This includes instances where the individual being touched is incapable of giving consent because of their temporary or permanent mental incapacity.

Other Inappropriate Sexual Contact: Having or attempting to have sexual contact of any kind other than that defined as "Sexual Violence" with another individual without consent. Other inappropriate sexual contact may include kissing, touching, or making other inappropriate contact with the breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner and without permission.

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 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 is 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.

Sexual Exploitation: Any act committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, personal benefit or advantage or any other illegitimate purpose. Sexual exploitation may involve individuals who are known to one another, have an intimate or sexual relationship, or may involve individuals not known to one another. Examples include, but are not limited to, observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved.

- **Inducing Incapacitation:** This includes the provision of alcohol or drugs to an individual, with or without that individual's knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual's impairment or intoxication.
- **Media-Based Misconduct:** Photographing or taping someone (via audio, video or otherwise) involved in sexual activity, or in a state of undress, without their knowledge or consent. Even if a person consented to sexual activity, photographing or taping someone without their knowledge and agreement goes beyond the boundaries of that consent. Dissemination of photographs or video/audio of someone involved in sexual activity, or in a state of undress, without their knowledge or consent constitutes a separate and additional act of sexual misconduct.
- **Miscellaneous:** The inappropriate behaviors listed above are not an exhaustive list. Olin may consider any other conduct that has a sexual or gender-based connotation under Olin's Sexual Misconduct Policy.

Relationship Violence (Domestic Violence and Dating Violence):

Relationship violence is any unwanted or intentionally violent or controlling behavior of one individual by a person who is currently or was previously in an intimate relationship with that individual. Relationship violence may include actual or threatened physical injury, sexual violence, psychological or emotional abuse, coercion, manipulation, intimidation, and/or progressive social isolation towards a partner in a current or former intimate relationship. With regards to Olin's Sexual Misconduct Policy, the term "intimate relationship" refers to marriage, domestic partnership, engagement, casual or serious romantic involvement, and dating.

Relationship violence can occur between individuals of any sex, gender identity and/or sexual orientation, and can occur in any type of intimate relationship including monogamous, non-committed, and relationships involving more than two partners. Relationship violence can also be a single act or a pattern of behavior.

Relationship violence can take many forms. Examples include, but are not limited to, situations in which behaviors are directed toward a partner in a current or former intimate relationship such as: hitting, kicking, punching, strangling, or other violence; property damage; threat of violence to one's self, one's partner, or the family members, friends, pets, or personal property of the partner; threat to disclose personal or sensitive information; and depriving the partner access to their residence.

Stalking is more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, texts or other similar forms of contact are used to pursue, harass, or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

Retaliation:

Engaging in conduct that may reasonably be perceived to:

- Adversely affect a person’s educational, living, or work environment because of their good faith participation in the reporting, investigation, and/or resolution of a report of a violation of Olin’s Sexual Misconduct Policy; or
- Discourage a reasonable person from making a report or participating in an investigation under Olin’s Sexual Misconduct Policy, any other Olin College policy, or any other local, state, or federal complaint process (e.g., filing a complaint with an entity like the U.S. Department of Education).

Retaliation includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under Olin’s Sexual Misconduct Policy. Retaliation may include abuse or violence, other forms of harassment, and/or making false statements about another person in print or verbally with intent to harm their reputation.

Retaliation can be committed by any individual or group of individuals, not just a Responding Party or a Complaining Party. Retaliation may constitute a violation of Olin’s Sexual Misconduct Policy, even when the underlying report made did not result in a finding of responsibility. Retaliation, even in the absence of provable discrimination or harassment in the original complaint or charge, constitutes a serious violation of this policy.

Other Violation: Engaging in other conduct which is prohibited by Olin’s Sexual Misconduct Policy (e.g., recording the proceedings) or failure to comply with a duty or obligation set forth in, or imposed pursuant to, this Policy (e.g., duty of honesty, duty of cooperation or duty to report).

B. State Law Definitions

The following are excerpts compiled from the Massachusetts General Laws that describe how certain relevant behavior is defined in Massachusetts. These definitions are not identical to the definitions of conduct prohibited in Olin’s Sexual Misconduct Policy, but Olin considered these definitions in developing its Policy.

Sexual Harassment: (Compiled from M.G.L. Ch. 151B)

“Sexual harassment” means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or enrollment or is used as a basis for employment or educational decisions, placement services or evaluation of academic achievement; or
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work or educational environment.

Sexual Assault (Rape, Indecent Assault & Battery): (Compiled from M.G.L. Ch. 265, § 13 & 22)

Sexual assault is defined under Massachusetts law as rape or indecent assault and battery.

Rape is defined as occurring when a person has “sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by a joint enterprise...”

Indecent assault and battery occurs when one person touches another person in an “indecent” way. Examples of indecent assault and battery include touching a person’s buttocks, breasts, or genitals without consent. The Commonwealth must prove that the defendant touched the alleged victim without justification or excuse; and that the touching was “indecent;” and that the alleged victim did not consent.

An indecent act is one that is fundamentally offensive to contemporary standards of decency.

Stalking: (Compiled from M.G.L. Ch. 265, § 43)

The act of “willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury.” Stalking includes, but is not limited to, acts or threats conducted by mail or by use of a telephonic or electronic communication device. Communications include, but are not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Domestic and Dating Violence: (Compiled from M.G.L. Ch. 209A)

“Abuse” is defined as “the occurrence of one or more of the following acts between family or household members:

- Attempting to cause or causing physical harm;
- Placing another in fear of imminent serious physical harm; or
- Causing another to engage involuntarily in sexual relations by force, threat, or duress.”

Family or household members are defined as “persons who:

- Are or were married to one another;
- Are or were residing together in the same household;
- Are or were related by blood or marriage;
- Have a child in common regardless of whether they have ever married or lived together; or
- Are or have been in a substantive relationship, which shall be adjudged in consideration of the following factors: (1) the length of time of the relationship; (2) the type of relationship; (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.”

Consent: (not defined by M.G.L. in this context)

In Massachusetts, it is illegal to have sex under any circumstances with someone who is incapable of giving consent due to incapacity or impairment; incapacity or impairment may be caused by intoxication or drugs, or because a victim is underage, mentally impaired, unconscious, or asleep. For purposes of the Olin Sexual Misconduct Policy, consent is an explicitly communicated, reversible, mutual agreement to which all parties are capable of making a decision.

Massachusetts has several laws that define the age of consent and the additional penalties that attach if a person is under the age of 16 or 14. E.g., statutory rape laws, indecent and assault and battery on a person under the age of 14.

Retaliation: (Referenced by M.G.L. in various contexts, e.g., Chap. 151B.)

Retaliation is frequently addressed by the U.S. Department of Education’s Office for Civil Rights (OCR). OCR’s legal standard for addressing retaliation claims is as follows:

A claim for retaliation must establish several elements. First, the facts must indicate that the complaining party engaged in a protected activity, i.e., exercised a right or took some action that is protected under the laws OCR enforces, including Title IX. Second, the institution must be on notice of the protected activity. Third, the institution must take an adverse action against the complaining party. And fourth, there must be a causal connection between the protected activity and the adverse action. If any of these four elements cannot be established, then a claim of retaliation cannot be substantiated. If, on the other hand, all four elements are established, then OCR next analyzes whether there is a legitimate non-discriminatory reason for the retaliatory action in question. If no legitimate non-discriminatory reason is put forward, or if the reason is found to be a mere pretext for retaliation, then OCR may find that there was retaliation.

C. Process for Investigating and Resolving Complaints

This section describes how Olin will: 1) investigate a report that activates the Title IX process, 2) detail conduct that could violate Olin’s Sexual Misconduct Policy, and 3) determine what, if any, safety measures and/or disciplinary sanctions exist for individuals found responsible for violating Olin’s Sexual Misconduct Policy.

1. Initial Steps: Interim Measures

Upon receiving a report of conduct that could fall under Olin's Sexual Misconduct Policy, the Title IX Coordinator will assess the need to take any immediate action to address the safety and health needs of the Complaining Party⁵ and the Olin community. The initial assessment is a preliminary action to determine the next steps for investigating the reported conduct and the need for any interim measures; it is not part of the investigation.

This initial process may include, but is not limited to, the following:

- a. The Title IX Coordinator will contact the Complaining Party and encourage them to meet to discuss the nature and circumstances of the reported conduct, review relevant documentation that is available, and address the need for any interim measures. Examples of interim measures, with respect to sexual misconduct, include no-contact directives, requests for academic adjustments, changes to living, dining, transportation, working and/or immigration situations, statutorily-provided leave to employees pursuant to M.G.L. c. 49, § 52D, and other actions to address the situation and the Complaining Party's immediate physical safety, emotional needs, and concerns on an interim basis.
 - b. The Title IX Coordinator will assess the reported conduct to determine whether circumstances pose a threat to the health or safety of the College community that warrants issuance of a timely warning, a stay-away order for any person, or any other interim protections, including, but not limited to, suspension of a student, placing an employee on leave, or restricting any individual from other privileges prior to completing an investigation. During the interim action, Olin reserves the right to prohibit the individual from entering Olin property or participating in any Olin activities, absent of written authorization from an appropriate College official. The failure of an individual to comply with an interim restriction is a violation of Olin's Sexual Misconduct Policy and may lead to additional disciplinary action. The decision to impose interim restrictions will be communicated by the Title IX Coordinator and will be effective immediately.
 - c. The Title IX Coordinator will notify the Complaining Party about the availability of Olin's Sexual Misconduct Policy as well as 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 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.
 - d. The Title IX Coordinator will notify the Complaining Party of the available resources for seeking medical treatment, counseling, spiritual guidance, or other interim measures. See Section IV and V.
 - e. If the Title IX Coordinator determines the reported conduct could, in any way, trigger Olin's Sexual Misconduct Policy, they will contact the Complaining Party to discuss that determination. In collection with allegations of sexual misconduct, if, at any time, the Complaining Party requests that the process not move forward, Olin will weigh that request against its obligation to address any risk of harm to the Complaining Party or other individuals in the community and the nature of the incident or conduct at issue. Except in limited circumstances, in which the Complaining Party's request not to proceed to investigation is granted, the Title IX Coordinator will proceed to Section VII.C.3. For further information please see Section VI.A.
 - f. If the Title IX Coordinator determines that the reported conduct would not, in any way, trigger the Sexual Misconduct Policy, they will advise the Complaining Party of such and refer the reported conduct to the appropriate office for addressing, consistent with their policy. If however, new information is subsequently provided, the reported conduct may be reevaluated to determine whether an investigation is warranted.
2. **Optional Informal Resolution Procedures**

The following Informal Resolution Procedure may not be used in an effort to resolve allegations of sexual violence, other inappropriate sexual contact, inducing incapacitation, and stalking or relationship violence, as each of these terms are defined in Section VII.A.

At any time prior to the Title IX Coordinator review of the investigative report, a Party may request an informal resolution of the complaint. 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. If the Title IX Coordinator determines that an informal resolution is appropriate, the Title IX Coordinator will notify the Parties. The Title IX Coordinator will facilitate a dialogue with the Parties in an attempt to reach a resolution. The allegation will be deemed resolved when the Parties expressly agree to an outcome that is acceptable to them, which is approved by the Title IX Coordinator in consultation with other appropriate College administrators. A Party may withdraw from the informal resolution process at any time. The Title IX Coordinator may also reinitiate an investigation at any time they deem appropriate.

3. **The Investigation Phase**

- a. **Notice of an Investigation.** If it is determined that the reported conduct could trigger Olin’s Sexual Misconduct Policy and an investigation is required, the Title IX Coordinator will prepare a written notice to the Complaining Party and Responding Party that will include a brief description of the allegations, the portions of Olin’s Sexual Misconduct Policy that are alleged to have been violated, and any interim measures in place for which either Party must be made aware. This written notice does not constitute a finding or a determination of responsibility.
- b. **Information about Advisers in Connection with Allegations of Sexual Misconduct.** In connection with an allegation of sexual misconduct involving sexual violence, or other inappropriate sexual contact, relationship violence or stalking⁶, each Party may have a single adviser of their choice present during any Olin sexual misconduct disciplinary proceedings, including any related meeting or interview held, pursuant to the Sexual Misconduct Policy. Advisers may not participate actively while present at any disciplinary proceeding and may not speak or otherwise communicate on the part of the Party that they represent. However, the adviser may ask to suspend any meeting or interview briefly to provide private consultation related to the disciplinary proceeding in progress. An adviser is subject to the same confidentiality expectations applicable to others in attendance. Accommodations, including scheduling of interviews or reviews, generally will not be made for any advisers if they unduly delay the process. Without prior approval of the Title IX Coordinator, as determined in their sole discretion, the adviser is not permitted to attend a meeting or proceeding without the Party. Olin reserves the right to take appropriate action regarding any adviser who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the Title IX Coordinator. A union-represented employee who is the Responding Party may choose an adviser who is not a union representative, if the Responding Party does not desire to have the union representative participate in the proceeding⁷.
- c. **Support Services and Resources.** The Parties should review Section IV and V regarding the available support services and resources at Olin. At the request of either Party or witness, the Title IX Coordinator can provide additional information on the support services, resources, and options available.
- d. **Designation of Investigator.** The Title IX Coordinator will designate at least one investigator to conduct a prompt, fair, and impartial investigation of the reported conduct and prepare a report of investigative finding (the “Investigative Report”). At Olin’s discretion, the investigator may be an external investigator and more than one investigator may be assigned. All investigators will be selected from a group of qualified and trained individuals engaged by Olin for the purpose of conducting investigations under Olin’s Sexual Misconduct Policy. The Title IX Coordinator will provide the Parties with the name of the investigator(s) assigned to investigate the reported conduct. As soon as possible, but no later than three (3) calendar days after notification of the identity of the Investigator(s), the Parties should inform the Title IX Coordinator (in writing) of any conflicts of interest with regard to the selected Investigator(s). The Title IX Coordinator will consider the nature of the conflict and determine if different investigator(s) should be assigned. The Title IX Coordinator’s decision regarding any conflicts is final. The Title IX Coordinator may consult with other Olin employees (e.g., the Dean of Students and/or Director of Human Resources) to discuss any conflicts of interest.
- e. **Nature of the Investigation.** The investigation will include separate interviews with the Complaining Party, the Responding Party, and any witnesses whom the Investigator(s) believe will provide necessary and relevant information. The investigation may include review of documentation or other items relevant to the reported conduct. The Investigator(s) will provide the Parties with written notices of meetings in which their presence is required.
- f. **The Parties’ Identification of Potential Witness and Documentation.** The Parties have the opportunity to identify potential witnesses who have specific information about the reported conduct and with whom they would like the Investigator(s) to speak. The Parties also have the opportunity to provide the Investigator(s) with any documentation or other items or questions they would like to be considered. All information described in this section must be presented to the Investigator(s) in writing and include a brief description as to how the persons, documents, and/or items are relevant to the reported conduct. This information must be provided to the Investigator(s) during the Investigation Phase and without delay upon becoming aware of it. The Investigator(s) will exercise discretion in their determination of what information to consider and which potential witnesses identified by the Parties can provide relevant information to the investigation.
- g. **Investigation Prohibitions.** Neither Party will be permitted to question or cross-examine the other Party directly during the investigation or disciplinary proceedings. Moreover, the Investigator(s) generally will not gather or consider information related to either Party’s sexual history outside of the conduct in question.

- h. **Responding Party Voluntary Agreement to Policy Violation.** At any point prior to the Title IX Coordinator's review of the investigative report, a Responding Party may agree, in writing, to 1) the alleged violation(s) of Olin Sexual Misconduct Policy and 2) proposed sanction, in cases of sexual harassment not involving sexual violence, other inappropriate sexual contact, sexual exploitation, stalking or relationship violence. In cases of sexual violence, other inappropriate sexual contact, sexual exploitation, stalking or relationship violence, the Title IX Coordinator will determine and impose sanction(s) pursuant to Section VII.C.5.a below.
4. **Investigative Report and Determination of Responsibility by Title IX Coordinator**
- a. **Content of the Investigative Report.** At the conclusion of the Investigation Phase, the Investigator(s) will prepare an Investigative Report, which would include a summary of the factual information presented during the Investigation Phase, a separate section where the Investigator(s) point out relevant consistencies or inconsistencies (if any) between different sources of information, and a separate section describing the Investigator(s)' perception of the demeanor of the individuals interviewed. The Investigative Report will not include a determination by the Investigator(s) as to whether a Party has violated Olin's Sexual Misconduct Policy or what sanctions may be appropriate. These determinations will be made by the Title IX Coordinator, as described below.
- b. **Review by the Parties.** The Parties will have an opportunity to review the Investigative Report and may submit written comments about the content of the Investigative Report to the Investigator(s) within five (5) calendar days of the date they are notified that the Investigative Report is available for review. This review will take place at a secure location and in a secure manner determined by the Title IX Coordinator. The time to submit written comments can be extended for a brief period if the Title IX Coordinator concludes, in their sole discretion, that additional time is warranted. Likewise, the secure location and manner of reviewing the Investigative Report can be modified if the Title IX Coordinator deems it necessary and appropriate. Each Party may have their adviser review the Investigative Report with them. Photographs or any other copies of the Investigative Report are not allowed by either Party or adviser. The comments submitted by the Parties may not exceed ten (10) double spaced pages unless a higher page limit is otherwise determined to be necessary and appropriate in the sole discretion of the Title IX Coordinator. After reviewing the submissions, if any, from the Parties, the Investigator(s) may determine that either additional investigation is required, or no further investigation is needed. If further investigation is conducted, the Investigator(s) will include any additional relevant information in the Investigative Report. The Investigative Report will then be submitted to the Title IX Coordinator. Any submissions made by either Party pursuant to this section, as well as any other documentation deemed relevant by the Investigator(s), will be attached to the Investigative Report.
- c. **Review and Determination by the Title IX Coordinator.** The Title IX Coordinator will make a determination as to whether or not the Responding Party is responsible for violating Olin's Sexual Misconduct Policy by having engaged in some or all of the reported conduct. The Title IX Coordinator has the authority to accept the Investigative Report without seeking additional investigation, or to ask the Investigator(s) to conduct additional investigation on specific points. The Title IX Coordinator in their discretion, may invite the Investigator(s) to attend a meeting if they believe it would be helpful to ask the Investigator(s) any questions arising from the Investigative Report. The Title IX Coordinator also has the authority, in their discretion, to speak directly with any persons identified in the Investigative Report. The Title IX Coordinator, as the ultimate decision-maker in the matter, is provided broad discretion.
- d. **Notification of Decision.** Upon reaching a determination of responsibility, the Title IX Coordinator will draft a written notification of the decision. If sanctions are necessary, they will be assigned in accordance with Section VII.C.5 below. The notification will consist of a brief statement of the allegations and the determinations made by the Title IX Coordinator.
- e. **Standard of Proof.** All findings and determinations of responsibility under Olin's Sexual Misconduct Policy will be made using a preponderance of the evidence standard. This standard requires the determination of whether it is more likely than not (>50%) that a fact exists or that a violation of Olin's Sexual Misconduct Policy occurred.

Please note that the preponderance of the evidence standard is not the standard used for criminal culpability in most jurisdictions, and a determination of responsibility under Olin's Sexual Misconduct Policy does not equate with a finding of a violation of criminal laws. Conversely, lack of a prosecution or conviction in a criminal proceeding does not necessarily imply that Olin's Sexual Misconduct Policy was not violated. The two procedures are significantly different and utilize different standards for determining violations.

f. **Student Group, Organizations Teams, and Team Leaders.** A student group, organization, team, or team leader may be held responsible for a violation of Olin’s Sexual Misconduct Policy when one or more members of the group or other individuals associated with the group, organization or team are found responsible for a violation of Olin’s Sexual Misconduct Policy and the Title IX Coordinator separately determines that:

- Members of the group, organization or team acted in concert with respect to misconduct;
- The individual found responsible for committing the misconduct was either acting on behalf of the group, organization or team or engaged in an activity sponsored, financed or endorsed by the group, organization or team or its leaders;
- The misconduct arises from, occurs during, or is related to any activity or event sponsored, financed or endorsed by the group, organization or team;
- Any leader, officer, or team captain of group, organization or team had knowledge of the misconduct or incident before or while it occurred and failed to take corrective action; and/or
- A pattern of individual misconduct by members of the group, organization or team is found to exist.

The designated student leader or leaders (e.g., president, officer(s), or team captain(s)) shall represent the student group, organization or team throughout the process.

5. Determination of Sanctions

The Title IX Coordinator will determine the appropriate sanction in the event that the Responding Party is found responsible for violating Olin’s Sexual Misconduct Policy. The determination will be in writing and shared simultaneously with the Parties as detailed in Section VII.C.6.

a. Types of Sanctions

- i. **Employees.** Sanctions imposed with respect to Responding Parties 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.
- ii. **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.
- iii. **Student Groups, Organizations, Teams, and Team Leaders.** Sanctions for groups, organizations, teams, and team leaders may include, but are not limited to, one or more of the following: suspension, revocation or denial of registration or recognition, probation, reprimand, warning, restitution, restriction, and/or educational directive.
- iiiii. **Considerations.** In determining an appropriate sanction, the College may take into account the following:
 - The nature and circumstances of the misconduct.
 - The impact of the misconduct on the Complaining Party.
 - The impact of the misconduct on the College community.
 - The disciplinary history of the Party deemed responsible.
 - Any other mitigating or aggravating circumstances in order to reach a fair and appropriate resolution in each case. Range of sanctions are typically imposed for similar violations.

The Title IX Coordinator reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating or aggravating circumstances. The appellate officer will not deviate from the range of recommended sanctions unless compelling justification exists to do so. See Section VII.C.7 and VII.C.7.a.

1. **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 interim or safety measures. If a Complaining Party declined or did not take advantage of a specific service or resource previously offered, Olin may re-offer the service, 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.
2. **Notification of Investigation Outcome**

The Title IX Coordinator will inform the Parties in writing of 1) the outcome of the disciplinary proceeding and 2) the procedures for either Party to appeal the result of the disciplinary proceeding. The Title IX Coordinator will also inform other Olin officials with a legitimate educational interest about the outcome of the finding. Notice to these other individuals will be accompanied with a request that the information should remain confidential except in situations in which disclosure is necessary to protect the safety of the community.

3. Appeals

Within three (3) business days of the delivery of the notice of the decision of responsibility and/or sanction, either Party may appeal the decision by submitting to the Title IX Coordinator a letter stating why the Party requesting the appeal believes the determination of responsibility and/or sanctions were inappropriate. A Party appealing under this section may only appeal on the following grounds:

- **Procedural error** by the Investigator(s) or Title IX Coordinator that materially prejudiced the Party requesting review; and/or
- **Newly discovered material information** that was not known to the Party requesting review and not available to the Investigator(s) and Title IX Coordinator which likely would have changed the finding of responsibility or the sanction imposed, had it been available.

The Party submitting the appeal must set forth, in detail, the grounds for review and must attach all materials that they wish to have considered in the appeal process. The Title IX Coordinator will provide a copy of the appeal submitted by one Party to the other Party.

- a. **The Appellate Officer(s):** The Provost (or an impartial designee) will be the Appellate Officer. The Appellate Officer(s) will decide the merits of any appeal and, in doing so, may consult with the Investigator(s), the Title IX Coordinator, and any other individual the Appellate Officer(s) deem appropriate.

Sanctions of all types (including, but not limited to, any form of suspension, dismissal, or separation from the College) can be imposed, in full or in part, while an appeal is pending at the sole discretion of the Title IX Coordinator.

The Appellate Officer(s) may 1) deny the appeal and affirm all or part of the determination of responsibility or the determination of sanction or 2) refer the matter back to the Investigator(s) and Title IX Coordinator for further consideration, with specific instruction. In the event of a referral for further consideration, the Title IX Coordinator will be consulted and further proceedings may commence, as appropriate under the circumstances, consistent with Olin's Sexual Misconduct Policy.

The decision of the Appellate Officer(s) regarding the appeal will be in writing and is final. The Title IX Coordinator will inform the Parties simultaneously and in writing of the outcome of the appeal.

4. Timeframe for Completion of Investigation and Disciplinary Process

Olin cannot promise the definitive timeframe of this process, but ordinarily will complete its investigation and disciplinary process, if any, within sixty (60) days of the delivery of written notice of the investigation to the Parties. This time period does not include the time for any appeal. The U.S. Department of Education (DOE) has made clear that the length of investigations may vary with the complexity and unique factors in each case. Examples of such factors include, without limitation, circumstances in which critical witnesses are unavailable, or if law enforcement requests that Olin temporarily halt its investigation for a brief period of time. Accordingly, all timeframes set forth in Olin's Sexual Misconduct Policy may be altered by the Title IX Coordinator for good cause. Olin's overarching goal is that all complaints be investigated in a prompt, fair, and impartial manner.

5. Additional Matters

- a. **Duty of Truthfulness.** All Parties and witnesses are obligated to be completely truthful during the course of the entire process set forth in Olin's Sexual Misconduct Policy. Any person who knowingly makes a false statement, either explicitly or by omission, in connection with any part of the process, may be subject to separate disciplinary action. A report made in good faith, however, is not considered false merely because the evidence does not ultimately support or refute the allegation of violation of the policy.
- b. **Duty of Cooperation.** All Parties and witnesses are obligated to cooperate with the Title IX Coordinator and any persons charged with implementing Olin's Sexual Misconduct Policy and these procedures. Any person who knowingly interferes with the actions taken to implement the reporting, investigation, or resolution of matters under Olin's Sexual Misconduct Policy may be subject to separate and/or additional disciplinary action.

- c. **Respect for Privacy.** Olin values the privacy of individuals involved in the reporting, investigation, and/or resolution of matters subject to Olin’s Sexual Misconduct Policy. The U.S. Department of Education (DOE) has provided guidance indicating that there are situations in which it may be necessary for an institution to override a request for privacy or confidentiality in order to meet its obligations under the law. In the event that circumstances result in Olin overriding a request for privacy or confidentiality to meet its obligations, Olin will do so with the utmost sensitivity and respect for the circumstances and the individuals involved. See Section VI.A.1.

It is expected that all Parties involved maintain strict confidentiality of any related content or information associated with Title IX proceedings. Failure to do so may constitute an act of retaliation. See section VII.C.9.F below.

- d. **Participation in Proceeding.** To enable the most accurate and fair review of the facts, the respondent is expected to attend and participate in meetings during the course of an investigation under Olin’s Sexual Misconduct Policy. If an individual chooses not to attend one or more meetings, the allegations will be reviewed on the basis of the information and evidence available, and a decision will be made. Although no inference may be drawn against an individual failing to attend a meeting or remaining silent, the process will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the respondent to attend one or more meetings, to participate in such meeting(s) or to answer the allegations.
- e. **Recording the Proceeding.** The Parties are not permitted to make video, audio, or other electronic, photographic, or digital recordings of any meetings or proceedings held under Olin’s Sexual Misconduct Policy or these procedures, including the Investigative Report. The Title IX Coordinator may make exceptions to this prohibition in limited circumstances if they conclude, in their sole discretion, that a recording is warranted, and upon written request of the Party seeking the recording that explains the need for the recording.
- f. **Follow-up with Reporting Party.** Where the Title IX Coordinator deems appropriate, they may contact the Reporting Party to provide an update on the process, the timing and extent of which will be determined by the Title IX Coordinator and depend upon the nature of the allegations and the situation.
- g. **Prohibition against Retaliation.** The College will not tolerate retaliation in any form against any persons for their participation or involvement in the reporting, investigation, and/or resolution of matters reported or subject to Olin’s Sexual Misconduct Policy, including retaliation against the Title IX Coordinator. The College will take appropriate steps to prevent and/or address retaliatory conduct immediately. The College includes retaliation in its definition of prohibited conduct under Olin’s Sexual Misconduct Policy. See Section VII.A.
- h. **Accommodations for Students with Disabilities.** Reasonable accommodations will be provided to an individual with disabilities in accordance with applicable law. An individual with a disability who requires an accommodation for any meeting or process under Olin’s Sexual Misconduct Policy must request an accommodation through the Title IX Coordinator. The Title IX Coordinator, in possible consultation with the Assistant Dean of Student Affairs (student accommodations) or Human Resources (employee accommodations), will make a determination regarding the request and notify the appropriate parties.
- i. **Amnesty for Student 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 violence, relationship violence or stalking out of a concern that they, or witnesses, might be charged with violations of Olin’s policy 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 Olin’s Sexual Misconduct Policy. Under limited circumstances, a person who reports conduct under the Sexual Misconduct Policy may be held accountable for their own misconduct if it is determined that 1) the behavior placed the health and safety of any person at risk or 2) if the behavior created a danger to the Olin community. Olin retains the right to require students to attend counseling or drug/alcohol related courses even in circumstances in which disciplinary conduct will not be pursued under Olin’s Sexual Misconduct Policy.
- j. **Record Retention.** Title IX related files are maintained separately from any other academic, employment or official file at Olin by the Title IX Coordinator. Generally, records will be retained for seven (7) years after the date of an incident unless 1) Olin is mandated to maintain the record in compliance with federal, state, or local law or Olin policy and/or 2) the case resulted in an expulsion, termination or rescission of acceptance, in which case the individuals entire Title IX file will be retained indefinitely.

- k. **Special Situations.** Olin retains the right to determine, in its sole discretion, if it will address a report of conduct under Olin Sexual Misconduct Policy administratively and outside of the process described herein when the safety of the Olin community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving either of the Parties, or if the Title IX Coordinator, in consultation with appropriate administrators, determines it is in the best interest of the College and/or the community to do so.

Endnotes

1. This amended Sexual Misconduct Policy, including but not limited to the Process for Resolving Complaints of Sexual Misconduct, are effective as of May 29th 2017. Complaints made or claims reported prior to May 29th 2017 will generally be reviewed under the prior Sexual Misconduct Policy, unless otherwise determined by the Title IX Coordinator, in their sole discretion, with respect to continuing or ongoing violations or other pertinent circumstances.
2. Confidential resources generally will not share identifiable information without the reporting individual's permission, unless:
 - Sharing is required to address an imminent risk of harm to the safety of the community at large, the individual sharing the information, or another member of the community; or
 - The individual alleged to have been harmed is a minor (under 18), in which case the Massachusetts Department of Children and Families must be notified.
 - Elder or disabled individual abuse is reported

Please note that such individuals who receive reports when not functioning in their licensed or pastoral capacity (e.g., when acting as an administrator or teaching a course) are not prohibited from making a report.

3. Please note that this list of resources is not comprehensive and all individuals are welcome to utilize resources beyond the names provided. Any questions as to the reporting status of a resource should be directed to the Title IX Coordinator.
4. The length of time an individual is in counseling depends on many factors including circumstances of the incident, other significant life events, how one chooses to proceed with regards to the incident, and personal social supports available.
5. The individual who experienced the conduct that may have violated Olin's Sexual Misconduct Policy will be referred to as the "Complaining Party." The Individual who is alleged to have violated Olin's Sexual Misconduct Policy will be referred to as the "Responding Party." When the Complaining and Responding party are discussed collectively, they will be referred to as the "Parties" and "Party." There may be an instance where another individual, who has not experienced but is aware of the occurrence of prohibited conduct, may bring a complaint under Olin's Sexual Misconduct Policy. This individual is referred to as the "Reporting Party." In specific circumstances, Olin will determine which of the protections provided to the Complaining Party under Olin's Sexual Misconduct Policy are also applicable to the Reporting Party.
6. Advisers are not permitted in connection with investigations of any other allegations of violations of Olin's Sexual Misconduct Policy.
7. Olin's Sexual Misconduct Policy is not intended to undermine or alter any rights afforded to a union-represented employee, as provided by applicable law or any collective bargaining agreement, including, but not limited to, a union-represented employee's Weingarten rights.

Campus Safety

Babson College Public Safety Department

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

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

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

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

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

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

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

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

See <http://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 James E. Pollard and he can be reached at publicsafety@olin.edu or 781.239.5555.

Olin Emergency Alert System

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

Olin community members are responsible for populating and maintaining his or her information. Contact information can be updated and changed anytime by logging into the Olin EAS.

If you are leaving Olin for an extended period and are concerned about incurring costs due to notifications to your cell phone, you may edit your phone contact information to temporarily turn off text messaging and/or phone calls.

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

Office of Environmental Health 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.

MySafeCampus®

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

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.

Student Accounts

Bill payment

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

Health insurance

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

ID cards

Replacement identification cards are available at IT, Room MH L11.

Identity theft prevention program

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

Incidental charges

In addition to Tuition and Fees, Olin College reserves the right to charge the following to a student's account:

Returned Check Fee/Insufficient Funds/ACH Return:	\$30
Replacement ID:	\$40
Replacement Key / Core Replacement:	\$70
Lost Book Fee:	Cost of book + \$10 charge
Lost or Damaged Tool/Equipment Fee:	Cost of item + \$10 charge
Replacement Diploma:	\$100
Late Departure Fee:	\$50/hour

Students are responsible for reimbursing the college for any damages to college property. Payment is due upon notification of the charges.

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

Interest-free monthly payment option

To help you afford educational expenses, Olin College is pleased to make the services of Tuition Management Systems (TMS) available to you and your family. TMS Interest-Free Monthly Payment Option allows you to spread your educational expenses over ten (10) installments for an annual enrollment fee. There is no interest or credit check for this service. With this payment option you have 24-hour access to account information through the TMS website, <https://olin.afford.com> or obtain automated account information through their InfoLine at 1.800.463.6994. You can also contact TMS for personal account service Monday through Saturday by calling 1.800.722.4867. Education Payment Counselors are available to help you with general questions about the payment plan or to assist in determining the best payment option for you.

Olin Dollars

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

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

“Olin Dollars” program details are subject to change.

Refund policy

Students who are officially approved by the Office of Student Affairs to withdraw or take a leave of absence may be granted a refund of tuition and room & board only. Fees are not refundable unless the student leaves prior to the first day of instruction. Health Insurance is generally non-refundable once the plan begins but some exceptions may apply (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, he or she must make a full payment for the laptop and the applicable Massachusetts sales tax prior to departure.

Financial aid and loan refunds

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

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

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 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 advisers approximately 10 days prior to registration. For additional information, please reference the Registration section (p. 13) 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 star.center@olin.edu or via fax.

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

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

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. A copy of an updated social security card is also required.

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

Transcripts

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

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

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

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

U.S. Veterans education benefits

Olin College of Engineering is approved for the use of GI Bill education benefits. Veterans and eligible dependents who are accepted into a degree program at Olin and who also may qualify for the GI Bill should contact the United States Department of Veterans Affairs at 1.888.442.4551 or visit the VA website at <http://www.gibill.va.gov> for the GI Bill application process.

Once the GI Bill application has been processed by the VA and the Certificate of Eligibility has been received, the student should contact the VA Certifying Official at Olin College located in the Student Affairs Office. The Certifying Official will then certify the student's enrollment with the VA so the benefits can be paid.

For more information, please contact the Registrar's Office by telephone at 781.292.2340 or email registrar@olin.edu

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. 24) are set forth in the Non-Academic Policies section of the handbook.

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

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

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

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

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

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

See non-academic policies of this Handbook for college policies on alcohol and other drugs (p. 24). See the Honor Code section (p. 47) of this Handbook for the range of possible sanctions.

Privacy Policies

Family Educational Rights and Privacy Act (FERPA)

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

1. Records which are in the sole possession of the person who created them and are not accessible to others with the exception of a substitute;
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.U.S.A.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 (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);
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 (IR) has adopted policies relating to privacy. IRE will make all reasonable attempts to ensure the following:

- All data submitted to IRE is held as confidential, unless otherwise specified at the time of collection or released through the consent of the individual.
- Reporting of data for public use is done anonymously and in aggregate.
- Reporting of data for internal use maintains the appropriate level of anonymity and/or confidentiality to minimize risk to individuals and maximize its use in the assessment process.
- All requests for data from IRE are analyzed to assess the privacy risks for individual community members prior to the release of any information.
- All IRE files that contain information about individual community members are kept in secure physical or electronic locations.
- IRE maintains privacy and allows access to its records in keeping with all federal, state and local laws and regulations.
- IRE conducts its affairs in accordance with the Code of Ethics of the Association for Institutional Research.

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

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

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

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

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

Change of status at the college

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

Health and safety emergencies

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

Disclosures for other reasons in exercise of college's judgment

The college reserves the right to notify a parent or guardian, as permitted by law, for reasons other than those listed above, based on our judgment of what is in the best interests of the student and of the college.

Equal Employment Opportunity Policy and Non-discrimination Policy

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

Olin's policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972 (see Title IX Coordinator contact information below), Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the relevant Governor's Executive Orders and Chapter 151B of the Massachusetts General Laws.

Sexual misconduct is a form of sex discrimination that deprives a person of equal treatment. It is prohibited by Title IX, a federal law that 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 sex, gender identity, sexual orientation, and/or marital or parental status they should contact Olin's Title IX Coordinator, Rame Hanna at 781.292.2322. 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, Rae-Anne Butera at 781.292.2321 to discuss possible referral of the matter to the Honor Board. 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 Director of Human Resources, Sharon Woodward at 781.292.2409 to discuss investigation of the matter.

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