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ADMINISTRATIVE POLICIES AND PROCEDURES

Violation of College policies and procedures may be addressed administratively via the means described within this student handbook. If the policy does not specify a means for addressing violations, the matter may be referred to either the Dean of Students or the Student Conduct System for formal resolution (see Appendix A) if the violation is alleged to constitute student misconduct. Policies specifically related to student conduct are found within the Code of Conduct section (Appendix A) of this Student Handbook. The Academic Honor Code is found in Appendix B.

ACCESS TO ACADEMIC AND ADMINISTRATIVE BUILDINGS AND OFFICES AFTER HOURS

Students have access to Whitaker Campus Center 24 hours a day, except during break periods when special hours will be posted. Other administrative and academic buildings are available for student use until 11 p.m. Entrance to these facilities is possible until 10 p.m. Sunday through Thursday, and 9 p.m. Friday and Saturday.

Faculty and staff have unlimited access to buildings in which they work. Faculty and administrators who authorize students to be in academic or administrative buildings after hours should send a list of the students involved to in the Department of Campus Safety. Students on the approved access list should provide a valid Hood College I.D. when requesting entry. All persons entering or leaving a building after class hours should be sure that outside doors are closed tightly.

ACCOUNTING POLICIES

See Fees and Finances.

AUTOMOBILE REGULATIONS

VEHICLE OPERATION

Operation of a motor vehicle on campus is a privilege. All drivers must recognize the campus-wide speed limit of 15 mph. Maryland Motor Vehicle Code is applicable on all campus roads and parking lots, and drivers must obey all traffic signs.

VEHICLE REGISTRATION

Students, faculty and staff who wish to park a motor vehicle on Hood College property (including commuter students and residents of the Apartments and German House) must register the vehicle with the Department of Campus Safety and have a vehicle registration hang tag displayed. Any vehicle requiring a state license tag is considered to be a motor vehicle. Vehicles must be registered within the first 48 hours after arriving on campus, or before the end of the following academic day. Please contact the Department of Campus Safety regarding problems meeting this deadline. Vehicles may be ticketed for non-registration.

TEMPORARY REGISTRATION

When a student, faculty or staff member brings an unregistered vehicle on a weekend or holiday, the owner or person who is responsible for the vehicle must obtain a temporary permit from the Communications Center in the Whitaker Campus Center.

VISITOR PASSES

Visitor parking passes are available at the Communications Center. Students, faculty and staff members are expected to advise their guests that they will need a visitor pass to park on campus. Faculty and staff members coordinating workshops should make special arrangements with the Department of Campus Safety. When a large number of special guests are expected on campus, the President of the College may authorize parking without registration or visitor passes.
REGISTRATION PROCEDURES AND FEE

Any vehicle parked on campus must be registered. The $25 annual parking fee is billed to the student account, and parking hang tags expire each year on July 31. Students must log into Self Service https://selfservice.hood.edu/SelfService/Home.aspx to initiate the vehicle registration process. The hang tag will be dispensed from the Communication Center when the student presents the printed receipt confirming the registration process has been completed in Self Service. The Communication Center is located in Whitaker and is open 24 hours a day, seven days a week. Vehicles registered for the regular academic year do not require a separate hang tag for the summer session. The parking hang tag should be returned to the Department of Campus Safety prior to the sale or trade of any vehicle.

USE OF PARKING FACILITIES

The purchase of a vehicle registration authorizes the registrant to park on campus. However, it does not guarantee a parking space, which is on a space-available basis. When a snow emergency is declared by the city of Frederick, all parking restrictions except parking in a fire lane and parking on the grass will be suspended for the day, allowing both registered and unregistered faculty, staff and student vehicles to park on campus.

VIOLATIONS

Individuals violating the regulations listed below will be ticketed. Fines are paid at the Accounting Office. Persons not paying their fine within 14 days of the issuance are subject to a $2 late fee. To ensure collection of fines, the Registrar’s Office will hold grades and withhold registration opportunities for returning students who have not paid their fines from the previous semester. The Registrar’s Office may withhold diplomas and official transcripts for graduating students. Campus Safety officers are not authorized to revoke, rescind or alter any ticket. Violations include, but are not limited to:

- Parking in prohibited areas (see Towing below)
- Speeding and other moving violations
- Failure to display registration hang tag
- Traveling the wrong way on a one-way street
- Improper parking
- Throwing litter from a car window
- Invalid or no registration hang tag
- Improper registration (hang tag on vehicle to which it is not registered)

FINES

Any moving violation ..............................................$30
Fire lane ..............................................................$30
Handicapped zone ..............................................$55
Improper parking .................................................$25
Loading zone .........................................................$25
No valid registration ...............................................$25
No parking zone .......................................................$25
Parking on the grass ................................................$25

PARKING APPEALS

The campus is posted with the parking requirements and all students, faculty and staff receive a copy of the campus parking rules at the start of each school year. These rules can also be found on the Campus Safety website.

Although many drivers who receive parking tickets automatically appeal them, there are a limited number of legitimate reasons for granting a parking ticket appeal, and if your appeal does not fall within one of these categories, it may not be granted.
• If the ticket was issued incorrectly.
• A REAL hardship or emergency existed and you were unable to contact Campus Safety.
• Officer error.
• Legitimate visitors – one warning.
• No exceptions for H/P, Fire Lane or Loading Dock violations.
• Decal could not be seen, but was there.
• Inclement road or weather conditions.

NOTE: Every appeal is subject to a verification of the facts.

All appeals must be filed within 14 days of issuance. After that time, the right to appeal is forfeited.

TOWING
Parking restrictions include blocking walks, crosswalks, driveways, loading zones, fire lanes, fire hydrants, the normal flow of traffic, parking on the grass or other unpaved areas, and parking where prohibited by a posted sign or yellow line or curb. The College has the authority to remove a vehicle, by towing or otherwise, to an established garage or parking lot for storage if the vehicle is unauthorized, unregistered or parked in violation of parking regulations. An attempt will be made to contact the owner or driver before a tow truck is called, if time permits. The owner will be liable for the cost of removal and storage, and until payment of such cost, the garage or storage lot may retain possession of the vehicle subject to a fine for the amount due. Once a tow truck has been summoned, the owner or driver of the vehicle is responsible for the towing charges. Hood College is not responsible for any damage incurred during towing or storage of any vehicle.

APPEALS
You have the right to contest a citation through a “Letter of Appeal” addressed to the Chief of Campus Safety, to be submitted within two weeks of the date of offense. A Hood College Citation is a notice of privately sanctioned penalties which does not release you from possible state citations and penalties.

DAMAGE TO VEHICLES
The College is not responsible for damage to, or thefts of, vehicles or articles left in vehicles, including any damage due to weather-related incidents.

On occasion, it becomes necessary for Campus Safety officers or other College personnel to assist a disabled vehicle. Hood College and employees cannot be held responsible for damage, which may occur while assisting motorists.

Please report any vandalism or thefts to the Department of Campus Safety or to the College telecommunication officer immediately.

BICYCLES
For the purpose of identification and reclamation, students who have bicycles on campus must register them and must display the official Hood College registration sticker. The registration stickers are available at no cost at the Communications Center located in the Whitaker Campus Center.

BEHAVIOR AND STUDENT CONDUCT

See Appendix A: Code of Conduct.

BULLYING
Hood College is an academic community whose members are expected to treat one another with decency, consideration and respect. Bullying may be illegal, as well as being an affront to the values that sustain our lives together. Further, some bullying behavior may constitute harassment, while any bullying behavior exhibited at Hood College, regardless of whether it qualifies as harassment, is prohibited. Please see: http://www.hood.edu/uploadedFiles/Hood_College/Home/Campus_Services/Human_Resources/Policies_and_Procedures/policy55.pdf
DEFINITION
Bullying: A reckless or intentional attempt, whether by a single individual or a group, to demean, intimidate, or abuse another individual, or to create a hostile or offensive environment. Bullying is behavior which may include verbal, physical, or written conduct or intentional electronic communication, and may involve threats, assault, stalking, malicious destruction of, or tampering with, the personal property of the victim, or other methods of coercion. It may occur repeatedly over time, and if often characterized by an imbalance of power between the aggressor and the victim. Bullying creates a hostile environment by interfering with an individual’s opportunities, performance, or physical or psychological well-being. It is motivated by an actual or perceived personal characteristic (such as race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability) and can substantially disrupt the orderly functioning of an institution.

POLICY 55: PREVENTION AND RESOLUTION OF DISCRIMINATION AND HARASSMENT AT HOOD COLLEGE
A copy of the Policy 55, to which all members of the Hood Community are accountable, can be found on the Human Resources pages of the Hood College Website at:
http://www.hood.edu/uploadedFiles/Hood_College/Home/Campus_Services/Human_Resources/Policies_and_Procedures/policy55.pdf

DEFINITIONS
Discrimination: Treating an individual differently from another individual with respect to the terms and conditions of her or his employment or student status, because of that individual’s sex, race, color, sexual orientation, religion, age, disability, national origin or any classification currently protected under federal, state or local anti-discrimination statutes.

Harassment: A more specific form of bullying, harassment is an attempt to demean, intimidate, abuse or create a hostile or offensive environment on the basis of another’s sex, race, sexual orientation, religion, age, disability, national origin or any classification currently protected under federal, state or local anti-discrimination statutes.

Sexual Harassment: Unwelcome sexual advances, request for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances:

a) When submission to such conduct is made, explicitly or implicitly, a term or condition of an individual’s employment or participation in an education program;
b) When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or educational decisions affecting the individual subject to sexual advances; or
c) When such conduct has the purpose or effect of unreasonably interfering with the individual’s work or academic performance or creating an intimidating, hostile or offensive work or educational environment.

The following are examples of sexual harassment:

• Unwelcome sexual advances. This includes patting, pinching, brushing up against, hugging, kissing, fondling or any other similar physical contact considered unwelcome by another individual.
• Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for sexual favors accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one’s employment status, or educational evaluation or record.
• Verbal abuse that is sexually oriented and considered unwelcome by another individual. This includes commenting about an individual’s body or appearance where such comments are beyond mere courtesy; telling “dirty jokes” that are clearly unwelcome and considered offensive by others or any other tasteless, sexually oriented comments, innuendoes or actions that offend others.

• Engaging in sexually oriented conduct that would unreasonably interfere with another’s academic or work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.

• Creating a work or learning environment that is intimidating, hostile or offensive because of unwelcome sexually oriented conversations, suggestions, requests, demands or physical conduct.

If such behavior takes place in the teaching context, it must also be persistent, pervasive and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude of professional judgment is allowed in determining the appropriate content and presentation of academic material.

PROCEDURES FOR REPORTING COMPLAINTS
Please see the full text of Policy 55, available at the above URL for complete procedures.

Any individual who believes that she or he has been subject to bullying, discrimination or harassment, or who has witnessed what she or he believes to be bullying, discrimination or harassment, should report such conduct promptly, using the procedures outlined below. All complaints will be investigated as appropriate. Confidentiality will be preserved consistent with applicable laws and the College’s responsibility to investigate and address such complaints.

There will be no adverse action against any individual for reporting an incident of bullying, discrimination or harassment, or for participating in, or cooperating with, an investigation of an alleged incident. Complaints of bullying, discrimination and harassment are treated as very serious matters by the College. Accordingly, anyone who files a complaint which is knowingly false is subject to discipline. This provision is not intended to discourage, in any way, the reporting of complaints by individuals who believe they are the victims of bullying, discrimination or harassment.

Complainants and respondents will receive formal notice of the outcome of any investigation, finding, and of action to be taken.

The following individuals are designated to receive complaints of bullying, discrimination and/or harassment:

Ombudsperson: Nancy Hennessey (301) 696-3585
Dean of the Chapel: Rev. Beth O’Malley (301) 696-3436
Executive Director of Human Resources: Carol Wuenschel (301) 696-3592
Vice President for Finance: Charles Mann (301) 696-3611

In addition, reports may be made to any other College resource person, including, but not limited to, supervisors, employees of the Counseling Center, Residence Life Area Coordinators, and Resident Assistants. Such persons who receive complaints of possible bullying, harassment, or discrimination, will refer such complaints to either the Ombudsperson or the Dean of The Chapel.

PROCEDURES FOR RESOLVING COMPLAINTS
Detailed operating procedures are contained in Policy 55, the full text of which is available at the above URL.

Complaints alleging bullying, discrimination or harassment may be resolved through formal or informal procedures at the option of the victim. In general, the steps in the resolution process are as follows:

1. Intake Phase: The complaint is brought to the Ombudsperson, Dean of the Chapel or other Responsible College Official; Complainant is informed of options for informal or formal resolution, and a written statement of the complaint is prepared.
2. **Administrative Response Phase:** The College will promptly notify outside authorities and other college officials, as appropriate, and take actions needed to address immediate concerns.

3. **Informal Procedure:** If the victim chooses informal resolution, one or both of the following main approaches may be utilized: a) Direct communication with the respondent; or b) mediation facilitated by the Ombudsperson or Dean of the Chapel. Appropriate parties and College officials will be notified of outcomes and resolutions; follow up will occur to review the success of the resolution.

4. **Formal Procedure:** If the formal process is chosen, the appropriate grievance board will be notified that a complaint may be brought before them. The Faculty Review Board is involved for cases where a faculty member is the respondent; the College Grievance Board in cases where a staff member, student, or other person is named as respondent.

5. **Investigation and Assessment Phase:** The Executive Director of Human Resources conducts or directs an investigation into the facts of the complaint and will assess whether the information gathered supports the need for a grievance board hearing.

6. **Hearing and Findings Phase:** The appropriate grievance board (see #4) will determine if the facts of the case, in their estimation, support the need for a hearing. If so, they will determine if a) bullying, discrimination or harassment did occur; or b) whether bullying, discrimination or harassment did not occur, and will notify the Provost or the Faculty Personnel Committee, the parties, and appropriate college officials of their findings.

7. **Notice to Parties Phase:** Following completion of the Hearing and Findings Phase, the Provost or the Faculty Personnel Committee will determine a resolution for the complaint and will notify the parties of her or his resolution, including any discipline or sanctions.

8. **Actions Phase:** The Provost or his/her designee or the President or his/her designee will implement the resolution, including implementing any discipline or sanctions.

9. **Appeal Phase:** Within 10 days of the Actions Phase, either party may present a written appeal to the President or his/her designee who will, in a timely fashion, consider if it meets one or more standards for appeal. Standards for appeal are a) one or more procedural errors occurred; b) new information that was not previously available or known has come to light; or c) the appellant has reason to believe that the sanction or discipline was inappropriate. The President or his/her designee may choose to modify or reverse findings and sanctions based on his review of the appeal.

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**CAMPUS/STUDENT ORGANIZATION EVENTS POLICIES**

Only College recognized student organizations may sponsor events on campus. The president of the organization is responsible for ensuring that College regulations are followed; however, the Department of Campus Safety and student life team members are authorized to take action when necessary to ensure a safe and secure environment.

Any student organization planning to hold an event, fund-raiser or other on- or off-campus activity should contact the Student Activities Office in the Whitaker Campus Center for complete information on policies and procedures.

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**CAMPUS/STUDENT ORGANIZATION EVENTS AND MEETING SPACE RESERVATIONS PROCESS**

Student organizations must schedule all events both on- and off-campus and reserve on-campus facilities through the Student Activities Office. Student organizations wishing to schedule a meeting or event should meet with a member of the Student Activities staff who will review the meeting/event request. At the meeting, the Student Activities staff will consult the master programming calendar for other events/meetings in the same timeframe and research available rooms. Organization officers should come prepared to discuss specifics of the program/meeting including room diagrams (set-up), technical needs, food needs, etc.
Once the event is scheduled and placed on the master programming calendar through the Student Activities Office, a member of the staff will confirm the room reservation with the Conference Services Office and follow up with the student organization officer.

**CHANGING RESIDENT OR COMMUTER STATUS**

Students can change from commuter to resident status and vice-versa by filing a Change of Status form with the Registrar’s Office. For residents switching to commuter status, the form must be filed by December 1 for the spring semester or June 1 for the fall semester to avoid contract cancellation fees. Commuters wishing to switch to resident status should notify the Residence Life Office prior to the room selection process for the upcoming fall semester (end of March) or the room change period for the upcoming spring semester (mid-November). Please note the Residency Requirement, Administrative Policies and Procedures section of the Handbook.

**CHARITY DONATION DRIVES**

To schedule a Charity Donation Drive, the responsible student organization officer should contact the Assistant Director of Student Activities and Orientation by phone (301-696-3575) or in person in the Student Life Suite. The organization officer is responsible for completing a Charity Donation Drive Form and scheduling a meeting with the Assistant Director of Student Activities and Orientation to discuss the specifics of the donation drive. The form must be completed at least two weeks prior to the start of the drive and should be brought to the planning meeting.

Only one Charity Donation Drive may occur at any given time and cannot last longer than two weeks. The Student Activities Office (SAO) will place designated bins, labeled with the specifics of the drive, in each residence hall and the Whitaker Campus Center. The Student Organization bears the responsibility for the items donated and must monitor and empty the bins if they become full before the Charity Drive ends. Bins must be returned to the Student Life Suite the day after the Charity Donation Drive ends.

Charity Donation Drives conducted without prior approval of the SAO or without appropriate signage and use of the designated SAO’s bins will be immediately terminated. The SAO reserves the right to deny approval of or end any Charity Donation Drive based on items to be collected, dates of fundraiser, or questionable organization investment/activity. If the Student Organization fails to follow these regulations set forth by the SAO, they may jeopardize their ability to hold Charity Drives in the future.

**CLASS ABSENCE**

The Dean of Student’s Office should be notified and provided with appropriate documentation when a student is unable to attend classes due to an emergency situation. If assistance is needed in making arrangements to leave campus, the Dean of Students should be contacted at (301) 696-3573. The Dean of Students will, as a courtesy, notify the student’s professors, adviser and campus employment supervisor that the student is absent and will give, when known, the estimated date of return to campus. The student will be responsible for contacting professors, determining class status and making arrangements for completing coursework. When a student is admitted to the hospital or sent home for medical reasons, the Wellness Center staff will notify the Dean of Students. In case of minor illness, and with the express prior permission of the student, the staff member will verify for an instructor that the student has been seen at the Wellness Center, but no other information about diagnosis or treatment will be provided. For situations requiring an extended absence, students should refer to the Leave of Absence section of Handbook.
DEAN’S PROBATION

The Vice President for Student Life and Dean of Students and the Provost and Vice President for Academic Affairs and their respective designees have the authority to suspend or place a student on Dean’s Probation for violation of any college policy or regulation. The terms of the probation or suspension are at the discretion of the Dean of Students or the Provost (or their respective designees).

DISCIPLINARY PROBATION

Members of the student life team and duly constituted College judicial boards may place a student on Disciplinary Probation for violation of any College regulation adjudicated by the staff member or board. Disciplinary Probation signifies that further violation of College policy while the probation is in effect may result in sanctions which are increased in severity from what is typical in a given situation. Such increased sanctions may include extension of probation, loss of College housing (temporarily or permanently), additional or increased educational sanctions, forced relocation, suspension, and/or expulsion from the institution.

NONDISCRIMINATION NOTICE FOR PROSPECTIVE STUDENTS, FACULTY AND STAFF

Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, marital status, pregnancy, disability, religion, age, or any other protected classification under applicable federal, state, or local law, in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act Amendments Act, and their implementing regulations.

Hood College complies with applicable laws regarding reasonable accommodation for disabled students and employees. Applicants requiring reasonable accommodation in order to participate in the application process or to have access to a program, service, or activity of Hood College are requested to contact the Disability Services Coordinator.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Carol M. Wuenschel, Executive Director for Human Resources
Equal Employment Officer/Title IX and Section 504 Coordinator
Alumnae Hall – Room 312, 401 Rosemont Avenue, Frederick, MD 21701
(301) 696-3592
wuenschel@hood.edu

Staci Brennan, Associate Athletic Director
Senior Woman Administrator/Title IX Resource for Athletics
Athletic Center – Room 207, 401 Rosemont Avenue, Frederick, MD 21701
(301) 696-3785
brennans@hood.edu

Lauren Reis, Disability Services Coordinator
Section 504 Resource for Student Services
Rosenstock Hall/CAAR - Room 322, 401 Rosemont Avenue, Frederick, MD 21701
(301) 696-3421
reis@hood.edu

EMERGENCY PROCEDURES

In the case of an emergency in a campus residence, observe the following measures:

If time permits or possible refer to the Campus Safety and Security Guidebook for detailed information and guidance, otherwise:
1. Remain calm.
2. Call the Communications Center, and a security staff member will notify the proper authorities of the emergency (dial “0” from a campus phone).
3. Contact a residence hall staff member and inform her or him of the situation.
4. Campus Safety officers can also be reached by using a desk or other campus phone. The emergency number is ext. 3111 or (301) 696-3111 from a non-campus phone.

In the case of an emergency in a building other than a residence hall, observe the following measures:
1. Remain calm.
2. Contact the Communications Center officer by dialing ext. 3111 or “0” from a campus phone or (301) 696-3111 from a non-campus phone).
3. Tell the Communications Center staff about the nature and location of the emergency.
4. The Communications Center staff will notify the proper authorities.

FEES AND FINANCES

Information on tuition and fees for the academic year can be found on the Accounting page of the College's website or by contacting the Accounting Office at (301) 696-3607.

Payment in full of all financial obligations to the College must be made before a student may register for any academic semester. Unpaid balances at the end of each month are subject to late fees.

Students who withdraw from the College or from a course are eligible for a refund based on the refund policies found in the Undergraduate Academic Policies section of Hood's Academic Catalog.

If a student withdraws from the College, he or she is required to complete a Change of Status form, participate in an Exit Interview and return any room keys that have been assigned. All financial obligations to the College must be paid in order for transcripts to be released.

The College reserves the right to require a student to withdraw from the College at any time during a semester if the student’s or parent’s payment check has been refused by the bank for any reason. A student may also be required to withdraw from the College if her or his application for a Federal Student Loan or other source(s) of financial assistance has been denied after the beginning of a semester, unless the matter is satisfactorily settled with the Accounting Office. All financial obligations must be settled before a student may participate in graduation exercises, receive a diploma or have grades and transcripts released. Failure to pay any outstanding financial obligations, (i.e., tuition or fees, library fines, laboratory fees, parking fines or fines related to disciplinary sanctions) by the advertised deadline for fall or spring semester matriculation will affect a student’s right to return to the residence halls or to pre-register for classes.

FINANCIAL AID POLICIES AND PROCEDURES

Application Process: Six Basic Steps to Apply for Financial Aid

1. Complete the Hood College Financial Aid Renewal Form and return the form to the Office of Financial Aid (incoming first year and traditional-age transfers do not need to complete this application). Hood College’s school code = 002076.
2. Complete the Free Application for Federal Student Aid (FAFSA). You may complete either
   • The online form at www.fafsa.ed.gov;
   • The renewal form (if applicable)
3. Read and review your Student Aid Report (SAR). Make any necessary corrections and submit the corrections to the Department of Education. The SAR is produced by the Department of Education after they process your FAFSA.
4. Make sure that Hood College can retrieve a copy of the SAR electronically. If you entered the code 002076 for Hood College in the section that asks you to indicate the school, we should have electronic access to your SAR.
5. Provide additional documentation to the Office of Financial Aid, upon request. This may include signed copies of last year’s tax return, verification worksheet, citizenship, or eligible non-citizen documentation and proof of Selective Service registration.

6. Sign and return your initial award letter and, if applicable, your promissory note in a timely fashion.

**Priority Application Deadline: February 15**

(October 15 for students starting in the spring)

Students who file the FAFSA and submit the Financial Aid Renewal Form after the priority deadline are considered for need-based aid after those students who meet the priority deadline date. Late applicants who have not been awarded financial aid by the tuition payment due date should pay their tuition in full. If eligible for aid, you will be reimbursed based on the dollar amount of your award.

**HOOD COLLEGE OFFERS A VARIETY OF PROGRAMS TO HELP MEET YOUR NEEDS**

A variety of financial aid programs to suit your needs—from grants and scholarships (which do not require repayment) to loans (which must be repaid) to work-study programs are available. A number of factors determine your eligibility for these programs, one of which is your financial need (as defined by the Department of Education).

**GRANTS AND SCHOLARSHIPS**

All institutional scholarships are awarded at the time of admission. Students do not need to demonstrate financial need to be considered for a merit scholarship. Institutional scholarships are limited to eight semesters of full-time enrollment. Students must complete 31 credits per academic year in order to complete their degree in four years. Students completing only 24 credit hours per academic year may need additional semesters of undergraduate study in order to graduate and will not be eligible for Hood scholarships and grants beyond eight semesters. Hood grants and scholarships cannot exceed tuition and fees (and room and board for residential students).

**Federal Pell Grants**—A federal need-based grant for high-need, undergraduate students. Annual awards may range up to $5,550 depending on need; prorated awards may be made to eligible part-time students. Students must be pursuing their first baccalaureate degree.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**—A federal need-based grant for high-need, Pell-eligible undergraduates. The amount of the award varies depending on the availability of funds allocated by the Department of Education.

**Hood Grant**—An institutional need-based grant available to full-time students.

**Maryland State Scholarships and Grants**—Each scholarship/grant has its own unique criteria. Multiple Maryland State Scholarship/Grants are available for Maryland residents. Students must complete the FAFSA no later than March 1.

For more information about scholarships through the State of Maryland, contact the Maryland State Office of Student Financial Assistance at (800) 974-1024 or Hood College’s Office of Financial Aid.

**LOAN PROGRAMS**

**Federal Perkins Loans**—A need-based, low-interest federal loan available to undergraduate students. Amounts vary. The interest rate is 5 percent. Repayment begins nine months after you leave school or when your attendance drops below half time. This loan program enables students to borrow directly from the federal government.
**Federal Stafford Loan Program**—The William D. Ford Federal Direct Loan Program is for undergraduate and graduate students and includes both subsidized (based on need) and unsubsidized (not based on need) loans. For unsubsidized loans, the interest begins to accrue when the loan disburses; for subsidized loans, the interest accrues when repayment begins (six months after leaving school or going below half-time enrollment). The Office of Financial Aid will help students apply for these loans. For more details, contact that office.

**WORK-STUDY PROGRAMS**

**Federal Work Study Program**—This federally funded employment program enables eligible undergraduate students to earn money for personal expenses while gaining practical experience in on- and off-campus jobs.

**Campus Employment**—Awarded to students who are not eligible for federal work-study. Funded and administered by Hood College, a limited number of positions are available.

For more information regarding the work-study programs, please contact the Office of Financial Aid.

**NEED-BASED AID REQUIREMENTS**

To be eligible for need-based aid, including subsidized and unsubsidized student loans, you must:

- File the FAFSA
- Complete the institutional financial aid application
- Have a high school diploma or equivalency
- Be working toward a degree
- Be a U.S. citizen or eligible non-citizen
- Be registered with Selective Service, if applicable
- Be making satisfactory academic progress
- Not owe a refund on a federal grant
- Not be in default on a federal educational loan
- Have a valid Social Security Number

**PROCESSING YOUR APPLICATION**

Applications are processed on a first-come, first-served basis. Students are automatically considered for all grant and loan programs.

Financial aid awards are made in accordance with two criteria: demonstrated financial need and availability of funds. Need for financial aid is determined by the following calculation: cost of attendance minus expected family contribution equals need. Cost of attendance includes both the direct cost of education (such as tuition, fees and room and board) and the indirect costs (such as allowances for transportation, books and personal expenses). The expected family contribution is calculated according to the federal formula by the U.S. Department of Education based on information provided in your FAFSA. Completing the FAFSA ensures that your family contribution is calculated and reported on the Student Aid Report (SAR).

Upon receipt of your FAFSA results, the Office of Financial Aid determines if verification is required. If your file is selected for verification, either by the federal processor or by Hood College, you will be required to submit to the Office of Financial Aid a signed copy of your tax return (signed parent tax return as well, if dependent) and any additional documentation as needed.

The composition of a financial aid award package depends on the extent of need, program regulations, outside aid, availability of funds and file completion date. A continuing student will not receive a financial aid award until his or her financial aid file is complete. A student’s financial aid package will never exceed the College’s published cost of attendance (possible exception—V.A. benefits). Financial aid may be offered in the form of grants, scholarships, loans, or campus employment.
REVIEW OF YOUR FILE
Completed files are reviewed on a first-come, first-served basis. A financial aid file is considered complete only after the following information or documents have been received:

• Completed Hood College Financial Aid Renewal Form (for continuing students);
• A valid Student Aid Report; and
• Any additional documents.

AWARD LETTERS
After the review of your financial aid file is complete, the Office of Financial Aid will mail an award letter to you along with a “Conditions of Awards” brochure. Read the brochure carefully to understand the conditions of your award. Then sign and return the award letter to the Office of Financial Aid.

LOAN REQUIREMENTS (FOR BORROWERS ONLY)
Students borrowing through the Stafford Loan Program for the first time at Hood College are required to complete a Master Promissory Note (MPN), which is available online. Returning students who borrowed money previously should have a valid MPN on file and should not be required to complete another one. The MPN (promissory note) is a legal and binding document that promises your repayment of the loan. It has no singular amount associated with it as it is designed to cover ten (10) years of borrowing.

Please note: To have your student loan credited to your account, you must electronically complete your MPN (master promissory note) and complete an online entrance loan counseling session. Students are encouraged to complete this process prior to July 1.

All first-time Stafford Loan borrowers at Hood College are required to complete an online entrance counseling session before Stafford Loan funds can be disbursed. Students may complete the online loan counseling at www.studentloans.gov

If you have a Perkins Loan, you must go to the Hood College website, the Financial Aid section, to complete an entrance counseling session and sign your promissory note before funds disburse. You could also schedule an appointment to do those forms in the office.

DISBURSEMENT OF AID
Financial aid is applied directly to your student account when the file is complete or 10 days before the first day of class, whichever is later.

Refunds of federal financial aid funds are processed within 14 days of disbursement or 14 days after the first day of the term. If you participate in Campus Employment, you will receive a check bi-monthly from the Accounting Office; the number of hours worked determines the amount of pay.

Federal regulations require that aid is disbursed equally. If you have a loan for fall through spring, half of the loan amount disburses in the fall and the remaining half disburses in the spring. Loans for a given enrollment period must be originated no later than the last day of your enrollment period.

You must be enrolled for at least 6 credits (or 3 credits for graduate students) for loan funds to be disbursed.

ENROLLMENT ADJUSTMENTS
Enrollment is verified at the end of the College’s drop/add period. Financial aid awards are reviewed, and adjusted, to ensure the amount of aid matches the amount of credits in which you are enrolled.
UNDERGRADUATE REQUIREMENTS FOR STUDY AT ANOTHER SCHOOL
(Study Away, non-Hood College Programs)
If you take courses through another institution while pursuing your degree at Hood, you may be eligible to receive federal funds for the course(s); however, the courses must be approved for your degree program. For more information, please contact the Office of Financial Aid.

UNDERGRADUATE REQUIREMENTS FOR STUDY ABROAD
Students who are interested in studying abroad must complete a petition to study abroad and submit it to the Registrar’s Office for approval. Information on study abroad programs is available through the Study Abroad Office. Students who study abroad may be eligible to use Hood College funds, as well as federal and state funds to study abroad. Hood College funds apply only to a few programs of study and to help offset the tuition associated with the study abroad program. For more information, please contact the Office of Financial Aid.

SATISFACTORY ACADEMIC PROGRESS
Federal regulations require students receiving financial aid to maintain satisfactory academic progress toward their degrees. If you fail to meet the minimum academic standard, you will be placed on financial aid probation for one semester, during which you may receive your financial aid. If you fail to meet the minimum requirements during probation, you will be placed on financial aid suspension and financial aid will not be disbursed. The appeal process and Satisfactory Academic Progress policy for financial aid students are available from the Office of Financial Aid, the College Catalog and on the Hood College Website under Financial Aid. The policy is also mailed with each award letter.

WITHDRAWAL—FEDERAL RETURN OF FUNDS POLICY
Students receiving financial aid have the responsibility to follow the College’s withdrawal procedures as outlined in the Hood College catalog. Students who wish to rescind their official withdrawal submitted to the College must do so within one week of the original withdrawal and notification must be provided in writing to the Office of Financial Aid.

The 1998 Reauthorization of the Higher Education Act requires the College to calculate a Return of Title IV Funds on all federal financial aid students who withdraw (officially or unofficially) from all classes on or before the 60 percent attendance point of the semester. A pro rata schedule is used to determine the percentage of the semester the student attended based on the withdrawal date or last date of attendance.

The percentage of the semester the student attended is calculated based on: number of days in attendance and number of days in semester.

The number of days counted includes all calendar days in the semester including weekends and holidays, but excludes College breaks of five or more days.

The percentage of the semester the student attended is used to calculate the amount of earned versus unearned federal aid funds. The College is responsible for returning the lesser of Unearned Title IV Aid or unearned institutional charges. Unearned institutional charges are based on the determined percentage of the semester the student did not attend. The College is responsible for its return of funds first, followed by the student’s return of funds.

The College must return its portion of Unearned Title IV aid (loan and grant) to the appropriate federal program within 30 days from the student’s withdrawal date as determined by the Office of Financial Aid. If the amount the student returns includes a federal loan, the student is responsible for repayment of the loan in accordance with the terms of the loan program. If the amount the student returns includes grant aid, the student must repay 50 percent of the grant money received, rather than 100 percent.
The student must return unearned grant aid to the College within 45 days from the date of notification. Failure by the student to return or arrange to return unearned grant aid to the College within 45 days will result in the student being reported to the U.S. Department of Education (USDOE). The student will be considered in an overpayment status and will not be eligible for additional aid at any post-secondary institution participating in Title IV Aid programs. Students who are reported to USDOE in an overpayment status should contact the USDOE to make payment arrangements to repay the necessary grant funds.

If you withdraw from classes, you may not receive further financial aid disbursements, may lose some or all of the aid that has already been disbursed to your account, may be responsible for repayment of unpaid charges, and may be considered in overpayment status with USDOE. If you stop attending all your classes without officially withdrawing, you will be subject to return of funds at the end of the semester based on your last documented date of attendance as determined by Hood College or on a 50 percent attendance rate.

Students who start attending classes and then take an official leave of absence within the semester are required to be considered withdrawn for purposes of returning unearned aid to the federal government. Students on an official leave of absence will be reported to their lenders as not enrolled.

Examples of Federal Title IV Return of Funds calculation and more details about the regulation are available in the Office of Financial Aid

**SUMMER SCHOOL**

Students interested in attending Hood College during the summer sessions may be eligible for financial aid. Please contact the Office of Financial Aid by April 15 if you are interested in attending classes during the summer sessions.

**OTHER CAMPUS AID PROGRAMS**

**Federal PLUS Loan**—Parents may borrow up to the cost of education, minus any financial aid received, for each dependent undergraduate student. Interest begins to accrue when the first payment is disbursed. Repayment on principle and interest begins when the loan is fully disbursed.

**Private Payment Plan**—A monthly payment plan that allows families to budget educational expenses over a specified period of time. For more information, please contact the Accounting Office.

**Scholarship Renewal Criteria**

**Hodson Trust Academic Scholarship**—Automatic renewal requires a G.P.A. of 3.1 for the first year, 3.2 for the sophomore year and a 3.3 for the junior year.

**Trustee Scholarship**—Automatic renewal requires a G.P.A. of 2.6 after first year, 2.75 after sophomore year, and 2.85 after junior year.

**Presidential Scholarship**—Automatic renewal requires a G.P.A. of 2.75 after first year, 2.85 after sophomore year, and 3.0 after junior year.

Students who do not achieve the required G.P.A. for automatic renewal will have their scholarship replaced with the next lower scholarship.

**YOUR RIGHTS AND RESPONSIBILITIES – IF YOU RECEIVE AID**

Any change in your family financial situation, address or school enrollment must be reported to the Office of Financial Aid. You have the right to request a review of your financial aid package when a change in family or personal circumstances might reflect a change in your total award. You may review your financial aid records by appointment. For a complete list of your student consumer rights and responsibilities when receiving or applying for financial aid, refer to the Student Guide from the U.S. Department of Education.

**MISCELLANEOUS**

Undergraduate students who plan to earn two degrees from Hood College by completing a fifth year at the College will be eligible for financial assistance only in the form of loans after the receipt of the first degree.
FIRE SAFETY PROCEDURES

Hood College observes fire and safety precautions and expects students to participate actively in maintaining a safe environment. See Fire Safety in Appendix A: Code of Conduct for policies related to fire safety.

ACCESS IN CASE OF EMERGENCY

Entrances, driveways and halls must be free of obstacles. Activities that may endanger the safety of students are not permitted, including jamming the elevators and tying doors to rooms in such a way that they cannot be opened.

SMOKE DETECTORS IN STUDENT ROOMS

Student rooms in the five large residence halls are equipped with individual smoke detectors. Each detector has a small red light that should remain lit at all times. Smoke detectors must not be obstructed. When a detector is activated by smoke in the room, it will sound an alarm in the individual room only. The smoke detectors are not tied into the main building alarm system; therefore, they will not activate the building alarm to evacuate the building.

If a smoke detector is accidentally activated it can be shut off automatically by opening a window and clearing the smoke from the room. Do not open the door of the room to clear the smoke into the hallway because the hallway detector may then be activated. Tampering with a smoke detector or fire alarm system is not permitted and will result in a fine. Problems with smoke detectors should be reported to the Department of Campus Safety.

SMOKE DETECTORS IN HALLWAYS, COMMON AREAS AND LANGUAGE HOUSES

Each detector has a small red or white light that should remain lit at all times. The detectors are connected to the main building alarm system. When a detector is activated, the main building fire alarm will sound to evacuate the entire building.

If a smoke detector is accidentally activated (by burning something in the kitchen, for example), students must evacuate the building. Once a building alarm has been activated, it can only be silenced and reset by a safety officer. Tampering with a smoke detector or fire alarm system is not permitted and will result in a fine.

PULL STATIONS

If a fire is discovered, the pull station should be activated, generally done by pulling down on the handle; specific instructions can be found at each pull station. Fire extinguishers should be used to extinguish a small, contained fire only after the building alarm has been sounded.

FIRE DOORS

Stairway fire doors are the only means of escape during a fire and must be kept closed at all times. Elevators should not be used. The stairway will provide a place of refuge and will protect persons while escaping from the building. It is crucial that these doors remain closed; leaving the fire doors open allows the stairway to act as a chimney, spreading the fire and smoke rapidly throughout the building.

ANNUNCIATOR PANEL

Whenever a building alarm is sounded in any residential building on campus, the Communications Center is automatically notified. It is normal procedure for the Communications Center to then call Central Alarm (fire department) and the Campus Safety officers on duty. No fire alarm system in any residential building on campus is hooked directly to the fire department.

FIRE DRILLS

Fire drills will be conducted in both residential and academic buildings. Fire drills may be announced or unannounced. The Department of Campus Safety will notify faculty and resident students concerning announced drills. All fire drills should be taken seriously. If the fire alarm sounds, the building should be evacuated. Faculty members are responsible for the students in their classes at the time of the evacuation. Faculty members should assemble their classes at least 100 feet away from the building. Each class should exit through the closest exit door. If
there are handicapped students in a class, the faculty member should designate two students to assist that person in getting out safely.

Staff members who work in common areas where no formal classes are held should leave through the closest exit door. Senior staff members in each area should check to ensure that all persons in her or his area evacuate promptly and safely.

Each residence hall and language house will have two fire drills each semester, one announced and one unannounced. All residents must evacuate the building and move to a position at least 100 feet from the building. Failure to evacuate will result in a fine.

ANNOUNCED FIRE DRILLS
One announced fire drill in each residence hall will be scheduled at the beginning of the academic year to allow students to familiarize themselves with the proper evacuation routes and procedures. If there are questions about evacuation routes, the Residence Life Area Coordinator should be contacted. Failure to evacuate will result in a fine.

UNANNOUNCED FIRE DRILLS
In accordance with Maryland State Law and Hood College policy, the Department of Campus Safety will conduct several unannounced fire drills in each residence hall and language house. Only the Residence Life Area Coordinator and Head Resident Assistant should know the dates and times of the unannounced drills.

If at any time during the year a student is ill enough to be bedridden, is on medication that may impair her or his ability to evacuate the building safely or is on crutches, the Residence Life Area Coordinator or Head Resident Assistant should be notified immediately. This notification will enable her or him to get the student assistance in the case of an emergency. She or he may also excuse a student during an unannounced fire drill.

Please note: It is a violation of Maryland State Law to remain in a building during a fire drill unless the student has been excused by proper authorities, such as the Residence Life Area Coordinator. Failure to evacuate will result in a fine.

BUILDING EVACUATION PROCEDURES
When an alarm is sounded, always assume the alarm indicates an emergency and evacuate the building to the predetermined location. Never assume that the evacuation is only a drill.

If you are in a room when the fire alarm sounds:

• If there is smoke in the room, remain low to the floor. If you are in bed, roll from your bed to the floor. Fresher air will be close to the ground and smoke will rise.

• Before opening any door, touch the door and the doorknob to see if they are hot. If either is hot, do not open the door. If the knob is not hot, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.

If you are trapped in a room, don’t panic! Open the top of your window to let the heat and smoke out, and open the bottom of your window to let fresh air in. Hang a large object, such as a sheet or jacket, out of the window to attract attention. If you are able, call the Communications Center at (301) 696-3111 (ext. 3111 from campus phones) or dial 911. Give them your exact location. Let them hang up first!

If you can leave the room, use the buddy system:

• As you walk to the nearest exit (evacuation routes are posted in each hall), check as many rooms as you safely can to make sure everyone else can safely leave the building.

• Make sure someone checks showers and bathrooms.

• If you are near the Red Phone, pick it up and notify the Communications Center of the location of the activated alarm and the cause of the alarm, if known. Leave the phone off the hook after you speak with the Communications Center. If you do not get an answer within a few seconds, leave the red phone off the hook and evacuate the building immediately.

• If an exit is blocked, go to the alternate exit (posted on each floor). If the alternate exit is also blocked, go to the nearest room and follow procedures. See “If you are trapped in a room.”
Do not use the elevator in fire drills or real emergencies. If the building’s electrical system malfunctions, those in the elevator will be trapped inside; further, elevator shafts act as chimneys by spreading heat and smoke.

**FUNDRAISING POLICIES**

All student organization fundraisers must be approved through the Student Activities Office. To plan a fundraiser, the responsible student organization officer should complete the fundraising form located outside of the Student Life Suite and schedule a meeting with a member the Student Activities staff. Fundraisers that are similar in nature will not be approved to take place at the same time. Fundraisers are registered/approved on a first-come, first served basis. Student organizations must complete a Fundraising Form and obtain the approval and appropriate signatures from the Student Activities Office and Development Office before contacting off-campus businesses, groups, or individuals for donations of prize, money, food, etc.

Organizations will receive notification if their fundraiser has been approved or denied. For specific information on Fundraising Policies, refer to the Student Organization Handbook, available in the Student Activities Office.

**GAMBLING AND RAFFLES**

All gambling on campus is prohibited unless otherwise approved by College officials in accordance with Maryland law. Students in violation of this policy will face disciplinary sanctions by the College and/or state officials. If a Student Organization is in violation of this policy, the organization officers will be held responsible. See Appendix A: Code of Conduct.

**GRADE ELIGIBILITY FOR STUDENT ORGANIZATION OFFICERS AND REQUIREMENTS FOR STUDENT PARTICIPATION IN CLUBS AND PERFORMANCE ORGANIZATIONS**

Any student who is in a performance organization or publicly represents Hood College should have a 2.0 cumulative G.P.A. Performance organizations include, but are not limited to: Athletics, Hood Chamber Singers, Hood Choir, Hood Dance Ensemble, Hood Theatre, Orchestra, Gospel Ensemble, Wind Ensemble, etc.

Officers of recognized student organizations should have a 2.0 cumulative Grade Point Average (G.P.A.). Officers include elected or appointed student leaders (i.e., President, Vice President, Treasurer, Secretary, etc.).

All new students are eligible to participate in activities and performance organizations during their first semester. However, for continued eligibility, students must achieve a cumulative G.P.A. of 2.0 or better.

General members within any club or organization may freely participate in programs and activities. Although a cumulative 2.0 G.P.A. is not required, members are strongly encouraged to maintain this minimal academic standing. General members are defined as members who attend meetings but hold no leadership position in the organization. It is important to note that annual achievement awards are often based on club participation, contributions and academic achievements.

**HAZING**

Hazing is prohibited at Hood College and is, in many instances, a violation of Maryland State Law. Hazing is defined as any action that may coerce, endanger, abuse, degrade or intimidate a person physically, mentally, emotionally or psychologically regardless of the person’s consent or lack of consent. Hazing also may be defined as any action that is designed to, or produces mental or physical harassment, discomfort or ridicule. Hazing may also include a situation in which students are forced to participate in an activity that willfully destroys or removes public or private property for the purposes of affiliation, initiation, admission or continued membership in any organization. This could be connected to, but not limited to initiation into, or affiliation with any group or organization at Hood College, or any part of an official or unofficial College-sponsored event or tradition on- or off-College property.
Groups and officers of honor societies, student organizations or athletic teams may be held accountable for misconduct committed by individuals in the context of group membership. Any College official or student has the responsibility to immediately cease and desist activities that threaten immediate harm to students.

Examples of conduct which would violate this policy may include, but are not limited to:

- Any activity that is designed to single out an individual, or produces mental or physical harassment, discomfort or ridicule;
- All forms of physical activity not part of an organized, voluntary athletics contest or not specifically directed toward constructive work;
- Any activity (including voluntary athletics contests and constructive work) that might reasonably bring harm to the individual;
- Paddling, beating or otherwise permitting undergraduate or alumni members to hit other individuals, depriving individuals of the opportunity for sufficient sleep, decent and edible meals or access to means of maintaining bodily cleanliness;
- Activities that interfere with an individual’s academic efforts by causing exhaustion, loss of sleep or loss of reasonable study time;
- Requiring individuals to consume alcohol or drugs;
- Forcing, coercing or permitting individuals to eat or drink foreign or unusual substances; and
- Any requirement, which compels an individual to participate in any activity that is illegal, perverse, publicly indecent, contrary to the individual’s moral or religious beliefs or contrary to the Student Code of Conduct or policies and regulations of Hood College.

Violations of the Hazing Policy shall be reported to the Director of Campus Safety, or Dean of Students, who will begin an investigation to determine responsibility and sanctions. Sanctions could range from educational sanctions to community service to suspension or separation from the College.

**HEALTH INSURANCE**

The College requires all full-time undergraduate students to enroll in the College-sponsored insurance plan or to submit evidence of comparable coverage. The College plan provides medical coverage for the 12-month period beginning August 15 and is listed on the tuition bill for the fall semester. In order to have this charge removed, the online health insurance waiver must be completed, electronically signed and submitted to the Accounting Office by the due date indicated on the bill for the fall semester. The online waiver, as well as information about coverage and claims, is accessible via the Academic HealthPlans website: www.academichealthplans.com/hood.

**INCLEMENT WEATHER**

Decisions about delays and closings are generally made as inclement weather situations develop. Closing and delay information is broadcast on local radio stations and is available on the website at www.hood.edu. To access a recording on the College’s main line, call (301) 663-3131 and press “9” to activate the announcement regarding a cancellation or delayed opening. If you cannot get to campus and classes have not been canceled, contact your professor or the academic department.

**INJURIES ON CAMPUS**

If a student is injured on campus, he or she should report the injury to Campus Safety and any other appropriate staff person (e.g., Athletic Director for Athletic Facilities, Residence Life Area Coordinator or Resident Assistant for Residence Halls, etc.) The student should also seek medical treatment through the Wellness Center, as appropriate. If the student is injured as part of a job on campus, the student should also report the injury to Human Resources so that appropriate paperwork can be filed.
RESIDENT STUDENT KEYS

Resident students receive one room key each year. Proper care of the key ensures student safety within the residence hall. It is a violation of College policy to loan a key to an unauthorized user. Doing so will result in a fine and possible revocation of guest privileges. Continued policy infringement and endangerment of fellow students’ safety may result in residency privileges being revoked. See Appendix A: Code of Conduct.

There is a charge for replacement of a lost or stolen room key. See http://www.hood.edu/accounting for the current room key replacement charge.

If a student locks him or herself out of his or her residence hall room, Campus Safety can provide a let-in for that student. Let-ins carry a room access fee which is billed to the student’s account throughout the semester. See http://www.hood.edu/accounting for the current room access fee.

Installation of personal locks or chains on doors is prohibited.

For further information or room key regulations, please see Appendix A: Code of Conduct, Residence Life Policies.

COMMUTER LOCKER KEYS

Commuter lockers are free of charge and available on a first come first serve basis for the period of one academic year or two summer sessions. Locker assignments and keys can be obtained from the Student Life Suite, located on the second floor of Whitaker Campus Center. Installation of personal locks on lockers is prohibited.

1. Lockers may be obtained at the beginning of each semester.

2. Lockers issued during the Fall and Spring semesters:
   - Must be cleaned out and the locker key returned no later than Spring Semester Reading Day, or immediately upon graduation or transfer.
   - Will be cleaned out on Spring Semester Reading Day and any remaining contents in lockers will be disposed of.

3. Lockers issued during the Summer Sessions:
   - Must be cleaned out and the locker key returned no later than the last day of Summer Session II, or immediately upon graduation or transfer.
   - Will be cleaned out after Summer Session II courses end and any remaining contents in lockers will be disposed of.

Failure to return a locker key will result in a charge of $100.00 to your Hood College account. Replacement of lost or stolen keys is also $100.00, to be charged to your Hood College account.

LEAVE OF ABSENCE

EMERGENCY LEAVE OF ABSENCE (ELOA)

A student may be granted an Emergency Leave of Absence (ELOA) for a period not to exceed two consecutive weeks within an academic semester. A request for an emergency leave of absence must be supported with appropriate documentation which is required before the leave is approved. Requests for an emergency leave of absence will be reviewed and approved by the Dean of Students and communicated to the Registrar’s Office for a specified period of time.

An emergency leave of absence applies to students who must be absent for mental or physical health reasons, military commitments, international travel/documentation or any other personal or family emergency.

Students who require an emergency leave of absence beyond the two week period will be withdrawn from the semester. Failure to attend classes by the return date specified on the emergency leave of absence form will result in an automatic administrative withdrawal from the College.
Students are asked to consult with appropriate offices/personnel in processing an emergency leave of absence. Such consultations may include conversations with the Financial Aid Office, Residence Life Office, Office of Multicultural Affairs and International Student Programs, Dining Services, ROTC, and the academic adviser.

An Emergency Leave of Absence (ELOA) Form may only be obtained from the Dean of Students Office.

**LEAVE OF ABSENCE (LOA)**

Students who need to be away from the College for one or two semesters, but who wish to maintain ties to the College and to resume their studies at a later time, may take a leave of absence instead of withdrawing. Students who do not return from a leave of absence after two semesters will be withdrawn. Students may not request a leave of absence for the remainder of the currently enrolled semester without the written permission of the dean of students. Leave of absence forms are available in the Office of the Registrar.

Students do not file a leave of absence form in order to study abroad or at another institution in the U.S. Instead, they must file a petition with the Committee on Academic Standards and Policies for approval for study elsewhere.

**VOLUNTARY LEAVE**

A student who is experiencing mental or physical difficulties that seriously restrict his or her ability to function may elect to take a leave of absence from the College. Please see Emergency Leave of Absence (ELOA) and Leave of Absence information above to determine the appropriate process to follow. Wellness Center (Health and Counseling Services) staff members are available to assist students, to assess the situation and to make decisions about the level of care needed. They will provide referral information and supportive services to the student until she/he leaves campus. A Leave of Absence (LOA) is officially arranged through the Registrar’s Office. Students should contact the Office of the Dean of Students to request and arrange for an Emergency Leave of Absence (ELOA).

**INVolUnTaRy leaVe**

The Wellness Center staff can assist students in dealing with mental, physical or behavioral problems so that they may continue to function effectively and meet their academic and personal responsibilities. A student who, because of these problems, causes significant disruption to the orderly operation of the College or any portion of the campus community (which may include, but is not limited to a student who endangers her or his safety and welfare or the welfare of other students, who seriously infringes on the rights of other students, whose academic progress is seriously impeded or who is incapable of self-care), may be placed on involuntary leave.

Staff, faculty or administrators may notify the Dean of Students when they have concerns about a student’s ability to meet her or his campus responsibilities. The Dean may then require that the student be evaluated by a member of the Wellness Center staff who will assess, in cooperation with the student whenever possible, the extent to which she or he is able to continue to meet academic and personal commitments at Hood without disruption. If, on recommendation of the evaluating staff, the Dean of Students places a student on involuntary leave of absence, a family member or other person authorized to assume care of the student will be notified. If appropriate, the student may be required to leave campus. During required leave, the Dean of Students regulates interaction between the student and the campus community.

A student may also be placed on involuntary leave by the Vice President for Student Life and Dean of Students or the Provost and Vice President for Academic Affairs (or respective designees granted such authority) if it is determined that the student’s behavior is in violation of College policies. Under this sanction, if a student is placed on involuntary leave or suspended, the student will be required to submit appropriate documentation before reinstatement will be considered. During the time a student is on involuntary leave or suspended, he/she is not permitted to attend campus programs and/or activities without prior approval from the administrator providing the sanction.
REINSTATEMENT FOLLOWING LEAVE

The Dean of Students may establish conditions for a student’s return to campus, including documenting that the issue(s) or condition(s) which led to the student being placed on leave has been resolved satisfactorily or that a plan is in place that would allow the student to resume studies. Documentation from the professional(s) providing treatment during the student’s absence from campus should be sent directly to the Director of the Counseling Center, Director of the Health Center, or Dean of Students. Depending on the situation, a member of the Wellness Center staff may be able to evaluate the student’s readiness to return to campus. Continuation of treatment may be required as a condition of return to campus if the professional(s) considers follow-up treatment necessary to the student’s ability to function on campus without causing disruption. If it is determined that the student would likely benefit from continued care, a recommendation from the Wellness Center will be sent to the Dean of Students.

OTHER RELATED CONDITIONS OF ENROLLMENT

When notified by members of the College community about concerns related to a student’s ability to meet academic and personal responsibilities, the Dean of Students may require that an outside provider or member of the Wellness Center staff evaluate the student. If, upon evaluation by one of those persons, it is determined that a problem exists which requires treatment, the Wellness Center staff, in cooperation with the student whenever possible, may recommend to the Dean of Students that certain conditions be established in order for the student to remain on campus. Final determination of such conditions and their enforcement rests with the Dean of Students.

MAINTENANCE EMERGENCIES

For maintenance emergencies during normal business hours, please contact Facilities Services at (301) 696-3452 (ext. 3452 from a campus phone). After hours, please contact the Communications Center (ext. 0) who will contact the appropriate Facilities personnel.

For information on blood-borne or airborne pathogens, please access the following link and reference Section 303: http://www.hood.edu/uploadedFiles/Hood_College/Common/Human_Resources/documents/Staff_Manual.pdf

MEDICAL EMERGENCIES

Please see Wellness Center (Health and Counseling Services) listing under Services.

MISSING PERSONS

Students are urged to let their roommates and friends know of their whereabouts if they leave campus, town, or the area. If you suspect that a person is missing you must alert college officials. If a student cannot be located or contacted you must alert the Department of Campus Safety and the Office of the Dean of Students. It is not necessary to wait 24 hours, you may report a student missing whenever you feel the need or as circumstances warrant. The Department of Campus Safety will then conduct an investigation to locate and/or contact the student and her/his family, or registered contact, if necessary.

The Department of Campus Safety will contact the necessary law enforcement agencies as appropriate but no longer than 24 hours after the student or person has been reported missing and still cannot be located. Safety officers depending on circumstances may immediately notify police as needed.

Students can register confidential contact information with the Department of Campus Safety during the Student Identification Card Process or at any time of the year, day or night, with the Office of Campus Safety’s Communications Center behind the Whitaker Information Desk. Residential students, if they choose, may even check in and confidentially advise Campus Safety that they will be off campus and returning at a later specified time.
If the investigation by Campus Safety indicates that the student has been missing for more than 24 hours, or the circumstances require immediate action, either:

- Inform the student’s registered contact and, if the student is under 18 years of age and not an emancipated individual, immediately contact the student’s custodial parent or legal guardian, or
- For students who (1) are not under 18 or are emancipated, and (2) registered no contact; inform the appropriate law enforcement agency.

**PET POLICIES**

Hood College respects the Frederick County leash laws. For the protection of pets, owners and the campus community, pet owners must be in control of their pets at all times and are responsible for removing droppings left by their pets through the use of scoopers, shovels, bags, etc. Pets are not allowed in academic or administrative buildings, except for service animals. Pets within residential facilities are subject to the regulations of the Code of Conduct; see Appendix A: Code of Conduct.

Typically, Campus Safety officers will warn pet owners or the person(s) responsible for the animal if violations occur outside a residential facility, but a fine may be given or the violation may be referred to the Student Conduct System (See Appendix A: Code of Conduct). A fine or Trespass Notice barring the owner, pet or both from campus will be issued to the pet owner or responsible person(s) for subsequent violations.

**POSTING POLICY**

All posting of flyers advertising events or information must adhere to the guidelines set forth by the Student Activities Office. Any flyers failing to meet the requirements may be removed by the administration. Flyers/postings must be specific to an approved event. Updated guidelines can be found in the Student Organization Handbook.

Each flyer must contain the following information:

- Student organization name or nickname
- Email contact information for the individual organizing the event
- Event title, time, date, location

Flyers may not be posted on the following locations:

- Any trees on campus
- The glass on the front doors of residence halls
- The doors of the Whitaker Campus Center (including the glass and wood)
- Academic buildings or bulletin boards without prior approval of the appropriate department
- Hodson Science and Technology building, except on approved bulletin boards.

Flyers must be posted with tape that will do minimal damage to the painted surfaces to which they are affixed. Clear Scotch tape or 3M double sided poster tape are strongly encouraged. Any flyer posted with duct tape or other colored tape will be removed.

Because the Pergola is traditionally a place of unity and peace, flyers posted in the Pergola must be advertising an upcoming event sponsored by a recognized student organization. Flyers simply containing information to educate the Hood College community cannot be placed in the Pergola.

Flyers brought to the Student Activities Office by 10:00 a.m. Monday through Friday will be posted by the end of the day.
RESIDENCE HALL POLICIES

All portions of the Code of Conduct apply in the residential system. See Appendix A: Code of Conduct.

HOUSING AND FOOD SERVICE CONTRACT

All students receive a copy of the Housing and Food Service Contract when they choose their rooms at Room Selection. First year students receive a copy during the summer. All students return a Housing and Food Service Contract Acceptance form stating that they have read and understood the terms of the Housing and Food Service Contract. Failure to return the Acceptance form does not release a student from the conditions of the contract. If you need an additional copy of the contract, please contact the Residence Life Office.

CLEANLINESS AND HYGIENE GUIDELINES

Students are responsible for cleaning their own rooms and apartments and are expected to keep the common areas of the residential system in order. The College provides waste receptacles on each floor, and the building’s service workers maintain the common areas and bathrooms. If a student’s lack of cleanliness creates a health hazard, the student may be asked to leave their residence. Residence Life and facilities staff members will perform routine Health and Safety Inspections to ensure adherence to this policy.

LOFTED

Lofted beds may not be constructed or installed in College residential facilities. Students may adjust and/or bunk College provided beds that are designed for such use. Bed-risers of reasonable height may be used at the discretion of residence life staff. The College is not responsible for injury and/or property damage resulting from improperly raised beds.

RESIDENCE HALL MEETINGS

Residence hall meetings are conducted by the Area Coordinator or Head RA, in conjunction with House Councils on a regular basis. These meetings provide opportunities to disseminate information, plan activities, exchange ideas and vote on matters concerning the hall. Attendance at all residence hall meetings is mandatory and students are responsible for any information presented, even if absent.

SPECIAL HOUSING ACCOMMODATIONS

Any student who has a physical or psychological health problem or a disability necessitating special housing arrangements, such as permission for use of an air conditioner, a first floor room, etc., must obtain an application form from http://www.hood.edu/uploadedFiles/Special%20Housing%20Accommodations%20Request.pdf. Following an evaluation of the student’s needs by a licensed practitioner, a committee of campus professionals will determine what accommodations are appropriate.

Accommodations approved by the committee will be discussed with the student and will be limited to those necessary to provide support for the student’s health. Special housing arrangements are granted for one academic year only (or the remainder of the year if application is made after the start of fall semester); students must re-apply for the special accommodations each spring for the upcoming fall semester. Hood College will make every reasonable accommodation for students with special housing needs. The College reserves the right to require prescribed treatment in such situations and to make assignments based on the best interest of the residential community and availability of space.

STORAGE

Extremely limited storage areas are available for residents currently living in the halls. During the winter and summer breaks, storage is available only to those students whose permanent address is 1000 miles or more from the college, who are returning to residence the following semester (or who will be returning the following year after studying abroad or away). In general, students are not permitted access to the storage areas during the semester except in emergency situations. The College cannot guarantee the availability of storage or the safety of items in storage and strongly recommends that students rent an off-campus storage facility for valuable items.
Bicycles may only be stored in a specified storage area or the resident’s room. Gasoline-powered motor vehicles, gasoline or any other flammable or combustible items may not be stored in residence halls. College provided furniture is may not be removed from resident rooms and may not be placed in student storage areas. Violation of restrictions on storage will result in a fine. Hood College is not responsible for stored property. Students are encouraged to review their family personal property insurance coverage. During the summer months, students are encouraged to store valuable property off campus. Personal items placed in storage must meet guidelines and limits set by the Director of Residence Life and may be refused for storage at the discretion of residence life staff within these guidelines.

Theft of items from storage rooms is a violation of College policy and will be investigated by the Department of Campus Safety.

TELEPHONES
The College provides telephones on each residence hall floor and in common areas of the language houses. Local and campus phone calls may be placed from these phones free of charge. Long distance calls require a calling card. Phones are not automatically provided in individual residence hall rooms.

Resident Students are required to provide a working cellular telephone number on their Housing and Food Service Contract Acceptance form for contact purposes. It is the responsibility of the resident to inform the Office of Residence Life if her/his cellular telephone information changes. Failure to keep an up-to-date cellular phone number on file may result in a fine.

Resident Students who do not possess a cellular phone should speak with the Director of Residence Life to determine other contact options. Such students may request a land-line telephone be installed in their room. The College charges a fee for requested land-line phone service in individual rooms.

TRASH ROOM/RECYCLING
Each residence hall is equipped with large trash cans into which students can empty garbage from their rooms. Residence halls also have a recycling collection center for paper, glass, aluminum, and plastic. Residents are encouraged to be responsible citizens by separating recyclables from trash.

VACATION CLOSING AND CHECK OUT
Residence halls close and no food service is available during Thanksgiving, semester (winter) and spring breaks and summer vacation.

It is against College policy for students to occupy residence halls after designated hall closing. There is an hourly fine for late departure after residence halls close. See Residence Life for the current amount of the hourly fine. Students who return before published hall opening times, without approval, will also be subject to fines.

When residence halls close, students must complete check out procedures by securing their rooms before leaving the College. The check out sheet must be posted on the door of the room at the time the student leaves; at the published closing time, College personnel may enter the student’s room without notice to ensure that safety precautions have been met. Particular attention should be given to closing windows and, in the colder months, to ensuring that the heating elements are turned on. All electrical appliances, including refrigerators, must be unplugged and emptied of perishables. At closing for summer vacation, residents are required to personally check-out with a staff member upon departure or utilize the express check-out form. Failure to properly complete check out procedures will result in a fine.
**VACATION HOUSING**

When residence halls are closed during Thanksgiving, semester (winter) and spring breaks, housing is offered on a limited basis at a cost equivalent to what students pay during the academic year. International students are housed free during Thanksgiving, semester and spring breaks but must pay for summer break housing. Students involved in college academic and co-curricular programs (i.e., student teaching, internships for academic credit, or athletics), are permitted to stay in vacation housing at no cost during the Thanksgiving, winter, and spring break periods.

It is against policy to occupy the halls during a break or summer vacation without completing a vacation housing application. Applications for vacation housing are available in the Residence Life Office. Even if housing costs are waived, an application must be completed. Students who fail to complete an application will receive a fine, even if required to be on campus. See Residence Life Office for the current amount of this fine.

Unauthorized occupancy when not required for academic reasons will result in vacation housing charges being applied to the student account, as well as the fine.

Limited summer housing is available, at a cost, to students who wish to attend summer school and/or work in the Frederick area.

**VISITING THE RESIDENCE HALLS**

When visiting the residence halls, it is important to remember that all nonresidents are guests. Residents of each specific building are considered guests in all other residence halls. Guests, male or female, are responsible for following the rules and regulations published in the Appendix A: Code of Conduct.

Each resident is responsible for informing her or his guests of the rules of the residence hall and is held responsible for the actions of her or his guests. Guests are asked to treat the residents and the residence halls with the same respect as when visiting in someone’s home.

**RESIDENCY REQUIREMENT**

Traditional-aged undergraduate first-year and sophomore students are required to live on campus unless they are commuting from their parents’ home.

**ROOM CHANGES**

There is a formal open room change period in November for the upcoming spring semester. Information is sent to students in early October.

Outside of this formal period, students are required to resolve interpersonal concerns with their roommates rather than resorting to a room change for a “quick fix.” Room changes outside the formal period are considered a last resort and offered only after sincere attempts to resolve concerns. The conflict resolution policy is available to help students negotiate roommate problems. Please see Housing and Food Service Contract, Conflict Resolution Policy, available from the Residence Life Office. (Note: all students receive a copy of the contract upon receipt of their housing assignment for the upcoming year.) Students wishing to engage in mediation with their roommate should contact their Resident Assistant.

No residential room changes are permitted during the first two weeks of the fall and spring semesters, except in extreme circumstances approved by the Director of Residence Life. This early portion of the semester is a key time when roommates begin negotiating mutual expectations for cohabitation.

All room change requests are subject to space available and must be approved by the Office of Residence Life. Unauthorized room changes will result in a fine of $25 per day or portion thereof.

**ROOM SELECTION**

Room Selection is held yearly in March. Policies and procedures change from year-to-year depending on student needs and availability of space. Information on Room Selection is published and distributed to students in late February.
SAFETY HAZARDS

In the case of safety hazards (i.e., smoke coming out of a light fixture, exposed wires, steam leakage or other unusual situations which require immediate attention), contact the following persons:

• Campus Safety Officers, ext. 3111 on campus phones, (301) 696-3111 from a non-campus phone, or use red phone.
• In the residence halls, a building staff member.
• A building and grounds worker. After 5 p.m. contact Campus Safety via a red phone, or by ext. 3111 on a campus phone or (301) 696-3111 from a non-campus phone. The officer will then contact the appropriate repairperson.

SEARCH AND SEIZURE

Hood College recognizes and respects the rights of its students to have privacy with respect to their persons and their personal belongings. The College also recognizes its responsibility to preserve a wholesome learning and living environment on campus, to provide adequate maintenance and protection of public property, and to protect the health and safety of all persons on campus. The following procedures govern the entry and search of College residence hall rooms or individually assigned lockers or storage spaces.

The College reserves the right to enter College rooms under any of the following circumstances:

• When there exists an immediate threat to the health or safety to the occupants or to College property.
• When occupants of a room are unknown and fail to properly identify themselves.
• With permission of the resident.
• With a search warrant.
• With permission of the President of Hood College or designee or the Dean of Students or designee when there is sufficient reason to suspect infractions of College regulations or of local, state and federal laws.
• By maintenance personnel and their designated agents for repair, replacement or inspection of College property.
• By a College official to complete closing and checkout procedures or to conduct periodic health and safety inspections.
• During residence hall fire drills or alarms to ensure that all residents and their guests are out of the building.

The College reserves the right to search College student rooms under any of the following circumstances:

• With permission of the resident.
• With a search warrant.
• With permission of the President of Hood College or designee or the Dean of Students or designee when there is sufficient reason to suspect infractions of College regulations or of local, state and federal laws.

SEXUAL ASSAULT

Hood College supports the right of the victim of a sexual assault to decide how to best utilize the various College, Frederick community and private resources. Should an incident occur on the campus or at a College-sponsored event, staff will take prompt action to support the victim, involve law enforcement authorities and take disciplinary actions where appropriate (See Appendix A: Code of Conduct). Policy statements and procedures regarding assault, discrimination or harassment at Hood College are found on the website under Human Resources policy statements.
Members of the College community who are the victims of, or who have knowledge of, a sexual assault occurring on campus property, or occurring in the course of a College-sponsored activity, or perpetrated by a member of the College community, are urged to report the incident to the Department of Campus Safety promptly. Persons who are victims of sexual assault will be advised by the Department of Campus Safety of their option to file criminal charges with local police of the jurisdiction where the sexual assault occurred. The Department of Campus Safety will provide assistance to a complainant wishing to reach law enforcement authorities. In reporting a case of sexual assault, victims have several options:

**SEEK SUPPORT**

Seek support on campus from any of the following trained persons: counselors at Counseling Services, the Health Services Staff, Resident Assistants or Residence Life Area Coordinators. Call outside sources for assistance. Resources include: Heartly House at (301) 662-8800; RAINN, a national victim assistance agency, at (800) 656-HOPE; or the Rape Treatment Center at www.rapetreatmentcenter.org.

Call on friends and family.

**GET MEDICAL ATTENTION**

Go the emergency room at Frederick Memorial Hospital. The Department of Campus Safety will arrange transportation to the hospital. The Frederick City Police can meet victims there or FMH will contact the police. If you report the assault to the police and a SAFE (Sexual Assault Forensic Exam) exam is done, you will not be charged for the ER visit. The nurse will offer to contact Heartly House. A trained victim advocate will come to the hospital to provide emotional support and information. The SAFE exam has two main purposes: to care for the victim’s needs and to collect appropriate evidence in the event of criminal prosecution. Do not shower or bathe prior to this exam.

Receive medical attention from the Hood College Health Services. Health Services can provide testing for sexually transmitted diseases and emergency contraception. Health Services cannot collect evidence for possible prosecution.

Receive counseling or a referral from Counseling Services.

**REPORT THE INCIDENT**

Report the assault to the Frederick City Police and request that charges be filed.

Report the assault to campus authorities. This might include the Director of Campus Safety, Director of Residence Life or the Dean of Students.

File charges through the College’s internal judicial system as appropriate. Students should report the incident to the Dean of Students, the Ombudsperson or the Executive Director of Human Resources. For more information about this process, see the Human Resources Policy 55, available on the Hood College Website.

**RESOURCES**

Emergencies .................................................. 911 (or 9-911 from a campus phone
Campaign Safety ........................................... (301) 696-3111 or ext. 3111 from a campus phone
Frederick Hospital ER .................................................(240) 566-3300
Heartly House .........................................................................(301) 662-8800
Frederick County Hotline ..................................................(301) 662-2255
Frederick City Police .......................................................(301) 694-2100
Counseling Services ........... (301) 696-3440/3441 or ext. 3440 or 3441 from a campus phone
Health Services ........................................(301) 696-3439 or ext. 3439 from a campus phone
Residence Life ..............................................(301) 696-3577 or ext. 3577 from a campus phone
Dean of Students ............................................(301) 696-3573 or ext. 3573 from a campus phone
SMOKING

Smoking is prohibited in all campus buildings including individual residence hall rooms, hallways, porches, fire escapes and balconies; private offices, conference rooms and hallways; lounges, rest rooms and other enclosed work places. Smoking also is prohibited in campus vehicles, leased and owned.

Smoking is permitted outdoors, but cigarette butts must be disposed of properly in provided receptacles. According to Maryland State Law, smokers must be a minimum of 25 feet away from an entrance to a building. For residence halls, the House Council may designate specific smoking and non-smoking areas around the building.

In the case of outdoor smoking at public events, nonsmokers rights prevail (i.e., a nonsmoker can ask a smoker to stop if that person is bothered by the smoke). Violations of this policy will result in a fine. Students in violation of Smoking policies will be referred to the Student Conduct System (See Appendix A: Code of Conduct)

STUDENT ORGANIZATION POLICIES AND PROCEDURES

Student organizations are governed by policies contained in the Student Organization Handbook. Student organization officers are required to attend a training session at the beginning of each year to become familiar with the policies and procedures related to student organizations. Questions about student organization policies and procedures should be directed to the Student Activities Office located in the Student Life Suite on the second floor of the Whitaker Campus Center.

STUDENT RECORDS/CONFIDENTIALITY

Student, alumna and alumnus addresses and phone numbers (campus or home) will not be released by the College to unauthorized persons without written permission of the student. Requests for such information and messages may be conveyed to the student, alumna and alumnus as deemed appropriate by College officials.

In matters pertaining to student records, the College will comply with the Family Educational Rights and Privacy Act of 1974, as outlined in the following sections.

The Family Educational Rights and Privacy Act of 1974 was passed by Congress to protect the privacy of students, to assure students of the right of opportunity to gain access to certain records and to establish procedures by which students may review these records. The Family Educational Rights and Privacy Act of 1974 applies only to education records, which are defined as “records, files, documents and other materials which contain information directly related to a student” and are “maintained by an educational agency or institution.”

The Family Educational Rights and Privacy Act of 1974 applies, for the purpose of these guidelines, to the records of students presently enrolled, and to former students, alumnae and alumni, but not to applicants seeking admission to the institution.

Education records maintained by the College and the designated custodian are:

• Academic (grade reports, transcripts, etc.) Custodian: Registrar, Dean of Graduate School or faculty adviser
• Athletics Custodian: Dean of Students and Department of Athletics
• Career Planning Custodian: Director of Career Center
• Disciplinary and Judicial Custodians: Dean of Students and Director of Residence Life
• Financial Custodian: Treasurer
• Financial Aid Custodian: Director of Financial Aid
• Job Placement Custodian: Director of Career Center
• Standardized and Placement Test Scores Custodians: Registrar, Director of the Center for Academic Achievement and Retention, Dean of the Graduate School
• Veterans Custodian: Registrar
The term “education records” does not include the following:

- Personal files of faculty and administrative personnel that are in the maker’s sole possession and not accessible or revealed to any other person;
- Campus law enforcement records, which are kept separate from education records, are maintained for campus law enforcement purposes only;
- Medical, psychiatric or psychological records created and used only for the treatment of a student and available only to those providing the treatment (provided, however, that a physician or other appropriate professional of the student’s choice may review records);
- Employment records of students as College employees;
- Financial records of the parents of the student or any information contained therein;
- Institutional records of students which may be maintained by the College in a computer printout or similar format (provided the computerized information is not intended to be distributed outside the College), as long as the original source of computer information is available in the office or department having original jurisdiction of the records;
- Letters of recommendation or statements of reference for students obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of confidentiality or personally signed letters of recommendation to which students have waived their rights of access;
- Information or data collected by the Alumnae and Institutional Advancement Offices about alumnae and alumni;
- Directory information (information confirming the following items about individual students: class level, major, dates of attendance, name and dates of attendance at other institutions, degrees and dates awarded. Directory information may be released or published without the student’s consent. If, however, a student does not want certain information requested by the Registrar’s Office to be released, she or he must so indicate at the time the information is requested.

ACCESS RIGHTS AND RESTRICTIONS

Students

Students may have access to all of their own education records according to the procedures described in the “Procedures” section of these guidelines.

Financial records and related parental financial information shall not be released to students. Any institutional office maintaining such records shall either store them in a file separate from records subject to review or conspicuously stamp them “CONFIDENTIAL—NOT TO BE RELEASED.”

Confidential evaluations and recommendations of students placed in education files prior to January 1, 1975, will not be released to students. All other education records of an individual student shall be open for inspection by that student unless access is restricted under paragraph 4 of this section.

A student may waive her or his right of access to evaluations and recommendations submitted on or after Jan. 1, 1975, provided, however, that the student must, upon request, be notified of the name of each person who has submitted a confidential evaluation and recommendation. Such evaluations and recommendations are to be used only for the purpose intended. A waiver may not be required as a precondition of admission to the College or receipt of financial aid or any other services or benefits. Waivers will be in writing and signed by the student.

Students may not review education records containing information about more than one student; however, the student will be permitted access to that part of the record that pertains only to her or himself.
Agencies or Persons Other Than Students

No one (including parents of dependent students) shall have access to education records without the written consent of the student concerned, except for the following:

- Faculty and staff members determined by the appropriate record keeper to have legitimate educational interests in reviewing the student record;
- Authorized federal officials auditing federally supported education programs and state officials to whom information from student records is required to be disclosed, by statute adopted prior to Nov. 19, 1974;
- Persons processing a student’s financial aid application;
- Organizations conducting studies on behalf of educational agencies may require, in writing, information in connection with predictive tests, student aid programs and the improvement of instruction, provided that the identity of students will be revealed only to representatives of the agencies and only when necessary. These organizations may not disclose the personal identification of students. All information must be destroyed when it is no longer needed for their project;
- Recognized accreditation organizations carrying out their accrediting functions;
- Court orders;
- Officials of other institutions in which the student seeks to enroll when such information is requested in writing by the other institution;
- In an emergency, appropriate persons, as determined by the senior officer responsible for the division in which the record is kept, if the knowledge of information from a student’s record is necessary to protect the health and safety of the student or other persons.

Procedures for Access and Review

Records released to any organization, agency or individual shall be transmitted with a letter informing the recipient that such information is to be used only by those individuals directly involved in the deliberations warranting the request and is not to be disclosed to others without the written consent of the student(s). In addition, the recipient shall be notified in writing that if compliance with this requirement is not acceptable, all records shall be returned, unused, to the institution.

Each office that maintains education records shall keep a list of all individuals, agencies or organizations that have requested access to a student’s education record. There does not need to be any listings of requests which students make for their own use, responses to written requests from students, requests made by College officials and requests for information classified as directory information. Requests of disclosures become part of the education record. The records must be maintained in a form that permits inspection by the appropriate persons.

A student is entitled to an explanation of any information contained in the official records directly related to the student. The student may request a hearing to challenge the content of the education records to ensure that they are not inaccurate or misleading, contain inappropriate data and to insert into the records a written explanation.

The substantive education judgment of a faculty member about a student’s work (grades or other evaluations of work assigned) is not within the scope of such hearing.

A student may challenge the factual and objective elements of the education record but not the qualitative and subjective elements of grading.

The College has established policies regarding the destruction of records after certain periods of time. These policies are not intended to deny or limit an office in the legitimate destruction of a class of records that the College finds no need to maintain after an established period of time.

A request by a student or agency to inspect a record shall be made in writing to the College office that maintains the record. Each office shall have its own published procedures for receiving and processing requests. Each office is obliged to tell the student when the document requested will be available. (A document must be available within 45 days after receipt of the request.)
An office must tell a student who (except appropriate College officials) has requested access to her or his record and why.

Students must identify themselves before being shown their records and must not interfere with the operation of the office in which the record is being maintained. Students should examine the record at reasonable hours at the place that the record is maintained. Before a student is given her or his record, confidential data (parents’ financial records, recommendations and evaluations written prior to January 1, 1975, and records other than those defined as education records) will be removed.

The examination of the record will be supervised. An explanation and interpretation of the record will be provided during the reviewing process. Copies of records shall be transmitted to the student upon payment of the established fee for issuing copies, provided the student has no outstanding financial obligations.

Students may challenge information included in their records according to the following procedures:

The student should notify the appropriate person in the office where the record is maintained, attempting to resolve the problem through informal discussions within the office. If the problem is resolved, the office will correct or amend the record as necessary. Corrections and amendments will be made within a reasonable period of time.

If the problem is not resolved, the student should request a review by the senior college officer in the division in which the contested record is kept. If a resolution is reached, the office will correct or amend the record as necessary. Corrections and amendments will be made within a reasonable period of time.

If a review with the senior college officer does not resolve the problem, the student may submit a written request to the Student Rights Committee of the Hood College Student Government Association (or, in the case of graduate students, the Graduate Appeals Committee) for a hearing. Hearing procedures, established by the Student Rights Committee (or Graduate Appeals Committee), will take place within a reasonable period of time following the request; be conducted by the Student Rights Committee (or Graduate Appeals Committee) and by a College official appointed by the College President; grant the student a full and fair opportunity to present evidence relevant to the issue; and render a written decision within a reasonable period of time after the conclusion of the hearing.

If the problem is still unresolved, the student may appeal to the President of the College. Final decisions will be based on the evidence presented at the hearing and will include a written statement summarizing the evidence and stating the reasons for the decision, with copies delivered to all parties concerned. If the decision is in favor of the student, the College will correct or amend any record. If the decision is not in favor of the student, the appropriate official must inform the student that:

- The student has the right to include with the record a statement explaining the student’s objections to the information in the record or to the decision of the hearing panel. If the student chooses to place such a statement in the record, the written statement of the decision of the Student Rights Committee (or Graduate Appeals Committee) or the President will also be included in the record.
- The statement placed in the record by the student and by the Student Rights Committee (or Graduate Appeals Committee) will be maintained as part of the record for as long as the record is held by the College.
- This record, when disclosed to an authorized party, must include the statements filed by the student and by the Student Rights Committee (or the Graduate Appeals Committee) or the President.
TRESPASSING

To maintain good public relations with neighbors of the College, students are requested to use public streets and walks for campus access and to avoid shortcuts through the property of College neighbors.

Unauthorized persons who do not have business at the College or who are not guests of members of the College community may be subject to questioning or removal by Campus Safety officers. Swimming in an unattended pool is considered trespassing. Trespassers will be arrested. Students receiving trespassing citations (on College property or on neighbors’ property) will also be subject to disciplinary sanctions and fines (see Appendix A: Code of Conduct).

VEHICLES, COLLEGE LEASED

Students, faculty and staff may use College-leased vehicles when conducting College business, participating in academic or student organization activities or sponsoring an educational trip. College vehicles may be reserved by academic departments and recognized student organizations. At least one College official or faculty or staff member must accompany students on trips when a college leased vehicle is used for transportation.

Overnight trips scheduled by student organizations must receive approval by the Vice President for Student Life and Dean of Students and the Senior Vice President for Finance and Administration prior to the trip.

To drive a Hood College van you must be at least 21 years of age, bring a copy of a valid driver’s license and sign a Transportation Authorization Form at least 10 days prior to the scheduled trip.

The user of a College vehicle must leave the vehicle clean, filling the gas tank prior to returning to campus and ensuring that the registration card is in the vehicle.

Approved uses of College vehicles include:

1. College Business
   - Transportation of College guests to and from airports, railroad or bus terminals.
   - Transportation of representatives of the College to and from events as requested by the College (events may include conferences, college nights, Hood clubs, etc.).
   - Use by administrative departments for official business.

2. Student Activities
   - Organizations may reserve a College vehicle for sponsored trips that are registered through the Student Activities Office in accordance with applicable policies. Vans may only be driven by approved student drivers in a 75 mile radius. Exceptions may be made by appealing to the Director of Student Activities, the Dean of Students or Campus Safety.

3. Academic
   - Transportation of class members and faculty to and from field trips; visits to project sites by student organizations must be registered through the Student Activities Office in accordance with applicable policies.
   - Transportation of students to and from official test centers (centers for Graduate Record Examinations, Civil Service Examinations, etc.)
   - Transportation as required for community service projects sponsored by campus organizations or academic departments.

Reservation forms for the use of College vehicles are accessible via: http://www.hood.edu/campus-life/campus-safety/transportation-services.html

A list of passengers going on field trips or organization-sponsored trips must be submitted to the Communications Center. Upon returning a College vehicle, the driver will be asked to note any repairs needed.

Keys for College vehicles may be picked up from the Communications Center upon presenting the application form. Keys and mileage forms should be returned to the Communications Center upon return.
VEHICLES, NON-COLLEGE LEASED

To arrange for group bus transportation, a representative of the office or organization sponsoring the trip should access the following link and complete the online registration form: http://www.hood.edu/campus-life/campus-safety/transportation-services.html. The cost will be charged to the office or organization sponsoring the trip, and at least one College official or faculty or staff member must accompany students on the bus. Additional information is available in the Student Organization Handbook.

WEAPONS AND FIREWORKS

Firearms are prohibited on campus. In accordance with Maryland State Law, no person outside of law enforcement officials may have in their possession or use any firearm, loaded or unloaded. In some cases replica weapons or unloaded firearms may be used as part of classroom instruction providing the weapon has been inspected, recorded and approved by the Chief of Campus Safety. In addition, students on campus or in College-leased housing may not have hunting knives, ammunition, bows and arrows or any other items classified as weapons. Students are prohibited from having any type of these weapons or look-alike replicas in their possession on campus or in College-leased housing.

Devices used to shoot a projectile, such as paintball guns and spring or air guns, are strictly prohibited. Using an item that has the appearance of any of the above devices is not permitted. All such items will be confiscated.

No member of the College community may sell, explode or cause to explode any combustible or explosive composition or substance or any combination of such compositions or substances or any other articles, which are prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation.

Possession of any prohibited item will result in a fine, confiscation and when applicable, disciplinary sanctions through the Student Conduct System that may include loss of the privilege to live in College housing (see Appendix A: Code of Conduct).

WITHDRAWAL FROM COLLEGE

To withdraw from the College, a student must file a Change of Status form available in the Registrar’s Office, participate in an Exit Interview and return any room keys that have been assigned. All financial obligations to the College must be paid before transcripts can be released.

SERVICES

ACADEMIC SERVICES

The Center for Academic Achievement and Retention (CAAR) is located on the third floor of Rosenstock and serves the entire Hood community. Staff members assist students in becoming more effective and efficient learners and offer services to all who wish to improve their academic skills and ability to learn. Students experiencing difficulties in academic courses are urged to contact CAAR (301) 696-3569 regarding available tutoring as early in the semester as possible.

Academic Services provides the following forms of support for Hood students:

• Coordination of the First and Second Year Advising Program
• Evaluation and improvement of basic academic skills for undergraduate students, including placement testing and GNST courses
• Coordination of disability services for graduate and undergraduate students
• Coordination of the Portfolio Advantage Program and administration of Department Challenge exams
• Coordination of math and composition tutoring. Individual or small group tutoring is available to all Hood students; please visit CAAR for more information about available tutoring and to sign up for tutoring in math and composition.
What tutors can do:
- Help clarify assignments
- Suggest possible approaches to solving problems
- Illustrate how to correct grammatical or structural problems
- Support the Honor Code

What tutors cannot do:
- Your homework
- Solve problems for you
- Edit or revise papers
- Help with take-home tests

**DISABILITY SERVICES**

Students who have a documented disability are asked to make an appointment with the Disability Services Coordinator (301-696-3421) prior to or at the start of the semester. Early notification prevents delays in service and ensures the student full access to educational activities. Copies of all medical or psychological evaluations are required. Students with disabilities of a medical nature may be referred to the Director of Health Services.

**ATHLETICS AND RECREATION**

**INTERCOLLEGIATE ATHLETICS**

Those interested in intercollegiate competition can select from Hood’s 20 intercollegiate teams. The 11 women’s sports are cross country, volleyball, field hockey, swimming, basketball, tennis, softball, lacrosse, soccer and indoor and outdoor track and field. Hood’s nine men’s sports are cross-country, soccer, swimming, indoor and outdoor track and field, basketball, lacrosse, tennis and golf. Club teams in equestrian, women’s golf and cheerleading are also offered. The Athletic Center’s BB&T Arena is home to Hood’s Men’s & Women’s Basketball and Women’s Volleyball programs. Hood competes as a NCAA Division III institution and Hood College is also a member of the Commonwealth Conference of the Middle Atlantic Conferences (MAC). Two full-time certified athletic trainers work with athletes and coaches in all phases of injury care and prevention.

This program provides the opportunity for men and women to excel physically. The student-athlete is challenged to appreciate and respect individual differences, to work collaboratively to achieve a common goal and to strive for excellence.

For policies specific to the Athletic program, please see the Student Athletic Handbook.

**RECREATIONAL RESOURCES**

Recreation activities are provided for members of the Hood College community—students, faculty and staff—by the Hood College Department of Athletics. A variety of activities are offered in response to participant interest. Community and area facilities are used for activities such as skiing, rafting and golf, whereas on-campus facilities are used for activities such as aerobics, tennis and volleyball. Hood’s fitness equipment in the Hodson Fitness Center is available for use by all members of the Hood College community (students, faculty and staff) with a Hood College I.D. card. The swimming pool, tennis courts and outdoor volleyball court area are also available for recreational use. A variety of intramural activities are offered based on student interest.

**GAMBRILL GYMNASIUM**

Gambrill Gymnasium houses a dance studio, yoga room and gymnasium. All facilities are available for use by the Hood College community. The availability of the facilities is dependent upon the schedule of classes, intercollegiate and athletic events and intramural activities, and is subject to change throughout the year. Please contact the Department of Athletics at ext. 3499 for an updated schedule (ext. 3484 for swimming information).
HUNTSINGER AQUATIC CENTER
The Huntsinger Aquatic Center houses the swimming pool. The pool is available to Hood College students, faculty and staff free of charge with a Hood College I.D. card. Anyone swimming in an unattended pool is trespassing and subject to arrest and disciplinary sanctions.

BANKING SERVICES
A BB&T ATM, accessible 24 hours a day, is located in the Whitaker Campus Center next to the Blazer. To view a list of banks within walking distance of campus, go to http://www.hood.edu/campus-services/accounting-services/payroll-services/direct-deposit.html.

CAMPUS EMPLOYMENT
See Financial Aid in the Services section of Handbook.

CAMPUS SAFETY
The Department of Campus Safety is located on the mezzanine level of the Apple Academic Resource Center, and the Communications Center, which supports Campus Safety dispatch functions, is located on the first floor of the Whitaker Campus Center. Patrol and telecommunications officers are on duty 24 hours a day, seven days a week. Situations involving a possible crime, hazards, theft, vandalism, trespassing or suspicious activity should be reported immediately in the following ways:
1. Use a red emergency phone and report the problem to the Communications Center.
2. Dial ext. “0” from any campus phone and report the problem to the Communications Center.
3. Use an outdoor blue light emergency phone and report the problem to the Communications Center. Please see Emergency Phones Section for locations.
4. Report the problem directly to a Campus Safety officer.
5. For emergencies only, dial ext. 3111.

The following precautions will improve the overall security on campus:
1. Lock office and resident hall doors, even when leaving for a brief time.
2. In offices, remove purses and valuables from view and secure them in a safe place. Keeping purses and brief cases under a desk is not recommended.
3. Do not leave valuable items such as books, backpacks, purses, laptop computers and briefcases unattended.
4. Do not leave clothing, stereos, MP3 players, sporting equipment and other valuables visible inside a parked car.
5. Bicycles should be locked when not in use and should not be left unattended. All bicycles must be registered and must display the official Hood College registration sticker, available at no cost at the Communications Center located in the Whitaker Campus Center.
6. Walk in pairs at night.
7. Have a partner inside the building when working late.
8. If you notice someone behaving in a suspicious manner, report what you see to Campus Safety.
9. Make a list of all your valuables, including makes, models and serial numbers, and store this information in a safe place.
10. If requested, Campus Safety officers will provide escort services for students, faculty, staff and guests on campus.
CAREER CENTER AND OFFICE OF SERVICE LEARNING

The mission of the Catherine Filene Shouse Career Center and Office of Service Learning is to assist members of the Hood College community in the continuous development of career goals, pathways and skills, and to foster learning through service to others. We achieve this through partnering with internal and external colleagues to provide professional, real world and supportive career services and community service opportunities designed to meet the changing needs of our constituents and community.

APPOINTMENTS WITH A CAREER COUNSELOR

Students are welcome to make an appointment with a career counselor to discuss career plans, review résumés and cover letters, talk about interviewing skills, investigate career options, and much more. Appointments are available year round by calling 301-696-3583. Career Counselors welcome questions via e-mail and can be reached at: careers@hood.edu.

INTERNSHIPS

Hood encourages students in every academic discipline to complement their academic studies with experiential learning in a professional setting. The Career Center will assist eligible students in identifying appropriate internship sites and assist them in the process of obtaining an internship. Hood’s longstanding relationship with the Frederick business community and its close proximity to Baltimore and Washington, D.C., allows for many exciting and worthwhile internship experiences.

SELF ASSESSMENT

The Career Center has resources available to assist members of the Hood Community in identifying and assessing educational and career options. For freshman and sophomores we encourage them to take advantage of FOCUS – 2, an online self-directed career planning system. It will help them make informed decisions about what major to choose and career path to follow. For juniors and seniors the Myers-Briggs Type Inventory is available online and can be assessed after meeting with a career counselor. The Career Center also has resource books and one-on-one career counseling.

LINKED-2-WORK

Linked-2-Work is an online data base listing all full and part time job opportunities and internships available to Hood students, alumnae and alumni. Linked-2-Work is updated daily with job and internship opportunities. It is a free service and can be found on the Career Website at http://www.hood.edu/campuslife/career.cfm.

MOCK INTERVIEWS

Career counselors are available to meet one-on-one with students to conduct practice interviews and provide constructive feedback. Mock interviews provide participants with a chance to practice their interviewing skills in a low-stress environment. All students, regardless of age or background, are encouraged to complete a mock interview prior to a job search.

RÉSUMÉ AND COVER LETTER TUTORIAL AND ASSISTANCE

First impressions do count when you are trying to find a job or internship. How you present yourself to a prospective employer through your cover letter and résumé will, more often than not, determine if you are called for an interview. The Career Center staff welcomes the opportunity to meet with students to review their résumés and cover letter. The Career Center website also provides an online résumé tutorial, and a number of online resources to assist you in writing your résumé and cover letters as well as sample résumés.

GRADUATE, LAW AND MEDICAL SCHOOL GUIDANCE

The Career Center will assist you in the application process of applying to graduate, law or medical schools. Assistance is provided through individual counseling and in collaboration with your faculty advisor.
WEBSITE RESOURCES
The Career Center offers resources featuring career assessments, résumé and interview assistance, job and internship listings, career-related events and much more! Go to www.hood.edu/careercenter to access this great resource.

COMMUNITY SERVICE OPPORTUNITIES AND RESOURCES
• Individual appointments for students interested in exploring community service opportunities
• Books on volunteering, service learning and related topics are available for loan
• Contact information on local and regional community service opportunities
• Resources on national and international community service opportunities
• Information on Community Scholar volunteer opportunities
• Speakers and programs including the Social Visionary Speaker series
• Annual Community Service Fair to introduce students to the wealth of area service opportunities
• Opportunities to participate in community service projects and other training

COMMUTER STUDENT SERVICES
Commuter students are an important part of the Hood community. Following are services specific to Commuter Life.

COMMUTER BULLETIN BOARDS
The Commuter Lounge has several bulletin boards where information about commuter and campus-wide events is posted. Check the bulletin board in the commuter lounge for upcoming commuter specific events.

WHITAKER CAMPUS CENTER
The Whitaker Campus Center houses the Commuter Lounge, a full-service ATM, post office, bookstore, Student Organization offices, The Blazer snack bar, information desk, copy machine, outdoor patio area and other offices for campus-wide organizations. Administrative offices located in the Whitaker Campus Center include Campus Safety, Student Activities, Multicultural Affairs and International Student Programs, and Residence Life.

COMMUTER LOUNGE
The Commuter Lounge located in the Whitaker Campus Center has cozy seats, quiet study areas and comfortable couches for lounging. The lounge, open 24 hours a day, also has lockers, a television, computers, printer and a kitchen complete with a microwave, refrigerator and disposable plates, utensils and cups. Food can be stored in the refrigerator, which is cleaned out every Friday afternoon. Please make sure food is clearly labeled. Often there is “community food” available for anyone to use. These items will be clearly marked. To help ensure the lounge remains a quiet area for study, students wishing to play video games are encouraged to use the Game Room on the lower level of Coblentz.

Children under the age of 16 cannot use the commuter lounge unless they are an enrolled student or are under the direct supervision of a commuter student.

COMMUTER COUNCIL
The Commuter Council is the organization that represents Commuter Students. The chair of the Commuter Council is a member of the Hood College Student Government Association Executive Board. The Commuter Council advocates for and provides services and programming for commuter students. Current copies of the Commuter Council Constitution are available in the Student Activities Office.
COMMUTER MAIL SERVICES
Commuter students may request a campus mailbox. Request forms are available at the Post Office window.
For more information, see Mail Room, Services section of Handbook.

CANCELLATION OF CLASSES

COMPUTER INFORMATION
There is a dedicated Commuter Computer Lab located in the Commuter Lounge of the Whitaker Campus Center. There are also 24-hour labs in the Apple Resource Center, Hodson and Rosenstock Halls, which commuters are encouraged to use. The Whitaker Campus Center has a wireless Network connection. Visit the IT page of the Hood College Website for the current password to access the network.

FOOD (ON CAMPUS)
Commuter students can have money credited to their I.D. card in Coblentz Dining Hall, which can then be used at either The Blazer snack bar or Coblentz Dining Hall. For further information call (301) 696-3988.
See Dining Services, Services section of Handbook

I.D. CARDS
See Identification Cards, Services section of Handbook

LOCKERS
Commuter lockers are free of charge and available on a first come first serve basis for the period of one academic year or two summer sessions. Locker assignments and keys can be obtained from the Student Life Suite, located on the second floor of Whitaker Campus Center. Installation of personal locks on lockers is prohibited. See Keys – Commuter Locker Keys, policies sections of the handbook.

PARKING
See Automobile Regulations, Polices section of Handbook

COUNSELING SERVICES
See Wellness Center in the Services section of this Handbook.

DEAN OF STUDENTS OFFICE AND VICE PRESIDENT FOR STUDENT LIFE
The Dean of Students Office supports the mission of the College through strategic planning initiatives that enhance the quality of student life. The staff is committed to providing co-curricular experiences that promote scholarship, service and respect for diversity in a challenging and inclusive environment. Programs and services are designed to retain students and to encourage student leadership, development and lifelong learning.

Working collaboratively with other divisions of the College, the Dean’s Office holds primary responsibility for the overall management of programs and services of the Athletic Department, Office of Student Success and Outreach, Department of Campus Safety, Office of the Dean of the Chapel, Commuter Life Office, Office of Residence Life, Office of Multicultural Affairs and International Student Programs, Student Activities and Orientation Office, Wellness Center (Counseling and Health Services) and the Media Board. The Dean of Students also advises the Hood College Student Government Association (SGA). Through the programs and services of these offices, students are offered a plethora of opportunities for personal and professional growth.
THE BLAZER
The Blazer, featuring Freshii® and Grill Works, is located in the Whitaker Campus Center and is open Monday through Friday for breakfast, lunch, dinner and late night. It is also open Sunday evenings. Freshii® offers unmatched variety with a vegetarian, vegan, raw diet and meat-lover friendly menu, as well as a wide selection of healthy and organic snacks, fruits, chips, and beverages and frozen yogurt. Even those with strict dietary restrictions will find the most convenient choice of fresh food that is custom-built, fast and served in an eco-friendly environment. Grill Works offers selections of burgers, sandwiches, cheese steaks and fried items. Cash and debit or credit cards are accepted for payment in addition to Blazer Bucks and Flex dollars.

BLAZER BUCKS/FLEX DOLLARS
Students, faculty, staff and commuters may credit money to their campus I.D. card for use at the Blazer or Coblentz Dining Hall. Blazer Bucks/Flex dollars may be purchased online at www.hood.campusdish.com or at the Dining Service Office located in Coblentz Hall. Flex dollars added are good from semester to semester. No refunds of flex dollars are permitted. Resident students have a certain amount of Blazer Bucks automatically added to their I.D. cards each semester, depending upon which meal plan they have chosen. Resident student Blazer Bucks must be used on a semester basis; any unused Blazer Bucks are forfeited at the end of the semester for which they are issued.

THE DINING HALL
Hood College Food Service provides regular meals in Coblentz Dining Hall, located on the main floor of Coblentz Hall, for residential students. The current dining hall hours can be found at www.hood.campusdish.com. The Hood I.D. provides access to the Dining Hall. One may not enter the Dining Hall without swiping the Hood I.D. at the cashier. No exceptions will be made. Other members of the College community may eat in the Dining Hall on a fee-per-meal basis. Commuters, faculty and staff are welcome to purchase meals in the Dining Hall by paying the cashier at the door or by purchasing credits on their Hood I.D. cards. Residents and other members of the College community may also bring escorted guests to meals. Anyone bringing more than 15 guests to a regular meal must make an advance reservation in the Student Activities Office. Only guests who pay for a meal are allowed entry into the Dining Hall; guests who intend to visit only must do so elsewhere.
Utensils, china and other items may not be taken from the Dining Hall without permission of the food service director. Food may not be taken from the Dining Hall. Diners must wear shoes and clothing, which covers the body while in the Dining Hall.

MEALS TO GO
Students are encouraged to dine in whenever possible for the best dining and social experience; however, the Meals to Go Program is designed to provide the opportunity to enjoy a healthy, well-balanced meal at the outdoor seating area or other campus location. This carry-out option is offered as a courtesy. If you would like your meal to go, you must notify the cashier as you enter the dining hall. The cashier will provide a carry-out box and will hold your ID while you select your meal. You may not take a seat in the dining hall once you have your carry-out box; if you do, you will be charged a meal swipe or your meal plan or Flex funds will be debited at the casual door price rate. Only one beverage cup is allowed and it must be used for beverages only. The carry-out box must be fully closed when you leave (no filling up the lid and base separately). The contents must constitute a meal, not bulk quantities of single items. You must dine-in at Coblentz to take advantage of the all-you-care to eat program. Failure to follow these rules will result in the forfeiture of your carry-out privileges.
MEALS FOR SICK STUDENTS
Upon request, with a note from the Health Center, take-out meals will be provided to resident students who are ill and cannot make it to the dining hall. Resident students should send a room or hall mate to pick up the meal(s).

BAG MEALS
The Dining Hall can provide bag meals for resident students who are unable to eat one or more meals in the Dining Hall during regular hours for academic reasons (i.e., for credit course activities such as internships, student teaching, field trips). Students should contact the Checker Station in the Dining Hall to sign up for bag meals (regular or one-time only). There is no extra charge to resident students for this service.

Bag meals for resident students will not be provided for personal, nonacademic reasons, such as off-campus employment, departure for home or other obligations.

CATERING
Hood College Food Service has exclusive rights to all catering on campus. Dining Service can provide a wide variety of options for all catering needs anywhere on campus, from the simple to the complex. For rates and more information, please contact the Catering Director at 301-696-3349.

DUPLICATING SERVICES
The Duplicating Office serves the copying and printing needs of the Hood College community, including academic and administrative departments and the student government association. Originals should be of good quality with high contrast and ready to print. PDF documents can be submitted for duplicating on CD, zip disc or e-mailed to duplicatingservices@hood.edu. Allow additional production time for high volume or custom work. Routine work orders, available in paper form or on the College’s Website, should be submitted at least 24 hours before the work is needed.

Duplicating work requests and price information can be obtained from the Duplicating Office in the basement of Alumnae Hall, Monday through Friday from 8 a.m. to 4:30 p.m., on the Duplicating Services page of the College’s Website or by e-mail at duplicatingservices@hood.edu.

FINANCIAL AID
The Office of Financial Aid is available to assist students with questions about financing their education. In addition, the Office of Financial Aid coordinates all student campus employment. Please refer to the Financial Aid entry in the Administrative Policies and Procedures section of this planner and/or contact the Office of Financial Aid for further information.

IDENTIFICATION CARDS
The Department of Campus Safety, located on the Mezzanine level of the Apple Resource Center, issues I.D. cards. After normal business hours, please stop by the Communication Center on the first floor of the Whitaker Campus Center for assistance.

I.D. cards are required to borrow books and other related materials from the library, use the aquatics center, gain admission to certain campus activities, etc. New students are issued a Hood I.D. when they check in at the beginning of a semester. I.D. cards must be shown to College officials when requested. Resident students should carry their I.D.s at all times, as it doubles as a keycard to their residence hall.

To obtain an I.D. card, students must present a verification of registration issued by the Registrar’s Office. The first I.D. card is free. Replacement I.D. cards are $30. In the case of lost I.D. cards, please notify the Department of Campus Safety as soon as possible so that the card can be invalidated and a new one issued.

For more information on I.D. cards, see Identification Cards and Identification Upon Request, Policies section of Handbook
All Hood students are assigned their own network account. This account is used for e-mail, Internet access and access to the Hood campus-wide information systems (i.e. Self Service and Blackboard). New students receive their account information by mail prior to the start the semester. Students needing IT assistance should contact End User Computing via euc@hood.edu or (301) 696-3622.

Many administrative and academic offices at Hood disseminate information electronically to the Hood assigned e-mail address. However, you are permitted to forward Hood e-mail to an alternate e-mail address. Students must check their Hood email accounts regularly (daily is recommended) and are responsible for all information disseminated electronically.

### INTERNATIONAL STUDENT SERVICES

See Multicultural Affairs and International Student Programs, Services section of Handbook.

### LIBRARY

The Beneficial-Hodson Library’s mission is to support the curricular and informational needs of the Hood community by providing appropriate library resources, instruction and assistance. This beautiful library facility and its friendly and helpful staff provide the ideal setting to nurture academic inquiry and scholarship.

Located in a Georgian-style brick building, which was dedicated in 1992, the Library was named for Clarence Hodson, founder of the Beneficial Finance Company and the Hodson Trust. In addition to its function as a modern academic library, the building houses one of the campus’s many computer labs, the Hood College Archives and special collections, and a book conservation laboratory.

The Library boasts a modern infrastructure, including wireless Internet capability. Materials collections, student reading and study areas, and staff offices are comfortably furnished, creating a welcoming environment for recreational reading or serious study.

In addition to the 200,000 volumes housed at Hood, any of the nearly one million volumes held at Hood’s four sister libraries in the Maryland Interlibrary Consortium are available via courier within 24 hours of a request. The Library subscribes to print and microform periodicals, and thousands of additional periodical titles can be accessed via the World Wide Web through numerous subscription databases. Our home page, www.hood.edu/library gives information on the Library’s hours, materials, circulation policies and other services, and provides links to reference sources around the world. Our reference librarians are available daily to assist with class assignments and research.

### LOST AND FOUND

Losses should be reported immediately to the Communications Center. In the case of theft, forced entry or a loss of value, call the Communications Center and request the presence of a Campus Safety officer immediately. The Residence Life Area Coordinator should be notified if the loss occurs in a residence hall. Found articles should be given directly to the Department of Campus Safety. At the end of the academic year, items left in a student’s room (other than clothing, which is donated to charity) are held for a brief time in the Lost and Found.

Lost and found items are handled by the Department of Campus Safety. To retrieve or turn in an item, check with the Communication Center on the first floor of the Whitaker Campus Center. The College shall not be liable directly or indirectly for loss or damage to personal property by fire, theft or any other cause. Each student is encouraged to review her or his family personal property insurance coverage. The College is not responsible for any vehicle, registered or unregistered, or its contents while parked on College property, nor is the College responsible for damages that may result from improper towing or storage of parked vehicles. Cars should be locked at all times.
MAIL ROOM SERVICES

All residential students have individual mailboxes at the College’s post office, located in the Whitaker Campus Center. Mailboxes are available to part-time and commuter students upon request. Mailboxes are used for delivery of U.S. mail and for intra-campus mail. Students are assigned mailboxes in the fall for the entire academic year and may pick up their mailbox assignments at the post office window.

It is important that the mailbox combination be kept in a safe place. If it is lost or forgotten, there will be a charge to reissue the combination. See the post office staff for the current charge for reissuing a mailbox combination.

Mail to anyone at Hood should be addressed as follows: Hood College, First and Last Name, 401 Rosemont Avenue, Box XXX Frederick, MD 21701-8524. The post office window is open for service Monday through Friday from 10 a.m. to 4 p.m.

In order to comply with the U.S. Postal Regulations, the following policies are in force:

• Only authorized personnel are allowed in the area where mail is being handled.
• Mail (except newspapers) that arrives during a break is held until classes resume. First-class mail will be forwarded during winter break and during the summer.
• Magazines are forwarded for two months at no charge.
• Mailboxes are assigned to students at the beginning of each academic year. First-class mail or mail of obvious value that is received after the end of the academic year will be forwarded. The forwarding service continues until the beginning of the next academic year.
• No one is permitted to pick up another person’s mail unless authorized.
• Full-time commuting students are assigned a mailbox by request only.
• Students are asked to empty boxes regularly. Boxes are to be kept intact.
• Mailbox assignments are given out at the beginning of a student’s first year, and the same box is assigned to the student the entire time he or she attends the College. It is important to keep track of and/or remember the assigned box number and combination.
• UPS packages are delivered to the Physical Plant (Facilities Services). Federal Express is delivered to the Communications Center in the Whitaker Center.

MULTICULTURAL AFFAIRS AND INTERNATIONAL STUDENT PROGRAMS

Coming to a new country and being away from home can be both an exciting and challenging experience. The Office of Multicultural Affairs and International Student Programs offers programs and services to help students address many of these concerns while studying at Hood College. The staff is available to help students transition to their new surroundings, support academic and personal goals and understand cultural adjustment issues.

Programs and services provided by the office include diversity training, immigration advising for international students, host family placements, multicultural/international buddies and cross cultural activities. In addition, the staff provides assistance for students seeking social security cards, MVA identification cards, health insurance information and IRS tax forms and completion. In addition, a comprehensive orientation for international students is held at the start of each semester. Topics discussed include issuance of I-20, re-entry into U.S., reinstatement, school transfers, change of nonimmigrant status, program extension, Curricular Practical Training and Optional Practical Training.

The staff is responsible for planning programs that enhance a broader understanding of cultural and ethnic issues. Through a series of lectures, panel presentations, small and large group discussions, traditional programs and other activities, the Hood College community can take an active role in raising awareness about domestic and international concerns. Some of the traditional programs include the International Cultural Show, International Festival, Heritage Month Celebrations, Special Recognition Awards Ceremony and off-campus trips.
The Office of Multicultural Affairs and International Student Programs also supports many of the programming efforts of multicultural student organizations, such as the International Club; Black Student Union; La Comunidad; Muslim Student Association; Hillel Jewish Student Association; Hood African Student Association; and Tolerance, Education and Acceptance.

**A FEW WORDS ABOUT IMMIGRATION FOR INTERNATIONAL STUDENTS**

International students are responsible for abiding by the laws that govern their student visa status. The Director of Multicultural Affairs and International Student Programs is available to answer any questions and help students understand these regulations set forth by the United States Citizenship and Immigration Services, the government agency responsible for enforcing immigrant laws. Breaking an immigration law is a very serious violation that can result in falling “out of status.” Students are strongly encouraged to speak to the Director of Multicultural Affairs and International Student Programs for any questions or concerns regarding these matters.

**PHONE SYSTEM**

See *Telephone Services, Services* section of Handbook.

**PUBLICATIONS**

The College catalog contains academic and other policies and a description of the curricula. A course schedule for each semester is available online and contains a list of courses offered, as well as the time, place and instructor for each.

The Dean of Students Office publishes the Student Handbook each year, which contains College policies and procedures governing student life.

The Dean of Students Office, Student Activities Office and Student Government Association jointly review the Constitution and Election Code each year, as well as information related to the Honor System. The Student Activities Office publishes the Student Organization Handbook, Orientation Resource Notebook, and other materials.

Student publications include The Blue & Grey newspaper and Wisteria literary magazine.

**THE BLUE & GREY**

The Blue and Grey, Hood’s newspaper, is published six times a semester by its staff, which includes editors, writers, reporters, photographers, a Web manager and other contributors. Working on the paper gives students the opportunity to develop their writing, editing, publishing, and leadership skills. The experience is useful later when students are beginning their careers or applying to graduate school. Students interested in joining this student-run paper should contact the editors at blueandgrey@hood.edu.

**WISTERIA**

Wisteria, the student literary magazine, is published in the spring semester. Students interested in working on the magazine or who wish to submit poetry, fiction and artwork (photos, drawings, digitalized photos of three-dimensional art) should contact the editors at wisteria@hood.edu.

**RADIO-BLAZER RADIO**

Blazer Radio is Hood’s online radio station. New DJs are accepted at the beginning of fall and spring semesters. To check out our schedule and listen to programs, go to www.hood.edu/radio. Students interested in being DJs or working with Blazer Radio can visit the same Blazer Radio website or call the Blazer Radio office at (301) 696-3825. Questions can be e-mailed to blazerradio@hood.edu.
RELIGIOUS/SPRITUAL SERVICES

Informal worship gatherings are held weekly in Coffman Chapel when classes are in session. There are also traditional worship services to celebrate religious holidays and other enriching faith experiences offered at various times throughout the year. Religious student groups on campus include the Muslim Student Association, Hillel Jewish Student Association, Catholic Campus Ministry, Inter-Varsity Christian Fellowship, Fellowship of Christian Athletes and Young Life. These groups hold services or events that are open to the campus community.

Many students prefer to attend worship services off campus. Churches representing many Christian denominations, as well as local synagogues and mosques, welcome student participation and are within an easy walking distance of the campus. The McHenry Interfaith Meditation Room, in the basement of Coffman Chapel, is open to students of all spiritual traditions. A variety of study and fellowship groups are scheduled every semester, and the office of the Dean of the Chapel also coordinates Alternative Break Service trips for students interested in service/learning opportunities.

If you have questions about religious life/spiritual enrichment at Hood or need information about the local Muslim community, Christian churches or synagogue, you may contact the Dean of the Chapel at (301) 696-3436.

RESIDENCE LIFE

Living in a campus environment is one of the most challenging experiences of college life, one in which students will experience the stimulation, excitement and value of community living. Students will learn about themselves as adults as they clarify their goals and values, test new ideas and attitudes and hone interpersonal skills. Residential life at Hood encourages personal growth that balances and complements the academic experience. By involving themselves in the programs and activities sponsored by the residence hall staff, students can broaden their understanding of others, develop self-reliance and leadership skills and experience the cooperative and participative process that is the backbone of student leadership at Hood College.

STAFF

Students are encouraged to work with one another to address concerns and solve problems. At the same time, often a third party is needed to help deal with these issues. Therefore, in addition to the Director of Residence Life, the following staff support the mission of the Residence Life Office within the residence halls.

RESIDENT ASSISTANTS (RAS)

RAs live on each residence hall floor and amongst the College-leased apartments, and are available to students who have personal or academic concerns, are having problems with their roommates or just need a helpful listening ear for advice, guidance or referral. They also plan programs, disseminate information and work to build a positive community on their floor or in the apartments by setting and enforcing behavioral expectations. The RAs are supervised by the Area Coordinators.

HEAD RESIDENT ASSISTANTS (HRAS)

HRAs are lead staff members amongst the RA staff. In addition to fulfilling the same duties as an RA, HRAs are responsible for a variety of administrative tasks and provide an additional level of support to students beyond other members of the RA staff. HRAs assist Area Coordinators in advising House Council, facilitating Hall Meetings, and performing room inspections. The HRAs are supervised by the Area Coordinators.

AREA COORDINATORS (ACS)

Three ACs live on campus and supervise the RAs and HRAs. ACs are responsible for the overall direction of their assigned residence halls and are charged with working to create a healthy, exciting and educational environment for the students living in their hall. Their responsibilities include community building, shaping positive student behavior, programming and student support, as well as supervising the building staff. Each AC is responsible for two on-campus residence halls or one residence hall and the College-leased apartments. The ACs report to the Director of Residence Life.
ENERGY CONSERVATION IN THE RESIDENCE HALLS
Hood College encourages the conservation of electricity, heat and water. The following conservation measures help to protect our natural resources and save monetary resources.
• Space heaters are not permitted in any building.
• Windows and doors must remain closed in the winter to prevent cold air from lowering the building temperature and activating the heating system unnecessarily.
• If unable to control heat due to defective radiator valves, students should notify their RA, who will submit a work order to the facilities department.
• Avoid excessive use of hot water in kitchens and laundry rooms.
• Use as little hot water as possible when bathing or showering.
• Report all leaky water faucets (hot or cold) to an RA who will submit a work order to the facilities department.
• Open shades, blinds and drapes during the day to benefit from solar heat, closing them at night to prevent heat loss.
• Use all electrical appliances sparingly.
• Turn off lights when not in use.

REPAIRS AND WORK ORDERS
The need for repairs in residents’ rooms, as well as anywhere else in the residence hall, should be reported to an RA directly, or written in the log book on the residence hall front desk. RAs will submit a work order to the facilities department. It is the student’s responsibility to notify her or his RA when the work has been completed.

RESIDENCE HALL AMENITIES

ELEVATORS
Coblentz, Memorial, Shriner and Smith Halls have elevators that are accessible to students. The elevator in Meyran Hall is for freight and temporary health-related needs only. Residence hall elevators will be available to all students during move-in and move-out periods at the beginning and end of each semester.

FURNISHINGS
All necessary furnishings are supplied by the College and must remain in the student’s room. The College cannot store furniture for students, nor should College furniture be placed in hallways, empty rooms, common areas or residence hall storage rooms. Residents should bring their own blankets, pillows, bedspreads, mattress pads and other items of a personal nature.

KITCHEN
Each residence hall has a kitchen equipped with dishes, utensils, pots and pans, a refrigerator/freezer, conventional oven, stove and microwave oven. Students are expected to clean the kitchen and wash any dishes after use. Failure to keep the kitchen in good order may result in closure by Residence Life staff.

LAUNDRY ROOMS
Washers and dryers are available to the residents of each hall at no cost. Malfunctions should be reported to an RA immediately. When removing someone else’s laundry, residents are expected to fold that person’s laundry if she/he is not present. Ironing boards are also located in the laundry rooms. Ironing clothes is permitted in laundry rooms only.

LIVING ROOMS, LOUNGES (COMMON AREAS)
Each residence hall has a formal living room or reading room used as a study and meeting area for students. Each residence hall also has a less formal “social” lounge. Lounges are used for studying, meetings and informal gatherings. Living rooms and lounges are considered common areas for the use of all resident students and their guests.
PIANOS
Each residence hall is furnished with a regular and/or digital piano. Residents are welcome to play the pianos in the residence halls. However, quiet hours must be observed and consideration of others must prevail. The residence hall is responsible for the care of its piano. Failure to take proper care of the instrument may result in its removal from the residence halls.

VENDING MACHINES
Vending machines offering a variety of food and drinks are located in most campus buildings and all residence halls, usually on the ground or basement level.

RESIDENCE HALL GOVERNMENT (HOUSE COUNCIL)
Governance of the residence halls is shared amongst the Office of Residence Life, the building staff, and the residents, who are represented by an elected House Council. Each House Council is composed of a president, vice president, secretary, and treasurer. House Councils are responsible for programming activities and student advocacy. Duties of each office are outlined in a Hood College Student Government Association publication and in each residence hall constitution. Other elected positions, such as historian, may be designated in the hall’s constitution. Elections for House Council President and Vice President positions are held in the late spring. Other House Council positions are elected each fall.

STUDENT ACTIVITIES
The mission of the Student Activities Office (SAO) is to support and enhance the academic mission of the College through a variety of exciting co-curricular activities both on and off campus. Students may contact the SAO to learn more about clubs and organizations on campus. The SAO also provides support to clubs and organizations by providing resources, ideas and event planning material. Contact the SAO for more information on activities, special trips and event planning. For updated information, visit the Student Activities website.
Any student planning to hold an event, fund-raiser or other activity on campus, or under Hood’s name off campus, should contact the Student Activities Office in the Whitaker Campus Center for complete information on policies and procedures.

STUDENT ORGANIZATIONS RECOGNITION
See Appendix C: Student Organization Recognition Policy.

HOOD COLLEGE STUDENT ORGANIZATIONS
For a complete and current listing of student organizations and student organization officers, stop by the Student Activities Office, or visit the Student Organizations page on the Hood College website, www.hood.edu/studentorganizations
The following is a list of general categories of student organizations.
• Academic and Departmental Organizations
• Diversity Organizations
• Media Organizations
• Governing and Programming Organizations
• Performance Organizations
• Service Organizations
• Common Interest Organizations
• Spiritual and Faith Based Organizations
• Advocacy Organizations
TELEPHONE SERVICES
Campus telephones include red emergency telephones in campus buildings, outside blue light emergency telephones, residence hall call boxes, public telephones and the regular College telephone system, which serves campus buildings and offices as well as the residence halls and houses. Each residence hall has several campus telephones, located in desk rooms and on each floor, for intra-campus and local calls. Calls within the College can be made directly by dialing the last four digits of the number assigned. To call local off-campus phone numbers, students must dial 9, the area code and the seven-digit telephone number.

CAMPUS PHONES
These are found in every office on campus, in the Commuter Lounge, at the Information Desk in Whitaker Campus Center and on each residence hall floor. If a campus phone book is not handy, dial “0” and ask the operator for the extension of the person or office you wish to call. While on campus, dial the last four digits of a phone number to contact an office. Off campus, you must first dial the six-digit area code and exchange 301-696-xxxx.

RED EMERGENCY PHONES
In case of emergency, pick up the nearest red phone and tell the Communications Center the nature of the emergency. This service is offered 24 hours a day, seven days a week. Red phones are located in all residence halls, the Commuter Lounge, the Whitaker Campus Center, Gambrill Gymnasium, Wellness Center and Sports Medicine Center.

BLUE LIGHT EMERGENCY PHONES
There are several outdoor emergency phones that give immediate access to the Communications Center: near the athletic fields, behind Alumnae House, behind Brodbeck Hall, in the Whitaker Campus Center parking lot, at the rear of Hodson Annex, behind Gambrill Gymnasium and along the West side of the residential quad.

RESIDENCE HALL CALL BOXES
A call box is located by the front door of each residence hall for the use of guests who wish to contact a resident of that hall. Visitors may use the call box to dial a student’s floor, and the student can then come to the front door to let her or his guest into the building. For emergencies, an emergency button on the call box accesses the Communications Center directly.

VENDING MACHINES
Vending machines offering a variety of food and drinks are located on campus in the following locations: Alumnae Hall, ground floor; Gambrill Gymnasium, first floor; Rosenstock Hall, ground floor; Hodson Science and Technology Center, first floor; Tatem Arts Center, ground floor; and in each residence hall.

If you lose money in a campus vending machine, contact the Whitaker Campus Center Information Desk at (301) 696-3964.

WELLNESS CENTER
The Wellness Center houses both Health Services and Counseling Services, designed to support the physical and mental health and wellness of Hood students. The Wellness Center is open Monday through Friday during regular business hours when classes are in session. The Center is closed during mid-semester, winter and summer breaks. Students are seen by appointment or as walk-ins. Students are encouraged to schedule an appointment.

The Wellness Center is committed not only to the treatment of students but also to their education. It is a resource center for information regarding College-related health and wellness issues.

If you are in need of urgent health care and the Wellness Center is closed, you may go to the Frederick Immediate Care Center at 850 Oak Street or the Frederick Memorial Hospital Emergency Department.
COUNSELING SERVICES
Counseling Services has two full-time licensed clinical staff to support students in realizing maximum benefit from both their academic and their out-of-class learning experiences. A consulting psychiatrist is available weekly for psychiatric evaluations and medication concerns after an initial meeting with a staff counselor.

Students should schedule appointments by phoning one of the counselors (ext. 3440 or ext. 3441), or come to the Wellness Center to be seen as soon as a counselor is available. Walk-in hours are available each day at 10:00 a.m. and 2:00 p.m..

Services provided include:
• Brief, supportive counseling;
• Crisis management based on counselor availability;
• Psychiatric consultation;
• Psychoeducational and support groups;
• Peer educator program
• Self-help brochures and lending library;
• Consulting and referral services;
• Wellness programming to increase self-knowledge and teach skills that will enhance emotional well-being throughout life.

HEALTH SERVICES
Health Services is an ambulatory facility staffed by two registered nurses. A physician and nurse practitioner provide nine hours of clinic time per week. The tuition fee covers health services. Special medications and laboratory tests not done in-house are charged at cost. Students who have not returned their required medical forms will receive emergency health services only until their forms have been received.

The services provided are:
• General Primary Care: for acute, short-term medical problems;
• Accident and Injuries: evaluation, treatment and/or referrals;
• Physical Exams: for participation in College-sponsored programs;
• Women’s Health: gynecological exam, birth control and pregnancy testing;
• STD testing and treatment for men and women;
• Referrals: made to laboratories, radiologists and specialists as necessary.

ELIGIBILITY FOR SERVICES
All students enrolled for the current semester are eligible for services at the Wellness Center. Faculty, staff and graduate students may have one to two visits for consultation and referral for the purpose of identifying and clarifying problems, determining needs for treatment and identifying appropriate community resources. In non-emergency situations, these services are provided on a time-available basis, with priority given first to undergraduate student needs.
CONFIDENTIALITY

Medical and counseling sessions are confidential. Records of these sessions are separate from all other College records. Access to these records is limited to the appropriate professional staff. Information regarding treatment can only be released to appropriate health care professionals and only with the prior written consent of the student. Exceptions to this rule include the following:

- When a student represents a threat to the safety or welfare of self or others, in the professional opinion of a counseling or health staff member, that professional must take action to reduce the risk of harm. Ordinarily, the professional will work with the student and together they will plan how to contain the risk. If the student refuses to cooperate, the professional will act to prevent the student from harming her or himself or others.

- In case of an emergency, serious illness or injury, parents, spouses or other persons legally authorized to consent to treatment and reimbursement from health insurance carriers may be notified.

- For students under the age of 18 who are still legal minors, parents or legal guardians may request information about the student’s counseling and medical care. In this situation, the parent or legal guardian would receive a summary statement.

- Counselors are mandated by state and federal law to disclose information about child abuse or mistreatment of vulnerable adults to the appropriate protective agency.

- Counseling and medical records can be subpoenaed.

When information is to be released, counseling and health staff will, whenever possible, work closely with the student to plan and implement the release of information. Except for the situations described above, information about the student is released only with the informed consent of the student. This means the student has freely given permission for information to be released and understands what information will be released, to whom and for what purpose.

For information on Hood College’s policy on communicable diseases, please see www.hood.edu/documents/pdf/staff_manual06.pdf, Section 906.

WHITAKER CAMPUS CENTER

The Whitaker Campus Center houses the Bookstore, The Blazer snack bar, the campus Post Office, the Department of Campus Safety, and the Commuter Lounge. The lounge is equipped with a television, kitchenette, lockers, computers and a printer for commuting students. The Student Life suite on the second floor of Whitaker houses the following offices: Student Activities and Orientation, Residence Life, and Multicultural Affairs and International Student Programs. A variety of gathering spaces and study areas are also available to students and groups for events and meetings.
APPENDIX A: CODE OF CONDUCT

INTRODUCTION

Hood College prepares students to excel in meeting the personal, professional and global challenges of the future. Hood is committed to the integration of the liberal arts, the professions and technology, to the exploration of values, a sense of community and to the preparation of students for lives of responsibility and leadership. Thus, as members of the Hood community, students are expected to adhere to standards of appropriate conduct as defined by College policy and local, state, and federal law.

Violation of any policy, procedure or law will result in disciplinary action, fines or arrest. Repeat or egregious offenses will receive stronger sanctions and/or higher fines. Students may lose the privilege of residing on campus or the ability to be enrolled in the College’s programs. Sanctions and fines may be given for infractions by the Dean of Students or designee, even if not explicitly stated in this Handbook or the College catalog. The Director of Residence Life is the designee of the Dean for most student conduct matters and is vested with the authority to resolve cases of alleged misconduct and issue sanctions and fines within the authority granted by the Dean of Students. The Director of Residence Life and/or Dean of Students may also assign cases to other Student Life staff members or the Conduct Hearing Board for resolution; when such assignment is made the staff member or board may issue fines and sanctions within the authority granted. Students may be held accountable for conduct during their enrollment whether the conduct occurs on- or off-campus at the discretion of College officials.

Violators may be accountable to both civil and criminal authorities in addition to College disciplinary systems. Disciplinary action may proceed or remain pending during the progression of other proceedings (such as criminal proceedings) at the discretion of College officials.

For purposes of College policy, the terms “residential system” and “residential facility/ies” are understood to include all facilities where students are housed by the College, including College-leased facilities where students are housed, and the immediately surrounding grounds of such housing areas. The College may process violations of any policy, rule or regulation related to student behavior through the Student Conduct System for formal disciplinary action even if said policy, rule, or regulation is not contained or referenced specifically in the “Code of Conduct.”

STUDENT CONDUCT SYSTEM

Introduction – The basic philosophy of the conduct system is one of education. It focuses on the growth and development of student potential through the encouragement of self-discipline and responsibility by fostering respect for the rights and privileges of others.

Policies, rules, and regulations have been established by the College to assist in maintaining an optimal environment for students. These are published in this section, elsewhere in this Handbook, in the College Catalog and in the Housing and Food Service Contract.

Students are responsible for becoming familiar with all published materials and for abiding by them during their tenure at Hood. All members of the community also have the right and responsibility to confront others when aware they are not adhering to such regulations.

Due Process

Any member of the campus community may refer a matter to the Student Conduct System. This includes, but is not limited to, staff, faculty and other students. The following is the process for resolution of such referrals:

1. A formal incident report (complaint) is written by a member of the campus community and filed with the Dean of Students, Director of Residence Life, Director of Campus Safety or designee. All complaints filed must be in writing and contain, at a minimum, information sufficient to identify the accused and a clear statement explaining the nature of the complaint. Reports from apartment complex staff or management, neighbors, courtesy officers, and police regarding incidents taking place in College-leased housing are acceptable documentation from which action may result.
2. The Dean of Students, Director of Residence Life, or designee will review the complaint and determine if any potential policy violations exist. The accused student(s) will be notified (in writing, by phone, or in-person, as the situation warrants) that the complaint was filed if potential policy violations exist; the accused student(s) will be also be notified of the potential violations and provided a timeline for scheduling a hearing with the appropriate College official or judicial board. Failure to schedule a hearing or appear for a scheduled hearing may result in the hearing being held in the student’s absence. In this case, decisions will be made without the student’s input and may not be appealed.

3. In most cases, an Area Coordinator, the Director of Residence Life, or the Dean of Students will conduct the hearing to resolve alleged misconduct. Generally, violations of policy will be resolved through a one-on-one administrative hearing with a staff member. Occasionally, more than one staff member may participate in the hearing. More severe cases may be referred directly to the Conduct Hearing Board, a judicial board consisting of students and advised by the Director of Residence Life.

4. During the hearing, the student will have the opportunity to discuss the complaint and alleged violations and explain his or her perception of the incident. Information gathered by staff members prior to the hearing may be presented to the student in the hearing. Possible sanctions may be discussed and reviewed during the hearing.

5. Following the hearing, a letter outlining the findings will be sent to the student. The letter will indicate whether the student was, based on a preponderance of the evidence, found responsible or not responsible for each potential policy violation. If additional policy violations were discovered a finding may also be issued on those violations. If the student is found responsible for any policy violations, the letter will outline sanctions and provide a deadline for the completion of the sanctions. In the event that the student is found not responsible for any policy violations, the letter will outline such and no sanctions will be issued.

6. A letter may also be sent to parent(s)/guardian(s) when appropriate and to other members of the faculty and administration of the College as the situation warrants.

Appeals

A student has the option to appeal a decision within the Student Conduct System. The student shall file a written notice of appeal with the appropriate party (see designation below). This notice must be filed within 5 business days of notice of the sanction and shall specify, in detail, the grounds upon which the appeal is based. Failure to file the aforementioned notice within the prescribed timeline constitutes a waiver of the right to appeal. A decision may be appealed on the following grounds:

1. Substantive new evidence that was unknown to the accused at the time of the hearing and that may have had an impact on the outcome.

2. Procedural error of fairness.

3. Severity of sanction not consistent with severity of offense.

The guide below indicates to whom the appeal should be addressed:

If the sanction was issued by:

AN AREA COORDINATOR, appeal to the Director of Residence Life OR Conduct Hearing Board (the student’s choice should be specified or it is assumed the appeal is to the Director of Residence Life.)

CONDUCT HEARING BOARD, appeal to the Dean of Students

DIRECTOR OF RESIDENCE LIFE, appeal to the Dean of Students

DEAN OF STUDENTS, appeal to the President of the College.

After a student has filed notice of appeal, the appeal officer or board will review the student’s request and notify the student of the outcome of the appeal. An additional or new hearing with the appeal officer or board is not automatically granted. The decision of the appeal officer or board is final (i.e. no further appeals are granted).
Hood College also reserves the right to immediately sanction a student without following the above procedures if warranted and to adjudicate any case purely administratively; in the event that a student is deemed a danger to him/herself or to others, a summary decision may be issued, requiring the student to comply with sanctions (including suspension) immediately. A conduct hearing will then be scheduled to resolve the incident. In the case of summary decisions imposed as the result of criminal charges, the summary decision may remain in effect until the matter is resolved both on and off campus.

SANCTIONS

The following sanctions may be imposed upon any student or group of students found in violation of any College policy. In every instance, the student will be informed, in writing, of the details of the sanction(s). Copies of this letter will be held by the Dean of Students Office and/or Office of Residence Life in a confidential disciplinary file. If the terms of any sanction imposed are not met, additional and more serious sanctions will be imposed and/or a hold will be placed on the student’s record until the sanction is complete. The College reserves the right to draw upon any and all available sanctions deemed appropriate and is in no way limited to the sanctions listed below. In most cases, a student is assigned one primary sanction and one or more supplemental sanctions at a time. In cases where more than one policy is violated the College has the right to impose all of the sanctions available for all of the violations. Mitigating and/or aggravating circumstances and factors may influence the sanctions imposed.

Primary Sanctions

1. **Written Admonishment**—A written notice to the student that his/her conduct is inappropriate. The infraction and corrective measure(s) are summarized and a warning about possible future consequences should that behavior continue is delivered.

2. **Disciplinary Probation (for a specified term)**—Disciplinary Probation signifies that further violation of College policy while the probation is in effect may result in sanctions which are increased in severity from what is typical in a given situation. Such increased sanctions may include extension of probation, loss of College housing (temporarily or permanently), suspension, and/or expulsion from the institution.

3. **Disciplinary Probation for Tenure**—See Disciplinary Probation, above. When probation is assigned for tenure, it remains in effect for the balance of the student’s enrollment at Hood or until rescinded in writing by the Dean of Students (or designee).

4. **Dean’s Probation**—With authorization from the Dean of Students, Dean’s Probation may be enacted by any hearing officer. See Dean’s Probation, in the Administrative Policies and Procedures section.

5. **Housing Dismissal**—A permanent dismissal from the residential system. The student may not reapply for residency and may not enter Hood’s residential facilities after issuance. The student will generally be provided with a timeline for moving out, however, in certain cases, students may be required to move out immediately as to ensure the health and safety of all involved. In the event a student is dismissed from housing for a disciplinary infraction, the Dean of Students will make a determination as to whether or not a hearing must be held to determine if the individual can remain a student at Hood College.

6. **Suspension**—Temporary removal from enrollment at the institution by the Dean of Students or another College official who has authorization to enact suspensions. Suspensions may be for a set period of time, until certain conditions are met, and/or until rescinded by the College. Suspension may include restriction from being present on campus during the suspension period.

7. **Expulsion**—Permanent separation from the College by the Dean of Students or another College official who has authorization to enact expulsions. The student may not re-enroll. Expulsion generally carries a restriction from being present on campus after issuance.
Supplemental Sanctions

1. **Loss of privileges**—Denial of specified privileges for a designated period of time, as defined by the individual(s) who impose the sanction. Examples of privileges which may be denied include, but are not limited to, guest and visitation privileges, ability to participate in or attend events, and ability to participate in room selection.

2. **Fines**—Monetary sanctions. All fines are subject to change and may be higher than stated depending on the circumstances. Any policy violation may be subject to a fine, even if not listed below.

<table>
<thead>
<tr>
<th>Policy Violation</th>
<th>Typical Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of weapon, fireworks or devices that shoot projectiles</td>
<td>$250</td>
</tr>
<tr>
<td>Propping secure doors</td>
<td>$250</td>
</tr>
<tr>
<td>Tampering with or dismantling automatic door closures</td>
<td>$250</td>
</tr>
<tr>
<td>Tampering with smoke detector</td>
<td>$250</td>
</tr>
<tr>
<td>Tampering or misuse of safety equipment</td>
<td>$250</td>
</tr>
<tr>
<td>False discharge of a fire extinguisher</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to evacuate during fire drill</td>
<td>$50</td>
</tr>
<tr>
<td>Possession of items prohibited by fire safety, or electrical appliances policies</td>
<td>$50</td>
</tr>
<tr>
<td>Any other fire hazard (cloth or paper over lights, live greenery, etc)</td>
<td>$50</td>
</tr>
<tr>
<td>Loaning key or ID card to unauthorized user</td>
<td>$50</td>
</tr>
<tr>
<td>Smoking outside of designated areas</td>
<td>$50</td>
</tr>
<tr>
<td>Pet violation</td>
<td>$50</td>
</tr>
<tr>
<td>Mistreatment of building or unsafe behavior in building</td>
<td>$50</td>
</tr>
<tr>
<td>Trespassing</td>
<td>$50</td>
</tr>
<tr>
<td>Unauthorized residential room change</td>
<td>$25/day</td>
</tr>
<tr>
<td>Late departure during residential system closings</td>
<td>$25/hour</td>
</tr>
<tr>
<td>Unapproved early arrival before residential system opening</td>
<td>$50 and up</td>
</tr>
</tbody>
</table>

3. **Educational assignments**—Tasks that are creatively applied with the education of the violator in mind. Assignments have some meaningful relationship to the violation and may take the form of an interview or research paper.

4. **Community service**—A designated number of hours of community service may be assigned at a particular site, or the student may be permitted to choose an approved site.

5. **Conflict mediation**—A meeting with a designated person and two or more parties in conflict to attempt resolution and terms of agreement for future interactions.

6. **Referral to and/or mandated support service**—Includes, but is not limited to, counseling, alcohol assessment, utilization of community resources such as Alcoholics Anonymous, and/or educational programs.

7. **Restitution**—Reimbursement for damages to, destruction of, or misappropriation of Hood College property or property of any person.

8. **Forced relocation**—A new room and/or hall placement will be assigned to the student for the benefit of the individual and/or others in the residential system. The student will be required to move within a prescribed period of time.

9. **Suspension from housing**—A requirement that the student vacate the residential system for the length of time specified. This may take the form of a weekend suspension or a suspension for the remainder of a term, school year, etc. Students suspended from housing may not enter Hood’s residential facilities while the suspension is in effect.
**DEFINITIONS**

**Campus:** The physical property owned, leased or otherwise controlled by Hood College, including grounds, buildings, etc. and the immediately adjacent public sidewalks and streets.

**Common Area:** Any area on campus generally open to students or their guests and visitors. Examples include: hallways, lounges, grounds, stairways and shared/public bathrooms.

**Residential Area:** Residential rooms and College-leased apartments, hallways on which residents’ rooms and individual apartments are located, stairways, other common areas, residents’ bathrooms, and immediately surrounding grounds.

**Resident Room(s):** The specific accommodation(s) assigned to a specific resident or residents. This includes the entire apartment for College-leased apartments.

**51 Percent Rule:** The 51 Percent Rule, governing all interpersonal conflicts, is based on the theory of limitation: the person who wants to limit the offending behavior in the situation/room has the prevailing or majority vote. For example, if a disagreement about quiet arises between roommates, the roommate who favors a more restrictive policy has the majority vote. If the issue concerns guests staying overnight in a room, the roommate who stipulates no overnight guests has the prevailing vote.

Hood College encourages students to communicate openly and honestly with each other out of respect and kindness. Student Life staff are available to help students negotiate differences in needs and lifestyles. Students who abuse the 51 percent rule betray the spirit of the Code of Conduct.

**STUDENT CONDUCT STANDARDS**

**ALCOHOL AND OTHER DRUG POLICY**

Hood College upholds all state and federal laws regarding the usage, purchase, distribution and selling of alcoholic beverages and other drugs. In addition, specific Hood policies are discussed below. All students, including those who may legally consume alcohol must adhere to these policies.

Hood College does not operate *in loco parentis* with regard to its students. The College is committed to educating students to make and implement appropriate and effective decisions in their own lives. Hood has established a system of educational sanctions for violations of behavioral standards. These are discussed below.

Depending upon the severity of the offense (and consistent with local, state and federal law), the College will impose sanctions as discussed below. In addition, any student who violates federal or Maryland State Law may be subject to proceedings by civil authorities, which are separate from any sanctions imposed by the College.

Possession and use of alcohol, within the limits set by the state of Maryland and Frederick County will be allowed only in:

- Individual resident rooms and College-leased apartments where ALL residents of the room or apartment are of legal drinking age.
- Common areas of non-residential campus buildings as approved by the Director of Student Activities, Director of Residence Life or Dean of Students for officially sponsored College events. Refer to Procedures for Campus Events for further details on sponsoring events where alcohol is served.

Violation of the Alcohol and Other Drug Policy on campus will be monitored by appointed College personnel (Campus Safety, Residence Life staff, etc.), who will report in writing any alleged infractions to the Dean of Students, Director of Residence Life or designee. A student conduct hearing will be held to determine responsibility and sanction(s). Final decisions will be sent in writing to the student(s), Director of Campus Safety, Dean of Students and any other affected departments. Students will be held accountable for behavior that fails to comply with those standards outlined in the following policy. Violators will not be released from responsibility for lack of knowledge of these policies.
Sanctions for Alcohol and Drug Violations

To ensure a student’s safety, any student who must be taken to the hospital for problems resulting from substance abuse may also have to have an alcohol or other drug assessment through an off-campus accredited agency as determined by the College. The College reserves the right to notify or inform the student’s parents or guardians, as needed.

The Dean of Students (or designee) reserves the right to modify these sanctions as the violation warrants. Other departments (e.g., Athletics) may need to impose additional sanctions as warranted. Severe violations may necessitate immediate dismissal from the College.

Please note that in addition to College disciplinary action, a Maryland Uniform Alcohol Civil Citation may be issued to an offender for any alcohol-related violation committed on Hood College property that violates state law.

The following sanction structure will be imposed. Violations accrue over the entire course of a student’s tenure at the College.

First Offense

- Three-hour online educational program(s) on alcohol and/or marijuana use and related issues (and $100 fee for each course assigned, applied to the student’s bill) or alternative educational sanction appropriate to the violation.
- Completion of follow-up surveys to online program(s).
- Course registration and ability to participate in room selection may be blocked or dropped until sanction is completed.
- Disciplinary Probation (Disciplinary Probation may be waived if certain mitigating circumstances exist).

Second Offense

- Complete alcohol or other drug assessment through an off-campus accredited agency as determined by the College, undertaken at the student’s expense and/or alternative educational sanctions relevant to the violation when certain mitigating circumstances exist.
- Documented completion of recommendations from assessment, which may include enrollment in an off-campus treatment program and/or drug and alcohol testing, undertaken at the student’s expense.
- Student status will be reviewed. Disciplinary Probation may be extended, and/or other sanctions such as loss of privileges, relocation or suspension from housing may be enacted.
- Course registration and ability to participate in room selection may be blocked or dropped until sanction is completed.

Third Offense

- Dean’s Probation and/or potential dismissal from College housing.
- Ability to remain a Hood College student is reviewed. Either suspension or expulsion may be considered as possible sanctions.
- Completion of community service, the service program or hours as determined by the Dean of Students (or designee) in conjunction with the student
- Course registration and ability to participate in room selection may be blocked or dropped until sanction is completed.

Fourth Offense

- Automatic dismissal from College housing and potential dismissal from the College.
- Additional educational sanctions as warranted by the violation

Fifth Offense

- Automatic dismissal from the College.
Non-Academic Sessions (Dry Campus)

Alcohol is not permitted on campus when classes are not in session (i.e., fall and spring semester breaks, spring holiday, J-term, orientation, senior week and summer sessions). Any student who is found in violation of this policy will receive a sanction and may find him or herself in jeopardy of automatic suspension or dismissal from the College.

Other Specific Behavioral Violations

Behavior considered a violation of the College Alcohol and Other Drug policy includes, but is not limited to, the following:

• Use, possession, sale or distribution of any illegal drugs, including prescription drugs not specifically intended for the individual through a doctor’s prescription.

• Use, possession, sale or distribution of any “designer” or analog substance intended to mimic the effects of an illegal substance and/or sale, distribution or purchase/receipt of any substance (legal or illegal) under the pretense that it is actually a prohibited substance.

• Use, possession, sale or distribution of alcoholic substances by persons under 21 years of age.

• Use, possession, sale or distribution of alcoholic substances by anyone to persons under 21 years of age.

• Consumption, possession, sale or distribution of alcoholic beverages in a non-designated area (including residence hall or language/honors house lounges and living rooms) by any person regardless of age.

• Possession or use of common source containers (e.g., kegs, beer balls, etc.) anywhere on campus.

• Public intoxication or disruptive behavior resulting from drinking or drug use on or off campus, regardless of age.

• Damage to College or individual property as a result of alcohol or other drug use on or off campus, regardless of age.

• Hosting a party (as defined by the Procedures for Campus Events) where alcohol is served, that has not been approved by the Director of Student Activities or Dean of Students.

• Being underage in a room where alcohol is present.

• Permitting those under the age of 21 to be in one’s room or College-leased apartment when alcohol is present.

• Presence of alcohol in a room or College-leased apartment when one of the assigned inhabitants of that room/apartment is under the age of 21.

• Presence in a room or area where illegal drugs are being utilized.

• Possession of empty alcohol containers or “trophy bottles” in a room or College-leased apartment where one of the assigned inhabitants in under the age of 21.

• Possession of drug paraphernalia which demonstrates evidence of prior drug use.

• Falsely representing one’s age to illegally purchase, receive or obtain any alcoholic beverages.

• Violations of any of the above policies by one’s guests. (Note: guests may be banned from campus, prohibited from enrolling in Hood’s program or reported to local authorities).

Illicit Drugs and Alcohol

Hood College complies with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226. This law requires that, as a condition for receiving federal funds, Hood College must certify that it has adopted and implemented a program to prevent the unlawful possession, use and/or distribution of illicit drugs and alcohol by students and employees.

In accordance with the mandates of federal, state, and local legislation, the manufacture, distribution, possession or use of illicit drugs, and the unlawful possession, use or distribution of alcohol on Hood College property—or as part of any of its activities—is prohibited.

Substance abuse is one of our primary concerns relative to the health and welfare of members of the Hood College community and we hope the following information is helpful to all who need assistance.
All members of the academic community—students, faculty and staff—share the responsibility for protecting the Hood College environment and all are expected to exemplify high standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol by members of the Hood College community adversely affects the educational environment. Hood College is committed to maintaining a learning environment that is free of illegal drug use and alcohol abuse.

Hood College utilizes educational strategies as its major approach to this problem. Everyone should be aware, however, that any member of the College community who uses illegal drugs or abuses any drug, including alcohol, may be subject to prosecution and punishment by the civil authorities and to disciplinary proceedings by the College.

Individuals who are using drugs should stop. This policy does NOT punish people who seek rehabilitation. All information provided by people who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will be confidential. It will NOT be used against the individual.

For faculty and staff, the EAP (Employee Assistance Program) includes confidential counseling and referral services available to all employees who seek assistance in resolving problems such as alcohol or drug abuse. Drug and alcohol counseling are only a portion of the services provided. For further information, contact Human Resources at x3592.

Students, faculty and staff are responsible, as citizens, for knowing about and complying with the provisions of federal, state and local laws regarding illegal substances. Any member of the College community who violates the law may be subject both to prosecution and punishment by the civil authorities, and also to disciplinary proceedings by the College.

The College will initiate disciplinary proceedings against a student, faculty or staff member when the alleged conduct is deemed a violation of College policies and procedures. Sanctions may include education, counseling, dismissal from College housing and/or up to automatic dismissal from the College.

As provided by federal law and regulations, employees participating in a grant-supported activity, who are convicted of a criminal drug offense involving a violation in the workplace, must notify the College within five (5) days after such conviction and are subject to appropriate action by the College. The action may require participation in an approved rehabilitation program or disciplinary action up to and including termination.

Students enrolling at Hood under Title IV eligibility are also required to report drug convictions to the College and must understand that they will lose Title IV eligibility due to a drug conviction.

Questions concerning Hood College’s alcohol and drug policy and its provisions should be directed to:

Wellness Center
(301) 696-3439

Office of Dean of Students
(301) 696-3573

Department of Human Resources
(301) 696-3592

Office of Residence Life
(301) 696-3577

Department of Campus Safety
(301) 696-3548

**COMPLIANCE**

Students are expected to comply with the requests of College officials including, but not limited to administrators, staff and faculty. Students are expected to comply with requests made by dining hall staff, resident assistants and residence hall desk attendants in performance of their duties.
Hood College expects all students to demonstrate respect for the community and treat all facilities on campus appropriately. The College may charge restitution and fines for damages, vandalism, and inappropriate alteration.

1. Students may not misuse or damage any College property. Restitution for damaged property will be applied to the involved student(s) account. Restitution may be charged even for accidental damage. Additional fines may be applied for intentional damage.

2. Alteration of College property is prohibited.

3. The College reserves the right to charge the students of a group, organization, floor, area or residence hall, collectively, for destruction of College property located in common areas which cannot be attributed to a specific individual or individuals within said group, organization, floor, area or residence hall.

4. a) Semi-permanent installation of personal property in a residence hall is prohibited, including nailing fixtures to walls, ceiling or furniture; drilling holes; removing fixtures on windows or screens; tampering with electrical wiring; painting of rooms; and other permanent alterations of the property. Students may not put holes in any of the doors. The fire doors are made of a fibrous inner core that disintegrates when holes are made. Without the fibrous core, the doors do not meet the required state fire code.

b) Resident rooms are checked for damage at the beginning and the end of occupancy. In addition, periodic room inspections are conducted during the semester to ensure the condition of College property. Occupants of a room will be charged for damage beyond that due to normal wear.

c) Resident Assistants complete the Room Condition Form at the start of the year, but it is the student’s responsibility to review the form and note any discrepancies. Failure to do so does not release the student from accountability for any damages to the room.

d) Damages that were not documented at the beginning of occupancy are considered the occupant’s responsibility and will result in charges to the student’s account. A Damage Responsibility Form must be completed by the room occupants if any damage has occurred. This must be completed and submitted to Residence Life before room check out. If damage is found after check out and the Damage Responsibility Form has not been completed, there will be an additional $100 damage/destruction/defacement fine for each occupant in addition to the cost of restitution. In a multiple-occupancy room where the damage cannot be identified as the responsibility of one student, roommates will equally share in the restitution charge and each will receive the $100 damage/destruction/defacement fine for failing to complete the Damage Responsibility Form.

e) Residents are responsible for checking out of their room with a Residence Life staff person when they vacate their rooms, whether for a room change or at the end of their occupancy, to determine and claim responsibility for any damages. The Room Condition Form must be completed and signed, as well as the Damage Responsibility Form, if applicable. Failure to complete check-out procedures does not release a student from responsibility for damages and will result in additional charges.

DOOR CLOSURES

No student shall alter, tamper with or dismantle any automatic door closure, which is a state fire code violation and carries a fine.

ELECTRICAL APPLIANCES

For safety reasons, electrical appliances must be used in an appropriate and responsible manner and must meet established criteria. Misuse of electrical appliances and/or use of unapproved appliances may result in confiscation and disposal of the item(s), fines, and other sanctions.

The following restrictions apply to electrical appliances in the residential system:

1. Hair appliances and heating pads are the only heat-generating appliances allowed in residence hall rooms. Cooking appliances, halogen lamps, heat lamps, irons, space heaters,
electric blankets, electric potpourri burners, fragrant oil warmers, etc., are not allowed. Heat-generating appliances create a fire hazard, especially if used improperly or left plugged in. Illegal appliances found in resident rooms may be confiscated and disposed of. Fines will be assessed for possession and use of such items. (Students will not be fined for having an iron or other appliance that is only used in the kitchen or laundry area—they will only be fined for using them in the room).

2. Hot plates, popcorn poppers, toasters and other cooking appliances may be used only in kitchen areas. Cooking appliances used in residence hall rooms create a fire hazard, especially if used improperly or left plugged in.

3. Irons may be used only in the laundry rooms.

4. Only one Microfridge unit OR microwave and refrigerator (not larger than 3 cubic feet) are permitted per every two occupants of a resident room (i.e. double and triple rooms are limited to one microwave and refrigerator, quad rooms may have two).

5. The use of “octopus” or multiple outlet strips without a surge protector is not allowed. Students should not use an excessive number of electrical appliances or extension cords for fire safety reasons.

6. All appliances, extension cords, surge protectors, etc. used in the residence halls must carry certification for safety by Underwriters Laboratory (UL) or a similarly recognized testing agency.

**FIRE SAFETY**

Students should familiarize themselves with the Fire Safety Procedures contained in the Administrative Policies and Procedures section of this handbook.

Fire Safety violations will result in fines and sanctions. Repeat or severe offenses may result in removal from College housing, suspension, and/or expulsion from the College.

1. All individuals must evacuate the building immediately when a fire alarm sounds. Students should always take a fire alarm seriously, never assuming that an alarm merely signifies a drill. It is a violation of Maryland State Law to remain in a building when a fire alarm sounds.

2. Stairway and hallway fire doors shall be kept closed at all times. Mandated by the state Fire Marshall, these closed doors can contain a fire long enough to allow the occupants to escape.

3. No Christmas trees or live greenery may be used in any College building. All decorating materials used on floors where students live must be fireproof. A reasonable number of small potted plants are allowed within resident rooms.

4. Tampering with the fire alarm system, fire extinguishers, fire hoses, fire doors, door closures, red (emergency) phones, smoke detectors or other fire equipment is strictly prohibited.

5. Entrances, driveways and halls must be free of obstacles. It is prohibited to leave or store items in hallways stairwells or egress routes.

6. Activities that impede evacuation and/or endanger the safety of others are prohibited including jamming the elevators and tying doors to rooms in such a way that they cannot be opened.

7. Light fixtures are not to be covered with flammable items such as cloth, paper or cellophane.

8. No flammable liquids such as lighter fluid, kerosene, gasoline, etc., must be properly stored in designated areas. These items are absolutely not to be stored in resident rooms

9. Flammable items, such as sheets, cloth, netting, etc., may not be hung or draped from the walls or ceiling of living spaces.

10. Candles, incense, sterno, potpourri burners, or other items that function by burning may not be kept nor used in resident rooms. Candles may not be present in the resident room, even for decorative purposes. Birthday candles are permitted in designated areas of the residential system. Hookahs may be stored, but not used, in resident rooms. Use of hookahs must comply with the College smoking policy.

11. No one shall use the elevator in the event of a fire or fire drill.

12. Under no circumstances may fireplaces in residential facilities be used.
FURNISHINGS
All necessary furnishings are supplied by the College and must remain in the rooms or areas in which they are placed by the College. The College cannot store furniture for students in the residential system, nor should College furniture be placed in hallways, empty rooms, common areas or residence hall storage rooms.

1. Window screens and storm windows are not to be removed.
2. Residential furnishings, including bed frames and mattresses provided by the College, must remain in the assigned room. Storage space in the residence halls is very limited and is available for residents’ trunks, suitcases and other small items. To maintain proper inventory of the furniture, all assigned furnishings must stay in the appropriate room at all times. Residents with furniture missing from their rooms when the halls close will be fined and may be billed for the cost of replacing the missing item(s).
3. Residents may not remove bed frames and place box springs and mattresses directly on the floor, as this damages the mattress, box spring, floors and carpets.
4. Provided furniture in College-leased housing is not to be placed on outdoor decks or patios. Such use has the potential to damage the furniture and may also be a violation of the College’s lease.

GAMBLING
All gambling on campus is prohibited unless otherwise approved by College officials in accordance with Maryland law. Any activities that violate Maryland state law may result in disciplinary sanctions. If a Student Organization is in violation of this policy, the organization officers will be held responsible.

GROUNDS
All students are responsible for keeping the grounds of Hood College tidy and neat. Residents are specifically responsible for the grounds surrounding their hall. Littering and the destruction of the lawns, trees or shrubbery is prohibited. Residence hall students may be required to pick up the trash and litter surrounding their hall if requested by Student Life staff.

GUESTS AND VISITORS
Students are responsible for the behavior of all guests they invite to campus and are expected to escort such guests at all times. To maintain the security of the residents, the following procedures have been established governing visitation policies in the residential system. These policies apply to all students, including non-resident students who visit the residential system. These policies also apply to non-students who visit campus. Resident students are considered guests in residential facilities other than the building in which they have been assigned a room and must follow all procedures related to guests when visiting a building other than their own.

1. All guests must be hosted by a resident of the building they are visiting. All guests must be accompanied by their hosts at all times.
2. Hosts are required to sign in their guest(s) in the sign in book at the residence hall front desk prior to proceeding past the desk with their guest(s). Guests are equally responsible to ensure they are properly signed-in. Residents of College-leased housing need not formally sign-in guests but are subject to all other aspects of this policy.
3. Each resident is permitted to sign in / host a maximum of four guests at any time. An exception to this limit may be made for visiting family members.
4. Residents may not allow prohibited individuals into any facility within the residential system.
5. Hosts are responsible for the behavior of their guest(s). Responsibility for guests may include the cost of repair or replacement to any property or for the treatment resulting from personal injury to others. Additionally, hosts whose guest(s) violate the Code of Conduct are subject to judicial sanctions related to the violation(s) of the guest(s). All guests must comply with the Code of Conduct.
Any guest, who in the judgment of Residence Life or Campus Safety staff, is engaged in activities that are disruptive, abusive, destructive, or potentially destructive will be asked to vacate immediately. Residence Life staff may restrict guest privileges at any time.

Overnight guests are permitted in the residence. The 51 Percent Rule applies in situations involving overnight guests: a roommate’s consent must be obtained before plans can be made for overnight guests or visitors. The roommate who wants to further limit the situation has the final decision in the matter. Guests may stay overnight for a maximum of three nights out of any seven night period.

No attempts may be made by other residents to sign in or host a guest for a resident whose guest privileges have been revoked. Such attempts will result against judicial action against both parties.

If a guest is in the residence hall for an official Hood function (class meeting, program, etc.), and not to visit an individual, she or he should sign in, listing the event as her or his host and proceed to the event directly. Such guests must leave the residence hall promptly at the conclusion of said event. Residence halls and floors can vote to restrict these policies further but may not vote to loosen the policies as listed above. Such additional restrictions may not be based upon the sex of the guest and/or host.

IDENTIFICATION CARDS

Students are issued a Hood College identification card upon enrollment. This card provides access to the student’s residence hall, dining services and library privileges. It is a violation of College policy to loan an ID or access card to an unauthorized user. Doing so will result in a fine and possible revocation of guest privileges. Continued policy infringement and endangerment of fellow students’ safety may result in residency privileges being revoked.

The first card is provided at no cost and students are expected to keep this card for the entire time they are enrolled. Students should carry their ID at all times. There is a charge for replacement of a lost, damaged or stolen ID card.

See Identification Cards, Services section for more information.

IDENTIFICATION UPON REQUEST

Students should carry their ID card at all times and produce it whenever asked, even by another student.

Guests and visitors to the campus are required to carry photo identification and present it upon request of any College official including Resident Assistants and residence hall desk attendants. The College reserves the right to exclude persons deemed detrimental to its well-being or incompatible with its function as an educational institution. Failure to provide proper identification upon request by Campus Safety officers or functionaries of the College may result in trespass or disciplinary action.

ILLEGAL ENTRY

Students may not enter the resident room of another student without their permission and presence (except as specified under Search and Seizure section of the Student Handbook). Students may not enter any building through a window, balcony, or alarmed door, nor may buildings be entered through doors which are designated for exit only.
KEYS, ACCESS CARDS, AND LOCKS

Locking mechanisms are in place to enhance the safety and security of all members of the Hood community. Actions which compromise the integrity of locking mechanisms or prevent access by College officials in an emergency are prohibited.

1. Installation of personal locks or chains on doors is prohibited.
2. Lending and borrowing College keys and access cards among students is prohibited and will result in a fine. Students who loan their keys or access cards to others jeopardize the security of the community and are subject to fines and disciplinary action. It is the responsibility of the student who has been issued a key or access card to have it in their possession at all times.
3. Possession or use of College keys other than those assigned and issued to the student is prohibited.
4. Duplicating keys is prohibited. If the College loses control over keys due to duplication, the security of current and future community members is jeopardized.

KITCHENS

The College provides kitchen facilities in the Whitaker Campus Center (commuter lounge) and in residential facilities for the convenience of students. Students must use provided kitchens in a safe and responsible manner.

1. Each student must clean the kitchen, dishes and utensils after use.
2. Students may not take other people’s food or remove the items available for common use. Utensils and equipment must be returned promptly after use.
3. The Residence Hall Council, in conjunction with the Area Coordinator, may establish additional rules and policies pertaining to residence hall kitchen use. Residence Life may temporarily or permanently close a residence hall kitchen if rules and policies are not followed.

LAWS AND OTHER VIOLATIONS

1. Students shall not violate any policy in the Hood College Student Handbook (Planner) or Catalog.
2. Students shall not engage in behavior which disrupts the academic purpose and/or regular operation of the College or its units. Behavior which causes significant disruption to the function of the College or any unit thereof may result in disciplinary action. Disruptive behavior which significantly infringes on the rights of others, prevents others from reasonable utilization of College facilities, and/or interferes with the academic pursuits of the community and/or behavior which presents risk of harm to self or others may result in immediate removal from the campus pending formal resolution of the matter through established procedures.
3. Students shall not violate any federal, state, city, or county law.
4. Within the residential system, students shall not violate any policies and procedures set forth in the respective residence hall constitutions and by-laws as approved by the Office of Residence Life.
5. Students shall comply with all official posted signs.
6. Students may not exhibit disorderly conduct, which is defined as behavior that the Hood community views as socially unacceptable (i.e., public drunkenness, nudity, fighting, excess use of profanity or any other behavior which imposes upon the academic or social rights of others).
7. Students and their guests are expected to treat all members of the College community with appropriate comportment, respect, and civility. Intentionally disrespectful behavior toward others is not congruent with Hood’s values of Honor and Respect.
8. The practice of progressive discipline does not apply in regard to criminal activity. Hood College reserves the absolute right to dismiss a student for criminal misconduct on or off campus.
PARTY POLICIES
All-campus parties/social events must be approved through the Student Activities Office. Alcohol is not permitted at any student or student organization sponsored event. Parties may not be hosted in residence hall common areas or resident rooms. For more information, contact the Student Activities Office at (301) 696-3575.

PETS
Violation of this policy will result in a fine. Failure to immediately remove an unauthorized animal from a residential facility may place a student’s housing or visitation privileges in jeopardy.

1. Hood College respects the Frederick County leash laws. For the protection of pets, owners and the campus community, pet owners must be in control of their pets at all times and are responsible for removing droppings left by their pets through the use of scoopers, shovels, bags, etc.

2. Pets are not allowed in academic or administrative buildings, except for service animals.

3. No animals may be brought into or kept in the residence halls or College-leased apartments, unless they are present for a pre-approved College-sponsored activity or event. Animals require commitment and a lot of care, and may be an annoyance to other residents. They can also create a health hazard within the confined living environment of a residence hall. Keeping of animals, both on a temporary and permanent basis, in College-leased housing is a violation of the terms of Hood’s lease.

4. Fish (excluding carnivorous or poisonous varieties) and hermit crabs may be kept in tanks of 10 gallons or less in resident rooms, provided the tanks are kept clean and the fish and hermit crabs are removed during the times the residence halls are closed. No heat lamps are allowed.

QUIET HOURS
At the beginning of the academic year, each residence hall votes on general quiet hours for the hall. The minimum times for quiet hours are from midnight to 8 a.m., Monday night through Friday morning, and from 1 a.m. until 10 a.m. on Saturday and Sunday. The minimum times for quiet hours in College-leased, off campus housing are 11 p.m. to 7 a.m., seven days-a-week, as determined by the College’s lease. When an all-campus event is scheduled, on-campus quiet hours will begin one hour after the event ends. Residents may vote to extend quiet hours for their hall, but may not vote to loosen them. Guests (including other students) who are visiting a residence hall must be aware of and abide by quiet hours.

Outside of residential facilities, noise must be contained within the stipulations of local noise ordinances.

1. During quiet hours, students must not make noise that can be heard outside the individual residence hall room or apartment.

2. Noisy, careless or reckless behavior which jeopardizes the community members’ safety, security and/or free exercise of academic or personal pursuits is forbidden at all times.

3. During exam periods, residence halls enforce strict, 24-hour quiet hours, allowing a courtesy hour break during specific times voted on by the students.

4. When quiet hours are not in effect, courtesy hours exist. If any individual is asked to make less noise during courtesy hours, that person must cooperate with the request.

RESIDENCE HALL ROOM CHANGES
RESTRICTED AREAS
No person shall, without proper authorization, enter any area that is officially closed, locked, restricted to designated people, or any place where the safety or welfare of the individual is endangered.

1. Climbing, walking, and/or sunbathing on any roof is strictly prohibited.
2. Climbing from or into windows, rappelling from and/or scaling outside walls, and climbing onto porches is prohibited.
3. Entrance to or presence on a residence hall balcony is prohibited without approval from the Director of Residence Life.

SAFETY
Persons may not engage in activities that pose potential harm to their person, the buildings, or to other students. Violation of these policies will result in fines or disciplinary sanctions:

1. Water fights, jamming or rocking the elevators, or tying doors in such a way that they cannot be opened are prohibited.
2. Sports activities (i.e., rollerblading, playing Frisbee, riding scooters, bicycles, etc.), horseplay, the throwing of objects, and all types of physically active games are prohibited inside non-athletic buildings such as residence halls, classroom buildings (except Gambrill Gymnasium and the Hood Athletic Center).
3. Ejecting articles of any kind from windows and suspending items such as crates, boxes, clotheslines, wires, antennae, etc., from windows is prohibited.

SEXUAL ASSAULT
Sexual assault and rape are defined as criminal behavior in the state of Maryland and will not be tolerated. Behavior which constitutes sexual assault and/or rape may result in loss of College housing or loss of the ability to attend the institution. Sanctions given by the College are separate and not dependent upon legal proceedings and the outcome of such proceedings. For more information, including resources for victims, see Sexual Assault in the Administrative Policies and Procedures section.

SMOKING
All campus facilities are non-smoking buildings. All students and their guests and visitors are prohibited from smoking in any College-owned building at all times. This includes common areas and student rooms as well as porches, fire escapes and balconies. Violation of this policy will result in a fine. Fines will increase for subsequent offenses.

Smokers who choose to smoke immediately outside buildings must use the proper containers (ashtrays and metal trashcans) for disposing of cigarettes and ashes. The residence hall House Council may designate specific smoking and non-smoking areas around residence halls (Maryland State Law sets a minimum distance of 25 feet from entrance areas).

The 51 Percent Rule applies in all outdoor areas where smoking is permitted.

Please see Smoking Policy, Polices section of Handbook for information on campus-wide smoking policies.

THEFT
Students shall not steal, misappropriate, use, or possess without proper permission from the owner any property belonging to the College or to other individuals or groups. All students are reminded that theft is a criminal offense and punishable under state law. Students will be held criminally and administratively accountable for theft. Fines and restitution charges will be assessed. The privilege of living in the residence halls or attending the College may also be revoked, depending on the offense. Specific actions which constitute theft include, but are not limited to:

1. Removing College or personal property from a residence hall room, classroom or any other area without proper authorization.
2. Unauthorized attempts to take, use, and/or possess any property or information owned, leased, or maintained by the College or any member of the Hood community.
3. Removal of dishes, food, and/or beverages from a campus dining facility (unless authorized by dining services staff). Proper payment must be made for any food or beverage items prior to removal from the dining facility and/or consumption.

4. Shoplifting or otherwise removing (or attempting to remove) merchandise from campus retail outlets such as the bookstore, Blazer, vending machines and the like without proper payment.

VIOLANCE AND THREATS

Physical violence such as hitting, pushing, slapping, spitting, or biting is considered a most serious type of offense and will most likely result in the student’s removal from housing and/or expulsion from the College. Any threats of physical violence towards a student, staff member, or guest are grounds for dismissal from housing and possible expulsion from the College.

The use of computers, cell phones, email, regular mail, and/or any kind of communicative equipment (including websites) or of text or photographic / visual images to harass, frighten, stalk, haze, or otherwise threaten another student, faculty or staff member is strictly prohibited. Examples of this type of behavior include but are not limited to:

- Conduct which intimidates, threatens, or endangers the health or safety of any person;
- Behavior that intentionally or negligently causes physical, financial or emotional harm to any person;
- Behavior that is construed as a nuisance, including prank phone calls or abusing or harassing another user through electronic means (including social media).

Anyone involved in any of the above behavior may be held criminally and administratively accountable.

WEAPONS AND FIREWORKS

Weapons of any type and Fireworks are expressly forbidden on campus. Students in violation will face severe sanctions. Within the residential system, possession of such is grounds for removal from housing. See Weapons and Fireworks, Administrative Policies and Procedures section of the Handbook.
APPENDIX B: ACADEMIC HONOR CODE

PREFACE
As a place of honor and respect, all members of the College assume the obligation to maintain the principles of honesty, responsibility and intellectual integrity in all activities related to their Hood College experience. It is the responsibility of each student to support these values through maturity of thought, expression and action. Members of the faculty, staff and administration are available to assist students in this process.

Academic life at Hood is guided by an honor system. The basic aims of the honor system are: to encourage and promote a trustful relationship amongst all members of the College community, to offer students the opportunity to exercise responsibilities and shared governance on campus and to make students more aware of their personal principles of honor.

The academic Honor Code is shared between the faculty, administration and the students. A judicial system of students, faculty and administrators considers and adjudicates violations of academic integrity. The College reserves the right to adjudicate alleged violations of the Honor Code purely administratively.

THE HONOR PLEDGE
The Honor Pledge reads as follows:

“Recognizing the importance and value of the Hood College honor system, I pledge on my personal honor that I will uphold the honor system for the duration of my enrollment at Hood College. Furthermore, I will read and make every effort to understand the concepts of the honor system.”

ACADEMIC INTEGRITY

All Hood undergraduates affirm on each class assignment that they “have neither given nor received any unauthorized aid.” Failure to include this statement is a violation of the Honor Code in itself and does not release a student from its expectations. Students should consult with their instructors to determine what types of aid are permitted in each specific class and on each particular assignment. Examples of academic integrity violations include, but are not limited to:

Cheating: copying another’s work or allowing your work to be copied, bringing unauthorized materials into an exam, using electronic devices in an unauthorized manner to give or receive aid, using unauthorized materials to complete an exam or assignment, communicating (via any means) during an exam without approval, failing to turn in exam materials at the conclusion of an exam, taking an exam in an unauthorized location, leaving the exam environment (except in an emergency or with the approval of the proctor), giving or receiving unauthorized peer aid on assignments and/or completing individual assignments in a group setting, without the approval of the instructor, such that each student is not solely responsible for his or her own work.

Plagiarism: any unacknowledged use of another person’s language or ideas, whether intentional or unintentional. Students wishing advice on the proper use and acknowledgement of scholarly materials should consult with their individual instructors, the library staff and any of the several reliable guides to scholarly writing that these sources recommend.

Re-submission: Submission and/or duplication of work completed for one course in another course, without the approval of all instructors involved.

Activities which compromise academic integrity in any way are both an affront to the general standards of conduct on which an intellectual community depends and a specific violation of the Honor Code. As such, these offenses, whether specifically listed above or not, are treated seriously and may lead to severe disciplinary action, including dismissal from the College.
PERSONAL INTEGRITY
As the Honor Code is in place to promote the principles of honesty, responsibility and intellectual integrity, the scope of the Honor Code extends to academic related behavior beyond the classroom itself.

Actions which demonstrate willful dishonesty, falsification, or are designed to mislead other members of the Hood community constitute violations of the Honor Code. Such behavior may lead to disciplinary action, including dismissal from the College.

RESPONSIBILITY TO REPORT VIOLATIONS
As members of a community built upon the principles of honor, all Hood students have an obligation to uphold the principles of the honor system. This obligation includes an expectation that violations of the Honor Code be promptly reported by those who witness them.

OTHER VIOLATIONS
Students may be held accountable for any actions which violate the spirit and/or principles of the Honor Code. An appropriate judicial body or administrator may issue sanctions, including dismissal from the College, for such violations.

REPORTING AND RESOLVING HONOR CODE VIOLATIONS
Violations which occur in the classroom itself or in connection with coursework should be promptly reported to the class instructor by those who have knowledge of the violation. Such violations may be resolved informally by the instructor or may be referred to the Academic Judicial Council for further proceedings. When resolving issues informally due process requires that instructors will speak with the accused student to determine the facts of the matter at hand and may assess a penalty, according to faculty guidelines; this may include, but is not limited to, failing or lowered grades on assignments or courses. The outcome of informal resolutions (by instructors) will be reported to the AJC advisor for record keeping purposes.

Violations which occur outside of the classroom itself or that are not connected to the work associated with a specific course should be promptly reported to the AJC Advisor. Such violations may be referred to the Academic Judicial Council or an appropriate faculty member for further proceedings.

Academic Judicial Council (AJC)
When a matter is referred to the Academic Judicial Council, a body of students and faculty advised by the Director of Residence Life, mediation (if desired by all parties) or a more formal hearing will be conducted in which all parties will be able to present evidence. The totality of the evidence will be considered and if a preponderance of the evidence exists that a violation occurred, sanctions will be issued or recommended. As warranted by the violation, such sanctions may be severe, including dismissal from the College.

Additional information regarding AJC procedures may be obtained from the Director of Residence Life.

Appeals
Appeals regarding decisions and sanctions for Honor Code matters must be in writing, and must be received by the appropriate appeal body/officer within five (5) business days of the date of written notification of the decision. The person appealing must state their reason for appeal. Acceptable reasons include:

• Substantive new evidence, which was unknown at the time of the decision, and which may have an impact on the outcome.

• Procedural error.

The appeal body/officer will review the appeal and determine if valid grounds for appeal exist. A new hearing is not automatically granted. If valid grounds for appeal exist, the appeal body/officer will schedule a hearing to decide the matter.
To whom appeals are to be directed depends upon what body or individual issued the most recent decision on the matter. The guide below illustrates to whom an appeal should be directed. If the decision was issued by:

AN INSTRUCTOR, appeal to the Academic Judicial Council (contact the Director of Residence Life for further information.)

THE ACADEMIC JUDICIAL COUNCIL, appeal to the Board of Appeals (contact the Director of Residence Life for further information.)

THE BOARD OF APPEALS, appeal to the Provost

THE PROVOST, appeal to the President of the College
APPENDIX C: STUDENT ORGANIZATION RECOGNITION

HOOD MISSION STATEMENT

Hood College prepares students to excel in meeting the personal, professional and global challenges of the future. Hood is committed to the integration of the liberal arts, the professions and technology, to the exploration of values, a sense of community and to the preparation of students for lives of responsibility and leadership.

College Recognition

The College may recognize student organizations that have a mission consistent with the mission of the College, meet student organization requirements and adhere to College regulations. Membership must consist entirely of matriculated Hood students and alumnae and alumni, except where it may also be appropriate for Hood faculty and staff to be members. Organizations may not discriminate on the basis of race, color, religion, age, gender, national origin, ancestry, marital status, sexual preference or orientation, disability or any other classification protected by applicable local, state or federal laws.

College recognition affords the organization many benefits:

• the use of the name of Hood College in the title of the organization;
• the use of campus facilities, equipment and technology;
• inclusion in the Student Organization Directory and the Hood Student Organizations website; and
• the opportunity to apply for funding from the SGA Finance Committee.

New Student Organization Recognition Process

To apply for recognition, organizations must complete the necessary paperwork, develop a constitution, have an advisor and have at least 5 other students as charter members of the organization.

Student organizations will first submit their paperwork to the Student Activities Office. The Director of Student Activities will then forward the packet to the Hood College Student Government Association, Dean of Students and Department Chairs, if necessary. The Student Government Committee for Student Life will make a recommendation on recognition to the Director of Student Activities. After meeting with the petitioning student organization and reviewing the submitted information, the Director of Student Activities will either grant or deny recognition. The Director’s decision may be appealed to the Dean of Students.

Paperwork for New Student Organization Recognition can be found outside the Student Life Suite. Students need to complete the application packet, which includes drafting a constitution, providing a list of prospective members, securing an advisor and providing the answers to the following questions:

• What is the mission of this organization?
• What differentiates this organization from others currently on campus?
• How will this organization contribute to the academic, social, multi-cultural and spiritual life of the institution?
• What is the process for recruitment and education of new members?

Academic, professional, or honorary organizations will first have their information reviewed by Student Government Association and the academic department with which it is affiliated. The department and Student Government Association will forward recommendations on recognition to the Director of Student Activities. The Director of Student Activities will review the submitted information and either grant or deny recognition. The Director’s Decision may be appealed to the Dean of Students. Updated information can be found in the Student Activities Office.
Continuation of Organization Recognition
To continue to be recognized by the College, organizations must:

• Complete the Organization Active Status Form
• Have a current constitution on file in the Student Activities Office
• Adhere to College policies, including the non-discrimination policy and event registration policy
• Hold regular meetings
• Attend Organization Leadership events as required by the Student Activities Office
• Sponsor at least one all campus event per semester
• Have a faculty/staff advisor
• Participate in at least one College or community service related event each year
FREQUENTLY CALLED NUMBERS

Academic Services (Center for Academic Achievement & Retention) ............(301) 696-3569
Admissions...........................................................................................................(301) 696-3400
Alumni Relations ..............................................................................................(301) 696-3900
Aquatics .............................................................................................................(301) 696-3484
Athletics .............................................................................................................(301) 696-3499
Bookstore ..........................................................................................................(301) 696-3480
Campus Safety, Department of .................................................................(301) 696-3548
Campus Safety, Communications Center ......................................................(301) 696-3131
Career Center ....................................................................................................(301) 696-3583
Coblentz Hall ....................................................................................................(301) 696-3629
Community Service .......................................................................................(301) 696-3751
Commuter Life ..................................................................................................(301) 696-3575
Computing & Information Technology .............................................................(301) 696-3622
Conference Services ......................................................................................(301) 696-3711
Counseling Services ....................................................................................... (301) 696-3440 or 3441
Dean of the Chapel ..........................................................................................(301) 696-3436
Dean of the Graduate School ............................................................................(301) 696-3600
Dean of Students ..............................................................................................(301) 696-3573
Development ....................................................................................................(301) 696-3700
Dining Services ..................................................................................................(301) 696-3987
Director for Student Success and Outreach ....................................................(301) 696-3587
Disability Services ............................................................................................(301) 696-3421
Duplicating Services .......................................................................................(301) 696-3593
Faculty Services ...............................................................................................(301) 696-3473
Financial Aid .....................................................................................................(301) 696-3411
Financial Services ............................................................................................(301) 696-3607
French House ....................................................................................................(301) 846-0124
German House ..................................................................................................(301) 696-3637
Health Services .................................................................(301) 696-3439
Honors House.................................................................(301) 696-3843
Human Resources ............................................................(301) 696-3592
International/Multicultural Programs.............................(301) 696-3799
Library (Beneficial Hodson Library)...............................(301) 696-3915
Mail Center/Post Office ..................................................(301) 696-3594
Memorial Hall .................................................................(301) 696-3634
Meyran Hall ..................................................................(301) 696-3643
Ombudsperson ..............................................................(301) 696-3585
Orientation .................................................................(301) 696-3575
President of the College ...................................................(301) 696-3855
Provost & Vice President for Academic Affairs ..............(301) 696-3623
Registrar .................................................................(301) 696-3616
Residence Life .............................................................(301) 696-3577
Shriner Hall .................................................................(301) 696-3640
Smith Hall .................................................................(301) 696-3639
Spanish House ............................................................(301) 846-0804
Student Activities ........................................................(301) 696-3575
The Blazer (Freshii®/Grill Works) ....................................(301) 696-4630
The Blue & Grey (Campus Newspaper) .........................(301) 696-3641
Vice President for Administration & Finance and Treasurer of College ....(301) 696-3611
Vice President for Enrollment Management ..................(301) 696-3400
Vice President for Institutional Advancement .................(301) 696-3700
Vice President for Student Life and Dean of Students .........(301) 696-3573
Whitaker Campus Center Information Desk ....................(301) 696-3964

All other Campus telephone numbers may be reached via the Communications Center by
dialing “0” from a campus phone or (301) 696-3131 from a non-campus phone.
# Calendar Years

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