



HOOD
COLLEGE



Student Handbook
2023-24

This Student Handbook is an official publication of the Office of the Dean of Students. The policies at Hood College are under continual examination and revision. This Student Handbook is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the policies will not change. For the most up-to-date policies and information, please visit <https://www.hood.edu/sites/default/files/ResLife/StudentHandbook20-21.pdf>.

The College reserves the right to amend any regulation affecting the student body, to dismiss from the College any student if it is deemed in the best interest of the College or in the best interest of the student to do so, or to modify any rule in the Student Handbook to adhere to internal or external stakeholders or external regulations.

Hood College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity, marital status, sexual orientation, gender expression or any characteristic protected by law, in its educational programs and activities, admissions, or employment, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws and University policies.

Inquiries concerning the Americans with Disabilities Act, the Rehabilitation Act and related issues may be directed to Shaun Hoppel, Director of the Office of Accessibility Resources, 401 Rosemont Ave., Frederick, MD 21701, hoppel@hood.edu. Inquiries concerning Title IX and related issues of sex discrimination may be directed to the acting Title IX Coordinator, Tammi Simpson, Vice President for Community and Inclusivity, 401 Rosemont Ave., Frederick, MD 21701, simpson@hood.edu.

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Mission

(Approved June 9, 2016 by the Hood College Board of Trustees)

Through an integration of the liberal arts and the professions, Hood College provides an education that empowers students to use their hearts, minds and hands to meet personal, professional and global challenges and to lead purposeful lives of responsibility, leadership, service and civic engagement.

Vision

(Approved March 2022 by the Hood College Board of Trustees)

Hood will be the college of choice for students seeking an excellent, holistic, liberal arts and sciences education offered in an inclusive environment that prepares graduates for personal and professional achievement and “to lead purposeful lives of responsibility, leadership, service and civic engagement” (Hood College mission).

Core Values

Hope: To believe that everyone can have a positive impact in the world and that education is instrumental in creating and sustaining hope.

Opportunity: To fully use one’s talents and skills to realize professional and personal achievement and to help create and realize opportunities for others.

Obligation: To fulfill personal and professional responsibilities with integrity and to be a responsible steward and servant to the betterment of others and this world.

Democracy: To embrace diversity, foster freedom of thought and expression, and to promote engaged citizenship both in self and others.

Diversity and Inclusion Statement

The Board of Trustees

The President

Provost

Dean of Students

Hood College Student Government Association

Academic Services

Students who have a documented disability are asked to make an appointment with the Director of Accessibility Services (accessibilityservices@hood.edu) prior to or at the start of the semester. Students with disabilities may request academic and/or housing accommodations. Early notification prevents delays in service and ensures that student full access to educational activities. Copies of medical or psychological evaluations are required.

Athletics and Recreation

Intercollegiate Athletics

Those interested in intercollegiate competition can select from Hood's intercollegiate teams. The 12 women's sports are cross country, volleyball, field hockey, swimming, basketball, tennis, softball, lacrosse, soccer, golf and indoor and outdoor track and field. Hood's ten men's sports are baseball, cross country, soccer, swimming, indoor and outdoor track and field, basketball, lacrosse tennis and golf. Club teams in equestrian and cheerleading are also offered. The Athletic Center's BB&T Arena is home to Hood's mens's & women's basketball and women's volleyball programs. Hood College competes as an NCAA Division III institution and is also a member of the Commonwealth Conference of the Middle Atlantic Conferences (MAC) and the Eastern College Athletic Conference (ECAC). Two full-time certified athletic trainers work with athletes and coaches in all phases of injury and prevention.

Recreational Resources

Recreational activities are provided for members of the Hood College community—students, faculty and staff— by the Office of Student Engagement and the 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 Hodson Fitness Center is available for use by all members of the Hood College Community (students, faculty and staff) with a Hood College ID 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 of 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 Conference Services & Special Events for a current schedule of activities and availability.

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 ID card. Anyone swimming in an unattended pool is trespassing and subject to arrest and disciplinary sanctions. Please contact the aquatics staff at 301-696-3484 for swimming information.

Banking Services

An ATM, accessible 24 hours a day, is located in the Whitaker Campus Center next to the Blazer.

Campus Safety & Security

The Department of Campus Safety and Security is on the second floor of Whitaker Campus Center and the Communications Center, which supports Campus Safety and Security 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:

- Use a red emergency phone and report the problem to the Communications Center.
- Dial “0” from any campus phone and report the problem to the Communications Center. Emergencies should be called in on x3111 from any campus phone and 301-696-3111 from a cell phone.
- Use an outdoor blue light emergency phone and report the problem to the Communications Center. Please see Emergency Phones Section for locations.
- Report the problem directly to a Campus Safety officer.

The following precautions will improve the overall security on campus:

- Lock office and resident hall doors, even when leaving for a brief time.
- 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.
- Do not leave valuable items such as books, backpacks, purses, laptop computers and briefcases unattended.
- Do not leave clothing, stereos, MP3 players, sporting equipment and other valuables visible inside a parked car.
- 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.
- Walk in pairs at night.
- Have a partner inside the building when working late.
- If you notice someone behaving in a suspicious manner, report what you see to Campus Safety and Security.
- Make a list of all your valuables, including makes, models and serial numbers, and store this information in a safe place.
- If requested, Campus Safety officers will provide escort services for students, faculty, staff and guests on campus.

Campus Safety Bike Program

Through the Campus Safety Bike Program, students can use a bike for up to four hours at a time, free of charge. Two men's bikes and two women's bikes are available and are high quality, sturdy, and easy to ride. Helmets are also available and although it is not required, riders are encouraged to wear them. Cable locks are provided for securing the bikes.

The bikes can be signed out at the switchboard office in the Whitaker Campus Center. You will need to bring an ID with you for sign out and are expected to return the bikes on time and in the same condition for the next rider. These bikes are available for students from 7 a.m. until 7 p.m. daily.

Center for Career Development and Experiential Learning

The mission of the Catherine Filene Shouse Center for Career Development and Experiential Education 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 Center for Career Development and Experiential Education will assist 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 Center for Career Development and Experiential Education has resources available to assist members of the Hood Community in identifying and assessing educational and career options. First-year and sophomore students are encouraged 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 Center for Career Development and Experiential Education also has resource books and one-on-one career counseling.

Blazer Career Connection

Blazer Career Connection is an online database listing all full and part time job opportunities and internships available to Hood students, alumnae and alumni. Blazer Career Connection is updated daily with job and internship opportunities. It is a free service and can be found at Center for Career Development and Experiential Education.

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 Center for Career Development and Experiential Education staff welcomes the opportunity to meet with students to review their résumés and cover letter. The Center for Career Development and Experiential Education 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 Center for Career Development and Experiential Education 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 Center for Career Development and Experiential Education website offers resources featuring career assessments, résumé and interview assistance, job and internship listings, career-related events and much more!

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 Passion and Profession 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 and Security, Student Engagement and Orientation, Diversity and Inclusion, International Student Services, and Residence Life and Student Conduct.

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 Coblenz.

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 Office of Student Engagement.

Commuter Mail Services

Commuter students may request a campus mailbox. Request forms are available at the Post Office window. For more information, see Post Office, Services section of Handbook.

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 ID card in Coblenz Dining Hall, which can then be used at either The Blazer snack bar or Coblenz Dining Hall. For further information, call (301) 696-3988 and/or see Dining Services, 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.

Dean of Students Office

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 the CARE Office (The Campus Awareness, Response and Education Project is supported by Grant No. 2017-WA-AX-0032 awarded by the Office of Violence Against Women, U.S. Department of Justice), Department of Campus Safety, Office of the Dean of the Chapel, Office of Residence Life and Student Conduct, Office of Diversity and Inclusion, Office of Student Engagement and Orientation, Office of Wellness, and the Student Media Organizations Board. The Dean of Students also advises the Executive Board of 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.

Dining Services

The Blazer

The Blazer 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. Cash and debit/credit cards are accepted for payment in addition to Blazer Bucks and Flex dollars.

Blazer Bucks and Flex Dollars

Students, faculty, staff, and commuters may credit money to their campus ID card for use at the Blazer or Coblenz Dining Hall. Blazer Bucks/Flex dollars may be purchased online at Hood College Dining Services or at the Dining Service Office located in Coblenz Hall. Flex dollars added are good from semester to semester. No refunds of flex dollars are permitted.

Residential students have a certain amount of Blazer Bucks automatically added to their ID cards each semester depending upon which meal plan they have chosen. Residential 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 Coblenz Dining Hall, located on the main floor of Coblenz Hall, for residential students. The current dining hall hours can be found at Hood College Dining Services. The Hood ID card provides access to the Dining Hall. One may not enter the Dining Hall without swiping the Hood ID card 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 ID 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 Office of Student Engagement. 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 to meal plan holders only. All others must join the program for a fee of \$5.00. You will receive reusable container, when you are done with the container simply return it dirty to the dining hall. You may opt at that time for another container to carry out or receive a key tag that you hold onto until you are ready for another container. IF you should lose your container or key tag, there will be a \$5 fee to rejoin the program. 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 Coblenz 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 residential students who are ill and cannot make it to the dining hall. Residential students should send a room or hall mate to pick up the meal(s).

Bag Meals

The Dining Hall has a bagged meal option for all meal plan holders that cannot eat in the dining hall for any reason. These reasons could include internships, student teaching, field trips, athletic practice, athletic games, or religious fasting. Meal plan holders should contact the Checker Station in the Dining Hall to sign up for bag meals (regular or one-time only). This bagged meal will be deducted from your meal plan. Bag meals for meal plan holders only.

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 301-696-3986.

Diversity and Inclusion

The Office of Diversity and Inclusion provides support for underrepresented student populations. The Director of Diversity and Inclusion advocates for populations such as students of color and LGBTQ and supports fair treatment for all students, faculty, staff, and guests through campus policy and best practices. Throughout the year, students are provided with a variety of services to help foster a more inclusive community. Such services include diversity training, workshops, seminars, referrals, on- and off-campus resources, and professional staff who support and advocate for issues of awareness, equality and inclusivity.

Cultural student organizations including the Black Student Union, La Comunidad (Latino/a Student Union), and the Queer Student Union are advised within this office. Support is also provided to the Muslim Student Association, Hillel (Jewish Student Union), Sisters Aspiring for Success, and the Delta Lambda Pi Honor Society. Programs coordinated by the Office of Diversity and Inclusion are Heritage Months, World AIDS Day, cultural awareness days, Welcome to the NeighborHOOD (campus community standards education during New Student Orientation), a Diversity Leadership Recognition Ceremony, and Kente Donning/Latino Graduation/Lavender Graduation Ceremonies. Programming for international students and global issues are also provided.

The Office Diversity and Inclusion is located in the Student Life Suite on the second floor of the Whitaker Campus Center. For questions about diversity and inclusion at Hood College or information about local cultural resources, please contact the Director of Diversity and Inclusion at (301) 696-3563. For resources on reporting bias, harassment, or unfair treatment, please refer to “Prevention and Resolution of Harassment, Discrimination, and Sexual Misconduct (Policy 55).”

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 emailed 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 Duplicating Services in Gambrell Gymnasium, Monday through Friday from 8 a.m. to 4:30 p.m., on the Duplicating Services page of the College’s Website or by email 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. Click [here](#) for more information about Financial Aid Policies and Procedures.

Identification Cards

The Department of Campus Safety and Security, located on the second floor of Whitaker Campus Center, issues ID cards. After normal business hours, please stop by the Communication Center on the first floor of the Whitaker Campus Center for assistance. ID 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 ID when they check in at the beginning of a semester. ID cards must be shown to College officials when requested.

Residential students should carry their IDs at all times, as it doubles as a keycard to their residence hall. To obtain an ID card, students must present a verification of registration issued by the Registrar's Office. The first ID card is free. Replacement cards are \$30. In the case of lost cards, please notify the Department of Campus Safety and Security as soon as possible so that the card can be invalidated and a new one issued.

Information Technology

In addition to the information below, review Appendix D: IT Acceptable Use Policy, to which all students must adhere.

Student Benefits

Hood students are supplied with their own network account. This account is used for email, access to the Internet and access to Hood campus-wide information systems such as Self Service and Blackboard. New students receive their account information prior to the start of the semester.

Hood students get an Office 365 account that provides access to online versions of Outlook, Word, Excel, PowerPoint and other applications. Students also get 1TB of cloud storage and free downloads of the Office Suite (PC/Mac versions) for their personal computer or laptop. Students retain their Hood Office 365 email account after graduating.

Hood Students do not need to bring a printer on campus since they will have access to networked black-and-white and color printers. Printers are located in every residence hall and in most computer labs. Students get a \$50 printing quota each semester. Additional printing quota can be purchased directly via the PaperCut app or by paying Hood accounting and bringing IT the receipt so the printing quota can be added manually.

When you are on campus

There are four ways to contact the Helpdesk:

- Phone x3622 (301-696-3622)
- Email helpdesk@hood.edu
- Online: <https://www.hood.edu/form/workorder-request>
- Stop by the Help Desk office in Library 1023 and 1025 (Hours: 8:30am to 5:00pm Monday - Thursday and 8:30am to 4:00pm on Friday)

We cannot repair your personal computer, laptop or tablet, but we can help you troubleshoot your device. Please bring it to the IT Helpdesk office for assistance in troubleshooting. You must stay with your device and you cannot drop it off.

Our students are our eyes and ears, so if you see something, (jammed printer, broken computer, cannot connect to Wi-Fi, etc.) please let us know. If you want your TV, printer, gaming device, etc. attached to the Wi-Fi network, please send an email to helpdesk@hood.edu with the following information:

- Your name
- Your Hood email
- Your residence hall
- Your residence hall room number
- Your phone number
- The device's manufacturer and model
- The device's MAC address

Getting Connected and Staying Connected

To access Wi-Fi at Hood, please use the following networks as needed:

- secure@hood – all Hood students should access this network for any device capable of utilizing WPA2 Enterprise Authentication (i.e. most laptops, tablets, smartphones, etc.).
- stream-game-print@hood – all Hood students should access this network for any device that cannot accommodate WPA2 Enterprise Authentication (i.e. streaming devices, gaming devices, Smart TVs, network printers).
- visitor@hood – all Hood students should ask relatives, guests and visitors to use this network.

If you get locked out of your Hood account because of three failed log-in attempts, you can call the IT Helpdesk and we can force unlock you. If we are away from the phone, your account will automatically unlock after 10 minutes.

Strong Advice

- Always log off your computer in a lab so that others cannot read, change or delete your documents, read or send your emails, or print using your account.
- Never save your files to the lab computer. Save them to your OneDrive (recommended) or to a USB drive (remember to take it with you when you are finished). We rarely are able to recover work saved to a lab computer.
- Never share your password with Hood IT or anyone else. We will not ask for your password and you should not share it.
- Every time you use a Hood computer or network technology, you are explicitly agreeing to the College's Acceptable Use Policy. You can also find a copy of the policy at <https://www.hood.edu/IT>.

At Hood College, the administrative and academic offices disseminate information electronically using student's Hood-assigned email addresses. While students are permitted to forward Hood email to an alternate email address, they are required to check their Hood email accounts regularly (daily is recommended) and are responsible for all information disseminated electronically.

Submitting Work Orders to IT

Go to link <https://www.hood.edu/offices-services/information-technology> and choose the option Hood Work Order. Fill in the required information and click the Submit button to generate a work order.

Office of International Student Services

Coming to a new country and being away from home can be both an exciting and challenging experience. The Hood College offers programs and services to help students address many of these concerns while studying at Hood College. The staff in the office of Diversity and Inclusion are available to help students transition to their new surroundings, support academic and personal goals and understand cultural adjustment issues. In addition, our Primary Designated School Official provides programs and services including immigration advising for international students, host family placements, and cross cultural activities. The Primary Designated School Official also provides assistance for students seeking social security cards, health insurance information and Tax Info referral services. In addition, a comprehensive orientation for international students is held at the start of each semester. Topics discussed include F-1 federal regulations, student visa policies, on campus resources, social security number, banking, campus job info, academic policies, cultural programs, U.S. culture and student involvement.

If you have a question about services, upcoming events, or general information needs, contact either of the following:

Primary Designated School Official
The Graduate School, Third Floor of the Apple Resource Center
301-696-3661
pdsso@hood.edu

Director of Diversity & Inclusion
Whitaker 224
301-696-3563
diversity@hood.edu

Immigration for International Students

International students are responsible for abiding by the laws that govern their student visa status. The Primary Designated School Official (PDSO) 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 PDSO for any questions or concerns regarding these matters.

Library

The Beneficial-Hodson Library and Information Technology Center supports scholarship at Hood College by serving the research, teaching, and learning needs of students and faculty. The Library is located conveniently near the academic buildings on campus and online through the library’s home page (<http://www.hood.edu/library>). From the website, students can access full-text scholarly journals, magazines, newspapers, electronic books, and other digital content. In addition to the 120,000+ volumes housed in the library, Hood students and faculty have access to print materials at other universities through the library’s robust interlibrary loan program, which facilitates borrowing from libraries worldwide. Students have a choice of study environments in the library. Study carrels, computer stations, lounge chairs, and large tables offer varied settings for individual study. The library also has a number of group study rooms available; some offer small, intimate spaces, while others offer large collaborative spaces. Knowledgeable and friendly library staff are available to assist students, through in person sessions, both walk-in and by appointment, or virtually through text messaging, instant messaging, email, and telephone.

Subject-specific research guides are available on the library website, as well as citation guidelines, copyright and privacy policies, and other instructional tools. Group library instruction is provided by the reference staff both in the classroom and in the library computer lab. Faculty may arrange information literacy sessions at any time during the year. Students also have the opportunity to explore and conduct research on Hood College history, through historical school records, photographs, and related documents held in the Hood College Special Collections and Archive, located on the 2nd floor. The Hood History Museum showcases Hood's past for current students, prospective students, alumni, and the general public. Library hours vary to accommodate campus needs throughout the year. The hours can be found on the website at <http://www.hood.edu/library>.

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 and Security. 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 and Security. 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 or purchase renter's insurance. 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.

Post Office Services

All residential students have individual mailboxes at the College's post office, located in Gambrell Gymnasium. Mailboxes are available to part-time and commuter students upon request. Mailboxes are used for delivery of U.S. mail and for intracampus 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 the combination is lost or forgotten, please see the post office staff for assistance. Mail to anyone at Hood should be addressed as follows: Hood College, First and Last Name, 401 Rosemont Avenue, 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.

Publications

Hood College Catalog

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

Student Handbook

The Student Handbook contains college policies and procedures governing student life and is published each year to the website by the Office of the Dean of Students and the Office of Residence Life and Student Conduct.

Constitution and Election Code

The Student Government Association's Constitution and Election Code are reviewed each year by the Office of the Dean of Students, the Office of Student Engagement and Student Government Association. This group also jointly reviews information related to the Honor System.

Religious/Spiritual Services

The Office of the Dean of the Chapel offers spiritual support to all members of the Hood community. Opportunities for worship, religious and spiritual education, spiritual exploration and individual pastoral care are provided every semester. Christian worship services are held in Coffman Chapel during the week throughout the fall and spring semesters. Holiday services such as Ash Wednesday, Holy Thursday and a Christmas Vespers program are also offered throughout the year. The Dean of the Chapel works with student-led faith groups to offer opportunities for study, community service and celebration for a variety of religious and spiritual traditions. For example, Hashanah and Purim for the Jewish community, Diwali and Holi for the Hindu community, and Eid observances for the Muslim community. On campus faith groups include the Muslim Student Association (MSA), Hillel/Jewish Student Association, Catholic Campus Ministry, Inter-Varsity Christian Fellowship, Fellowship of Christian Athletes (FCA) and Young Life. Groups for Buddhist, Secular Humanist and other traditions form depending on student interest and leadership. All of these groups hold services and events that are open to the Hood community.

Many students worship and participate in local congregations. Frederick and the greater Washington region have a rich variety of options - churches, synagogues, temples, mosques, and sanghas that welcome Hood students. Many are within an easy walking distance of the campus. Students new to Hood are invited to request our help in locating supportive religious or spiritual communities. The McHenry Interfaith Meditation Room, in the basement of Coffman Chapel, is open to the Hood community of all spiritual traditions. A variety of study and fellowship groups are scheduled there every semester, including weekly meditation groups. For questions about religious life/spiritual enrichment at Hood or information about local faith communities, please 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.

See Section 5: Residence Life Policies for more information.

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 and Student Conduct, 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 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 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 each of the five buildings. 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

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 one or two residence halls and various administrative duties. The ACs report to the Director of Residence Life and Student Conduct.

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 Order Requests

Residents must electronically submit Work Order Requests directly to the Facilities Department via an online form accessible from the Hood College website under Current Students and ApLinks.

Utility Outages or Issues

In case of a utility outage or issue involving electrical, heating/cooling, no hot water, no water, or a sewage back-up, contact the following persons:

- During regular business hours, contact Facilities at (301) 696-3452.
- After hours, call Campus Safety and Security at (301) 696-3548 and they will contact the appropriate Facilities personnel.
- In the residence halls, a building staff member.

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, and will remain offline throughout the academic year. 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. Unwanted furniture in double rooms being used as single rooms must remain in the room. Residents should bring their own blankets, pillows, bedspreads, mattress pads and other items of a personal nature.

Kitchens

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 Facilities (or a Residence Life staff member) 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 residential students and their guests. Reservations of residential spaces must be coordinated through Residence Life staff.

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 and vice president, along with the Resident Assistants, who serve as floor representatives. 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. Elections for House Council President and Vice President positions are held at the beginning of the fall semester.

Student Engagement & Orientation

The mission of the Office of Student Engagement and Orientation 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 Office of Student Engagement and Orientation to learn more about clubs and organizations on campus. The Office of Student Engagement and Orientation also provides support to clubs and organizations by providing resources, ideas and event planning material. Contact the Office of Student Engagement and Orientation for more information on activities, special trips and event planning. For updated information, visit the Student Engagement website.

Any student planning to hold an event, fundraiser or other activity on campus, or under Hood's name off campus, should contact the Office of Student Engagement and Orientation in the Whitaker Campus Center for complete information on policies and procedures.

Hood College Student Organizations

For a complete and current listing of student organizations and student organization officers, stop by the Office of Student Engagement 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
- Advocacy Organizations
- Common Interest Organizations
- Diversity Organizations
- Governing and Programming Organizations
- Media Organizations
- Performance Organizations
- Service Organizations
- Spiritual and Faith Based Organizations

Student Media Organizations

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. It is entirely student-run, from submissions to review process to layout to distribution. 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.

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 Blazer 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.

Telephone Services

Campus telephones include red emergency telephones in campus buildings, outside blue light emergency telephones, residence hall call boxes, 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 three-digit area code (301) and three-digit exchange (696): 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; Gambrell 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 Office of Conference Services at (301) 696-3750.

Wellness

Hood College Health Services and Counseling Services, FMH Toll House is located at 501 West 7th Street, Frederick MD 2101. Services are provide to Hood College students August 1 – May 31. Health/Medical and Counseling services will not be provided under the Hood College Health Service Agreement during the months of June and July. Students may continue to utilize Immediate Care Center at Frederick Regional Health System, however they will be responsible for payment for services during the months of June and July. For more information on health and counseling services, visit <https://www.hood.edu/campus-community/health-counseling-services>.

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.

Whitaker Campus Center

The Whitaker Campus Center houses the Bookstore, The Blazer grill/snack bar, the campus Post Office, the Department of Campus Safety and Security, 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 administrative offices: Student Engagement and Orientation, Diversity & Inclusion, Residence Life and Student Conduct, and International Student Services. A variety of gathering spaces and study areas are also available to students and groups for events and meetings.

Student 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 and Student Conduct 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 Student Conduct and/or Dean of Students may also assign or refer cases to other Student Life staff members or an appropriate hearing board (e.g., Grievance Board) for resolution; when such assignment is made the staff member or board may issue fines and sanctions within the authority granted. The process utilized for resolution is determined by the procedures applicable to the adjudicating board or officer, regardless of the potential violations involved and their respective location within the policy structure at the College. 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 code of conduct includes policies established during pandemic. See COVID-19 protocols and information at <https://www.hood.edu/discover/welcome-home-blazers>. The College has the right and authority to determine the adjudication/resolution method and to combine adjudication/resolution of multiple matters within one judicial process, even if these matters are typically resolved through a particular process. For example, 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.” Likewise, potential “Code of Conduct” violations may be referred to or assigned to other college judicial/disciplinary systems (for example, the Grievance Board) for resolution, especially when the potential violations are part of an incident which involves multiple policies which are typically adjudicated by different systems.

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 and Student Conduct, Director of Campus Safety and Security 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 and Student Conduct, or designee will review the complaint and determine if any potential policy violations exist. If potential violations exist, the matter may proceed through the Student Conduct System process (as specified below) or be referred to another process if appropriate (for example, cases involving alleged harassment or alleged sexual misconduct may be referred to the College Grievance Board).
3. Within the Student Conduct System, 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 (when notified by email, the subject line will likely be “NOTICE OF JUDICIAL ACTION”); the accused student(s) will also be notified of the potential violations and the scheduled hearing details with the appropriate College official. Failure to appear at the 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.
4. In most cases resolved through the Student Conduct System, an Area Coordinator in Residence Life, the Director of Residence Life and Student Conduct, 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.
5. 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.

6. 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.
7. 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.
8. The judicial officer may decide to waive a hearing with a written notification of a finding of responsibility for the policy violation and direct sanctioning. Typically, this is in the event the accused has acknowledged responsibility for violating college policy or in health and safety room inspection policy violations or similar violations. If there is no hearing, the written notice will outline the ability to request a hearing within five business days, and the judicial officer will schedule the meeting to reconsider the matter; as this scheduled meeting is due process, it is not considered an appeal request.

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:

- 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.
- Procedural error of fairness.
- 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 and Student Conduct

DIRECTOR OF RESIDENCE LIFE AND STUDENT CONDUCT, 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 themselves or to others, a summary decision may be issued, requiring the student to comply with sanctions (including suspension) immediately. A 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 Office of the Dean of Students 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 may 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

- 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.
- 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.
- 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).
- 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.
- 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.
- 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.
- 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

- 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.
- 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.
 - Possession of weapon, fireworks or devices that shoot projectiles, typical fine: \$250
 - Propping secure doors, typical fine: \$250
 - Tampering with or dismantling automatic door closures, typical fine: \$250
 - Tampering with smoke detector, typical fine: \$250
 - Tampering or misuse of safety equipment, typical fine: \$250
 - False discharge of a fire extinguisher and/or false activation of fire alarm, typical fine: \$250
 - Failure to evacuate during fire drill, typical fine: \$50
 - Possession of items prohibited by fire safety, or electrical appliances policies, typical fine: \$50
 - Any other fire hazard (cloth or paper over lights, live greenery, etc.), typical fine: \$50
 - Loaning key or ID card to unauthorized user, typical fine: \$50
 - Smoking outside of designated areas, typical fine: \$50
 - Pet violation, typical fine: \$200
 - Mistreatment of building or unsafe behavior in building, typical fine: \$50
 - Trespassing, typical fine: \$50
 - Unauthorized residential room change, typical fine: \$25/day
 - Late departure during residential system closings, typical fine: \$25/hour
 - Improper Check-out, typical fine: \$150
 - Unapproved early arrival before residential system opening, typical fine: \$100 per day
- 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.
- 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. Most students are assigned service with the College's Facilities Services department.
- 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.
- 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.
- Restitution - Reimbursement for damages to, destruction of, or misappropriation of Hood College property or property of any person.
- 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.
- 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

Buying, possessing, carrying, storing and drinking alcohol on the Hood College campus is allowed only if it complies with Maryland state, county and city laws and all College policies as outlined below.

Students may only possess and use alcohol, within state and local law, in:

- Individual resident rooms where ALL residents of the room are of legal drinking age.
 - Common areas of college-leased apartments where ALL residents of the apartment are of legal drinking age. If any resident is not of legal drinking age, alcohol must be stored in locked rooms of residents of legal drinking age (and only consumed in those rooms). Alcohol is not permitted in common areas of spaces where someone is not of legal age to consume, including a refrigerator or kitchen storage.
 - Common areas of non-residential campus buildings as approved by the Director of Student Engagement, Director of Residence Life and Student Conduct, 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.
-

Sanctions for Alcohol and Drug Violations

The College may immediately dismiss students from the College for severe violations. Staff will impose sanctions based on the circumstances, with attention towards education and rehabilitation. Students may also be charged criminally or civilly with violating local, state, or federal law on college property.

The following sanctions will be imposed based on the circumstances. Violations accrue over the entire course of a student's tenure at the College.

First Offense

- Student completes a three-hour online educational program(s) on alcohol and/or marijuana use and related issues. The student must pay a \$100 fee for each course assigned, applied to the student's bill. Hood may impose an alternative appropriate educational sanction.
- Student completes follow-up surveys to online program(s).
- Student may be unable to register for courses or participate in room selection until sanction is completed.
Student will be placed on Disciplinary Probation. (This may be waived if certain mitigating circumstances exist).

Second Offense

- The student completes alcohol or other drug assessment through an off-campus accredited agency as determined by the College, at the student's expense. Alternative educational sanctions may be imposed when certain mitigating circumstances exist. These alternative sanctions may be imposed in addition to the assessment, or instead of the assessment.
- The student documents that they completed the recommendations from assessment. This may include enrollment in an off-campus treatment program and/or drug and alcohol testing, at the student's expense.
- The student's status will be reviewed. The College may reinstitute or extend Disciplinary Probation and/or enact other sanctions such as loss of privileges, relocation or suspension from housing.
The student may be unable to register for courses or participate in room selection until sanction is completed.

Third Offense

- The student may be dismissed from college housing and/or be put on Dean's Probation.
- The College will decide whether the student will remain enrolled at Hood College. The student may be suspended or expelled.
- The student completes community service. The Dean of Students or designee will determine the service program and number of hours.
The student may be unable to register for courses or participate in room selection until sanction is completed.

Fourth Offense

- The student will automatically be dismissed from College housing and may be dismissed from the College.
- The College will impose additional educational sanctions as warranted by the violation.

Fifth Offense

- The student will automatically be dismissed from the College.

Non-Academic Sessions (Dry Campus)

Students, including those who are 21 years of age or older, may not use or possess alcohol in Hood College residential facilities (including leased facilities) when “regular” classes are not in session (i.e., fall and spring semester breaks, spring holiday, orientation, senior week and summer sessions). Any student, regardless of age, who violates this policy will be sanctioned and may be automatically suspended or dismissed from the College. The College’s alcohol policies will still be in effect in non-residential buildings and public areas of the campus.

Other Specific Behavioral Violations of the Alcohol and Other Drug Policy

Below are examples of violations of the College Alcohol and Other Drug policy. This list does not include every violation. A student may not:

- Use, possess, buy, sell or distribute any illegal drugs, including prescription drugs not specifically intended for them through a doctor’s prescription.
- Use, possess, buy, sell, or distribute any “designer” or analog substance intended to mimic the effects of an illegal substance.
- Sell, distribute, purchase, or receive any substance (legal or illegal) under the pretense that it is actually a prohibited substance.
- Use, possess, sell, or distribute alcohol if they are under 21 years of age.
- Sell or distribute alcohol to anyone under 21 years of age.
- Consume, possess, sell, or distribute alcohol in a nondesignated area (including any space in a residential environment) by any person regardless of age.
- Possess or use common source containers (e.g., kegs, beer balls, etc.) anywhere on campus.
- Be publicly intoxicated or disruptive due to drinking or drug use on or off campus, regardless of age.
- Damage College or individual property due to drinking or drug use on or off campus, regardless of age.
- Host a party (as defined by the Procedures for Campus Events) where alcohol is served, unless approved by the Director of Student Engagement or Dean of Students.
- Be in a room where alcohol is present, if the student is under 21 years of age.
- Permit those under the age of 21 to be in one’s room or College-leased apartment when alcohol is present.
- Have alcohol in a room or College-leased apartment when one of the assigned inhabitants of that room/apartment is under the age of 21.
- Be in a room or area where illegal drugs are present.
- Possess empty alcohol containers or “trophy bottles” in a room or College-leased apartment where one of the assigned inhabitants is under the age of 21.
- Possess drug paraphernalia that has evidence of prior drug use.
- Falsely represent one’s age to illegally buy, receive, or obtain alcohol.
- Have guests who violate any of the above. (Note: guests may be banned from campus, prohibited from enrolling in Hood’s program, or reported to local authorities).

Medical Amnesty & Good Samaritan Policy

Hood College places the safety of students first in situations involving alcohol and drug use. To ensure a student's safety, the College considers overuse of alcohol and drugs (including, but not limited to overdose, toxicity and poisoning) a medical emergency, and seeks appropriate medical treatment in such situations. When a student receives medical attention for these reasons, the College reserves the right to notify parents and guardians as needed.

The Medical Amnesty Policy is a way for Hood College to reduce the harmful consequences caused by the abuse of alcohol or drugs. Hood College does not condone underage drinking or the use of illegal drugs. This policy is designed to promote responsible decisions when students are faced with medical emergencies requiring emergency medical attention. Emergency medical attention is defined as admittance to a hospital. The purpose of this policy is to remove barriers and increase the likelihood that students who require emergency medical assistance as a result of high risk alcohol or drug consumption will receive such assistance. This policy will provide an opportunity for a caring intervention; those who qualify will not receive any sanctions from the College and no Alcohol and Other Drug policy violation will be recorded in the student's educational record.

Qualifying for Medical Amnesty

There are two categories of individuals who may qualify for medical amnesty. For amnesty to apply, either on or off campus premises 1) the person in need of emergency medical attention, or 2) other individuals present must proactively request assistance for the person in need of assistance. These categories are described below.

Persons in need of Emergency Medical Attention

Students who a) proactively seek emergency medical attention on their own or b) for whom emergency medical attention is proactively sought by other individuals present and who are transported to the hospital for reasons directly related to the consumption or use of alcohol or drugs may be eligible to receive medical amnesty. Students who receive emergency medical attention may be granted medical amnesty only once while enrolled at Hood College. Any subsequent violation will result in a referral to the Student Conduct System.

Other Individuals Present

Students who proactively seek emergency assistance on behalf of persons experiencing alcohol or drug related emergencies are eligible to receive amnesty. In order to encourage students to be proactive in helping others, the College does not set a limit on the number of times a student can seek amnesty while assisting others during an alcohol or drug-related emergency, but reserves the right to revoke future amnesty if an individual student is utilizing this policy in an abusive manner.

Follow-up

Any student who may be eligible for amnesty will meet with the Dean of Students, Director of Residence Life and Student Conduct, or designee. If the student qualifies for medical amnesty, no disciplinary actions will be issued for violation of the Alcohol and Other Drug policy. Students granted amnesty may be required to participate in an appropriate educational program or referred to additional resources on or off campus in order to receive amnesty. Failure to meet with the designated staff member and/or complete the follow-up assigned will disqualify a student for amnesty and result in referral of the matter to the Student Conduct System.

Limitations of Medical Amnesty

Medical amnesty applies to incidents that require emergency medical attention where the student is taken to the hospital in direct relation to the consumption or use of alcohol or drugs, after proactive measures by either the person in need of medical attention themselves and/or by other individuals present in the incident. The policy does not apply to situations where College staff members (including RAs and Campus Safety officers) discover an incident absent such proactive measures and subsequently or concurrently determine (or are informed) that an individual requires medical attention.

Additionally, the policy does not apply to other prohibited conduct, such as, but not limited to, violence and threats, theft, damage and vandalism, compliance, sexual assault, etc. If other prohibited conduct occurs, the student(s) will be held responsible through the Student Conduct System for those violations.

Nothing in this policy shall prevent an individual who has enforcement obligations under state or federal law to report, charge, or take other action related to the possible criminal prosecution of any student. This policy does not protect or preclude a student from civil or criminal action, which is separate from the College process.

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 Residence Life and Student Conduct (301) 696-3577
- Office of the Dean of Students (301) 696-3235
- Department of Campus Safety and Security (301) 696-3548
- Department of Human Resources (301) 696-3592

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, and resident assistants in performance of their duties.

Damages, Vandalism, and Room Alteration

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.

- 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.
- Alteration of College property is prohibited.
- 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.
- Residential students should review the Damages and Room Alteration information contained under "Residence Hall Policies" in the Administrative Policies and Procedures section of this handbook for information regarding their responsibility for the condition of their living space.

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:

- Hair appliances are the only heat-generating appliances allowed in residence hall rooms. Cooking appliances, halogen lamps, heat lamps, irons, space heaters, heating pads, 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. Improper 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).
- 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.
- Irons may be used only in the laundry rooms.
- Only one mini-fridge unit OR microwave and mini-fridge combination unit (not larger than 4.5 cubic feet) is 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). A mini-fridge and microwave combination unit must be plugged directly into a wall (not into a surge protector. A window air-conditioning unit must be plugged directly into a wall electrical outlet. A mini-fridge and microwave which are separate units must be plugged into two separate electrical units (not into surge protectors).
- The use of extension cords, “octopus” or multiple outlet strips without a surge protector is not allowed. Students should not use an excessive number of electrical appliances for fire safety reasons.
- All appliances, surge protectors, etc. used in the residence halls must carry certification for safety by Underwriters Laboratory (UL) or a similarly recognized testing agency.
- Electronic aroma diffusers are prohibited.
- Electrical appliances such as small coffee makers are permitted in rooms only if there is an automatic shut off switch, and this setting must be used so that the appliance will shut off after a period of time.

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.

- 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.
- 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.

- No live Christmas trees/wreaths or similar live greenery may be used in any College building. Artificial Christmas trees are permitted as long as they do not touch the ceiling. All decorating materials used on floors where students live must be fireproof. A reasonable number of small potted plants are allowed within resident rooms.
- Tampering with the fire alarm system, fire extinguishers, fire doors, door closures, red (emergency) phones, smoke detectors or other fire equipment is strictly prohibited.
- Entrances, driveways and halls must be free of obstacles. It is prohibited to leave or store items in hallways stairwells or egress routes.
- 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.
- Light fixtures are not to be covered with flammable items such as cloth, paper or cellophane.
- 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.
- Flammable items including but not limited to sheets, tapestries, flags, netting, and other cloth-based materials, etc., may not be hung or draped from the walls or ceiling of living spaces. The exception to this is if the student purchases cans/bottles of flame retardant spray to fully treat the cloth hanging on walls only (not from ceilings); the receipt and cans/bottles must be kept on hand to be shown to those conducting fire safety inspections. No more than 40% of any wall may be covered in this manner (with fabric treated with flame-retardant spray). Fabric window treatment/curtains may only be used if they consist of flame retardant material or treated as described above.
- No more than one-fourth of a residence hall door is able to contain paper or other decorations. A string of lights must not be displayed on or around doors.
- 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.
- No one shall use the elevator in the event of an alarm, fire, or fire drill.
- Shelving must not be used when a fire sprinkler system is above it. There must be clearance below the sprinkler system.
- 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.

- Window screens and storm windows are not to be removed.
- Residential furnishings, including bed frames and mattresses provided by the College, must remain in the assigned room. There is no available storage space in the residence halls. 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 inspected and/or when the halls close will be fined and may be billed for the cost of replacing the missing item(s).
- Residents may not remove bed frames and place them or mattresses directly on the floor, as this damages the mattress, bed frame, floors and carpets.
- 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.
- Students may not provide their own bed, unless written approval for a housing accommodation was granted for the student.

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-residential students who visit the residential system. These policies also apply to non-students who visit campus. Residential 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.

- 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.
- Hosts are required to sign in their guest(s) only if they will be present during quiet hours. 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.
- Each resident is permitted to sign in/host a maximum of four guests at any time. An exception to this limit may be made by Residence Life staff for visiting family members.
- Residents may not allow prohibited individuals into any facility within the residential system.
- 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 only if signed in. 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 two nights out of any seven-night period. The same guest may stay overnight again for only a total of up to four nights in a one month period of time.
- No attempts may be made by other residents to sign in or host a guest for another resident. Such attempts will result against judicial action against both parties.
- If a guest is in the residence hall for an official Hood College function (class meeting, program, etc.), and not to visit an individual, they should sign in, listing the event as their host and proceed to the event directly. Such guests must leave the residence hall promptly at the conclusion of the event.
- Guests during quiet hours (overnight) are not permitted in the residence halls when the residence halls are closed (break periods, summer, etc.). This includes students from other residence halls.

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 gender 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.

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.

- Installation of personal locks or chains on doors is prohibited.
- 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.
- Possession or use of College keys other than those assigned and issued to the student is prohibited.
- Duplicating keys is prohibited. If the College loses control over keys due to duplication, the security of current and future community members is jeopardized.

Students must lock their room doors at all times including when they are in the room or leave for a moment. Security of the room and the belongings must be a concern of all residents of the room.

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.

- Each student must clean the kitchen, dishes and utensils after use.
- 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.
- The residence hall's House 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 Office of Student Engagement. 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 Office of Student Engagement at (301) 696-3575.

Pets and Animals

Violation of this policy will result in judicial action, with at a minimum prescribed sanction fine of \$200. Failure to immediately remove an unauthorized animal from a residential facility may place a student's housing or visitation privileges in jeopardy, and result in additional daily fines.

1. Those on Hood College property must respect 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. Animals are not allowed in any college buildings, except for service animals (as defined by the ADA).
3. With the exception of service animals, animals must not 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 College'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.
5. Assistance Animals may be allowed in the room of a resident only when approved as a housing accommodation. See "Housing Accommodations" under Residence Hall Policies in the Administrative Policies and Procedures section of this Handbook, as well as in the Policy and Guidelines for Service Animals and Emotional Support Animals, available on the Office of Accessibility's website.

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

See Room Change, Administrative Policies and Procedures section of the Handbook.

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 and Student Conduct.

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 and 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 Misconduct, Sexual Violence & Relationship Violence

Sexual misconduct (including sexual and relationship violence), is one of the most serious violations of Hood's values of honor and respect, and no form of sexual misconduct is acceptable within our community. Sexual misconduct is a broad term that encompasses sexual violence, nonconsensual sexual contact, sexual harassment, sexual assault, sexual exploitation, sexual intimidation, and relationship violence. All forms of sexual misconduct are prohibited in the Hood community. Members of the Hood community who are found to have engaged in sexual misconduct will be subject to sanctions which reflect the seriousness of the offense, the circumstances of the occurrence, and any prior violations of College behavioral standards. Such sanctions may include, but are not limited to, probationary status, loss of College housing and/or separation from the institution on a temporary or permanent basis. Sanctions imposed by the College are separate and not dependent upon legal proceedings or the outcome of such proceedings. For more information, including resources for victims, see Sexual Misconduct, Sexual Violence, & Relationship Violence in the Administrative Policies and Procedures section.

Smoking

Please see Smoking Policy, Policies 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.

Violence 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.

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.

Academic integrity at Hood is guided by an Academic Honor Code. The basic aims of the Academic Honor Code 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. Faculty, staff and administration are available to assist students in their understanding of the purpose and processes of the Academic Honor Code. The Academic Honor Code is a subset of the larger Code of Conduct outlining expectations for student behavior at Hood College and may be referred to informally as the “Honor Code.”

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.” This Honor Pledge is recited during orientation and convocation when students enter the College.

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 their class syllabus and speak directly to their instructors, when in doubt, 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: (1) copying another’s work or allowing your work to be copied, (2) bringing unauthorized materials into an exam, (3) using electronic devices in an unauthorized manner to give or receive aid, (4) using unauthorized materials to complete an exam or assignment, (5) communicating (via any means) during an exam without approval, (6) failing to turn in exam materials at the conclusion of an exam, (7) taking an exam in an unauthorized location, (8) leaving the exam environment (except in an emergency or with the approval of the proctor), (9) 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 is any unacknowledged use of another person’s language or ideas, whether intentional or unintentional. Furthermore, plagiarism includes unauthorized utilization of a generative artificial intelligence platform (e.g. ChatGPT). Even if a faculty member expressly approves of the use of a generative AI platform for assignment(s), the student must still provide attribution. Students seeking advice on the proper use and acknowledgement of scholarly materials should consult the following: class syllabus, individual instructors, the library staff, and any of the several reliable guides to

scholarly writing that these sources recommend. Faculty are encouraged to discuss plagiarism in the context of each class and be specific in their syllabus about the type of citations utilized in the academic discipline of the course (e.g. APA, Chicago, MLA).

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

Other: 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 Academic Honor Code is in place to promote the principles of honesty, responsibility, and intellectual integrity, the scope of the Academic Honor Code extends to academic related behavior beyond the classroom itself (e.g. the Testing Center in the Student Success office). Actions which demonstrate willful dishonesty, falsification, or are designed to mislead other members of the Hood community constitute violations of the Academic 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 Academic Honor Code be promptly reported by those who witness them.

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.

Hood affirms the ability of instructors to independently handle Academic Honor Code violations relevant to their classes. Faculty have the authority to investigate alleged violations and issue sanctions. If a faculty member encounters a potential violation, or receives a report of a violation, they should take the following immediate steps:

1. Due process requires that instructors speak with the accused student to determine the facts of the matter. Discuss the accusations with the accused student(s), in a confidential manner, by gathering their perspective and investigating appropriately.
2. Determine whether the student violated the Academic Honor Code, based on the evidence.
3. If a violation occurred, determine sanction and notify the student in writing, via email.
4. Notify the Academic Judicial Committee Chair by submitting an Academic Honor Code integrity report, **which can be located on the Dean of Students' landing page or [here](#)**. In this report, provide the name of the student, course number, the type of violation, all evidence gathered, and the sanction(s) issued so that a record can be maintained of offenses.

The Chair of AJC is available for consultation on procedures and sanctioning of Academic Honor Code violations but typically will not share prior student records of violations, as it is the primary role of Academic Judicial Council (AJC) to adjudicate serious and/or continual violations of the Academic Honor Code and to consider appeals. Violations which occur outside of the classroom itself or that are not connected to the work associated with a specific course should also be reported to the AJC Chairperson for possible AJC hearing or referral on to the Student Conduct system.

Sanction Guidelines for Faculty

The Academic Honor Code recognizes that each student's situation is different, and no set of guidelines can cover all cases. The guidelines below should be taken as suggestions and as a starting point only. Faculty may deviate from these guidelines based upon the individual circumstances of each case, objectives of the course and weight of the assignment in relation to the course overall, the developmental level of the student, perceived intentionality, and student response.

For unintentional plagiarism, or other violations where the student was likely unaware of a violation of academic integrity, a sanction of a zero on the assignment is usually appropriate.

Based on individual circumstances, additional or different sanctions may be warranted, including:

- reduced grade on the assignment or test;
- required rewrite of the assignment to remove the plagiarism; and/or
- education on plagiarism and academic integrity through required meetings with Writing Center, Library, or Student Success coaching staff.
- For intentional plagiarism, cheating, and other violations, failure of the course may be a reasonable sanction. Based on individual circumstances, additional or different sanctions may be warranted, including: failure or reduced grade on the assignment or test;
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Academic Judicial Council (AJC)

Academic Judicial Council (AJC) is a judicial system comprised of students, faculty and administrators whose purpose is to: 1) adjudicate serious and/or continual violations of the Academic Honor Code and 2) to consider appeals. The appeals process affords any student accused of an Academic Honor Code violation the right to an AJC hearing.

AJC Membership

The AJC is comprised of the Chairperson, two faculty representatives, and up to ten full-time undergraduate students in good academic standing. The Dean of Faculty serves as Chair, oversees and coordinates all activities of AJC, and shall be non-voting except in the case of a tie. Faculty representatives are elected by and from the faculty to serve in alternating two-year terms and are voting members of AJC. Student members are solicited and selected by the Chair each fall and are voting members. At least one student shall be from the SGA Academic Affairs Committee. Further details of specific AJC hearing procedures are located within the Academic Judicial Council Bylaws, available from the Chair. AJC members will be asked to recuse themselves from a hearing if there is a significant conflict of interest with either the reporting party or the student. AJC student members receive training about AJC bylaws at the start of each academic year.

Violations of the Academic Honor Code—AJC Procedures

The AJC Chair will track Academic Honor Code violations over time across the College and will initiate hearing proceedings in cases of appeals and serious and/or continual violations of the Academic Honor Code according to guidelines below.

Sanction Guidelines for AJC

Similar to faculty sanctioning, the individual circumstances of each case, perceived intentionality, student response, and other factors are carefully considered during AJC hearings. In the case of students with serious and/or continual violations of the Academic Honor Code, AJC has authority to issue additional and more severe sanctions than individual faculty. During appeal hearings, AJC will determine whether violations occurred, and if so, issues appropriate sanctions which may be additional or more severe than issued by the instructor(s). If AJC determines a violation did not occur, an instructor's sanction may be removed.

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Students with egregious and/or multiple violations may be suspended from the College for one or more terms but may be readmitted after the absence. Expulsion from the College is rare, but may occur if there are multiple and egregious violations. Suspension or expulsion from the College necessitates approval of the Provost.

First Academic Honor Code violation

In the majority of cases, no additional action is taken with first violations as these are considered to be learning opportunities for the student. The AJC Chair will document the violation and send the student a confidential email about the violation and direct them to resources at the College. However, in cases of a first egregious, intentional violation, as determined by the AJC Chair and based upon input from the instructor, AJC may conduct a hearing to determine if additional sanctions beyond those imposed by the instructor are warranted. AJC may also conduct a hearing in the case of a student appealing an instructor's finding of an academic integrity violation and/or sanction(s).

Second Academic Honor Code violation

Repeated violations are more serious and may reflect a disregard for or ongoing confusion about expectations of academic integrity. When a second violation is reported and documented, the AJC Chair will conduct a hearing to determine if additional sanctions beyond those imposed by the instructor—or instructors, if occurring within the same term—are warranted.

During hearings for students with multiple violations, AJC will determine whether additional and/or more severe sanctions beyond those issued by the instructor(s) of the current term are warranted. Students may or may not also be appealing one or both sanctions. When a student does not appeal a sanction, AJC may not reduce the sanction issued by the instructor. When a student with multiple violations is also appealing one or both sanctions, AJC will determine whether violations occurred, and if so, determines appropriate sanctions which may be additional or more severe than issued by either instructor. If AJC determines a violation did not occur, an instructor's sanction will be removed.

Third and subsequent Academic Honor Code violations

An Academic Judicial Council hearing will automatically be scheduled for students with a third alleged Honor Code violation. The hearing will be conducted to determine whether a violation did occur. If the hearing results in an affirmative finding, AJC may recommend suspension from the college for one term. Suspension from the College requires approval by the Provost. If the Provost confirms the recommendation of suspension from the College for one semester, other offices must be notified including the Dean of Students, Financial Aid, and the Registrar's Office. After suspension from the College for one semester, a student may petition to be readmitted to the College. A petition for readmission following a suspension for multiple Honor Code violations will then be considered by the Academic Standards and Policy Committee. If the petition is successful, the student will be readmitted. However, if the petition is denied, the student may then appeal to the Provost.

Failure to Fulfill a Sanction

Failure to fulfill all the specifications of an assigned sanction will be considered an additional violation of the Academic Honor Code and will be adjudicated within the progression outlined above.

Appeals must be in writing, via email, within five (5) class days of a written decision and must state a valid basis for the appeal to be considered, such as new evidence or procedural error. Students may appeal a faculty decision to AJC for a hearing. In rare circumstances, students may appeal AJC decisions to the Provost. Decisions on appealed matters are final. A decision may be appealed no more than once. Feel free to contact the AJC Chair with questions: Paige Eager, Dean of Faculty, 301-696-3699, eager@hood.edu.

Personal Integrity

As the Academic Honor Code is in place to promote the principles of honesty, responsibility and intellectual integrity, the scope of the Academic 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 Academic Honor Code. Such behavior may lead to disciplinary action, including dismissal from the College.

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Violations of the Academic Honor Code—Student Procedures

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.

Violations of the Academic Honor Code—Faculty Procedures

Faculty Authority

Hood affirms the ability of instructors to independently handle Academic Honor Code violations relevant to their classes. Faculty have the authority to investigate alleged violations and issue sanctions. If a faculty member encounters a potential violation, or receives a report of a violation, they should take the following immediate steps:

1. Due process requires that instructors speak with the accused student to determine the facts of the matter. Discuss the accusations with the accused student(s), gathering their perspective and investigating appropriately.
2. Determine whether the student violated the Academic Honor Code, based on the evidence.
3. If a violation occurred, determine sanction and notify the student in writing.
4. **Notify the Academic Judicial Committee Chair in writing, providing the name of the student, student ID number, course number, the type of violation, all evidence gathered, and the sanction(s) issued so that a record can be maintained of offenses.**

Sanction Guidelines for Faculty

The Academic Honor Code recognizes that each student's situation is different, and no set of guidelines can cover all cases. The guidelines below should be taken as suggestions and as a starting point only. Faculty are free to deviate from these guidelines based upon the individual circumstances of each case, objectives of the course and weight of the assignment in relation to the course overall, the developmental level of the student, perceived intentionality, and student response. No justification is requested or required if a faculty member deviates from these guidelines.

For unintentional plagiarism or other violations where the student was likely unaware of a violation of academic integrity, a sanction of a zero on the assignment is usually appropriate. Based on individual circumstances, additional or different sanctions may be warranted, including:

- reduced grade on the assignment or test;
- required rewrite of the assignment to remove the plagiarism; and/or
- education on plagiarism and academic integrity through required meetings with Writing Center, Library, or Student Success coaching staff.

For intentional plagiarism, cheating, and other violations, failure of the course is a reasonable sanction.

Based on individual circumstances, additional or different sanctions may be warranted, including: failure or reduced grade on the assignment or test;

- reduced grade in the course;
- required rewrite of the assignment to remove the plagiarism; and/or education on plagiarism and academic integrity through required meetings with Writing Center, Library, or Student Success coaching staff.

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 and Student Conduct, 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 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 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 each of the five buildings. 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

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 one or two residence halls and various administrative duties. The ACs report to the Director of Residence Life and Student Conduct.

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.

Residence Hall Policies

All portions of the Code of Conduct apply in the residential system.

Housing and Food Service Contract

To live in Hood College housing, a student must submit a Housing and Food Service Contract. Failure to do so does not release a student required to live on campus from the conditions of the contract or permit the student to live off campus.

Cleanliness and Hygiene Guidelines

Students are responsible for cleaning their own rooms and apartments (including private bathrooms) 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 common 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.

Damages and Room Alteration

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.

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.

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. Damages that were not documented at the beginning of occupancy are considered the occupant's

Residence Hall Meetings

Residence hall meetings are conducted by the Resident Assistants, 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.

Housing Accommodations

Hood College will make reasonable accommodations for students with housing needs in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and other applicable laws. Any student who has a disability or a physical or psychological health problem necessitating housing accommodations, such as a first floor room, a private room (no roommate/single), etc., must request accommodations through the Director of Accessibility Services (301-696-3421) by submitting a Housing Accommodations Request. Students without disabilities requesting a housing accommodation must follow the same process; these may include cultural, ethnic, religious, or gender-related reasons necessitating an accommodation. The Housing Accommodations Committee will evaluate requests based on the needs present, and where applicable, the documentation of the disability or condition by a licensed practitioner; the committee will determine the scope of reasonable accommodations to be provided. If space limitations exist, the committee will also determine the priority level of the student for accommodations as space becomes available.

Requests not approved by the committee will be communicated to the student by the Coordinator. Reasonable accommodations approved by the committee will be communicated to the student by Residence Life staff, who will work with the student regarding the accommodation. Housing arrangements are granted for one academic year only (or for the remainder of the year if granted after the start of the fall semester); students must reapply with the Director of Accessibility Services each spring for the upcoming fall semester. 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.

Assistance Animals

Under the Fair Housing Act (FHA), an animal requested to live in a residence that has a “no-pets” policy, must request the animal’s presence as a reasonable accommodation as an Assistance Animal. An Assistance Animal, as defined in a 2013 joint guidance letter by the Department of Justice (DOJ) and the Department of Housing and Development (HUD), includes a Service Animal as qualified under ADA, and an Emotional Support Animal. To request a housing accommodation for an Assistance Animal, you are asked to make an appointment with the Accessibility Services Coordinator (301-696-3421). A Housing Accommodation form that includes a student section and medical provider section will need to be submitted to the Accessibility Services Office. Visit <http://www.hood.edu/housingaccommodations> for more information.

Service Animals

The Americans with Disabilities Act (ADA) of 1990 defines a Service Animal as a dog individually trained to do work or perform tasks for the benefit of a person with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability.

The Department of Justice explicitly states that the following animals are not considered Service Animals under Title II and III of ADA:

- Any animals besides dogs—regardless of whether they are domestic or trained;
- Animals that serve solely to provide a crime deterrent effect; and
- Emotional support, comfort or companionship animals (a clear distinction between Service Animal that are trained to respond to an individual’s needs, and untrained “emotional support” animals whose mere presence may positively affect a person’s disability by serving as a companion).

If you have any questions about Service Animals at Hood College, contact the Director of Accessibility Services (301-696-3421).

Storage

There is no storage allowed in the residence halls for students living on campus. All belongings must be kept in student rooms. During the summer break, storage is available only to those students whose permanent address is 1000 miles or more from the College, who have a housing assignment the following semester. The College cannot guarantee the availability of storage or the safety of items in storage and strongly recommends students take valuable items home or rent an off-campus storage facility.

Bicycles may only be stored in a specified outside 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 may not be removed from resident rooms and may not be placed in storage. 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 or to purchase renter’s insurance. During the summer months, students are encouraged to take valuables home. Combustible items may not be stored. Personal items placed in storage must meet guidelines and limits set by the Director of Residence Life and Student Conduct 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 and Security.

Telephones

The College provides telephones on each residence hall floor. 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. Residential students are required to provide a working mobile 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 their mobile telephone information changes. Failure to keep an up-to-date mobile phone number on file may result in a fine. Residential students who do not possess a mobile phone should speak with the Director of Residence Life and Student Conduct 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. Individual rooms are not equipped with trash cans. 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.

Break Closing and Check Out

Residence halls close and no food service is available during Thanksgiving, Winter, and Spring breaks, as well as during the summer. It is against College policy for students to occupy residence halls after designated hall closing (unless special permission is granted for those who apply to remain in their residence). There is an hourly fine for late departure after residence halls close. Students who return before published hall opening times, without approval, will also be fined at a minimum. When residence halls close, students must complete check-out procedures by preparing their rooms before leaving the College. Residence Life staff will student rooms to ensure 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 low, if possible). All electrical appliances, including refrigerators, must be unplugged and emptied of perishables. At end of year closing, residents are required to personally check-out with their RA upon departure. Failure to properly complete check-out procedures will result in a fine.

Break Housing

When residence halls are closed during Thanksgiving, Winter, and Spring breaks, housing is offered on a limited basis at a daily cost in line with academic year room costs. International students are housed free during Thanksgiving, Winter, and Spring breaks but must pay for summer housing. Students involved in college academic and co-curricular programs (i.e., student teaching, internships for academic credit, or certain in-season athletics), are permitted to stay in break 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 without completing appropriate forms, available at www.hood.edu/breakhousing. Even if housing costs are waived, an application must be completed. Students who fail to complete a form will receive a fine, even if required to be on campus. Unauthorized occupancy when not required for academic reasons will result in break 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 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

Hood College has a three-year residency requirement for full-time undergraduate students. First-year, sophomore and junior students beginning fall 2020 are required to live in College housing. At the time of admission to the College, the Office of Admission will work with students to determine their residency status in line with the criteria outlined in this residency requirement. After matriculation, students interested in seeking an exception to the residency requirement must (1) work with the Office of Residence Life to receive residency status change approval prior to electronically signing their housing contract, and (2) must meet one of the criteria below. Any student who falsifies information to avoid compliance with the residency requirement is subject to suspension or dismissal from the college.

The only valid exceptions to the residency requirement which will be considered are the following:

- The student is 23 years of age or older at the start of the academic year.
- The student is 22 years of age or younger and living with an immediate family member (defined as a parent/legal guardian, grandparent, or sibling) no more than a 30-mile commute from Hood College according to online map directions. A parent/legal guardian is defined as the person(s) who is named and whose financial information appears on the student's completed FAFSA.
- The student is currently married, in a civil union, or a domestic partner relationship (civil union and domestic partnership must have been in existence at least six months prior to date of request).
- The student is a military veteran.
- The student has dependent children living with them.

Students may choose to live off campus at the completion of their third year by not participating in the Room Selection process for their senior year. Students bound by the three-year requirement who do not participate in the Room Selection process will be administratively assigned an on-campus housing assignment and meal plan.

Room Changes

All first-year and sophomore students are required to have roommates. Students are required to resolve interpersonal concerns with their roommates rather than resorting to a room change for a "quick fix." Room changes 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. 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 residence life staff. 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 judicial action, and a minimum of a fine of \$25 per day or portion thereof.

Room Selection

Room Selection for the following academic year is typically held in last April. 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 by mid-spring semester.

Safety Hazards/Elevator Issues

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

- During regular business hours, Facilities at (301) 696-3452 or x3452 from a campus phone. After hours, Campus Safety and Security at (301) 663-3131 or "0" from a campus phone and they will contact the appropriate Facilities personnel.
- In the residence halls, a building staff member or Campus Safety and Security via a red phone.

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.
-

Leave of Absence

Students who need to be away from the College for one or two semesters (excluding summer) but wish to maintain ties to the College and resume their studies at a later time, may take a leave of absence instead of withdrawing from the College. If your return is uncertain, or if you will be away for more than two consecutive semesters, you should submit a Withdrawal from the College form. Students who do not return from a leave of absence after two semesters will be withdrawn. Students who wish to request a leave of absence for the remainder of the currently enrolled term must receive written permission from the Dean of Students prior to the withdrawal deadline as set forth by the academic calendar.

A leave of absence may affect loans. Students that are on an institutionally approved leave of absence are reported as withdrawn to the National Student Clearinghouse as of the date the leave began to signify they are not currently enrolled in classes. Please contact the Office of Financial Aid at finaid@hood.edu or 301-696-3411 for additional information.

Students do not file a leave of absence form in order to study abroad or at another institution in the United States. Instead, they must file a petition with the Office of the Registrar for approval to study elsewhere.

Leave of Absence Petition and Petition to Study Away or Abroad are available online: <https://www.hood.edu/offices-services/registrars-office/services-requests-forms/forms> and in the Office of the Registrar.

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 *Leave of Absence (LOA)* information above.

[Hood College Health and Counseling Services](#) staff members are available to assist students, to assess the situation, to recommend the level of care needed, and to provide referral information and supportive services to the student until she/he/they leaves campus. A leave of absence is officially arranged through the Registrar's Office.

Involuntary Leave

[Hood College Health and Counseling Services](#) staff can assist students in dealing with most 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 his/her/their 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 his/her/their campus responsibilities. The Dean may then require that the student be evaluated by a member of the Hood College Health and Counseling Services staff who will assess, in cooperation with the student whenever possible, the extent to which the student 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 the 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, the student is not permitted to attend campus programs and/or activities without prior approval from the administrator imposing 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 labeled confidential and sent directly to the Office of the Dean of Students.

Continuation of treatment may be required as a condition of return to campus, especially in situations where the student's professional provider(s) consider 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, the provider(s) should note that recommendation in the documentation sent to the Office of 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 Hood College Health and Counseling Services staff evaluate the student.

If, upon evaluation, it is determined that a problem exists which requires treatment, the [Hood College Health and Counseling Services](#) 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.

Administrative Policies & 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 Building 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 the Department of Campus Safety and Security. Students on the approved access list should provide a valid Hood College ID when requesting entry. All persons entering or leaving a building after class hours should be sure that outside doors are closed tightly.

Campus/Student Organization Event 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 Security 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 Office of Student Engagement in the Whitaker Campus Center for complete information on policies and procedures.

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 Office of Student Engagement. Student organizations wishing to schedule a meeting or event should meet with a member of the Student Engagement staff who will review the meeting/event request. At the meeting, the Student Engagement staff will consult the master programming calendar for other events/meetings in the same time frame 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. Catering for campus-wide student events must be provided by Hood Dining Services. See the Student Organizations handbook for details on catering food at student organization meetings and events. Once the event is scheduled and placed on the master programming calendar through the Office of Student Engagement, a member of the staff will confirm the room reservation with the Conference Services Office and follow up with the student organization officer.

Changing Commuter Status

Students with commuter status wishing to change their status to resident will need to contact in writing the Director of Residence Life and Student Conduct. For the upcoming fall semester's room selection process, the commuter student would need to contact the Director no later than the end of January to receive priority in the room selection process. Applications will be accepted thereafter on a space available basis.

Changing Resident Status

Students with resident status who are required to be residential students shall not be permitted to change their status to commuter. See Residency Requirement. Students where the Residency Requirement is not applicable have the option of entering into a housing contract; those not entering a housing contract will have their status changed to commuter. Students who have entered into a housing contract must pay to live and dine on campus, and are not permitted to change their status to commuter. The exception to this is if there has been a substantial financial hardship which was unknown at the time of entering into the housing contract, or if exigent circumstances exist which are extreme warranting the necessity of changing residency status to commuter. The student would need to provide detailed documentation to the Director of Residence Life and Student Conduct and be approved in order to be released from the housing contract. It is very rare to be released to live off campus if the Residency Requirement is applicable or once a student has submitted a housing contract; those that are ultimately approved for contract release will be charged a \$500 contract cancellation fee to their student account.

Charity Drive Donations

To schedule a Charity Donation Drive, the responsible student organization officer should contact the Office of Student Engagement by e-mail at studentengagement@hood.edu or in person in the Student Life Suite. The organization officer is responsible for communicating with a Student Engagement staff member to discuss the specifics of the donation drive.

Only one Charity Donation Drive may occur at any given time and cannot last longer than two weeks. 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 Office of Student Engagement will be immediately terminated. The Office of Student Engagement 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 Office of Student Engagement, they may jeopardize their ability to hold Charity Drives in the future.

Class Absence

The Office of the Dean of Students should be notified and provided with appropriate documentation when a student is unable to attend classes due to serious illness or an emergency situation. The Dean of Students may, 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. No other information about diagnosis or treatment will be shared. Students should notify the Office of the Dean of Students using the [Class Absence Notification Form](#) found in Pergola Connect. The student will be responsible for contacting professors, determining class status and making arrangements for completing coursework.

With permission from a student who is admitted to the hospital or sent home for medical reasons, Hood College Health and Counseling Services and/or Residence Life staff may notify the Office of the Dean of Students. When emergency circumstances necessitate a quick departure from campus, the Office of the Dean of Students can assist the student in making those arrangements, if needed. For situations requiring an extended absence, students should refer to the *Leave of Absence* section of Handbook. The Office of the Dean of Students can be reached by calling 301-696-3235 or emailing deanofstudents@hood.edu.

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, gender identification, 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 Accessibility 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

Director of Diversity and Inclusion
Whitaker Campus Center/Student Life Suite, 401 Rosemont Avenue, Frederick, MD 21701
301-696-3575
diversity@hood.edu

Laura Fox, Head Women's Lacrosse Coach/Title IX Resource for Athletics
Athletic Center 215, 401 Rosemont Avenue, Frederick, MD 21701
301-696-3465
fox@hood.edu

Kate Gmuer, Director of Accessibility Services
Section 504 Resource for Student Services
Rosenstock Hall/Student Success Center - Room 322, 401 Rosemont Avenue, Frederick, MD 21701
301-696-3421
accessibilityservices@hood.edu

Emergency Procedures

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

If time permits, refer to the Campus Safety and Security Guidebook for detailed information and guidance, otherwise:

1. Remain calm.
2. Call the Communications Center by dialing “0” from a campus phone or 301-696-3548 from your cell phone, and a security staff member will notify the proper authorities of the emergency. For an emergency, dial x3111 from any campus phone or 301-696-3111 from your cell 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 x3111 or 301-696-3111 from a non-campus phone.

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.

By registering for classes, the student agrees that in the event the student becomes delinquent or defaults in paying charges due to Hood College, the student agrees to reimburse Hood College the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3% of the debt, and all cost and expenses, including reasonable attorney’s fees, Hood College incurs in such collection efforts.

Students who withdraw from the College or from a course may be 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, they are required to complete a Withdrawal from the College 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.

All financial obligations must be settled before a student may 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.

Hold for Fire Safety Procedures

Hold for Fire Safety Procedures

Fundraising Policies

All student organization fundraisers must be approved through the Office of Student Engagement. To plan a fundraiser, the responsible student organization officer should schedule a meeting with a member the Student Engagement 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 receive approval from the Office of Student Engagement Office before contacting off-campus businesses, groups, or individuals for donations of prize, money, food, etc. Organizations wishing to host a bake sale or food sampler must also obtain a permit from the Frederick Health Department. See the Student Organizations Handbook for specifics.

For specific information on Fundraising Policies, refer to the Student Organization Handbook, available in the Office of Student Engagement.

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

Any student who is in a performance organization or publicly represents Hood College should have a 2.0 cumulative GPA 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 (GPA). 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 GPA of 2.0 or better. However, new student athletes are exempt from this as their continued eligibility will be assessed after their fall and spring cumulative GPA is available.

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 and Security, 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.

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, sent out on "Hood Alert" and posted at Hood College's website 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.

Incidents of Bias and Hate

Hood College is proud of its diverse community, and we are committed to cultivating and strengthening an inclusive, tolerant, multi-cultural, and intellectually open community with equal opportunity for all. By encouraging and celebrating our differences, we create an environment that promotes freedom of thought and academic excellence.

There is ZERO tolerance for hateful and discriminatory actions on our campus or within our community.

We condemn all racism and hatred in any form and believe in the importance of inclusion, diversity and mutual respect. This belief is rooted in our core values. The College will take immediate and appropriate corrective action when it determines that these values have not been upheld and an incident of bias, hate, or discrimination has occurred.

It is our goal to have a respectful and nurturing academic community that affirms the inherent worth and dignity of every individual, and celebrates the diverse backgrounds of all students, faculty and staff. We will strive to value each person for their uniqueness and difference and to encourage all community members to reach their fullest potential.

You can file a report at <https://www.hood.edu/node/12751>.