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  J: Information Technology Policies and Procedures  
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  L: Office of Post Graduate Planning  
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About the Student Handbook

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

This Handbook includes a facebook of the student body, faculty, staff and administration and other information used primarily by students and faculty.

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

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

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

Long-term Aspiration

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

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The Learning Continuum

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

Olin College takes student development one step further with the Learning Continuum. While nearly every college in America offers academic courses and student organizations, seldom is much thought given to the unstructured zone between the curriculum and extra-curriculum, or the connections between them. At Olin, we have given this zone a lot of thought.

The Olin College Learning Continuum (with examples along the right side) consists of courses, undergraduate research opportunities with faculty, non-degree credit Passionate Pursuits, transcript-noted Co-Curricular Offerings, community service, committee work or other service to the college, clubs and organizations, and recreation. The Office of Student Life staff encourages student participation along the full range of opportunities in the Learning Continuum and works to foster connections among the elements on the continuum.
Academics

Academic Policies
One of Olin’s highest priorities is the well being of its students, and Olin recognizes that individual circumstances often call for individual approaches. Olin’s faculty, staff and administration will always attempt to do what is right, regardless of the formal rule. The following policies will help to ensure that students are treated fairly.

Attendance Policy
Students are expected to attend all classes at Olin. Each instructor will establish and publish the class attendance policies for reporting anticipated absences and making up missed work, including lab experiences and project work. The Dean of Student Life will grant exceptions for illness, religious observance, or other reasons deemed appropriate.

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

Expo is an opportunity for people outside the college to see what Olin students can do, and it is an important way of involving external constituencies in the activities of the school. Faculty, staff, students and external visitors are asked to evaluate student presentations as a way of helping students improve and also as a way of evaluating our programs. Normally all registered students are required to participate in Expo, both as presenters and as evaluators. Students who cannot attend Expo for any reason should petition the Dean of Student Life as early as possible for an excused absence. Failure to participate in Expo is noted by the faculty Expo Coordinator. Persistent failure to participate without an excused absence may be considered a violation of the Honor Code, particularly regarding Passion for the Welfare of the College.

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

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

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

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

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

Declaration of Major/Change of Major
Students are expected to declare their major no later than the time of registration for the fourth semester. Major declaration forms are available at the Student Accounts and Records Center (StAR) website (http://star.olin.edu) and must be signed by the student and his or her adviser.

Students declaring the Engineering major must also complete and submit a major course planning form at the same time. The instructions and form can also be found on the StAR website.

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

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

Cross-Registration Policy

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

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

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

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

The Add Period

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

The Drop Period

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

Course Withdrawal

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

Half-Semester Courses

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

Grading at Olin

Philosophy

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

Grading Rules and Regulations

1. Privacy: Olin will not publicly post either grades or summary metrics (e.g., GPAs) in any form that allows identification of any particular individual’s performance. It is expected that students will respect the privacy of each other’s grades.

2. Grading Clarity Requirements: On the first day of instruction, each Olin class will publish the following information:

   a. Learning Objectives that specify the knowledge, skills and attitudes that students are expected to develop or attain in the class. The learning objectives should be an effective instrument for students to understand what they will learn and how their learning will be evaluated.
b. Grading Criteria that specify how the final course grade is determined. Some aspects of grading are necessarily based on the professional judgment of instructors, informed by their experience, and are subjective.

3. Feedback: Olin expects instructors to provide students with feedback on their performance. If an instructor feels a student will not pass a course, or if the instructor is otherwise concerned about a student’s performance, she or he will issue a notice of academic concern in a timely manner. Copies of this notice will be sent to the student, the student’s faculty adviser and the Assistant Dean of Student Life for Advising.

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

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

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

7. Grading Scale: The Olin College grading scheme contains letter grades with a resulting grade point average (GPA) on a four-point scale. Students will be assessed using the following interpretation:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Assessment Description</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (for Non-degree Course Activity)</td>
<td>n/a</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>EG</td>
<td>Experimental Grading</td>
<td>n/a</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (temporary grade)</td>
<td>n/a</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

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

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

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

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

13. The Olin Transcript: A student's academic transcript at Olin includes the following information:
   a. A list of classes the student took in each semester, and a record of the student's final grades in those classes. First-semester first-year transcripts will show only classes that were passed. Classes taken Pass/No Credit after the first year appear either as a Pass or as a No Credit.
   b. The student's GPA.
   c. A list of non-degree activities taken each semester with a cumulative total of credits earned. There are no grades associated with non-degree activities.
   d. Co-Curricular offerings in which the sponsoring staff or faculty member reported sufficient student participation for a transcript notation.

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

Honor Code
It is expected that students will behave with integrity and according to the Honor Code; see the Honor Code section of this Handbook.

Incomplete Policy
In extenuating circumstances, a student may request an Incomplete (I) grade by petitioning the Dean of Student Life. If an Incomplete grade is approved, the student will be granted an extension period to complete the coursework. The period of the extension will be determined by the Dean of Student Life. A grade of I will be listed as a temporary grade and will not affect the grade point average. If the work is not completed by the approved deadline, the incomplete grade of I will be changed to IF, Incomplete Failing, or an alternate grade upon approval of the instructor and the Dean of Faculty. An IF grade does affect a grade point average. An Incomplete is generally approved only when some specific event or illness prevents the student from completing a specific part of the course (such as completing a paper, project or exam).

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

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

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

Final Exam Policy for Excused Absences
Students who are unable to take their final exams for legitimate reasons and wish to request a make-up exam generally must obtain advance authorization from the instructing faculty members and the Office of Student Life. In the event that advance authorization cannot be obtained due to extenuating circumstances, students should contact the Office of Student Life and the instructor(s) as soon as they are able. If the exam is not completed prior to the end of the grading period, a grade of I, Incomplete, will be recorded on the student record. An incomplete grade is a temporary grade that does not affect a grade point average.
Graduation

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

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

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

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

The retention of first-time, first-year students who return in the following fall semester is 96% for the 2011 cohort of new students.

The graduation rate is defined as the percentage of first-time students who complete their degree program within 150 percent of the normal completion time for that degree (six years for an Olin bachelor degree). For the 2007 entering class, the graduate rate is 99%.

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

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

Course Substitution and Transfer Board
The Course Substitution and Transfer Board (CSTB) is a subcommittee of the ARB and has the responsibility of awarding Olin credit for classes taken at another institution. There are three cases where a student can take a class at another institution and get credit toward an Olin degree: cross registration at Babson, Brandeis or Wellesley; classes taken during a Study Away experience; and classes taken at another institution during a summer or before enrolling at Olin. For more information on transferring credit, see Transfer Credit section. The CSTB also determines what distribution and course requirements a non-Olin course can count for. Many courses at the BBW schools have been pre-approved; a list of these courses is posted on the StAR website (http://star.olin.edu/forms). Prior to taking a non-Olin class not on the pre-approval list, students should request permission from the CSTB to count this class toward satisfying a distribution or course requirement.

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

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

COSAP also reviews student petitions for exceptions to policy. The twenty credit maximum course load policy is a typical example of a petition to COSAP. There is no form to complete. Interested students should discuss their course load with their adviser and then write a detailed petition that outlines the rationale. The petition is then sent to the COSAP convener, Linda Canavan. Students should include their adviser on the email to the COSAP convener, as the adviser is always asked for feedback.

Student Academic Performance
The Committee on Student Academic Performance uses the following guidelines in determining the academic status of students. Students not in Good Academic Standing will be placed on probation. Students not in Good Academic Standing for two consecutive semesters will be reviewed by the committee and may be required to withdraw. The committee may consider extenuating circumstances in applying these general guidelines. NOTE: In accordance with federal regulations of Title IV Financial Aid Program Integrity Standards, the Financial Aid Office will review academic performance in ac-
Academic Readmission

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

Program Group Recommendations

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

College Withdrawal Policy

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

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

Voluntary Withdrawal

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

Medical Withdrawal

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

Return Following Withdrawal

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

Leave of Absence Policy

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

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

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

1. **A Leave of Absence Mid Semester:** This type of leave is requested when a semester is in active session*. In this case, all courses for which the student is registered will be temporarily designated as Incomplete/Leave of Absence (IL).

   Any course that is not subsequently completed will then be changed to a grade of Leave/No Record (L/NR) and will be recorded internally for that course. Incomplete/Leave of Absence and Leave/No Record grades do not affect the student’s grade point average. The effective date of this leave is the approval date of the leave. Incomplete/Leave of Absence grades must be completed no later than 90 days after the student’s return date, or at another date determined by the faculty member and adviser.

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

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

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

**Return from Leave**

Students returning from a leave of absence should contact the Office of Student Life in October for a spring semester return and in April for a fall semester return. Requests to return are considered on a case-by-case basis.

**Study Away Program**

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

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

**Transfer Credit**

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

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

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

Approved coursework will appear on student transcripts with the name of the institution issuing the academic credit, the course title and the credits earned (in equivalence to the Olin semester credit hour). These credits are included in the cumulative earned hours total. Although, not listed on a transcript, the credits will also be included as attempted in the pace of progression calculation for financial aid satisfactory

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academic progress. See the financial aid section for more details.

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

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

Special Accommodations Policy
It is Olin College’s policy to comply fully with all state and federal disability laws. Olin does not discriminate against applicants or students with disabilities, and will consider modification to academic programs where necessary to ensure that our requirements are not discriminatory, as long as the modifications do not fundamentally alter the nature of our programs. The Office of Student Life coordinates services for students with learning disabilities, sensory impairments, psychological disabilities and medical conditions.

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

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

Q: Why should I do research?
A: Research is a great way to learn a lot of new material, work closely with a faculty mentor and maybe even produce some new results! Nationwide, students often report that undergraduate research experiences were among the most influential in determining career paths and plans for graduate school. Research experiences also prepare you well for summer programs, graduate school and on-the-job success.

Q: Am I qualified to do research?
A: Yes! If you are interested in doing research, then there is a project out there for you. It is a common misconception that you have to know everything about a subject before you are capable of doing research in it. The best way to find out about appropriate research projects for your background is to talk to the relevant faculty members. Students can register for research projects as early as the second semester of their first year.

Q: Can I get credit for doing research?
A: Yes! When you sign up for a research activity, you can choose to earn 1, 2, 3, or 4 credits. You can also choose to receive your credit in any of the usual subjects (AHSE, SCI, MTH, ENGR) or in a general subject category, which is sometimes useful for projects that don’t fall nicely into any other category. The credit you earn in a specific subject area does contribute to your total number of required credits in that area. For example, if you undertake a 4 credit research project in ENGR, it counts toward the required 46 credits of ENGR. Some faculty may offer research positions for pay, in which case students can choose to receive pay or credit, but not both.

Q: How should I select the number of credits for my research project?
A: The general rule of thumb is 1 credit = 3 hours work each week. Talk with your research adviser and spend some time thinking about the scope of what you want to accomplish. If you overestimate the number of hours you plan to spend, you can reduce the number of credits through the end of the Drop Period.

Q: Can I split credit between multiple subject areas, for example 2 credits of AHSE and 2 credits of MTH?
A: Yes. If you are working on an interdisciplinary project, and if your research adviser agrees, you may split your credit into up to two subject areas.

Q: Is there any funding available to support academic interests outside of the curriculum?
A: The Office of Academic Affairs has funding available to support student academic and professional endeavors
Passionate Pursuits

Frequently Asked Questions

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

Q: How much time is devoted to Passionate Pursuits in the Olin curriculum model?
A: We are committed to limiting academic work to no more than 20 credits per semester. Students typically take four courses or 16 credits each semester. The remaining four credits may be used for a Passionate Pursuit, an independent study, research, or a fifth course (see section on Academic Policies). This time commitment implies that students have sufficient time to pursue their passions. Although we expect a wide range of variance from student to student and from week to week, we anticipate a rough time commitment of approximately 6–12 hours per week.

Q: Are Passionate Pursuits credit bearing?
A: We recognize that students’ Passionate Pursuits can involve substantial learning and creative components. Therefore, we offer non-degree credit to students who can demonstrate such learning and creativity. Students can graduate without earning any credits for Passionate Pursuits. Students wishing to get non-degree credit for their Passionate Pursuits must, at the onset of the activity, submit a credit proposal to at least one faculty member (we encourage you to select two or three faculty) and get them to agree that the work is meritorious and that they will ultimately judge its quality. Outside experts may also play a role. The Director of Facilities Services will review Passionate Pursuits deemed to have a unique level of risk. Credit proposals should explain the intellectual or scholarly aspect of the Pursuit, describe the deliverables to be presented at the conclusion of the activity and propose an assessment process.

Q: What are the deadlines for Passionate Pursuit credit request forms and funding request forms?
A: In order to be considered, credit request forms must be received by the Dean of Student Life no later than 5:00 p.m. on October 16 for first semester or 5:00 p.m. on February 26 for second semester. In order to be considered, funding request forms must be received by the Dean of Student Life no later than 5:00 p.m. on October 23 for first semester or 5:00 p.m. on March 5 for second semester. These deadlines are strictly enforced.

Q: Will my Passionate Pursuits be listed on my transcript?
A: Yes, indeed, Passionate Pursuits will be listed on your transcript in the same section as other curricular offerings. Faculty will be asked to report assessment of your performance at the same time grades are submitted for other curricular offerings.

Q: May I pursue a passion away from Olin and have non-degree credits posted on my academic record for this pursuit?
A: Sorry, no. Passionate Pursuits are Olin specific and must occur while you are on campus and with Olin supervision. Passionate Pursuit credit is not awarded during the Intersession or the summer months.

Q: How are Passionate Pursuits funded?
A: We recognize the need to provide financial support, via a grant process, for supplies and other related expenses. Transportation costs, musical instruments, or personal equipment (e.g., footwear) will not be funded. Students wishing to receive funds must submit a grant proposal to the Passionate Pursuits Board (consisting of faculty and students). The proposal should explain the Pursuit and identify and justify the resource requirements of the activity. The board, administered by the Office of Student Life, meets throughout each semester to review proposals and allocate available funds. Different pursuits require different levels of funding, so not all students will receive the same amount of funding. The Class of 2010 has designated its class gift to supplement the college’s budget for the Passionate Pursuit program.

Q: What’s this I hear about a presentation or performance at the end?
A: In order to earn credit for a Passionate Pursuit, students must give an assessed presentation or performance at the conclusion of the activity. This might take the form of a recital, an exhibition or demonstration, a technical talk, or a combination of the above. Note that this requirement does limit the scope of eligible activities — the activity must be amenable to a meaningful presentation or performance. The
overseeing faculty will determine whether non-degree credit is merited after viewing this presentation or performance. It is possible that the presentation will be held privately due to intellectual property issues or concerns about issues of community acceptance, but all of your faculty “judges” must attend.

**Q: Can you provide a hypothetical example of a Passionate Pursuit?**
**A:** Yes, let’s follow Polonius, an exuberant, witty and hypothetical Olin student, through his pursuit. In early September, Polonius decides he wants to do pottery as a Passionate Pursuit. He writes a Passionate Pursuit proposal and convinces two faculty members that his plan to carve and burnish hand-built pieces is meritorious. They agree that he will receive three units of non-degree credit when he completes his pieces. With faculty assistance, Polonius revises his proposal to address some specifics. He also writes a short grant proposal to cover tool and clay costs and states that his deliverable will be an exhibition of four finished pieces and a presentation in which he discusses some of the history of this type of pottery. He estimates a budget of $200 and notes that he will need to use the Sorenson Family Visual Arts Center kiln at least twice. In late September, the student-faculty Passionate Pursuits Board reviews and approves Polonius’s funding proposal. By December, he has made significant progress on his pottery and research. He notifies the two faculty, organizes an exhibition and gives an exhibition talk. The two faculty members attend the talk and exhibition and provide positive written feedback to Polonius. Based on this feedback and Polonius’s exhibition, the two faculty promptly and proudly approve Polonius’s promising and provocative Passionate Pursuit for three hours of non-degree credit and notify the Registrar.

**Q: How do Passionate Pursuits differ from Co-Curricular offerings?**
**A:** Co-Curricular offerings are typically group activities while Passionate Pursuits will typically be individual pursuits. Co-Curricular offerings are guided by faculty/staff; Passionate Pursuits will be student-directed (with some faculty input and feedback). Co-Curricular offerings focus on fun, and may provide great opportunities for students to participate in entirely new experiences (i.e., no prerequisites other than student interest in the activity); Passionate Pursuits, although fun, are driven by individual passions. Co-Curricular offerings will generally require a smaller time commitment than Passionate Pursuits. Co-Curricular performance will not be formally assessed.

**Q: How does a Passionate Pursuit differ from a student organization?**
**A:** A student organization is an extra-curricular activity and is not required to have a faculty or staff adviser. Passionate Pursuits are part of the curriculum and, as such, faculty members will assess academic performance.

**Q: Can a Passionate Pursuit evolve into an extra-curricular organization?**
**A:** Yes, a Passionate Pursuit might stimulate the creation of a student organization. If other students express interest, it would be logical to approach the student government for recognition and funding.

**Q: What are the advantages of the Passionate Pursuit program?**
**A:** The Passionate Pursuit program offers many benefits to students, including: practice at selling ideas and convincing others about the merit of one’s passions, experience in securing funding through proposal writing, practice at teaching and presenting one’s work, intrinsically motivated learning, an avenue for infinite student choice, student control over a component of their education, a prototype for lifelong learning and the possibility of team activities.

### Co-Curriculars

**Frequently Asked Questions**

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

**Q: What are some examples of Co-Curricular Offerings?**
**A:** The following Co-Curricular Offerings occurred during 2012–13:

- Advanced Welding (Ethan Labowitz)
- Advanced Zymology (Jean Huang)
- Beekeeping (Ben Linder)
- Board Game Aficionados (Juliana Bernal-Ostos and David Boy)
- Bread: A First Course (David Boy and Juliana Bernal-Ostos)
- Chinese Desserts (Jean Huang)
- Closing the Digital Divide (Andy DeMelia, Dave Nadreau and Nick Tatar)
- Current Events Table (Alison Black and Rod Crafts)
- Fiction with Admission (Kathryn Caulfield, Jessica Chaves, Aarti Chellakere and Emily Moscoł)
- Fundamentals of Public Speaking: The Sixteen Words, Phrases and Utterances to Avoid at All Costs! (Charlie Nolan)
- Gender and Engineering Education (Lynn Andrea Stein)
- Hands-on Learning for Underserved Kids (Ben Linder)
- Hash and Dash: Trail Running with a Twist (Alison Black and Allen Downey)
• Identity at Olin and Beyond (Ray Young ’08)
• Land Navigation (Scott Harris)
• Local Massachusetts History (A.J. Pave)
• Olin Composting Project (Nick Tatar)
• Olin Does the BSO (Diana Dabby)
• Olin Student Photography Show Production (Helen Donis-Keller)
• Por Supuesto!: Spanish Conversation (Jose Oscar Mur-Miranda)
• Puzzling and Trivial Phenomena (Chris Morse)
• Reading and Seeing Theater (Jon Adler)
• Student Photography Show Production (Helen Donis-Keller)
• Sustainable Facilities (Andy DeMelia)
• Training for Intervention Procedures — TIPS (Nick Tatar)
• 13.1 and Done: Half Marathon Training (Alison Black)

Q: Will my Co-Curricular participation be listed on my transcript?
A: Yes, assuming the sponsoring faculty or staff member notifies the Registrar that your involvement has been worthy of notation. Faculty and staff will be asked to report such participation at the same time grades are submitted for curricular offerings.

Q: May I pursue a Co-Curricular interest away from Olin and have this experience posted on my transcript?
A: Sorry, no. Co-Curriculars are uniquely Olin and must occur while you are on campus and with Olin supervision.

Q: How do Co-Curricular Offerings differ from the Passionate Pursuits?
A: Co-Curricular Offerings are typically group activities while Passionate Pursuits will typically be individual pursuits. Co-Curricular offerings are guided by faculty/staff; Passionate Pursuits will be student-directed (with some faculty input and feedback). Co-Curricular Offerings focus on fun, and may provide great opportunities for students to participate in entirely new experiences (i.e., no prerequisites other than student interest in the activity); Passionate Pursuits, although fun, are driven by individual passions. Co-Curricular Offerings will generally require a smaller time commitment than Passionate Pursuits. Co-Curricular performance will not be formally assessed.

Q: How does a Co-Curricular Offering differ from a student organization?
A: A student organization is an extra-curricular activity and is not required to have a faculty or staff adviser. Organizations may be funded by the student government. Also, while Co-Curricular Offerings are time-limited (e.g., one semester), student organizations can be perpetual.

Q: May students lead Co-Curricular Offerings?
A: Yes, but only in concert with a faculty or staff member.

Q: Can a Co-Curricular Offering evolve into an extra-curricular organization?
A: Yes, if a Co-Curricular Offering is likely to extend beyond a semester and/or becomes student led, it would be logical to approach the student government for recognition and funding.

Q: How are Co-Curricular Offerings scheduled?
A: After approval by the Dean of Student Life, the faculty or staff sponsor announces an initial organizational session where participants compare schedules and select regular meeting times. The Registrar does not schedule these offerings.

Q: Can a Co-Curricular Offering be repeated in subsequent semesters?
A: Yes, so long as the faculty/staff sponsor is willing and any necessary conditions are met.

Library

The library creates a knowledge environment, both virtual and physical, that supports discovery and innovation within the Olin community. Located on the ground and lower floors of Milas Hall, the physical library space encourages thought, discovery, serendipity, play, tranquility and inspiration. Our virtual space strives to provide access to cutting edge information resources. The library staff achieves these goals through the development of outstanding resources and services, as well as the cultivation of spaces to work in groups, tinker with realia and find solitude — any time of day or night. Access to electronic library resources and information about library services and policies can be found on the Library’s website at: http://library.olin.edu

What we do:
• Build collections of books, journals, realia and other resources in electronic and physical formats. Book collections focus on engineering, science & technology, math, photography, art, design, creativity, ethics, philosophy and pedagogy;
• Administer access to indexes and databases, and provide guides to navigate these resources;
• Establish agreements with other area college libraries to permit borrowing and access to material from Babson, Bentley, MIT, Pine Manor, Regis and Wellesley;
• Promote information fluency through library instruction;
• Conduct research consultations individually and in groups;
• Provide reference assistance;
• Maintain space for group and individual study;
• Acquire or borrow materials not owned by Olin from other libraries or document providers;
• Inform community about current issues and hot topics;
Assessment

Olin is committed to continual feedback and improvement in all areas of the institution. This commitment brings with it certain responsibilities for all community members. Because of this commitment to continual improvement, students and other community members are frequently asked to provide assessment information. It is each individual’s responsibility to respond honestly, promptly and fully to such requests.

Academic Advising

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

Individual Advising

Every student has an Olin faculty member as an adviser. Every adviser’s goal is to facilitate students’ academic and personal development throughout their education at Olin. Although they help students with courses and other academic choices, their most vital responsibility is to help advisees manage the difficulties and stresses inherent in any academic setting. Students meet with their advisers regularly all four years, at a rate determined by the student and the adviser.

Advisers are not around just to approve courses or discuss academics. They serve a variety of functions including mentoring, crisis awareness and support, discussing advising tools, providing institutional and career information, and helping students find a balance among curricular, Co-Curricular and extracurricular activities. Students should view advisers as helpful resources for whatever issues they are dealing with — academic, social or personal. When advisers do not have the needed information or expertise, they help find someone who does. Students may remain with one adviser throughout their four years or change advisers at the formal “adviser request period” at the end of each academic year. A student wishing to switch advisers at other times may discuss this with Assistant Dean of Student Life Alison Black. Olin wants advising to be successful and will do whatever we can to make this relationship supportive, positive and effective.

Advising Families

Individual advising relationships are set within advising families consisting of all a faculty member’s advisees. Students will meet both individually and with advising families at various times during the year. Families vary in their activities, but all provide a structure for incoming students to meet upper-class students, allow for cross-class meetings and discussions and plan periodic social activities. Students are strongly encouraged to take part in initiating and organizing advising family activities; funds are available from the Office of Student Life.

Sibbs Program

The Sibbs program builds bridges (hence the double “b”) between first-year students and upper-class students as well as between exchange students and current Olin students. Volunteer upper-class Sibbs “adopt” a first-year or exchange student to help her or him adjust to the unique culture, quirks and inside information of Olin. They contact their incoming Sibb over the summer to answer questions before arrival. Early in the year, Sibb pairs get together for a meal at least weekly. Upper-class Sibbs also introduce their Sibbs to people and places in the area by inviting them to do several activities during the fall. “Sibb families” also get together on occasion for more group-oriented events. The Office of Student Life organizes regular all-Sibb social events to provide more structured opportunities for Sibb gatherings. The most important role, however, is to talk with, answer questions from, give information to and generally be available to the incoming student. If either member of the Sibb pair feels that the relationship is not working well, they should discuss this with each other or contact Assistant Dean of Student Life Alison Black.

Advising FAQs

Q: There is so much good stuff to choose from, I don’t know where to start. Can my adviser help?
A: Absolutely. One of your adviser’s roles is to help you think through your goals and plans and see how coursework and other activities fit into these.

Q: I thought that all a college adviser did was to sign course registration sheets? Right?
A: Wrong, wrong, wrong. True, advisers do help with course selection. But they also do all sorts of other things. If you just see your adviser about academics, you’re missing out on one of the most important relationships you can establish here. Don’t do this.
Q: Things are going fine. Does my adviser really want to see me?
A: Yes. Your adviser wants to stay in touch whether things are going well or not. It's important to develop and maintain this relationship. Also, your adviser may challenge your thinking about your education in ways you haven't even considered or start you thinking about courses, majors or careers in different ways. Seeing your adviser is not just about dealing with problems.

Q: My time management skills are, shall we say, a little lacking. What does the advising system have to do with this?
A: Lots. Advisers can help you find ways to manage your time better. They often have tips to share, and may have useful perspectives on what the issues are. Other students in your advising family have probably run into some of these same problems. This might be a good issue to raise in a family meeting. In the long run, time management skills can be one of the most important things you learn in college.

Q: Things don't seem to be working out with my adviser. What should I do?
A: If your adviser match just doesn't seem to be working out, try talking with your adviser. Chances are he/she already senses your concerns. Maybe together you can figure out what to do. Also, you can always talk with Alison Black, Assistant Dean of Student Life. She can help you sort out the problem or arrange a switch to a different adviser who may be a better match. The main point is — don’t just sit there, do something to change it.

Q: I'm so busy and overwhelmed, why do I have to take the time to meet with my adviser?
A: Sometimes it's just when you seem the most confused or overwhelmed that taking the time to reflect on what you are doing here is most important. It's easy to get caught up in day to day activities and pressures. You may want to cut out some activities that are taking lots of time but not contributing enough to your experiences here or even add something new that would help you accomplish your goals better.

Q: I just broke up with my girlfriend and am feeling terrible. My adviser, who after all is a professor, really doesn't want to know about that, does (s)he?
A: Absolutely. Advising at Olin is not just about courses and academic progress. Olin is focused on the whole person. If you are struggling emotionally or socially, that is important — not only because it impacts your learning, but because you, as a whole person, matter here. Your adviser can think things through with you, or help you find someone formally trained to do this. You don’t have to do this alone — we are here to help.

Q: My adviser doesn’t seem to know much about my planned major. Should I switch advisers?
A: That depends. Some students want to stay with an adviser because they like the relationship and feel they get valuable non-academic advice. If your adviser doesn’t know the answer, feel free to ask someone else. There are many people around willing and eager to offer advice. If you don’t know where to go, ask your adviser to direct you to someone. Other students might prefer to switch to an adviser who works in their area of academic interest. Both ways work fine. It’s up to you.

Q: I like my advising family, but we don’t seem to find time to get together. Is there anything I can do?
A: Absolutely! Most advisers are delighted to have students take a lead in planning such activities. Make a suggestion, or, better yet, make a plan and invite your adviser. Money is available for these activities from the Office of Student Life. If you have an idea, feel free to talk with your adviser or with Alison Black. We can help make this happen.

Q: I have a great idea about improving the advising system. Who should I talk to?
A: Talk with your adviser, Alison Black, or with one of the members of the Advising Advisory Board. We’re always eager for new ideas.
Health Insurance
The Commonwealth of Massachusetts requires students to be covered by a comprehensive health insurance program. Accordingly, the college makes available a general health insurance program to meet the state standards through Aetna Student Health. This policy begins in the fall semester and continues for 12 months. Insurance information is mailed in late May. Students will be irrevocably enrolled in this plan unless a waiver is completed and received by the Student Accounts and Records Center by June 30. The waiver stipulates that personal coverage will be maintained during the enrollment period. If a waiver is not on file by June 30, the student will be billed for the insurance premium and will be responsible for payment of said premium. The waiver must be renewed annually.

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

ID Cards
Replacement identification cards are available at IT, Room MH L11. Payment of the replacement ID Card fee must be made at the StAR Center.

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

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

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

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

Public Safety notifies the StAR Center of any parking fines which are charged to the student’s account and are due immediately.

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

Interest-Free Monthly Payment Option
To help you afford educational expenses, Olin College is pleased to make the services of Tuition Management Systems (TMS) available to you and your family. TMS Interest-Free Monthly Payment Option allows you to spread your educational expenses over ten (10) installments for only a small enrollment fee. There is no interest or credit check for this service. With this payment option you have 24-hour access to account information through the TMS website, https://olin.afford.com, or obtain automated account information through their InfoLine at 1-800-463-6994. You can also contact TMS for personal account service Monday through Saturday by calling 1-800-356-8329. Education Payment Counselors are available to help you with general questions about the payment plan or to assist in determining the best payment option for you.

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

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

For more information, please contact Olin’s StAR Center by telephone at 781-292-2340 or email star.center@olin.edu

Olin Dollars
The Olin Dollars Debit Account Service is a feature of your Olin ID/OneCard. Olin Dollars can be used to make on-campus purchases, such as Dining Hall (meals for guests), Franks, Olin Gear, vending machines and laundry machines. Olin Dollars can be purchased two ways:

1. online at https://onecard.olin.edu MC and Visa are accepted.
   Students/faculty/staff should log in and go to the “My Accounts” tab and then select “Card Deposit”.
   In order for someone else (such as a parent) to deposit funds onto your account, they will need to know your Campus ID (16 digit ISO #) in addition to your first and last name. They will use the “Guest Deposit” tab.
   Funds are available immediately.

2. in person at the Financial Affairs Office located in Milas Hall, Room 316, with a check or cash during business hours. Funds are available within 2 business days.

The minimum transaction amount when adding dollars to your OneCard is $10.00. The Olin Dollars Debit Account is a declining balance debit account. It is not intended as a replacement for a normal credit or debit card. No fees or
service charges are debited from your account. Funds will be rolled over from semester to semester and year to year until the cardholder either leaves the college, or requests that the account be closed. You cannot withdraw funds from it — funds must either be spent down, or the account must be closed.

The student’s debit account is automatically closed immediately after the student graduates or withdraws from the college. A closing balance greater than $10 will be refunded in full to the student, via direct deposit if the student’s bank account information is on file. A closing balance less than $10 will be forfeited.

Olin Dollars program details are subject to change. See the Dining section of this Handbook for more information about Olin Dollars.

Refund Policy

Students who leave Olin College without approval are not entitled to a refund. A refund is made on billed expenses* and does not include the Student Activity Fee, General Fee or the Health Insurance Premium. Students are not eligible to receive cash or credit for any unused tuition in their scholarship under any circumstances. Approved withdrawals or leaves may be eligible for a refund on billed expenses based on the following schedule:

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

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

* NOTE: Students entering in the fall 2010 or after will be billed for the laptop computer in two installments during their first year (one in July for the fall and one in November for the spring semester). The student is responsible for full payment of the laptop. Therefore, if a student leaves Olin College, he or she must make a full payment for the laptop prior to departure. Included in the total cost of the laptop is the Massachusetts sales tax.

Financial Aid and Loan Refunds

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

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

Student Financial Assistance

Costs and Financial Aid

Olin’s generous scholarship policy stems from one of the founding principles of the college — to provide a world-class engineering education at a significantly reduced cost to students and their families. The need-based aid policy serves to complement the scholarship program and supports our commitment to the founding principles.

Need-Based Aid Process

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

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

The following deadlines apply:

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

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

Eligibility for need-based aid at Olin College is evaluated based on the Free Application for Federal Student Aid (FAFSA) and the Expected Family Contribution (EFC). Financial need is evaluated by subtracting the EFC from the Cost of Attendance. The financial aid award letter will indicate all Institutional and Federal grant funding for which the student is eligible. The award letter will also advise the student of any Federal Direct Loan eligibility.

Aid is disbursed and posted to the individual student account at the beginning of the semester — usually after the add/
Eligibility for the Federal Pell Grant program is based on a basis of financial need and may be renewable. These scholarships are designated with the name of the donor and/or are a particular fund established in honor of a person or organization. These funds are awarded annually on the basis of financial need and may be renewable.

Federal Grant and Loan Programs

Federal Pell Grant
Eligibility for the Federal Pell Grant program is based on a family’s expected family contribution. If your EFC is less than an amount pre-determined by federal regulation, you may be awarded a Federal Pell Grant. Based on 2011–12 data, approximately 8% of full time students at Olin College are eligible for a Federal Pell Grant.

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

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

Federal Direct Loan
Direct Loan eligibility will be noted on your Financial Aid Award letter and will be denoted as either subsidized or unsubsidized. This is a loan program and funds must be paid back according to the terms of the loan. Terms and Conditions of the Federal Direct Loan program can be found in the Master Promissory Note (MPN). Approximately 17% of 2012 graduates utilized this program with an average cumulative debt of $11,136. Please refer to the U.S. Department of Education student loan source www.studentloans.gov for information on current terms and conditions.

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

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

- **Direct PLUS Loan**
  This loan program is available to parents of dependent students. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. The interest rate for Direct PLUS Loans is a fixed rate of 7.9%. Families that wish to apply for a Direct PLUS are required to submit a FAFSA.

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

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

SALT can provide you with advice and guidance on:

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

Contact a SALT Loan Counselor — when you have questions SALT can answer at 1-877-523-9473 or loanhelp@saltmoney.org. For more information visit www.saltmoney.org

Federal Notices and Disclosures

The Higher Education Opportunity Act (HEOA) of 2008 requires disclosure of policies that can affect students in colleges and universities. The following information is disclosed to you as a student at Olin College in compliance with federal Law. Additional disclosures can be found at http://www.olin.edu/about_olin/Consumer_Info.aspx

Student Rights and Responsibilities

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

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

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

Students are required by the federal government to update the Financial Aid Office regarding certain changes that occur during the academic year.

The following changes MUST be reported:
- Number of family members in the household
- Number of siblings attending college
- Student’s enrollment status
- Student’s housing status

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

Outside Scholarship Policy
The federal government requires students to inform the Financial Aid Office of any grants, scholarships, or benefits received from sources outside of the college. The total amount of outside scholarship is divided equally between the Fall and Spring semesters. It is our policy to use Outside Scholarships to reduce self-help awards before reducing Olin Need-Based Grant. If the scholarship is restricted to tuition only, it reduces the amount of the Olin Scholarship accordingly.

Satisfactory Academic Progress
Federal regulations require that students receiving financial assistance meet certain standards of Satisfactory Academic Progress. This means that the student is making progress toward completing their degree in a manner determined by the school. Financial Aid follows the same academic criteria as the Committee on Student Academic Performance (COSAP). In addition to this COSAP review, the Financial Aid Office will review pace of progression in cooperation with the Registrar. The quantitative calculation of pace of progression differs from the college quantitative measure in the treatment of transfer credits. Both standards must be met for continued financial aid eligibility. Specific criteria may also exist for particular awards. Students who are not in Good Academic Standing will be placed on financial aid warning. During this warning period students continue to receive financial assistance. If at the end of the warning period the student is not meeting the required standard, they may be placed on financial aid suspension. Appeals to these decisions may be directed to the Financial Aid Manager and will be reviewed by the Appeals Committee. Refer to the Financial Aid website for policy statement and appeal guidelines.

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

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

Exit Counseling is completed upon graduation and/or less than half-time enrollment. Students can visit the National Student Loan Data System (NSLDS) for comprehensive information regarding their student loan history and servicing information. Exit Counseling is also completed at the www.
This code also prohibits financial aid office staff (or other employees or agents with responsibilities with respect to education loans) from accepting compensations for:

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

As an Institutional member of the National Association of Student Financial Aid Administrators (NASFAA), Olin College has adopted the Statement of Ethical Principles and Code of Conduct established by NASFAA in May 2007. The Code of Conduct can be found at: http://www.nasfaa.org/subhomes/MediaCenter/NASFAACodeofConduct.pdf

Student Records

Course Registration

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

Enrollment Certifications

Enrollment certifications for Olin students are available at the StAR Center. Certifications are often required for health insurance and scholarship notification. You may request a certification in writing, via Olin email to star.center@olin.edu or via fax.

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

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

Graduation Petition Survey

Seniors are required to petition the college that they intend to complete their degree for the upcoming May commencement. The graduation petition survey begins the final audit process and diploma ordering. Students should expect notification of petition surveys in the fall of their senior year.

Transcripts

Official and unofficial transcripts are available at the StAR Center. Transcripts represent all work within the Olin Learn-
Transcripts contain confidential information and can only be requested in writing from the student. Students can request a transcript in one of four ways: complete a transcript request form (found at http://star.olin.edu) and submit it in person, by mail, by fax or by email (from an Olin account) to star.center@olin.edu. Please allow a minimum of two days for processing.
### Calendar for 2013–14

For a calendar of academic, financial aid and billing deadlines, please visit: [http://star.olin.edu](http://star.olin.edu)

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July–August</td>
<td>Summer reading: <em>The Immortal Life of Henrietta Lacks</em> by Rebecca Skloot</td>
</tr>
<tr>
<td>August 31(Sa)</td>
<td>Arrival Day for Class of ’17: West Hall opens at 9:00 a.m. Welcoming luncheon, afternoon program and dinner for new students and parents. Farewell to parents; Orientation begins after dinner</td>
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<tr>
<td>September 1(Su)–4(W)</td>
<td>Orientation: Academic Advising, Team Building and Leadership Skills</td>
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<tr>
<td>September 3(Tu)</td>
<td>Upperclass students begin arriving after 3:00 p.m. Campus closed to returning students before 3:00 p.m.</td>
</tr>
<tr>
<td>September 5(Th)</td>
<td>First day of instruction, First Semester</td>
</tr>
<tr>
<td>September 17(Tu)</td>
<td>Constitution Day</td>
</tr>
<tr>
<td>September 18(W)</td>
<td>Town Meeting</td>
</tr>
<tr>
<td>September 20(F)–22(Su)</td>
<td>Reunion Weekend (5yr. – Class of ’08)</td>
</tr>
<tr>
<td>October 9(W)</td>
<td>Fall Career Fair</td>
</tr>
<tr>
<td>October 10(Th)</td>
<td>Olin Monday – Monday class schedule in effect</td>
</tr>
<tr>
<td>October 14(M)</td>
<td>(Columbus Day – no classes)</td>
</tr>
<tr>
<td>October 18(F)–20(Su)</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>October 22(Tu)</td>
<td>33rd instructional day</td>
</tr>
<tr>
<td>October 27(Su)</td>
<td>Admission Open House</td>
</tr>
<tr>
<td>November 25(M)–29(F)</td>
<td>[Thanksgiving Recess – no classes]</td>
</tr>
<tr>
<td>December 12(Th)</td>
<td>Last day of instruction, First Semester</td>
</tr>
<tr>
<td>December 13(F)</td>
<td>Study Day</td>
</tr>
<tr>
<td>December 16(M)–19(Th)</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 20(F)</td>
<td>Olin Exposition (required for all students)</td>
</tr>
<tr>
<td>December 21(Sa)</td>
<td>Residence Halls close at 5:00 p.m. for intersession</td>
</tr>
<tr>
<td>December 22(Su)–January 20(M)</td>
<td>[Intersession – no classes]</td>
</tr>
<tr>
<td>January 19(Su)</td>
<td>Residence Halls open at 5:00 p.m.</td>
</tr>
<tr>
<td>January 21(Tu)</td>
<td>First day of instruction, Second Semester</td>
</tr>
<tr>
<td>February 5(W)</td>
<td>Town Meeting</td>
</tr>
<tr>
<td>February 12(W)</td>
<td>Spring Career Fair</td>
</tr>
<tr>
<td>February 14(F)–15(Sa)</td>
<td>Candidate Weekend I for Class of ’18</td>
</tr>
<tr>
<td>February 17(M)</td>
<td>[Presidents’ Day – no classes]</td>
</tr>
<tr>
<td>February 18(Tu)</td>
<td>Olin Monday – Monday class schedule in effect</td>
</tr>
<tr>
<td>February 21(F)–22(Sa)</td>
<td>Candidate Weekend II for Class of ’18</td>
</tr>
<tr>
<td>February 27 (Th)</td>
<td>[no classes]</td>
</tr>
<tr>
<td>February 28(F)–March 1(Sa)</td>
<td>Candidate Weekend III for Class of ’18</td>
</tr>
<tr>
<td>March 10(M)</td>
<td>33rd instructional day</td>
</tr>
<tr>
<td>March 17(M)–21(F)</td>
<td>[Spring Break – no classes]</td>
</tr>
<tr>
<td>April 21(M)</td>
<td>[Patriots Day – no classes]</td>
</tr>
<tr>
<td>April 23(W)</td>
<td>Olin Monday – Monday class schedule in effect</td>
</tr>
<tr>
<td>May 1(Th)</td>
<td>Last day of instruction, Second Semester</td>
</tr>
<tr>
<td>May 2(F)</td>
<td>Study Day</td>
</tr>
<tr>
<td>May 5(M)–8(Th)</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 12(M)</td>
<td>Olin Exposition – Underclass projects and presentations (required for non-seniors)</td>
</tr>
<tr>
<td>May 13(Tu)</td>
<td>Olin Exposition – SCOPE presentations (required for seniors)</td>
</tr>
<tr>
<td>May 18(Su)</td>
<td>Commencement for Class of ’14</td>
</tr>
<tr>
<td>May 19(M)</td>
<td>Residence Halls close at 5:00 p.m.</td>
</tr>
</tbody>
</table>
Student Absence for Religious Observances

Massachusetts state law regarding student absence due to religious beliefs has been adopted by Olin College as follows: “Any student who is unable to attend classes or participate in any examination, study, or work requirement on a particular day because of his or her religious beliefs is excused from any such activity. The student will be given the opportunity to make up the work that was missed, provided that the makeup work does not create an unreasonable burden upon the college. The college will not level fees or charges of any kind when allowing the student to make up missed work. In addition, no adverse or prejudicial effects will result because students have made use of these provisions.” The following partial listing is provided for your information:

2013
August 8
September 4(sundown)–6 Rosh Hashanah
September 13(sundown)–14 Yom Kippur
September 18(sundown)–20 Sukkot
September 25(sundown)–26 Shmini Atzeret
December 8 Immaculate Conception
December 8 Bodhi Day
December 25 Christmas

2014
March 5 Ash Wednesday
March 15(sundown)–16 Purim
April 14(sundown)–22 Passover
April 17 Holy Thursday
April 18 Good Friday
April 20 Easter
May 14 Buddha Day
May 29 Ascension Thursday
June 3(sundown)–5 Shavuot

Weather Cancellation Policy

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

<table>
<thead>
<tr>
<th>TV</th>
<th>Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBZ-TV</td>
<td>WBZ</td>
</tr>
<tr>
<td>channel 4</td>
<td>1030 AM</td>
</tr>
<tr>
<td>WCVB-TV</td>
<td>WRKO</td>
</tr>
<tr>
<td>channel 5</td>
<td>680 AM</td>
</tr>
<tr>
<td>WHDH-TV</td>
<td>WBUR</td>
</tr>
<tr>
<td>channel 7</td>
<td>90.9 FM</td>
</tr>
<tr>
<td>WFXT-TV</td>
<td></td>
</tr>
<tr>
<td>channel 25</td>
<td></td>
</tr>
</tbody>
</table>

An announcement on cancellations or delays will be posted on the INFO LINE at 781-292-2699 and an email will be sent to the entire community.

If the college is closed, only essential employees will be available on campus. This includes Public Safety, Facilities Services and Dining Services.

No message or announcement will be made if the college remains open.

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

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

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

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

3. Honor Code

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

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

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

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

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

4. Honor Board Procedures

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

Responsibilities

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

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

4.2 Initial Procedures
Disciplinary action against a student (being any person enrolled in any academic program at Olin College, up to and including his/her commencement day) may be implemented only through written referral of a violation to the Honor Board, submitted in a timely manner. In all cases, an investigative team shall gather and carefully evaluate the available facts from the reporter (the complainant or the reporting agency), the accused, and relevant witnesses. The reporter may request anonymity from the accused and it may be granted at the discretion of the investigative team (see also section 4.19). If, at this point, in the judgment of the investigative team, there is insufficient evidence of a violation, or the case appears to lack merit, a decision to dismiss the matter may be made by the team.

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

4.4 Investigative Procedures
The investigative team shall consist of the Assistant Dean of Student Life for Programs and two Honor Board members selected by the Chair of the Honor Board (the "Chair"). The investigative team shall interview the accused and the reporter about the alleged violation and shall gather from both parties names of witnesses able to substantively contribute to the investigative team’s understanding of the alleged violation. Members of the investigative team may interview witnesses with substantive knowledge of the alleged violation. If, in a case that does not involve a potential academic violation of the Honor Code, all members of the investigative team, as well as all reporters, accused, and involved aggrieved parties, agree that an alternate solution may resolve the issue presented by a report without requiring a hearing, then the investigative team may recommend that the solution be attempted. The outcome of this attempt will then be taken into consideration when the investigative team determines whether or not to refer the case to the Honor Board.

4.5 Aggrieved Parties
In the event of a hearing, if the investigative team determines that there are one or more parties other than the reporter who are substantively aggrieved by the incident beyond any grievance suffered by the Olin community as a whole, then these parties shall be listed as aggrieved parties in any referral made to the student disciplinary system.

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

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

4.8 Hearing Panel Pool
At the beginning of each semester the Honor Board shall solicit volunteers to become part of a Hearing Panel Pool. Only students currently enrolled in the college shall be eligible to be members of the pool. Before serving on a hearing panel, a volunteer must have completed the appropriate training within the last year (as outlined by the Chair). Honor Board members and CORe representatives shall be eligible to be members of the Hearing Panel Pool.

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

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

4.11 Adviser to the Board
The Assistant Dean of Student Life for Programs, serving as adviser to the Honor Board, shall (a) advise the Board on the requirements of the college’s Honor Board procedures, (b) share the student’s past history, if any, of involvement with the Honor Board procedures only after a conclusion has been reached on responsibility, (c) provide continuity in Board operations and procedures, (d) facilitate the implementation of procedures at all levels of the honor system, and (e) assist the Board in fulfilling its educational responsibilities.
4.12 Hearings
Absence of extraordinary circumstances, a hearing shall be held within thirty business days of a report being submitted and ten business days from the date the investigative team delivers charges to the accused student. All hearings will be closed to all persons other than panel members, Office of Student Life personnel, witnesses, aggrieved parties, the reporter, the accused, and advisers (see section 4.15). Notice of the hearing shall be delivered to the aggrieved parties, the reporter, the accused, and witnesses either in person, or to the appropriate campus mailboxes, or to the appropriate e-mail accounts, at least two business days in advance of the hearing. Notice to the accused shall include the charge(s) against the accused.

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

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

4.15 Advisers and Legal Counsel
The accused student, the aggrieved parties, and the reporter shall have the right to have an adviser of their choice from within the college community. The lack of availability of any particular adviser will not be considered a legitimate reason to reschedule the hearing. An adviser may serve as a witness in only one capacity: when presented by the accused as a character witness in the sanction-setting phase of a hearing. No party shall be permitted to employ professional legal counsel or other persons from outside the college community to present the case before the Panel or to advise the student during the hearing regarding the college’s Honor Board procedures. When concurrent criminal charges result from the same incident, however, passive assistance of legal counsel may be allowed to advise the accused as to his/her rights pertaining to the pending criminal matter.

4.16 Witness Attendance
It is the responsibility of the Panel to notify the witnesses regarding the time, date, and location of the hearing. While the Panel cannot compel witness attendance at hearings, it is expected that all witnesses will attend.

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

4.18 Admissibility of Evidence
All persons giving evidence are obligated to be truthful. The technical rules of evidence shall not apply and the Panel shall rule on the admissibility of evidence. Unduly repetitious or irrelevant evidence may be excluded.

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

4.20 Panel Findings
The Panel shall make one of the following decisions: (a) a finding of not responsible, (b) a finding of responsible (based on preponderance of the evidence) with sanctions to be determined, or (c) continuance of the case to obtain additional information or for further consideration. Decisions shall be based solely upon evidence and testimony introduced at the hearing. All decisions shall be made by consensus (i.e., unanimous vote of the members of the Panel who do not abstain from voting). Decisions shall be made in a closed setting comprised of student Panel members only. Advisors may remain through panel discussions, but the final decision must be made by the student Panel members in private and without direct influence from advisors.

4.21 Sanction Setting
Prior to the recommendation of a sanction or sanctions, the accused may present one character witness. Advisors may serve as character witnesses during sanction setting.

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

4.23 Sanction Recommendations from the Panel
The Panel shall, following a finding of responsibility, recommend to the Dean of Student Life one or more sanctions. Decisions shall be based solely upon evidence and testimony introduced at the hearing and shall be made by consensus (i.e., unanimous vote of the voting members of the Panel.
who do not abstain from voting). Decisions shall be made in a closed setting comprised of student Panel members only. Advisors may remain through panel discussions, but the final decision must be made by the student Panel members in private and without direct influence from advisors.

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

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

4.25.1 Disciplinary Warning
The student may be warned in writing of the possible consequences of continuing inappropriate behavior.

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

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

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

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

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

4.25.7 Dismissal
Dismissal is the permanent, involuntary separation of the student from the college. The Olin College scholarship will be revoked upon Dismissal.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.11 Appellate Reviews
Absent extraordinary circumstances, an appellate review shall be held within ten business days from the date the Investigative Team delivers the charges to the accused organization.

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

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

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

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

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

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

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

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

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

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

5.22 Records
The Panel shall make a written record of each appellate review, comprised of a brief summary of the evidence presented and decision rendered. The Honor Board shall maintain such records for five years from the date of the appellate review.

5.23 Limitation of Sanctions
Sanctions imposed on an organization shall be in no way specific to the individuals in the organization, and shall have no effect on those individuals outside of their interactions with that organization.

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

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

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

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

5.24.4 Reversal of Action
Reversible actions or decisions made by the organization in the context of the reported violation may be reversed.

5.24.5 Conditions
Conditions may be imposed instead of or in addition to other sanctions.

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

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

6. Amendment Procedures

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

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

6.3 Voting
At the close of the meeting, all present students will vote by secret ballot, once per amendment, with the option to vote for each proposed amendment or the unchanged Honor Code. If no choice receives the votes of more than 50% of the student body or 75% of the students voting at the meeting, whichever is smaller, or if quorum is not reached, the Code remains unchanged. After all proposed amendments are voted upon, all present students will vote by secret ballot on whether or not to abolish the Honor Code. If neither choice receives the vote of more than 50% of the student body, or if quorum is not reached, the Honor Code remains in effect.

6.4 Abolishing and Reinstating the Honor Code
If the Code is abolished, policies drafted by the Office of Student Life will take effect immediately. In order to reinstate the Honor Code after it has failed ratification, a proposal must be submitted to the Office of Student Life, which will put the issue to a student vote as per its policies.

7. Election Procedures

7.1 Composition
The Honor Board shall consist of eight students elected by the student body: a Chair, a Vice Chair, and six representatives. The Honor Board as a whole must include at least 1 member from each graduating class. It is possible that the composition of the Honor Board may be different due to special elections (see Section 7.5). The Chair and Vice Chair will be specifically elected, and each will have specific duties (the Chair has primary responsibility for administrative support of hearings; the Vice Chair will work with the Chair on Code administration). In addition to the student members, the Honor Board will have one faculty representative and one staff representative. These representatives will be present at general meetings and may be invited to hearings, but they will have no decision-making power. The Assistant Dean of Student Life for Programs will serve as the Board’s adviser, will be present at general meetings and hearings, but will have no decision-making power except as a member of an investigative team.

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

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

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

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

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

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

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

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

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

8.1 Impeachable Offenses
Impeachable offenses include:

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

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

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

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

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

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

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

The 2013–14 Honor Board members are:

<table>
<thead>
<tr>
<th>Chair</th>
<th>Alex Kessler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chair</td>
<td>Adam Coppola</td>
</tr>
<tr>
<td>General Members</td>
<td>Shivam Desai</td>
</tr>
<tr>
<td></td>
<td>Victoria Preston</td>
</tr>
<tr>
<td></td>
<td>Elizabeth Doyle</td>
</tr>
<tr>
<td></td>
<td>Chris Joyce</td>
</tr>
</tbody>
</table>

Nick Tatar is the permanent adviser to the board.
Chris Morse is the faculty representative.
Claire O’Sullivan is the staff representative.
The Olin Student Constitution

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

The preamble to the Olin Student Constitution is as follows:

We, the students of the Franklin W. Olin College of Engineering, establish this Constitution to empower the student government to actively represent the interests and fulfill the changing needs of the Olin Student Body.

CORe

The Council of Olin Representatives (CORe) is a Student Experience Organization centered around two complementary mission areas. First, CORe is the representative body that acts as the Student Body government, helps shape continuous improvement goals for the Student Body, and works to amplify the value of student input in all change initiatives that occur at Olin College. Second, CORe is further charged with coordinating action initiatives where student input is involved as necessary, ensuring the realization of Student Body goals and change initiatives.

Responsibilities of CORe

1. CORe has the principal responsibility to act as a representative body for the Student Body in identifying, communicating, and acting on issues of importance.

2. CORe has the responsibility of representing the interests of the Student Body to the Olin College governance and the outside community.

3. Given that it is crucial for the student voice to be heard in all facets of Olin’s changing environment, CORe is charged with organizing the activities of all committees and working groups with student representation.

4. CORe is responsible for ably executing the charges and initiatives it places upon itself and the action groups it creates.

5. In order to utilize the benefits of collaboration and cooperation between the efforts of different Student Experience Organizations, CORe is charged with ensuring coordination between Student Experience Organizations as necessary.

6. CORe is charged with the maintenance and distribution of the Student Initiatives Fund.

CORe’s Organization and Structure

CORe is made up of the CORe Representative Assembly and its elected members, the CORe Peripheral Coordinators, all student representatives to Olin campus committees, and any student volunteers and leaders helping CORe achieve its goals.

The Representative Assembly is made up of ten elected, representative officials, each outlined below.

- The CORe President is charged as Student Body President, official representative of CORe, and is further responsible for representing the Student Body to the Board of Trustees, President’s Advisory Council, Olin Faculty and Olin Staff.

- The CORe Vice President is charged as Student Body Vice President, and as such may serve in lieu of the President if the President is absent or unable to serve, and must ensure proper communication is maintained between CORe and the Student Body.

- There are eight elected General Representatives, two from each graduating class, that act as both representatives of their class and as general representatives for the Student Body. General Representatives are charged with identifying and prioritizing student initiatives, maintaining CORe finances, communicating with the Olin student body and school officials, and committee coordination and governance.

Student Activities Organization (SAO)

The Student Activities and Clubs (SAC) leadership team oversee and distribute funds to all Clubs and Student Organizations. SAC maintains and expands a continuous and diverse set of social opportunities for the Student Body with the help of the Student Activities Committee, Club Presidents, and Student Organization Leaders.

Responsibilities of the SAO

1. SAC has a principal responsibility of ensuring that the Student Activities Fund (SAF) is fairly and reasonably
2. SAC maintains the collective definition of acceptable use of the Student Activities Fee on club activities and events with the help of Club Presidents, Student Organization Leaders, and CORE.

3. SAC is responsible for maintaining a current list of Student Clubs and Organizations, as well as other issues of club administration.

4. Via the Student Activities Committee, SAC is charged with throwing campus-wide events, facilitating Club events as requested, and maintaining a public calendar of events.

5. Via the Student Activities Committee, SAC is charged with consistently holding events that are of interest to the general student population, and periodically organizing massive traditionally held events.

Organization and Structure of the SAO

The Student Activities and Clubs leadership team is made up of the SAC Clubs Administrator, the Minister of Coin, and the SAC Activities Chair, who leads the Student Activities Committee (SAC).

- The Clubs Administrator oversees all operations of Student Activities and Clubs, including participating in all funding or allocation decisions, encouraging and supporting club activities, and providing guidance to the Student Activities Chair and Student Activities Committee as necessary.

- The Minister of Coin is charged with handling the Student Activities Fund, including keeping a continuous accurate record of expenditures and acting as a liaison between students and Olin College’s Financial Services staff, coordinating as necessary with other Student Experience Organizations.

- The SAC Activities Chair is charged with leading the Student Activities Committee and ensuring that campus-wide events are planned and executed.

- The Student Activities Committee is charged with planning and executing campus-wide events, and is structured at the discretion of the SAC Activities Chair.

Clubs and Organizations

2012–13 Olin clubs and organizations:

Organizations:
- Babson Olin Catholic Association (BOCA)
- Franklin W. Olin Players (FWOP)
- Grow
- IEEE
- Judaism Organization at Olin (JOO)
- Materials Research Society (MRS)
- Olin Christian Fellowship (OCF)
- Olin Fire Arts Club (OFAC)
- Olin Korean Student Association (OKSA)
- Olin Rock Orchestra (ORO)
- Olin Ultimate
- Open
- PowerChords
- Society of Women Engineers (SWE)
- Student Activities Committee (SAC)
- Team 2.0

Clubs:
- #olinsocialmediaclub
- Adventure Club
- Amnesty International
- Art Club
- Butterfingers
- Cheese Club
- Chinese Club
- Circuiteering
- FILM Club
- Friendly Fire (FF)
- Greening Olin (GO)
- Habitat for Humanity
- Hawaii Club
- Hoop Club
- Indian Club (OIC)
- International Club
- Japanese Club
- Knitting Club
- Meat Club
- Midnight Riders (unicycling)
- Olin Dance Project
- OHACK
- Ol’Enharmonics
- Olimprov
- Olin Chinese Club (OCC)
- Olin Coffee Club
- Olin Holistic Massage and Nap (OHMAN)
- Olin Opera Organization (OOO)
- Olin Stage Combatants (OSC)
- Olin Trivia Team (OTT)
- Olin Weekend Warriors (OWW)
- Olin Women’s Soccer
- Oliners with Longboards (OwL)
- Outing Club
Pool Club
Pottery Club
Research of Electric Vehicles at Olin (REVO)
SLAC (Stay Late and Code)
SPLAT
Students for the Exploration and Development of Space (SEDS)
T.A.R.D.I.S.
Taboo
Tea Enthusiasts Association (TEA)
Tennis Club
The Drum Circle
Transcending Auditory Language Knowledge (TALK)

Babson

Olin students interested in participating in a Babson College club or organization should contact the student leadership of the group for further information. Some Babson student organizations by definition are not open to Olin students. Obvious examples are: Admission Assistants Program, Student Government Association, Class Steering Committees, and Campus Activities Board. Babson College social events, including Knight Auditorium parties, are open to Olin students who are accompanied by a Babson student. For more details about these organizations visit: http://www.babson.edu/offices/campuslife/

Wellesley

Olin students interested in participating in a Wellesley College club or organization should contact Assistant Dean of Student Life Nick Tatar or the SAO Director for further information. For more details about these organizations visit: http://www.wellesley.edu/Activities/Homepages.html

Frequently Asked Questions

Q: How do I serve on a working group or committee?
A: Students are frequently called upon to apply as student representatives to committees in the Olin community. Additionally, CORe sometimes solicits members of the student body to serve on working groups of the Representative Assembly. In either case, the process is the same and starts with a call for volunteers and nominations. In response, you may nominate students you believe would represent you well, and you may apply for the position yourself. Usually, volunteering is as simple as sending a short email describing your interest and qualification to the CORe Vice President but some committees may require a more extensive application. The representatives must also make themselves available to the student body so that they may accurately reflect student opinion. Student representatives must also bring the opinions of the other constituents of the community back to the student body and be prepared to address why a chosen solution might not reflect the view of the students. Student representatives are held accountable to the student body by CORe, which has the power to remove student representatives if they are negligent in their responsibilities, or if they choose to espouse their own views instead of representing students.

Q: Okay, what’s the deal with Olin’s voting system?
A: We use a system called “excellence voting.” This is similar to “approval voting,” but because we need a higher standard than “approval,” voters should only cast their ballot for the candidate(s) best suited for the position — candidates that will excel in office.

Q: I have an issue I would like CORe to address; how do I do this?
A: There are many opportunities to talk to CORe. Your first option is to discuss the issue with your Class Representatives. In addition, the Core President and Vice President want to hear from you. All members of CORe hold office hours throughout the week: feel free to chat with any members of CORe, not just your Class Reps. In addition to informal conversation, CORe meetings are an opportunity for issues to be addressed. These weekly meetings are open to the community, though it is recommended that you notify the CORe President or Vice President before attending so that your issue makes it to the meeting agenda. As a last resort, a student could call for a town hall meeting, as per the procedures in Article VI of the Student Constitution.

Q: Where can I find more information?
A: The CORe constitution, meeting minutes, operating policies, resolutions, and current list of student representatives can be found on our website (http://core.olin.edu). You can also send any questions or comments to CORe@olin.edu
Q: Who currently holds the elected positions at Olin?
A: The 2013–14 Student Experience Organization’s Elected Officials are:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>CORE President</td>
<td>Larissa Little</td>
</tr>
<tr>
<td>CORE Vice President</td>
<td>Dan Kearney</td>
</tr>
<tr>
<td>CORE General Representatives</td>
<td>Jordyn Burger (2014)</td>
</tr>
<tr>
<td></td>
<td>Noam Rubin (2014)</td>
</tr>
<tr>
<td></td>
<td>James Nee (2015)</td>
</tr>
<tr>
<td></td>
<td>Madeline Perry (2015)</td>
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<tr>
<td></td>
<td>Brian Liebson (2016)</td>
</tr>
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<td></td>
<td>Saarth Mehrotra (2016)</td>
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<tr>
<td></td>
<td>and two 2016 representatives, to be elected in the fall.</td>
</tr>
<tr>
<td>Minister of Coin</td>
<td>Kris Groth</td>
</tr>
<tr>
<td>SAC Clubs Administrator</td>
<td>Trevor Hooton</td>
</tr>
<tr>
<td>SAC Activities</td>
<td>Graham Hooton</td>
</tr>
</tbody>
</table>
Community Service

Mission
One of the guiding missions of Olin College is to instill a spirit and practice of “giving back” among students through significant and ongoing service to the community. Philanthropy was the central force in the F. W. Olin Foundation since its inception and Olin College is committed to supporting and continuing this tradition among its students, faculty and staff. Olin College encourages community service by providing financial support and reserving time dedicated to community service weekly in the schedule. To learn more about community service at Olin and how you can be involved, read on!

Structure
The Organization to Support, Encourage, and Recognize Volunteerism (SERV) helps students, faculty and staff get involved with a variety of community service activities at Olin. SERV consists largely of individual community service projects which involve groups of students, faculty and staff who meet regularly to do community service. Any member of the Olin community may start a project. Each project selects its own leader who is responsible for all aspects of the project including getting volunteers, determining budget needs, coordinating with the appropriate outside organizations and making necessary practical arrangements. SERV is available throughout to provide advice and support.

SERV is governed by eight elected student officers and three faculty/staff advisers who foster community awareness, increase involvement in community service activities and generally work to support and coordinate community service activities at Olin. They coordinate with outside groups seeking volunteers, plan one-time and whole community events, maintain the website (http://serv.olin.edu), charter projects, make budgeting decisions and generally deal with community service concerns that arise throughout the year.

Frequently Asked Questions

Q: How can I learn what community service projects are happening?
A: That’s easy. The best place to start is the Activities Fair at the beginning of each year. At this fair, ongoing projects have tables with information about what they do, volunteer opportunities and someone from the project to talk to. Prospective project leaders may also have tables to recruit others who might like to join them in starting a new project. Representatives from local community organizations may also be looking for volunteers interested in starting projects with their organizations. During the rest of the semester, the best way to learn about current projects is by stopping by the SERV table at lunchtime in the dining hall lobby. In addition, the SERV meeting minutes are available to any member of the Olin community; these minutes often provide important information about projects and events. You can also read the SERV Digest, which is published via email on a regular basis. At any time, you can approach any member of SERV or project leader and they can direct you to the right person to discuss your interests.

Q: What are some examples of ongoing community service projects at Olin?
A: There are lots of projects. A few of these are Habitat for Humanity, tutoring at local schools, blood drives, Engineering Discovery (working with elementary school children on engineering projects) and more! The best way to find out what is going on is to visit the SERV table at lunch.

Q: I heard about a great project. How do I join?
A: One easy way to get involved is to go to the Activities Fair in the fall and simply sign up at one of the community service tables. If you miss that opportunity you can still join a project. Most groups are happy to get new members at any time. The projects page of the website gives the names of leaders for each project. Just email the leader of the project in which you’re interested and s(he) will be happy to help you out. Also remember that members of SERV and the project leaders are eager to help you connect with the project that’s right for you. Just ask.

Q: I have a great idea for a new community service project. Can I start one? How?
A: That’s great! SERV is always looking for new project ideas and people to lead them. If you have an idea, or even a faint inkling of an idea, talk with anyone in SERV or any current project leader. An important function for both these groups is to help prospective leaders conceive and implement their ideas. They can provide ideas, support, information and even some financial support to help you get started. The SERV website also has lots of information for project leaders. Also, any community member is welcome to attend SERV meetings; the board meets on a weekly basis.

Q: What happens if I get hurt doing a community service project?
A: The risk of getting hurt and the need for medical attention is generally the responsibility of the volunteer. Incidents involving injury should be immediately reported to the leader in charge and/or Dean of Student Life.
Q: Who are the current SERV officers?
A: The 2013–14 SERV officers are:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Ariana Chae</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Daniel Leong</td>
</tr>
<tr>
<td>Manager of Finance and Records</td>
<td>Emily Guthrie</td>
</tr>
<tr>
<td>General Members*</td>
<td>Hayley Hansson</td>
</tr>
<tr>
<td></td>
<td>Michael Searing</td>
</tr>
<tr>
<td></td>
<td>Amanda Sutherland</td>
</tr>
</tbody>
</table>

Advisers: Alison Black, Assistant Dean of Student Life; Alyson Goodrow, Associate Director of Communication; Siddhartan Govindasamy, Assistant Professor of Electrical and Computer Engineering.

* Two General Members to be elected in Fall '13 (one of these positions is reserved for a first year student).

If you have any questions, feel free to contact the SERV officers for the 2013–14 academic year.
Sports and Recreation at Olin

Olin recognizes that there is a direct relationship between one's well being, learning and regular exercise. In order to support these relationships Olin has established a variety of programs and resources that are intended to promote short-term and long-term opportunities for staying physically active.

Residence Hall Gyms
There are three exercise rooms in the residence halls; two in West Hall and one in East Hall. In West Hall there is a cardio room and a fitness room with free weights, mirrors and mats for stretching. There is a separate room with sports equipment. Students may borrow sports equipment but should return it to the equipment room immediately after practice or a workout. East Hall has a gym with several cardio machines and a weight machine that has upper and lower body exercises.

Intramural Sports and Babson Facilities
Olin enjoys a unique relationship with Babson and Wellesley that includes access to Babson's athletic facilities and Babson's and Wellesley's intramural leagues. Babson's athletic facilities include indoor and outdoor basketball courts, outdoor tennis courts, a dance studio, racquet ball and squash courts, an indoor swimming pool, an indoor track, an indoor ice skating rink, exercise classes, cardio equipment, free weights, weight machines and other exercise equipment.

For more information visit: http://babsonathletics.com and http://web.wellesley.edu/web/Athletics/Recreation/Intramurals.psm1

Club Sports and Competitive Teams
Olin has two competitive sports teams, the Olin Soccer team in the fall and the Olin Ultimate team in the spring. These teams are coached with regular practices, tournaments and games. The soccer and ultimate teams field men's, women's and co-ed teams, depending on student interest and participation.

Area Trails
The town of Wellesley currently supports a wide range of trails that are accessible from the Olin campus. See Wellesley Trails map. For more information visit: http://www.wellesleyma.gov/Pages/WellesleyMA_Trails/trails
Dining

Olin Dining Hall

The Olin Dining Hall is our Resident Dining Hall on campus. Here you may dine with your fellow students, faculty, staff and visitors in a lively environment. All meals are served in an all-you-can-eat setting. We are proud to feature our “JIT”, or Just-In-Time Cooking. This allows us to prepare as many foods to order as possible. The menu is developed around platforms, or formats that complement the Dining Hall. All of our platforms are uniquely positioned to provide variety in the menu, and to include vegetarian, vegan and healthy choice selections.

Hours

Olin Dining Hall
Monday–Thursday  7:30 a.m. to 8:00 p.m.
Friday  7:30 a.m. to 7:00 p.m.
Breakfast–Lunch–Dinner
Saturday  9:00 a.m. to 7:00 p.m.
Sunday  9:00 a.m. to 8:00 p.m.
Continental Breakfast–Brunch–Dinner

Olin Café at Olin Hall (F.W. Olin Graduate School of Business, Babson)
Monday–Thursday  7:30 a.m. to 8:30 p.m.
Friday  7:30 a.m. to 2:00 p.m.
Saturday  9:00 a.m. to 7:00 p.m.
Sunday  9:00 a.m. to 8:00 p.m.

Jazzman’s Café (Horn Library, Babson)
Monday–Thursday  9:00 a.m. to 9:00 p.m.
Friday  9:00 a.m. to 2:00 p.m.
Saturday  Closed
Sunday  4:00 p.m. to 9:00 p.m.

Olin Student Meal Plan

Olin students living on campus are required to use the Olin student Meal Plan:

Meal Plan: $6000 for the 2013–14 school year or $3000 per semester
• Unlimited entry to Olin Dining Hall, 7 days per week

Olin Dollars

To complement the Meal Plan, it is suggested that parents or students add the discretionary Olin Dollars to the plan. These Olin Dollars can be used for vending machines, laundry washers and dryers, Mailroom or in Olin’s store — Olin Gear. Olin Dollars will carry over from semester to semester and year to year. Funds can be electronically deposited to any community member’s Olin OneCard via our OneCard website: https://onecard.olin.edu

All meals are charged at the door rate and on a “Closed Access Basis”; meaning that the student can eat as much as he or she likes with no restrictions. This permits students to pick and choose which meals they want to attend. The Olin Dollars may be purchased online.

See the Student Accounts and Records (StAR) Center section of this Handbook for more information about Olin Dollars.
Babson and Wellesley

At Babson College...

Olin College has formed a unique partnership with adjoining Babson College to provide opportunities for its students, faculty and staff. Olin students participate in a number of campus programs and services, many of which are described in this Handbook, on the Babson campus.

Reynolds Campus Center

Located on College Drive between Hollister and the Richard W. Sorenson Center for the Arts

First floor

- Bookstore (academic year hours)
  - Monday–Thursday  9:00 a.m. to 6:30 p.m.
  - Friday  9:00 a.m. to 5:00 p.m.
  - Saturday  11:00 a.m. to 2:00 p.m.
  - Closed Sunday

For more information visit: http://babson.bkstore.com

- Vendor carts
- Dunkin’ Donuts*
- Crossroads Café*
- Resource Room
- Sustainability Office

* NOTE Hours of the Babson Dining Facilities can be found in the “Dining” Section.

Second floor

Meeting and reading rooms, television lounge, student mailroom, game room, undergraduate student organization offices, copy center and administrative offices.

Roger’s (Babson Campus Pub)

The Babson campus pub, located in Park Manor Central residence hall, is open to all Olin College students, faculty and staff regardless of age. Hours of operation are 8:00 p.m. to midnight, Monday–Wednesday, and 4:00 p.m. to midnight on Thursday and Friday. Roger’s offers a variety of non-alcoholic beverages, as well as beer and wine for those over 21 years of age.

A valid Massachusetts driver’s license is required to gain entry to Roger’s.

Sorenson Centers for the Arts

The Sorenson Center for the Arts fosters an environment of creativity and exploration through enhancing the natural synergies between entrepreneurship and the arts, encompassing literary, performing (dance, film, music and theater) and visual arts/design.

It is our goal to help produce Babson and Olin Engineering students and alumni who understand that creative thinking and the arts can enhance venture ideation, global understanding and innovation in the real world. In order to accomplish our goals we leverage our state-of-the-art facilities and highly dedicated and experienced staff to enable our students to reach their full potential as global citizens and business leaders. The Sorenson Center for the Arts welcomes collaborations. For more information call 781-239-5622 or visit the Sorenson Center for the Arts Administrative Offices in Park Manor South.

The Carling-Sorenson Theater, located adjacent to the Reynolds Campus Center, features a state-of-the-art 441 seat proscenium theater, the Sandra L. Sorenson Rehearsal Studio and piano practice rooms. The Sorenson Visual Arts Center, located in Trim Hall, features a ceramics studio, a B&W photo lab, a drawing/painting studio, artist-in-residence studio and student gallery. The band practice room, located in Park Manor Central, is equipped with a drum kit, bass amp, guitar amp, electric piano, music stands, chairs, PA for voice and instrument storage cabinets. The Hollister gallery in the atrium of Hollister Hall features local and regional artists exhibits at least 4 times per academic year. For more information visit: www.babson.edu/Sorenson or email Sorenson@babson.edu

Webster Center

Located on College Drive across from Malloy Hall

Monday–Thursday  6:00 a.m. to 11:00 p.m.
Friday  6:00 a.m. to 9:00 p.m.
Saturday  9:00 a.m. to 6:00 p.m.
Sunday  12:00 p.m. to 11:00 p.m.

Inside Webster

- Staake Gymnasium
- PepsiCo Pavilion
- Morse Swimming Center
  Free Swim Hours: (subject to change for swim meets)
  - Monday–Friday  11:30 a.m. to 1:30 p.m. & 5:30 p.m. to 7:00 p.m.
  - Saturday & Sunday  12:30 p.m. to 3:30 p.m.
At Wellesley College...

Olin College also enjoys a unique partnership with Wellesley College to provide opportunities for its students, faculty and staff. Olin students participate in a wide range of campus programs and services including cross-registered classes and intramural sports.

LuLu Chow Campus Center

Located on College Road next to the Diana Chapman Walsh Alumnae Hall and the Davis Parking Facility

• Bookstore
• Café Hoop: Student run, student owned co-op on the ground floor
• Dining Services: Bae Pao Lu Chow and Emporium
• Punch’s Alley: Student managed pub

Intramural Sports

Wellesley intramural sports are open to Olin men and women. Students can sign-up themselves or their team using the Wellesley Intramural website. For more information visit: http://dosportseasy.com/wellesley/

Lake Waban

Wellesley College is located on a 500-acre campus, which includes Lake Waban. A 2.5 mile walking trail with benches and elevated walking paths winds around the lake and surrounding wetlands. Students can walk or ride their bike to Wellesley College and Lake Waban using the Sudbury Path. For more information about the Sudbury path: http://www.wellesleyma.gov/pages/wellesleyma_trails/trails#Sudbury
Babson Campus Map

Buildings and Facilities

46 Admission, Graduate (Olin Hall) *
50 Admission, Lunder Undergraduate Admission Center (Mustard Hall) *
59 Alumni Hall *
30 Athletics (Webster Center) *
33 Babson Executive Conference Center (BECC) *
16 Babson Globe
21 Babson Hall *
31 Roger W. Babson Memorial
48 Arthur M. Blank Center for Entrepreneurship *
39 Bryant Hall *
10 Canfield Hall
26 Carling-Sorenson Theater *
15 Coleman Hall *
28 Stephen D. Cutler Investment Management Center *
7 Dining (Trim Hall) *
33 Executive Conference Center (BECC) *
5 Facilities Management and Planning (Sullivan Building) *
2 Forest Hall *
3 Forest Hall Annex
23 Gerber Hall *
27 Glavin Family Chapel *
53 Goff Alumni Suite
9 Health Center (Hollister) *
9 Hollister
29 Horn Computer Center *
28 Horn Library *
22 Humphries Plaza
11 Keith Hall
44 Knight Auditorium *
24 Kriebel Hall *
50 Lunder Undergraduate Admission Center *
47 Lukesic Hall *
1 Main Entrance
45 Malloy Hall *
81 Map Hill Drive
13 McCullough Hall
57 Milee Hall *
52 Newton Apple Tree
60 Nichols *
46 Olin Hall (Graduate School) *
54 Park Manor Central
55 Park Manor North
53 Park Manor South
14 Pietz Hall *
41 President’s House
6 Public Safety *
56 Publishers Hall
4 Purchasing and Receiving
12 Putney Hall *
25 Donald W. Reynolds Campus Center *
19 Babson Skating Rink and Boston Sports Club *
18 Richard W. Sorenson Center for the Arts *
26 Sorenson Family Visual Arts Center *
42 Sorenson Family Visual Arts Center *
99 *Handicap Access

Parking Lots

A Athletic Deck
B Babson *
C Coleman *
E BECC *
F Forest *
H Hollister *
K Knight *
L Lunder *
N Nichols *
P Webster *
S Sullivan *
T Trim *
W Woodland
Y Bryant *

5 Sullivan Building (Facilities Management and Planning) *
7 Trim Hall (Dining) *
58 U.S. Post Office *
18 Van Winkle Hall
30 Webster Center (Athletics) *
42 Westgate Entrance
40 Westgate Hall *
70-80 Woodland Hill
Wellesley Campus Map
Public Safety

**Department of Public Safety**
The Department of Public Safety for Babson and Olin Colleges provides a comprehensive program of police law enforcement, security, crime prevention, emergency medical, parking and related public safety services to ensure that both the Babson and Olin College communities remain a safe and pleasant place in which to study, live and work. The services are provided on all property owned, used or occupied by the colleges, 24 hours a day, seven days a week.

Upon completion of a certified police academy, the officers have full law enforcement powers on college property as special state police officers under Massachusetts General Law Chapter 22c, section 63. Additionally some police officers have specialized training in the areas of crime prevention theory and the investigation of sexual assaults and bias-motivated crime, as well as other subjects that enhance the ability of the department to provide comprehensive public safety services.

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

The college community can contact the Department of Public Safety using the on-campus extension x5555, or, if calling from a cell phone or off-campus location, 781-239-5555. In addition to Public Safety staff, residents may discuss community concerns and issues of security and safety with Student Life staff members. The Department of Public Safety provides a wide range of services designed to inform students and employees about ways to increase security on campus: release of a police log to the campus newspaper, bicycle patrol, articles on crime prevention, informational presentations during Orientation and personal safety escort services.

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

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

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

Although we prefer to converse with individuals, we acknowledge the fact that some people wish to leave information anonymously. To protect the identity of callers, all calls will be directed to an answering machine that does not have caller ID. The telephone number is 781-237-8164.

See [http://facilitiesservices.olin.edu/PublicSafety.html](http://facilitiesservices.olin.edu/PublicSafety.html) for information regarding campus security and statistics about criminal acts on the Olin campus.

The Director of Public Safety and Chief of Police is James E. Pollard and he can be reached at james.pollard@olin.edu or 781-239-5555.

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

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

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

For information about the Olin EAS system, and for instructions on how to register, edit, or deactivate your account, please consult the Olin EAS FAQ sheet, which is accessible from the “Campus Life” tab of the Portal (Phoenix.Net) or my.olin.edu
Office of Environmental Health & Safety (EH&S)

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

The Office of EH&S offers technical support and a variety of services to the college community with the goal of promoting programs and activities that operate in a safe, healthy and environmentally responsible manner and that comply with EH&S laws and regulations. The EH&S office works with the college community to review and address ongoing and emerging safety issues associated with all campus activities. The Office of EH&S is located in Campus Center, Suite 332 and can be reached at x2316 (781-292-2316 off-campus) or via safety@olin.edu

MySafeCampus®

A successful safety program depends on us all being alert and committed to safety. We want you to know that you can report your workplace concerns anonymously and without fear of reprisal through MySafeCampus®. This valuable external service may be accessed by the Internet (http://www.MySafeCampus.com) or by calling the toll-free number (800-716-9007). Both of these avenues are available 24 hours a day, seven days a week. This new service is an enhancement, not a replacement, of our current resources and processes. Please feel free to utilize this system if you do not feel comfortable using our current procedures.
Health Care

Babson College Health Services

Fall and Spring Semesters Hours
Monday–Friday  9:00 a.m. to 5:00 p.m.
Monday–Thursday  5:00 p.m. to 7:00 p.m. for walk-ins

Summer Hours
Monday–Friday   8:30 a.m. to 4:30 p.m. by appointment only

Location
Ground floor of Hollister Hall

Phone Numbers
Health Services  781-239-6363
Public Safety  781-239-5555 (from off-campus), x5555 (on-campus)

Appointments
Please call 781-239-6363 to schedule an appointment between 9:00 a.m. and 5:00 p.m. Monday–Friday.
Allergy injections (by appointment only):
Tuesdays  2:00 p.m. to 3:30 p.m.
Wednesdays  1:30 p.m. to 3:00 p.m.

Services
The following services are available to all full-time Olin College students: diagnosis and treatment of illnesses, evaluation and treatment of injuries, male and female reproductive examinations, gynecological care, including contraceptive management and counseling, pregnancy testing, emergency contraception, sexually transmitted disease testing and treatment, consultations with a registered dietitian and administration of immunizations injections. The costs of medical tests, immunizations or services provided off-campus are the financial responsibility of the student.

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

Allergy Clinic
Students who take ongoing allergy desensitization injections can have their injections administered at Health Services during physician clinic hours only by scheduling an appointment. Students must provide their own serum with instructions from their private physician.

Emergency Care on Campus
Contact Public Safety (x5555 from an on-campus phone, 781-239-5555 from a cell phone or off-campus location) at any time. They will respond promptly and provide or arrange transportation to Health Services or the hospital.

Health Services After Hours
During the night, on weekends and holidays, a student can call Public Safety at 781-239-5555 if they need to speak with the on-call clinician.

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

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

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

Olin provides mental health services through Colony Care Behavioral Health group practice.* Students in need of mental health services may want to meet with Alison Black, Assistant Dean of Student Life, to discuss concerns and options. Other members of the Office of Student Life staff are also available to meet with students about these issues. Students are also free to contact Colony Care directly and confidentially.

- Colony Care Behavioral Health. Colony Care Behavioral Health is a multi-disciplinary group of psychologists, social workers and psychiatrists. A variety of providers offer a wide array of treatment approaches including short and long term psychotherapy, stress management counseling, cognitive behavioral therapy, medication management and hypnosis. Students seek help from Colony Care for a variety of issues, including but not limited to the following: school stress, relationship issues, family issues, depression, anxiety, coming out issues, post-graduate concerns, eating concerns, sexual assault, grief/bereavement or substance abuse issues. A core group of providers work with Olin College students at their offices at 11 River St. in Wellesley, located near the intersection of Rts. 16 and 128. To set up a first time appointment, call Laura Kinney, LICSW at 781-431-1177 x213. Leave a message and a reliable way of contacting you. If your call is urgent, Laura can be paged by following the instructions given on her outgoing voicemail message. For routine appointments, Laura will contact you within the same business day to briefly talk with you about your concerns and needs. Based on this information, she will arrange for the most appropriate provider to contact you to arrange for a first appointment. You may also email Laura at lkinneylicsw@yahoo.com; however, your email message should only include an inquiry and a telephone number where you can be reached. Due to confidentiality issues, Colony Care staff members prefer to schedule appointments via the telephone. To get to the Colony Care offices, turn right out of Olin and take Rt. 135 (Great Plain Ave.) toward Babson. At the rotary, take the second right onto Seaver St., and then turn left onto Forest St. When you reach Washington St./Rt. 16, turn right, and follow this road until you reach River St. Turn right onto River St.; the offices for Colony Care and the parking lot are on the right.

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

Transportation

Students unable to arrange their own transportation may use Wellesley Transportation by calling 781-235-2200. Olin covers this cost; you need only to sign a receipt given to you by the cab driver at the time.

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

On-campus

The goal of the Glavin Family Chapel is to make Babson and Olin welcoming communities for people of all faiths. We strive to create a safe place for those who wish to explore spirituality in ways that are new and challenging. Multifaith programs include regular worship services in a variety of religious traditions, meditations and yoga, multifaith dinners, liturgical and musical events, seasonal celebrations and educational seminars.

For more information on services, programs and events both on and off campus, please visit our website at www.babson.edu/chapel

Our Multifaith Team

Lisa Thomas
Director of Faith and Service
781-239-5354
thomasl@babson.edu

Denning Aaris
Assistant Director of Faith and Service
781-239-5969
daaris@babson.edu

Danielle Virgilio
Office Manager
781-239-4505
dvirgilio@babson.edu

Rev. Jenny Rankins
Ecumenical Chaplain
781-239-5623

Vaishali Chandrashekar
Hindu Chaplain
781-239-5623

Father Peter Gojuk, OMV
Catholic Chaplain
781-239-5623
pgojuk@hotmail.com

Todd Humphreys
Christian Chaplain
781-239-5623

Andrew Merz
Buddhist Chaplain
781-239-5623

Bilal Mirza
Muslim Chaplain
781-239-5623

Patti Sheinman
Hillel Director and Jewish Chaplain
781-239-5623
psheinman@babson.edu

Off-campus

<table>
<thead>
<tr>
<th>Organization Name and Address</th>
<th>Contact Person and Service Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carter Memorial United Methodist Church</td>
<td>The Rev. Gary L. Shaw</td>
</tr>
<tr>
<td>800 Highland Ave. 02494</td>
<td><a href="mailto:pastor@carterumc.org">pastor@carterumc.org</a></td>
</tr>
<tr>
<td>781-444-2460 (call for rides)</td>
<td>Sunday 10:15 a.m.</td>
</tr>
<tr>
<td><a href="http://www.carterumc.org">www.carterumc.org</a></td>
<td></td>
</tr>
<tr>
<td>Christ Episcopal Church</td>
<td>Interim The Rev. Susan Colburn</td>
</tr>
<tr>
<td>1132 Highland Ave. 02492</td>
<td>Sunday 8:15 a.m., 10:00 a.m.</td>
</tr>
<tr>
<td>781-444-1469</td>
<td>Wednesday 12:00 p.m.</td>
</tr>
<tr>
<td><a href="http://www.ccneedham.org">www.ccneedham.org</a></td>
<td></td>
</tr>
<tr>
<td>Congregational Church (UCC)</td>
<td>The Rev. Susan Cartmell</td>
</tr>
<tr>
<td>1154 Great Plain Ave. 02492</td>
<td><a href="mailto:revsusan@needhamucc.org">revsusan@needhamucc.org</a></td>
</tr>
<tr>
<td>781-444-2510</td>
<td>Sunday 10:00 a.m.</td>
</tr>
<tr>
<td><a href="http://www.needhamucc.org">www.needhamucc.org</a></td>
<td></td>
</tr>
<tr>
<td>Congregation Ruach Israel</td>
<td>Rabbi Dr. Richard C. Nichol</td>
</tr>
<tr>
<td>754 Greendale Ave. 02492</td>
<td><a href="mailto:michol@ruachisrael.org">michol@ruachisrael.org</a></td>
</tr>
<tr>
<td>781-449-6264</td>
<td>Saturday 10:30 a.m.</td>
</tr>
<tr>
<td><a href="http://www.ruachisrael.org">www.ruachisrael.org</a></td>
<td>Friday 8:30 a.m.</td>
</tr>
<tr>
<td>Religious Services and Organizations</td>
<td>Olin College of Engineering</td>
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<td>-------------------------------------</td>
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</tr>
<tr>
<td><strong>First Baptist Church</strong></td>
<td></td>
</tr>
<tr>
<td>858 Great Plain Ave. 02492</td>
<td>The Rev. Debora Jackson, Pastor</td>
</tr>
<tr>
<td>781-400-5867</td>
<td><a href="mailto:pastor@fbcneedham.org">pastor@fbcneedham.org</a></td>
</tr>
<tr>
<td><a href="http://www.fbcneedham.org">www.fbcneedham.org</a></td>
<td>Sunday Worship Service 10:00 a.m.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:1stbabstistchurchneedham@comcast.net">1stbabstistchurchneedham@comcast.net</a></td>
</tr>
<tr>
<td><strong>First Parish Unitarian Universalist</strong></td>
<td></td>
</tr>
<tr>
<td>23 Dedham Ave. 02492</td>
<td>The Rev. Katie Lee Crane</td>
</tr>
<tr>
<td>781-444-0823</td>
<td><a href="mailto:office@uuneedham.org">office@uuneedham.org</a></td>
</tr>
<tr>
<td><a href="http://www.uuneedham.org">www.uuneedham.org</a></td>
<td>Sunday 10:30 a.m. and Needham Lyceum Sunday 9:15 a.m.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:office@uuneedham.org">office@uuneedham.org</a></td>
</tr>
<tr>
<td><strong>Good Shepherd Christian Fellowship</strong></td>
<td></td>
</tr>
<tr>
<td>75A Greendale Ave. 02492</td>
<td>The Rev. Darrell Minnich</td>
</tr>
<tr>
<td>781-444-0321</td>
<td><a href="mailto:darrell@gis.net">darrell@gis.net</a></td>
</tr>
<tr>
<td></td>
<td>Sunday 9:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>Midweek bible study (date/time varies)</td>
</tr>
<tr>
<td><strong>Grace Lutheran Church</strong></td>
<td>The Rev. Jennifer Hitt</td>
</tr>
<tr>
<td>543 Greendale Ave. 02492</td>
<td><a href="mailto:jhitt@graceneedham.org">jhitt@graceneedham.org</a></td>
</tr>
<tr>
<td>781-444-3315</td>
<td>Sunday 9:30 a.m.</td>
</tr>
<tr>
<td><a href="http://www.graceneedham.org">www.graceneedham.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Needham Presbyterian Church</strong></td>
<td>The Rev. Elliott Hipp</td>
</tr>
<tr>
<td>1458 Great Plain Ave. 02492</td>
<td><a href="mailto:EHipp@NeedhamPresbyterian.org">EHipp@NeedhamPresbyterian.org</a></td>
</tr>
<tr>
<td>781-444-3728</td>
<td>Sunday 11:00 a.m.</td>
</tr>
<tr>
<td><a href="http://www.needhampresbyterian.org">www.needhampresbyterian.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>St. Bartholomew Roman Catholic Parish</strong></td>
<td></td>
</tr>
<tr>
<td>1180 Greendale Ave. 02492</td>
<td>The Rev. Phillip E. McGaugh</td>
</tr>
<tr>
<td>781-444-3434</td>
<td>Sunday 8:00 a.m., 9:45 a.m., 11:30 a.m.</td>
</tr>
<tr>
<td><a href="mailto:stbartholomew@comcast.net">stbartholomew@comcast.net</a></td>
<td>Saturday 4:00 p.m.</td>
</tr>
<tr>
<td><a href="http://www.stbartholomew-needham.org">www.stbartholomew-needham.org</a></td>
<td>Monday–Saturday 9:00 a.m.</td>
</tr>
<tr>
<td><strong>St. Joseph Roman Catholic Parish</strong></td>
<td>The Rev. David C. Michael</td>
</tr>
<tr>
<td>1382 Highland Ave. 02492</td>
<td>Sunday 8:00 a.m., 9:30 a.m., 11:00 a.m., 12:30 p.m.</td>
</tr>
<tr>
<td>781-444-0245</td>
<td>Saturday 8:30 a.m., 4:00 p.m.</td>
</tr>
<tr>
<td><a href="http://www.saintjoesparish.com">www.saintjoesparish.com</a></td>
<td>Monday–Friday 6:50 a.m., 9:00 a.m.</td>
</tr>
<tr>
<td><strong>Temple Aliyah</strong></td>
<td>Rabbi Carl Perkins</td>
</tr>
<tr>
<td>1664 Central Ave. 02492</td>
<td><a href="mailto:rabbiperkins@templealiyah.com">rabbiperkins@templealiyah.com</a></td>
</tr>
<tr>
<td>781-444-8522</td>
<td>Shabbat, Saturday 9:15 a.m.</td>
</tr>
<tr>
<td><a href="http://www.templealiyah.com">www.templealiyah.com</a></td>
<td>Minyan Monday–Thursday 7:30 p.m., Monday 6:45 a.m., Friday 6:15 p.m., Sunday 9:00 a.m.</td>
</tr>
<tr>
<td><strong>Temple Beth Shalom</strong></td>
<td>Rabbi Jay Perlman</td>
</tr>
<tr>
<td>670 Highland Ave. 02494</td>
<td><a href="mailto:jperlman@tbsneedham.org">jperlman@tbsneedham.org</a></td>
</tr>
<tr>
<td>781-444-0077</td>
<td>Friday 7:45 p.m., Saturday 9:00 a.m.</td>
</tr>
<tr>
<td><a href="http://www.tbsneedham.org">www.tbsneedham.org</a></td>
<td>Morning Minyan Monday and Thursday 7:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>Schedule has monthly variations; call for current information.</td>
</tr>
</tbody>
</table>
Commuter Rail

Olin College is accessible by commuter rail from Boston on the Needham Line and the Framingham/Worcester Line. Both lines originate at Boston’s South Station, and may also be boarded at Boston’s Back Bay Station. The two closest commuter rail stops to Olin College are Needham Center and Wellesley Hills respectively. Bring change for parking and plan 25-40 minutes to get to Boston from Olin (see the commuter rail schedule for details). Commuter rail fares, maps and schedules:

http://www.mbta.com/schedules_and_maps/rail
**Subway**

Boston's subway ("the T") is accessible in a variety of ways. Subway fares can be paid using a variety of methods including: exact change, the Charlie Card system, day passes and week passes.

The most commonly used T stop by Olin students is Eliot Station on the Green Line. To get to Eliot from Olin by car, turn left onto Great Plain Ave., and then left at the traffic light onto Central Ave. Follow Central through all its twists and turns and underneath I-95. At the intersection with Chestnut St., Central becomes Eliot St. Go straight through the intersection and follow Eliot until you approach Rt. 9. Just before Rt. 9, there is a fork, follow to the left and across Rt. 9. Turn left at the first four-way stop. Eliot Station is two blocks ahead. Don’t forget to bring change for parking.

For subway fares, maps, schedules and other information visit: [http://www.mbta.com](http://www.mbta.com)
Zipcar

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

Olin Van

The Olin Van is available for official college business and may be used by CORE-recognized student organizations. Certified drivers should reserve the Olin Van in advance through Facilities Services. No overnight use is allowed. Due to insurance limitations, the van may not be used for “taxi” or “shuttle” service for personal needs.

To become a certified driver please visit the Facilities Services website at: http://facilitiesservices.olin.edu and click on Transportation and then Olin Van.

Wellesley–Olin–Babson Shuttle

Olin College, Wellesley College and Babson College jointly fund a shuttle service to aid cross-registered students. The first run begins at the Wellesley Campus Center at 7:40 a.m., arrives at the Wellesley Chapel at 7:42, arrives at Olin’s East Hall at 7:52, arrives at the Babson Campus Center at 7:55, arrives at the Wellesley Chapel again at 8:05, and returns to the Wellesley Campus Center at 8:07. The next run begins at 8:10 and follows the same 27 minute schedule. There is a lunch break in the schedule from 12:07 to 12:40 p.m. The last run of the day returns to the Wellesley Campus Center at 6:37 p.m. An Olin, Wellesley or Babson ID card is required.

Trains

Amtrak’s Northeast Direct Service stops at Rt. 128 Station (RTE) in Westwood, about six miles from Needham. From there, you can take a taxi to Olin College. Amtrak continues on to Boston’s South Station, where commuter rail service is available (see previous pages). Amtrak offers service to major cities all over the northeast, including Providence, New York, Portland, Philadelphia and Washington, D.C. Trains from Boston even go as far as Chicago, with no transfers. For more information visit: http://www.amtrak.com

Airports

Logan International Airport (BOS)

With service to all the major airlines, and relative ease of access, Boston’s Logan International Airport is the choice for the majority of Olin students. Logan is approximately 30 minutes from campus during non-rush hour times. Logan is accessible using the commuter rail, the subway and shuttle services. For more information about shuttle schedules and fares visit: http://www.massport.com/logan/getting_to_logan.html

Manchester Airport (MHT)

Manchester-Boston Regional Airport is located in Manchester, New Hampshire — approximately one hour from Olin, depending on traffic. It is located just off of I-93. For more information visit: http://www.flymanchester.com

TF Green Airport (PVD)

Some students prefer to use Rhode Island’s Theodore Francis Green Airport as an often thriftier alternative to Logan. It is located approximately an hour from Olin near Providence, RI. Take I-95 south into Rhode Island, through Providence, and then follow the signs for the airport; Exit 13. For more information visit: http://www.pvdairport.com

Hanscom Field (BED)

Hanscom Field is serviced by Boston-Maine Airways and Linear Air, and is located off of I-95/Rt. 128 in Bedford, MA, about 20 miles northwest of Boston and about 30 minutes from Olin. For more information visit: http://www.massport.com/hansc

Buses

Greyhound and Peter Pan

Greyhound and Peter Pan at South Station is the primary hub for buses (and trains) in the area. Both Greyhound and Peter Pan Bus Lines have terminals there. Additionally, both have terminals at Riverside Station, on the Green Line in Newton, and at the Framingham Airport Express Terminal. Greyhound has terminals located in nearly every major city in the United States, and parts of Canada. Peter Pan serves the northeast.

For more information visit:
http://www.greyhound.com
http://www.peterpanbus.com
Taxis

There are several taxi companies in the Needham-Wellesley area that can be found by doing a search on the internet. Students may use Wellesley Transportation (781-235-2200) at no cost for health care appointments; you need only to sign a receipt given to you by the cab driver at the time.

All companies recommend that reservations be made for service to local airports as early as possible (particularly for service during peak holiday travel times) but no later than 24 hours prior to the departure time.
Appendices

Appendix A

Olin College Core Personal Values

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

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

Passion for the Welfare of the College: As exemplified by the Trustees, each person will passionately pursue the overall interests of the college, while maintaining fairness to all individuals in all transactions. Personal advancement at the expense of others is discouraged and cooperation is expected.

Patience and Understanding: Each person will listen constructively, keep an open mind and take the time to understand with empathy before reaching a conclusion. Effective teamwork depends on the confidence that others care and are willing to take the time to listen.

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

Olin College Core Institutional Values

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

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

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

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

Stewardship and Service: Olin College will strive to provide responsible stewardship of its resources while encouraging a spirit of service to society.

Appendix B

Articulation with Babson College, Wellesley College and Brandeis University

Student Judicial Systems

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

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

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

For more information:

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

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

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

Appendix C

Residence Halls and Related Policies

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

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

**Alcohol and Other Drugs:** No student under the legal drinking age is allowed to possess or consume alcoholic beverages in college residence halls or on college property. For students who are 21 years of age or older, possession and consumption of alcoholic beverages is limited to the student’s individual room or to authorized events in public areas. In any case, large quantities of alcoholic beverages (e.g., kegs, cases of liquor) are not permitted in residence halls.

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

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

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

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

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

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

Each student must complete and return to Facilities Services a Room and Floor Assessment Form at the beginning of the year to avoid being assessed unwarranted charges. Students should also file workorders to report damages during the year to avoid being assessed unwarranted charges at the end of the year. All rooms, corridors and public spaces must be left clean, neat and in order. All furniture must be intact and returned to their original location.

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

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

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

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

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

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

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

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

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

Pets: No pets are allowed on campus with the exception of fish. Policies and procedures regarding fish are available from the Office of Student Life.

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

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

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

2013–14 R2s:

Chelsea Bailey
Kari Bender
Emily Guthrie
Graham Hooton
Doyung Lee
Saarth Mehrotra
Janaki Perera
Victoria Preston
Brendan Quinlivan
Sarah Strohkorb

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

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

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

Room Vacancies: If a vacancy occurs during the academic year, the remaining occupant has three class days in which to inform the Office of Student Life, in writing, of the desired new occupant of the room. After this time, Student Life reserves the right to assign a new roommate without prior notification. If at the beginning of a semester space is needed for the assignment of students not yet housed, Student Life will assign a new occupant as required.

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

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

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

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

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

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

Appendix D

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

Massachusetts Act Prohibiting the Practice of Hazing, Chapter 269 of the General Laws

Section A: Whoever is principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term “hazing” as used in this section and in sections B and C, shall mean any conduct or method of initiating into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.
Section B: Whoever knows that another person is the victim of hazing as defined in Section A and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section C: Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections A and B; provided, however, that the institution’s compliance with this section’s requirements that an institution issue copies of this section and sections A and B to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections A and B to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections A and B, that each of its members, plebes, pledges or applicants has received a copy of sections A and B and that such group, team or organization understands and agrees to comply with the provisions of this section and sections A and B. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections A and B. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such group, team or organization has received a copy of this section and said sections A and B, that each of its members, plebes, pledges or applicants has received a copy of sections A and B and that each such group, team or organization understands and agrees to comply with the provisions of this section and sections A and B. 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Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such group, team or organization has received a copy of this section and said sections A and B, that each of its members, plebes, pledges or applicants has received a copy of sections A and B and that such group, team or organization understands and agrees to comply with the provisions of this section and sections A and B to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections A and B, that each of its members, plebes, pledges or applicants has received a copy of sections A and B and that such group, team or organization understands and agrees to comply with the provisions of this section and sections A and B.
The college has designated certain types of personally identifiable information as "Directory Information." This includes your name, local address and telephone number, email address, photograph, degree program and major and concentration, dates of attendance, full- and part-time status and degrees, honors and awards received. Your local address and telephone number are also contained in an annual directory published by the college and are accessible on an electronic directory. Both the printed and electronic directory are intended for the use of the college community. You may request, in writing, to restrict the disclosure of your directory information. Your request will remain in effect unless you revoke it. Additionally, if you do not want public directory information released, you must indicate that preference at the time the information is collected. You may request nondisclosure at anytime during your enrollment by completing the "FERPA Request to Prevent Disclosure" form found on http://star.olin.edu/Forms.cfm.

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

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

b. In compliance with a lawful subpoena;

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

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

e. To organizations conducting studies "for, or on behalf of" Olin College;

f. Under the provisions of the USA Patriot Act;

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

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

The college reserves the right to provide grades and access to educational records to the parents of financially dependent undergraduate students, as defined in section 152, 1954 Internal Revenue Code. Students who can meet the IRS definition of independence may notify the Registrar, thereby precluding the college from giving their parents access to educational records. The college assumes that students are dependent; if you are not, please request an individual notification of rights/independent student form from the STAR Center and submit it along with a copy of your parents’ 1040 form indicating that you are not being claimed as a dependent.

II. Missing Student Procedure

Olin takes student safety very seriously. To this end, the following policy and procedure have been established to assist in locating Olin students living on-campus who, based on the facts and circumstances known to Olin, Olin has determined to be missing.

Upon notification from any entity that a student may be missing, Olin may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

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

III. Library Policies

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

IV. Assessment Policies

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

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

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

- Reporting of data for internal use maintains the appropriate level of anonymity and/or confidentiality to minimize risk to individuals and maximize its use in the assessment process.

- All requests for data from IRE are analyzed to assess the privacy risks for individual community members prior to the release of any information.

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

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

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

### Appendix F

**Policy on Equal Opportunity**

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

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

If any member of the college community feels that they have been discriminated against by a student, she or he should contact Title IX Coordinator Alison Black, Assistant Dean of Student Life, at 781-292-2327 to discuss possible referral of the matter to the Honor Board. If any member of the college community feels that they have been discriminated against by an employee, she or he should contact Title IX Assistant Coordinator Patricia Berardi, Manager of Human Resources, at 781-292-2429 to discuss investigation of the matter.

### Appendix G

**Campus Security**

The Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) required all colleges to begin to collect certain information commencing September 1, 1991. It also required that the college prepare, publish and distribute this information to all current students and employees and to any applicants for enrollment or employment upon request beginning September 1, 1992, and each year thereafter.

Title II of Public Law 101-542 mandates the reporting of the following criminal acts occurring at Olin College during the most recent three calendar years as defined in the law. Title II of Public Law 101-542 also mandates the reporting of statistics concerning the number of arrests for the following crimes. This law was also amended to include those not arrested. The college currently has no recognized off-campus student organizations. All student organizations are housed in campus buildings.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Franklin W. Olin College of Engineering publishes and makes available to any prospective student or employee upon request a copy of the college’s annual security report. The Campus Security Report can be found on the Olin College website at [http://facilitieservices.olin.edu/PublicSafety.html](http://facilitieservices.olin.edu/PublicSafety.html) under quick link, Campus Security Info.

College alcohol and other drug policies are set forth in Appendix C.

For a description of the services provided by the Department of Public Safety, including how to report criminal acts, see the Public Safety section of this Handbook.

The staff in the Department of Public Safety and the staff in the Office of Student Life are available to assist students in notifying the Needham Police Department if the student chooses.
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## Appendix H

### Services Available to Victims of Rape, Acquaintance Rape and Other Sex Offenses

This appendix lists helping services, summarizes relevant policies and illustrates the college’s compliance with the requirements of the 1992 Campus Sexual Assault Victim’s Bill of Rights Act (Public Law 102-26) as amended in 1998 (Public Law 105-244) and incorporates guidance from the Office for Civil Rights regarding Title IX and sexual violence.

Students are encouraged to report sexual misconduct such as rape, sexual assault, sexual harassment, sexual coercion, sexual exploitation, stalking or other incidents that involve sexual violence to the Department of Public Safety or Alison Black, Olin’s Title IX Coordinator.

### Title IX Coordinator

Alison Black  
Email: Alison.black@olin.edu  
Office Phone: 781-292-2327  
Office: Campus Center 319a

The Department of Public Safety has full police powers and the staff is trained to provide accurate information on preserving evidence and the options for criminal prosecution, campus disciplinary proceedings, or both.

The staff in the Department of Public Safety and the staff in the Office of Student Life are available to assist students in notifying the Needham Police Department if the student chooses.

Campus disciplinary proceedings may be initiated against a student through the Honor Board. Disciplinary proceedings may be initiated against an employee through the Office of Human Resources.

When appropriate, the Office of Student Life will work with the Department of Public Safety to issue “No contact orders” and the Dean of Student Life can also issue an emergency or indefinite suspension (see section 4.28 of the Honor Code) to protect a victim of sexual violence.

Current students may access the Honor Board procedures on the Honor Board drive: \honorboard

Information on the Honor Board drive includes:

- Procedures for investigating complaints
- Procedures for providing parties with similar and timely access to information to be used at a hearing
- Procedures for managing reports where the involved parties will not be allowed to directly question each other at the hearing
- Procedures for allowing the hearing to occur without the involved parties to be in the same room
- Procedures for the reporter and accused to appeal a decision or sanction
- Procedures for obtaining consent from the complainant before beginning an investigation
- Providing notice to both parties about the outcome

Section 4.15 of the Honor Board procedures describes the right of an accused student as well as the accuser to bring an adviser of their choice from the college community. This section also permits the passive assistance of legal counsel by either party but only if coexisting criminal charges are pending resulting from the same incident. Special training will be given for Honor Board members and Hearing Panel members involved in reports involving sexual misconduct.

Possible sanctions to be imposed following the completion of campus disciplinary proceedings are included in section 4.25. The reporter and the accused will be informed of the outcome of disciplinary proceedings in which sexual misconduct is alleged.

### Olin College Statistics

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<th></th>
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<th>2012</th>
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* Under the Jeanne Clery Act, colleges and universities are required to report the above listed criminal statistics that occur on all property adjacent to the campus.
The Office of Student Life maintains information on helping services both on campus and off campus (e.g., Boston Area Rape Crisis Center or BARCC).
The staff in the Office of Student Life is available after an alleged sexual misconduct incident to go over options and assist students in making any reasonably available changes in academic or living situations.

Educational programs on sexual misconduct are held during new student orientation and available through the Office of Student Life.

Terms and Definitions:

- **Sexual misconduct** includes, but is not limited to sexual harassment, non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same) and sexual exploitation.

- **Sexual harassment**: Gender-based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits or opportunities.

- **Non-consensual sexual intercourse**: Any sexual intercourse (anal, oral, or vaginal), however slight, with any object without consent.

- **Non-consensual sexual contact**: Any intentional sexual touching, however slight, with any object without consent.

- **Consent**: is informed, knowing and voluntary permission for sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.

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

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

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

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

These terms are blind to the sexual orientation or preference of individuals engaging in sexual activity. Retaliation against complainants and anyone participating in an investigation is prohibited.

**Appendix I**

**Drug Free Schools and Communities Act**

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

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

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

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

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

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

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

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

See Appendix C of this Handbook for college policies on alcohol and other drugs. See the Honor Code section of this Handbook for the range of possible sanctions.

**Appendix J**

**Information Technology Policies and Procedures**

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

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

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

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

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

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

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

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

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

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

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

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

Users shall not engage in any activity with the intent to ha-
The college does not have any duty to provide the Services in or failure to provide the services and the college is not responsible for the accuracy, nature or quality of information gathered through college diskettes, hard drives or servers; that reveal weaknesses in the security of the college’s information technology system unless specifically directed in writing to do so by the Chief Information Officer or authorized designee.

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

The college shall not be responsible for personal property used to access college computers or networks or for college-provided access to a college system.

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

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

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

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

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

**General Security Policies and Guidelines**

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

**Personal Web Page Publishing Guidelines**

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

The college recognizes the need for individual departments and organizations to have a web presence. In consideration of the overall college mission and integrity of message, all institutional web pages (e.g., departments, committees, Co-Curricular groups) must be reviewed by the Communications Office prior to initial posting.
If linkage from the main Olin website is requested, then pages that are linked require review by the Communications Office.

Content on personal web pages must be responsible and consistent with the mission and core values of the college. Advertising is not permitted on any pages due to the non-profit status of the college.

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

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

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

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

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

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

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

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

**Appendix K**

**Library**

As is true elsewhere at Olin, Library policies and practices are based on our Core Personal Values.

**Integrity**

I. Academic Integrity and use of Copyrighted Material.

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

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

II. Use of licensed information resources and computing facilities.

Most of the electronic information sources are provided to Olin students through licensing arrangements. All members of the Olin community are bound to follow any licensing restrictions. Specific restrictions are provided on the Library’s website.

The following general guidelines apply to all licensed resources:

i. Access to licensed resources is for the Olin community and members of the public who are physically present in the Olin Library. Passwords and access codes should not be shared with anyone outside of Olin.

ii. Systematic, comprehensive downloading of information is not permitted. You may not download an entire database, book or journal, or substantial portions of it.

iii. Commercial use of or selling information from these resources is not allowed.

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

I. Olin community members should respect the needs of others requiring access to Library materials and be ready to share these materials in a timely manner. When a book is recalled for use by another community member, it must be returned to the library promptly. Due dates of materials from Olin and other libraries must be respected.

II. Certain areas of the library facility may be restricted to certain uses — i.e., group study rooms, quiet areas, etc.

Passion for the Welfare of the College

I. Maintaining and preserving Library materials and facilities is an obligation of all members of the community. Members of the community are not to remove Library materials from the facility without checking them out according to Library circulation policies. Community members are responsible for any damage to Library materials while they are checked out and may be charged for replacement of the item and processing. A full description of the Library’s circulation policies is available on the Library’s website.

II. Olin students are responsible for the actions of guests that they bring into the Library.

III. Olin has entered into a number of collaborative arrangements with other Libraries for access to resources and services. The Olin Library’s ability to borrow materials from other libraries is based on our good reputation of returning materials in a timely fashion and in good condition. Community members are responsible for following the circulation and usage policies of these libraries and may be held financially responsible for any loss or damages.

Appendix L

Post Graduate Planning: Recruitment Guidelines

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

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

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

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

b. Students will present a truthful, unembellished resume.

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

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

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

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

Appendix M

Voter Registration

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

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

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

Use of Non-Residence Hall College Facilities

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

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

• **Labs and shops:** Students may work in shops and labs unsupervised by faculty if they adhere to the relevant rules. No student is allowed to work in such facilities alone; students must be accompanied by at least one authorized person at all times. If there is an accident, other people will be essential in calling for help and coming to the injured student’s aid. A list of individuals authorized to use major pieces of equipment (e.g., lathe, mill, band saw, drill, welding equipment, etc.) will be kept next to each piece of equipment. Never operate a major piece of equipment unless specifically trained and certified by a qualified Olin faculty member.

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

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

• **Smoking:** Smoking is not permitted in or near any buildings on campus.

• **Student projects:** Student projects unrelated to a college organization or academic course that have engines, motors, chemicals, gases, or banks of batteries must be reviewed for safety and liability reasons by the Director of Facilities Services before they can be brought to Olin’s campus.

Appendix O

Parking

Any student who operates or parks a motor vehicle on the property of Olin College must obtain a parking permit within 24 hours of bringing the vehicle to campus.

Permits are available through Human Resources in Milas Hall, MH 234c, x2409 or 781-292-2409. During non-business hours, (weekdays 4:00 p.m. to 8:00 a.m., weekends and holidays), temporary and overnight permits are issued by the Public Safety dispatcher at Babson College. Further information may be obtained by calling x5555 or 781-239-5555.

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

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

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

If access through gates is required, please call x5555 or 781-239-5555.

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

Additional information about parking, including regulations, fines and ticket appeals can be found at:

http://facilitieservices.olin.edu

Appendix P

Other Policies

**Intellectual enterprise policies** are available from the Director of Sponsored Programs.

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

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

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

Policies on weapons and fireworks: Olin College strictly prohibits possession on campus of firearms (including blank pistols or replicas), explosives, swords or knives (other than those used for cooking or small pocket knives) and other weapons. Practicing or performing with martial arts or fencing equipment is permitted by members of recognized student organizations; when not in use, such equipment should be stored securely. Similarly, use of farming implements is permitted by members of recognized student organizations, but such implements should be stored securely. [Also see Massachusetts General Laws: Chapter 269, sections 10 and 14] Possession of fireworks is also prohibited by the college. [Also see Massachusetts General Laws: Chapter 148, section 39]

Personal projects and vehicles that are not affiliated with a class or faculty member must be assessed by facilities before being brought to campus. Facilities will work with students on approved projects and vehicles to find an appropriate space for such projects. Projects and vehicles that should be assessed include, but are not limited to, vehicles and projects that:

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

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

- Tesla
- Edison
- Curie
- daVinci
- Curtis
- D Parking
- C Parking
- A Parking
- Project Building
- Academic Center
- Milas Hall
- Campus Center
- East Hall
- West Hall
- Babson College
- Babson Ice Skating Rink
- Boston Sports Club
- Great Lawn
- Baseball Field
- Athletic Fields
- Parcel B
- Curtis Road
- Great Plain Avenue
- 1000 Olin Way
- Town of Wellesley
- Town of Needham

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