## Important Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>In an emergency, contact Public Safety:</td>
<td>781-239-5555</td>
</tr>
<tr>
<td>Academic Affairs:</td>
<td>781-292-2509</td>
</tr>
<tr>
<td>Admission:</td>
<td>781-292-2222</td>
</tr>
<tr>
<td>Campus Services:</td>
<td>781-292-2313</td>
</tr>
<tr>
<td>Communication:</td>
<td>781-292-2255</td>
</tr>
<tr>
<td>Development:</td>
<td>781-292-2290</td>
</tr>
<tr>
<td>Financial Affairs:</td>
<td>781-292-2403</td>
</tr>
<tr>
<td>Information Technology:</td>
<td>781-292-2430</td>
</tr>
<tr>
<td>Office of the President:</td>
<td>781-292-2301</td>
</tr>
<tr>
<td>Operations:</td>
<td>781-292-2620</td>
</tr>
<tr>
<td>Parent and Alumni Relations:</td>
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</tr>
<tr>
<td>Post Graduate Planning:</td>
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</tr>
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<td>Student Accounts and Records:</td>
<td>781-292-2340</td>
</tr>
<tr>
<td>Student Life:</td>
<td>781-292-2321</td>
</tr>
</tbody>
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Environmental Responsibility

Olin College is making an effort to be environmentally responsible with regard to our printed publications.

The Student Handbook utilizes a font which allows a substantial amount of text to fit on each page, keeping the book to as few pages as possible without compromising readability and functionality.

We do not laminate the cover, as most lamination materials are not recyclable. We utilize digital printing, to eliminate film and printing plates.

Cover stock:

This cover paper contains 100% post-consumer recycled content. We have selected paper from a local source — a New Hampshire mill — so less fuel is used to transport it to the Boston area than most papers (which are often transported from the upper mid-west or the Pacific northwest).

It is made with 100% green electricity and manufactured carbon neutral.

The paper is process chlorine free. The PCF designation means that no chlorine or chlorine compounds were used in the pulp and papermaking processes.

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The text paper is manufactured using biogas energy. Gas, produced from the decomposition of waste in a landfill, is transported to the mill and used in the papermaking process. Using this green energy substantially reduces greenhouse gas emissions.

The new fibers in this paper come from well-managed forests and controlled sources. It contains 30% post-consumer recycled fibers.

This paper holds certification from Environment Canada’s Environmental Choice Program, which identifies environmentally friendly products. Criteria are greenhouse gas emissions, water and energy resources consumption and use of recycle fiber. The paper manufacturer is the only Canadian fine paper manufacturer that has been certified.
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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.
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.
Student Directory

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Elizabethtown, PA

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Snohomish, WA

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Pacific Grove, CA

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Saint Augustine, FL

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Cary, NC

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Town and Country, MO

V

Samantha Yang
Town and Country, MO

B

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Pleasantville, NY

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Rhan Kim  
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Yountville, CA

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Sam Sun
Windsor, CO

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Mountain View, CA

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Matthews, NC

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Allison Stocks
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Poorva Singal

Jennifer Simonovich
Cupertino, CA

Connor Stokes
Mountain Lakes, NJ

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Class of 2010

Student Directory — Classes of 2011 and 2010
Faculty and Staff Directory

Current directory information, including employees hired after the printing of the Student Handbook, is available at:
http://www.olin.edu/tools_directory.cfm

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![Image](image1)

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Custodian

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Custodian

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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.

![The Learning Continuum Diagram](image-url)
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 appropri-
ate). Students that 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 adviser and make choices for course selection. Registration is done on-line. Instructions are available each semester in the published registration booklets.

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.

Crossregistering 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 programspecific course requirements.

Students are responsible for all deadlines and registration procedures related to the host school. Information regarding procedures for crossregistration is provided in the semester’s 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, a student may alter her or his schedule by adding and/or dropping courses with approval from the appropriate instructing faculty and her or his adviser. Requests for changes must be made during the 10-day period. Students are responsible for submitting their request electronically or in person at the Student Accounts and Records Center 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, a student may decide to drop a course from his or her schedule without penalty as long as he or she maintains a minimum of 12 degree credits. The drop date is the 45th instructional day of the semester.

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 semester. The Drop Period is 10 days prior to the last day of instruction. Course withdrawals can be done up through the last instructional day of the halfsemester 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 an academic deficiency notice 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 advisors have real-time access to advisee’s 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>Good</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>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</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>
<tr>
<td>IL</td>
<td>Incomplete/Leave of Absence (temporary grade)</td>
<td>n/a</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (temporary grade)</td>
<td>n/a</td>
</tr>
<tr>
<td>L/NR</td>
<td>Leave/No Record</td>
<td>n/a</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit for Pass/No Credit Option</td>
<td>n/a</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade Reported by Instructor</td>
<td>n/a</td>
</tr>
<tr>
<td>NR</td>
<td>No Record</td>
<td>n/a</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>n/a</td>
</tr>
<tr>
<td>R</td>
<td>Course Repeated</td>
<td>n/a</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
<td>n/a</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw from Course</td>
<td>n/a</td>
</tr>
<tr>
<td>EG</td>
<td>Experimental Grading</td>
<td>n/a</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 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.

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 (including Research as Passionate Pursuit): 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. In exceptional cases, the faculty supervisor may include an official letter of commendation in the student’s file. This commendation letter will be available to external parties.

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 (the BBW schools) will receive credit for the course if they receive a passing grade. The grade 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 page 58.

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 advanced 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 Incomplete, I, will be recorded on the student record. An incomplete grade is a temporary grade that does not affect a grade point average.
Graduation

Graduation Petition Survey

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

Graduation Walk Policy

Degree candidates are allowed to walk in one ceremony for their degree. Students that are off sequence may walk with the class with which they entered or their actual degree year class.

Conferral Dates

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

Graduation Rate and the Student Right-to-Know Act

Under the Student Right-To-Know Act, educational institutions are required to disclose to current and prospective students their completion or graduation rate. This rate is defined as the percentage of students who complete their degree program within 150 percent of the normal completion time for that degree. For Olin College, this means the percentage of entering students who complete their degree within six years. For the 2003 entering class, the graduation rate is 95 percent. Additional graduation, transfer-out-rate, and retention rate information is available from the Office of the Registrar.

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 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 sub-committee 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 the summer, during a leave from Olin, or before enrolling at Olin.

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 ARB website (http://arb.olin.edu). 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 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.

The Committee on Student Academic Performance (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. The student 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.

Qualitative Measure of Academic Performance

Student’s First Semester: Good Academic Standing is defined as receiving Pass grades in all courses by the start of the second semester.
Subsequent Semesters: Good Academic Standing is defined as having a minimum cumulative grade point average of 2.00 by the end of the semester.

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

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

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

College Withdrawal Policy
At times, the College may require a student to withdraw from Olin College for academic or other reasons. Students who are required to withdraw may not reenroll at Olin without 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. If a student needs a leave of absence, she or he 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
A student can voluntarily withdraw from Olin College. The student must file a College Withdrawal Form with the Assistant Dean of Student Life for Advising. Withdrawing for nonmedical reasons during a semester will yield grades of W, Withdrawn, on the student’s academic record. 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.

Leave of Absence Policy
A student in good academic standing may request a leave of absence for up to 180 days in any 12-month period. To initiate a leave of absence, a student should meet with his or her 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 student’s 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.

In the event a Leave of Absence is approved, the student’s 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

* 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.
temorarily 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.

2. A Leave of Absence Between Semesters: This type of leave is requested when a semester is not in active session and there is a circumstance that impacts the student’s ability to continue in the next semester. 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.

Incomplete/Leave of Absence grades will be changed to Leave/No Record. Deadlines for leaves are: November 3rd for an upcoming spring semester leave and April 15th for an upcoming fall semester leave. Return from Leave or Withdrawal Students wishing to return from a leave of absence or voluntary withdrawal, leave of absence or medical withdrawal from the College should contact the Office of Student Life.

Return from Leave or Withdrawal

Students wishing to return from a leave of absence or voluntary withdrawal, leave of absence or medical withdrawal from the College should contact the Office of Student Life.

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 between 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

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 course including, but not limited to, a course description and syllabus. Pre-approval forms can be found at: http://star.olin.edu

The CSTB will ask appropriate faculty to review the course materials before granting approval and determine the minimum grade standard for transfer of the specific course. 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 requirement for transfer, the course and the credits will appear on the student’s Olin transcript. The grade does not transfer. The Olin College curriculum is for eight full semesters. Transfer credit does not imply that a student is able to finish his or her degree in less than eight semesters. In order to receive a degree from Olin, students must earn at least 60 of their credits from Olin or BBW courses.

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 via [http://ossisurb.olin.edu](http://ossisurb.olin.edu) and 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 OSSISURB 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 beyond the classroom. Students can apply for a student academic grant to participate in a professional conference, a student designed research project, or an academic competition. Seed funding (called Eureka Grants) is also available to facilitate innovative research and educational initiatives. Funding is limited to non-credit activities. The application process and related deadlines will be announced at the beginning of each semester. The faculty Committee on the Student Experience oversees this program.

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 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 Campus Services will review Passionate Pursuits deemed to have a unique level of risk. Credit proposals should explain 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 and funding request forms must be received by the Dean of Student Life no later than the 33rd day of instruction (see academic calendar) of the semester in which the "passion is pursued." We recognize the need to provide financial support, via a grant process, for supplies and other related expenses. 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, describe the deliverables to be presented at the conclusion of the activity, propose an assessment process, 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.

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 not 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 three 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, a committee of faculty and students reviews and approves Polonius's funding proposal. By December, he has made some significant progress on his pottery and research but does not feel ready to show. He notifies the three faculty that he will not show until the spring. While somewhat disappointed, the faculty understand that this work is on Polonius's own time table. In April, he feels ready to show his work, organizes an exhibition and gives an exhibition talk. The three faculty members attend the talk and exhibition and provide positive written feedback to Polonius. Based on this feedback and Polonius's exhibition, the three 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 (Council of Olin Representatives) 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.

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**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 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 2008–09:

- Beekeeping (Ben Linder)
- Current Events Table (Alison Black and Rod Crafts)
- Fundamentals of Public Speaking (Charlie Nolan)
- Gender and Engineering (Caitrín Lynch, José Oscar Mur-Miranda, Alisha Sieminski, Lynn Andrea Stein and Zhenya Zastavker)
- German Culture (Joe Hunter)
- How to Meet New People (Ron Guerriero)
- Kayakers (Bram Lutton)
- Latin Dance (José Oscar Mur-Miranda)
- Lifehacker (Dee Magnoni)
- Needham Trail Maintenance (Allen Downey)
- Olin Does the BSO (Diana Dabby)
- Origami (Brad Minch and Nick Tatar)
- Physical Security Systems (Mark Chang)
- Play with Clay (Mark Somerville)
- ¡Por supuesto!: Spanish Conversation (José Oscar Mur-Miranda)
- Preparation for Mathematical Modeling Competitions (Burt Tilley)
- Preparation for Putnam Exam (Georgi Gospodinov)
- Puzzling and Trivial Phenomena (Chris Morse)
- Rape Aggression Defense (RAD) System (Mike Connors)
- Social Justice Reading Group (Mark Chang and Caryn Park)
- TIPS for Party Hosts (Nick Tatar)
- Training for Intervention Procedures (TIPS) (Nick Tatar)
- Yoga (Brian and Janet Bingham)
- 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 (i.e., the Council of Olin Representatives = CORe). 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 (Council of Olin Representatives) 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 the Olin Center, 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;
- Organize the library website to maximize ease of use and information retrieval;
- Build and manage Olin archives;
- Partner with faculty on special projects such as semantic web research and digitization of historical collections, and with the larger Olin community on special events and celebrations that spark diverse debate and promote lifelong learning and service.

**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, extended 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, and extended families consisting of three or more faculty members and their advisees. Some extended advising families also involve the participation of Olin staff members. Students will often meet individually or in advising families with their primary adviser. Other times they will meet with some or all of the other advisers, staff, and students in their extended families. Families and extended 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, give students multiple faculty and staff perspectives, and plan periodic social activities. Students are strongly encouraged to take part in initiating and organizing advising family and extended 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 (often from the same extended advising family) “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 first year student 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 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 or one of the other faculty or staff in your extended advising family. Maybe they can help you 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 advisers. Money is available for these activities from the Office of Student Life. If you have an idea, feel free to talk with any of the advisers or staff members in your advising family, or with Alison Black. We can help make this happen.

Q: I have a great idea about improving the advising system. Whom 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.

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Student Accounts and Records (StAR) Center

Campus Center, Suite 300
E-mail: star.center@olin.edu
Phone: 781-292-2340
Fax: 781-292-2344
Web: http://star.olin.edu

The mission of the StAR Center is to provide Olin students with excellent customer service and one stop shopping. The StAR Center is responsible for all aspects of the student academic record, student account and student financial aid. From registration, transcripts, bill payments, to FAFSAs and ID cards, it all happens through the StAR Center.

Student Accounts

Bill Payment

Fall bills are mailed to students’ permanent address at the beginning of July. Spring bills are sent to the students’ local mailbox on campus at the beginning of November. If the StAR Center has a specific billing address on file, that address is used. To avoid a late payment fee of $150, full payment of the billed expenses is due within 30 days. Exact due dates are sent with each bill. For a complete schedule of Tuition and Fees please refer to the ‘Notification of Costs’ for your respective class. This document is distributed to students each spring semester. The rates can also be found on the StAR Center website at http://star.olin.edu/StudentAccounts.cfm

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 remain 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 the StAR Center. Payment of the replacement ID Card fee is due at time of issuance.

**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
- Replacement Diploma: $100

Students are responsible for any damages assessed by Campus Services to residence rooms. Payment is due upon receipt.

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 and no pre-qualification or credit check for this service. With this payment option you have 24-hour access to account information through the TMS website, www.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.

**Olin Dollars**

Olin Dollars Debit Account Service is a feature of your Olin ID/OneCard. Olin Dollars acts as a debit service for students to purchase items/services. Olin Dollars can be purchased on line at https://onecard.olin.edu by credit or debit card; or by check or cash at the StAR Center. The minimum amount to start an Olin account is $10. Olin Dollars work like a true debit system for things purchased. No fees or service charges are debited from your account. Funds may be rolled over from semester to semester and year to year. You may also request a refund of unused funds for accounts that have more than $10 in them. All requests for refunds of Olin Dollars must be made in writing and within 90 days of departure from Olin College or the funds will be forfeited to Olin College. Refunds may take up to two weeks to process. Olin Dollars program details are subject to change.

**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.

**Financial Aid and Loan Refunds**

Students that 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.

* The expense of the Laptop Purchase program is billed over a two-year (4 payment) period. The student is responsible for full payment of the laptop as contracted by the promissory note signed prior to receipt of laptop. Therefore, if a student leaves Olin College, he or she must make a full payment for the laptop according to the terms of the promissory note. Included in the total cost of the laptop is the Massachusetts sales tax.
### 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. **All admitted students who enroll at Olin College receive an Olin Tuition Scholarship covering tuition during the four years of the baccalaureate program. This scholarship is currently valued at approximately $145,000.**

#### 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. The only application necessary to apply for financial aid at Olin College is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using Olin College’s institutional code of 039463.

To receive priority consideration for available funds, the following deadlines apply:

- February 15th for incoming students
- April 15th for returning students

The Department of Education requires that certain financial aid applications be selected for a process called Federal Verification. Olin College verifies all applications selected by the Department of Education. The Financial Aid Office will notify you if you are required to participate in this process.

The Cost of Attendance is based on full time attendance, and is $54,523 for First and Second Years, and $53,273 for Juniors and Seniors. Olin College has an expectation that student’s will contribute a minimum of $3500/year to their education. This contribution may come from earnings, outside scholarships or savings.

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. Students are also advised of their eligibility for Federal Loans. Borrowing at Olin College is considered voluntary, and is only one way of funding the self help portion of a student’s award. In lieu of loans, students should consider outside scholarships and/or personal savings or earnings if possible.

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

Please direct any questions regarding financial aid to Jean Ricker, Financial Aid Manager at Olin College. She can be reached at jean.ricker@olin.edu or 781-292-2343.

#### Types of Assistance

##### Institutional Funding

**Olin Tuition Scholarship (Non-Need Based)**

The Olin College Tuition Scholarship is for eight consecutive semesters of full-time study. Anyone permanently disqualified to attend or return to Olin College for academic or disciplinary reasons will forfeit the remaining portion of the scholarship. Study away (which requires pre-approval) or an internship for credit counts as one of the eight scholarship semesters; the student is expected to pay for costs associated with any such activity, including host institution tuition and fees (if required). For mid-semester leaves of absence, the partial semester counts as one of the eight scholarship semesters; payment of tuition is required for any semester(s) beyond eight before graduation. For end-of-semester leaves of absence, the semester on leave does not count as one of the eight scholarship semesters (unless the student requests transfer credit for this semester). Olin College provides accommodations for documented disabilities. In extenuating circumstances, exceptions may be granted by the Vice President for Academic Affairs and Dean of Faculty.

**Olin Need Based Grant**

Olin Need Based Grant may be awarded by the Financial Aid Office to students who demonstrate financial need. For students who are also eligible for federal grant funds, these are awarded prior to consideration for Olin Need Based Grant.

**Named Need Based Scholarships**

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. Approximately 5% of full time students at Olin College are eligible for a Federal Pell Grant.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

**Federal Academic Competitiveness Grant (ACG)**

This grant is provided by the federal government and may be available to Pell eligible students who are first and second year undergraduates pursuing their first bachelor’s degree.
Students must also have completed the requirements of a rigorous HS program. First-year amount is $750. Second-year with a minimum cumulative GPA of 3.0 is $1,300.

National SMART Grant
This grant is provided by the federal government and may be available to Pell eligible students who are third and fourth-year undergraduates pursuing their first bachelor’s degree. Students must meet enrollment requirements and have a minimum cumulative GPA of 3.0. Annual amount is $4,000.

Federal Stafford Loan
Stafford 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 Stafford loan program can be found in the Master Promissory Note (MPN).

- **Subsidized Stafford**
  This loan program is subsidized by the federal government for students demonstrating financial need. Subsidized means the student is not responsible for the payment of interest during periods of at least half time enrollment.

- **Unsubsidized Stafford**
  This is a loan program that is not subsidized by the federal government for students who do not demonstrate financial need. Unsubsidized means the student is responsible for payment of accrued interest during periods of at least half time enrollment, although actual payment of this interest may be deferred.

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. Parents of dependent students are eligible to apply for a Federal PLUS Loan. Parents interested in this option can find additional information through American Student Assistance.

Student Rights and Responsibilities

Verification Process
The U.S. Department of Education requires that certain financial aid applications be reviewed in a process called Federal Verification. Olin College verifies all applications selected by the U.S. Department of Education. This involves the submission of a Federal Verification Worksheet and supporting Federal Tax Returns. 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 in the letter.

**NOTE:** For incoming students, your Financial Aid Award is a tentative award until such time as verification documents are received and reviewed. 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. 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. Students receiving Olin College sponsored National Merit Scholarships should note these scholarships provide you recognition as a National Merit Scholar; however no additional funds are received.

Student Academic Performance
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). Specific criteria may also exist for particular awards. Students who are not in Good Academic Standing will be placed on financial aid probation. During this probationary period students continue to receive financial assistance. If at the end of the probationary period the student is not meeting the required standard, they may be denied financial assistance. Appeals to these decisions may be directed to the Financial Aid Manager and will be reviewed by the Appeals Committee.

Stafford Loan Borrowers
Student loan processing at Olin College is a borrower initiated process. First-time borrowers must complete a Master Promissory Note (MPN) and select a lender. Olin College does not have a preferred lender list. Olin College uses American Student Assistance (ASA) as our guarantee agency, as they process loans for most participating FFEL lenders. This provides students with a wide selection of lenders. If for any reason the lender of your choice is not
listed as participating with American Student Assistance (ASA), or you wish to use a guarantee agency other than ASA, please contact the Financial Aid Office.

Students who are borrowing through the Federal Stafford Loan program are also required to complete both Entrance and Exit Counseling to advise of their Rights and Responsibilities with regard to borrowing a student loan. Olin College students complete this requirement through an interactive tutorial at Mapping Your Future.org. 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. Once completed, Olin College will receive an electronic notification confirming the requirement is complete.

Refund of Title IV Funds for Financial Aid Recipients

Students who withdraw from Olin College must file a College Withdrawal Form with the Assistant Dean of Student Life for Advising. Students who withdraw from all classes before the 60% point in a semester may be required to repay all or a portion of the financial aid they received for that semester. This is known as the Return to Title IV calculation. Please note that this refund schedule may differ from that of the school. The exact amount to be returned will vary depending on the amount of aid received and at what point during the semester the student withdraws from the college. In addition, the student is liable for the balance owed the college as a result of the repayment of financial aid based on the Return of Title IV calculation. Students owing a balance to the college will receive a revised statement of account.

Study Away

Students who receive need based assistance who are planning to study away should meet with the Financial Aid Manager to discuss options and eligibility prior to submitting their study away plan for approval.

Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals

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

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

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

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

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

As an Institutional member of the National Association of Student Financial Aid Administrators (NASFAA), Olin College 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 e-mail to star.center@olin.edu or via fax.

Graduation Petition Survey

Each year, 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 Learning Continuum. 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 e-mail (from an Olin account) to star.center@olin.edu. Please allow a minimum of two days for processing.
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>July–August</td>
<td>Summer reading: <em>Wired to Care</em> by Dev Patnaik</td>
</tr>
<tr>
<td>August 29(Sa)</td>
<td>Arrival Day for Class of 2013. 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>
</tr>
<tr>
<td>August 30(Su)–September 2(W)</td>
<td>Orientation: Academic Advising, Team Building and Leadership Skills</td>
</tr>
<tr>
<td>September 1(Tu)</td>
<td>Upperclass students begin arriving after 5:00 p.m. Campus closed to returning students before 5:00 p.m.</td>
</tr>
<tr>
<td>September 3(Th)</td>
<td>First day of instruction, First Semester</td>
</tr>
<tr>
<td>September 7(M)</td>
<td>[Labor Day – no classes]</td>
</tr>
<tr>
<td>September 17(Th)</td>
<td>Constitution Day</td>
</tr>
<tr>
<td>September 18(F)</td>
<td>Olin Monday – Monday class schedule in effect</td>
</tr>
<tr>
<td>October 12(M)</td>
<td>[Columbus Day – no classes]</td>
</tr>
<tr>
<td>October 16(F)–18(Su)</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>October 21(W)</td>
<td>33rd instructional day</td>
</tr>
<tr>
<td>October 21(W)–22(Th)</td>
<td>Fall Career Fairs</td>
</tr>
<tr>
<td>October 25(Su)</td>
<td>Admission Open House</td>
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<tr>
<td>October 27(Tu)</td>
<td>Fall Graduate School Fair</td>
</tr>
<tr>
<td>October 29(Th)</td>
<td>Olin Monday – Monday class schedule in effect</td>
</tr>
<tr>
<td>November 23(M)–27(F)</td>
<td>[Thanksgiving Recess – no classes]</td>
</tr>
<tr>
<td>December 11(F)</td>
<td>Last day of instruction, First Semester</td>
</tr>
<tr>
<td>December 14(M)</td>
<td>Study Day</td>
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<tr>
<td>December 15(Tu)–18(F)</td>
<td>Final Exams</td>
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<tr>
<td>December 19(Sa)–21(M)</td>
<td>Olin Exposition</td>
</tr>
<tr>
<td>December 22(Tu)</td>
<td>Residence Halls close at 5:00 p.m. for intersession</td>
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<tr>
<td>December 22(Tu)–January 18(M)</td>
<td>[Intersession – no classes]</td>
</tr>
<tr>
<td>January 17(Su)</td>
<td>Residence Halls open at 5:00 p.m.</td>
</tr>
<tr>
<td>January 19(Tu)</td>
<td>First day of instruction, Second Semester</td>
</tr>
<tr>
<td>February 15(M)</td>
<td>[Presidents’ Day – no classes]</td>
</tr>
<tr>
<td>February 16(Tu)</td>
<td>Olin Monday – Monday class schedule in effect</td>
</tr>
<tr>
<td>February 19(F)–20(Sa)</td>
<td>Candidates’ Weekend I for Class of ’14</td>
</tr>
<tr>
<td>February 26(F)–27(Sa)</td>
<td>Candidates’ Weekend II for Class of ’14</td>
</tr>
<tr>
<td>March 5(F)</td>
<td>33rd instructional day</td>
</tr>
<tr>
<td>March 5(F)–6(Sa)</td>
<td>Candidates’ Weekend III for Class of ’14</td>
</tr>
<tr>
<td>March 15(M)–19(F)</td>
<td>[Spring Break – no classes]</td>
</tr>
<tr>
<td>April 7(W)</td>
<td>Big Conversation Series – no classes</td>
</tr>
<tr>
<td>April 15(Th)</td>
<td>Olin Monday – Monday class schedule in effect</td>
</tr>
<tr>
<td>April 19(M)</td>
<td>[Patriots Day – no classes]</td>
</tr>
<tr>
<td>April 29(Th)</td>
<td>Last day of instruction, Second Semester</td>
</tr>
<tr>
<td>April 30(F)–May 3(M)</td>
<td>Study Days</td>
</tr>
<tr>
<td>May 4(Tu)–7(F)</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 10(M)</td>
<td>Olin Exposition – Underclass projects and presentations</td>
</tr>
<tr>
<td>May 11(Tu)</td>
<td>Olin Exposition – SCOPE presentations</td>
</tr>
<tr>
<td>May 12(W)</td>
<td>Olin Exposition – Arts Celebration, Presentation of Special Projects/Competitions, Capstone Information Sessions and Advising Meetings</td>
</tr>
<tr>
<td>May 16(Su)</td>
<td>Commencement for Class of ’10</td>
</tr>
<tr>
<td>May 17(M)</td>
<td>Residence Halls close at 5:00 p.m.</td>
</tr>
</tbody>
</table>

As of August 1, 2009. For the most current calendar visit: [http://www.olin.edu/student_life/calendar2009-2010.asp](http://www.olin.edu/student_life/calendar2009-2010.asp)
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:

2009
August 22
September 18(sundown)–20
September 20

September 27(sundown)–28
October 2(sundown)–4
October 9(sundown)–10
December 8
December 8
December 25

2010
February 17
February 27(sundown)–28
March 29(sundown)–April 6
April 1
April 2
April 4
May 13
May 18(sundown)–20
May 27

Ramadan begins
Rosh Hashanah
Eid-al-Fitr (Ramadan ends, approximate)
Yom Kippur
Sukkot
Shmini Atzeret
Immaculate Conception
Bodhi Day
Christmas

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 1030 AM</td>
</tr>
<tr>
<td>WCVB-TV</td>
<td>WRKO 680 AM</td>
</tr>
<tr>
<td>WHDH-TV</td>
<td>WBUR 90.9 FM</td>
</tr>
<tr>
<td>WFXT-TV</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>
1. Purpose of the Honor Code

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

By contrast, the system of justice most common on American college campuses, the conduct policy, consists of lengthy collections of rules, regulations and procedures. While a small number of policies illuminate Olin’s principles, students live by the core values embedded in the code.

At Olin, we ask our students to engage in the hard work of figuring out how to translate values into action. By presenting standards of behavior as principles (“integrity”) rather than rules (“don’t copy from your neighbor during an exam”), our Honor Code, like those used by many other successful honor code colleges, requires that students always ask how the Code’s values are, or are not, embodied in the operation of the institution and in the lives of its inhabitants.

Integrity is not something any of us are born with. It is a quality of character we need to nurture and practice. Like a good teacher, an honor code both demands that students do the hard work of practicing integrity every day and also provides them with the tools they will need to succeed in this endeavor.

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

As a member of the Olin College community, I will strive to embody the spirit of honor and integrity as defined by the five core personal values and will take action to address any breach of that spirit.

3.1 Integrity

Each member of the College community will accept responsibility for and represent accurately and completely oneself, one’s work, and one’s actions.

3.2 Respect for Others

Each member of the College community will be considerate of fellow community members and honor each individual’s inherent dignity and worth.

3.3 Passion for the Welfare of the College

Each member of the College community will express a personal commitment to the welfare of the community through a spirit of cooperation, concern for others and responsibility for the reputation of Olin College.

3.4 Patience and Understanding

Each member of the College community will strive to foster harmonious relationships through empathy and mindfulness of others.

3.5 Openness to Change

Each member of the College community will be receptive to change and will strive for innovation and improvement within the community.

3.6 Do Something

When aware of a potential violation of the Honor Code or related policies, a member of the College community must take action in a timely manner to address the situation. While all violations are treated with utmost concern, academic and non-academic cases differ in nature and therefore often call for different courses of action. Suspected violations of integrity in academic work must be reported to the professor of the course or directly to the Honor Board. Other suspected violations must either be addressed informally to the satisfaction of all parties involved or reported to the Honor Board.

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 policy;
- To use the resources available to the Olin Community to productively and effectively resolve reported violations of the Honor Code;
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 evaluate the report based on the evidence presented therein. 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 4.23). 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 4.21. 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 4.4 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 by 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
Absent extraordinary circumstances, a hearing shall be held within ten business days from the date the investigative team delivers the 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 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 e-mail accounts, 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. Hearsay evidence, including written testimony from absentee witnesses, normally will not be admitted (absent a stipulation between the accused, the aggrieved parties, and the reporter) and rarely will it be given the same weight as non-hearsay 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).

4.21 Sanction Setting
Prior to the recommendation of a sanction or sanctions, the accused may present one character witness. Advisers 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).

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 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 may appeal to the Dean of
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. All appellate reviews will be closed to all persons other than panel members, invited guests, aggrieved parties, the reporter, the accused, and legal counsel (see section 4.15). Notice of the appellate review shall be delivered to the aggrieved parties, the reporter, the accused, and invited guests 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 appellate review. Notice to the accused shall include the charge(s) against the accused.

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 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 one member from each graduating class. 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 serve as the Board liaison to CORe). 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 not have 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 in the first week 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. The list of candidates must be released at least a week before the election. An open forum will be scheduled at which all candidates will have the chance to make speeches and answer individual questions from the student body. No other College events will be scheduled in conflict with this meeting, although attendance is not required. The voting period will start at the end of the open forum and conclude 24 hours later. 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. The ballot will include a box next to each candidate’s name for the general honor board member position. In addition, beside the name of each person running for Chair or Vice Chair there will be an additional box corresponding to each of these positions. It is possible to run for both Chair and Vice Chair. 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 vote for Honor Board Chair or Vice Chair will be counted as a vote for general honor board member when selecting the class representatives and non class-specific members. 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 No Campaigning
Students running for Honor Board office must abide by CORe’s campaigning guidelines and restrictions. Allegations of campaigning will be investigated by the Honor Board, which may disqualify candidates in violation of the CORe campaign guidelines and restrictions.

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. 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.

- If a vacancy on the Honor Board excluding the Chair and Vice Chair positions, 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, or if the vacancy was in the Chair or Vice Chair position, the 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.

9. Amendments

9.1 Open Meetings (ratified 4/4/2003)
Any Honor Board business which need not be confidential (i.e., anything that is not associated with a particular case, hearing, or investigation) shall be discussed at open meetings which are appropriately publicized.

The Honor Board Vice Chair shall maintain some publicly available source of information that shall include the Honor Code and all associated procedures, minutes from the open meetings or portions of meetings, as many summary statistics as appropriate, and a compilation of all abstracts released. If he or she is unable to perform this task, he or she shall delegate it to another member of the Honor Board.

[Eliminated the role of the accuser, and created the roles of reporter and aggrieved party.] See section 4.5.

[Defined procedures that allow faculty and students to resolve academic violations together and then submit a resolution to the Honor Board.] See section 4.3.

9.5 Vacancy (ratified 9/29/2004)
[Defined special election procedures to deal with the issue of vacancy on the board.] See section 7.5 and 7.6.

9.6 Investigative Procedure (ratified 4/14/05)
[The investigative team, with cooperation from all involved parties, has the ability to attempt alternate solutions before sending a case to a hearing.] See section 4.4.

9.7 General Elections (ratified 4/14/05)
[The voting period was extended to 24 hours to accommodate away students.] See section 7.2.
9.8 Amendment Voting Procedure (ratified 4/20/2006)
[Amendments may be ratified by three-quarters approval of attendance at the town meeting.] See section 6.3.

9.9 Restructuring the Honor Board (ratified 4/2/2008)
[The size of Honor Board was decreased and the composition of hearing panels was changed to improve student representation.] See sections 4.7, 4.8, 4.9, 7.1, 7.3, 7.5, and 7.6.

9.10 Appellate Review (ratified 4/2/2008)
[The procedures for Appellate Review were defined.] See section 5.

9.11 Conflict of Interest (ratified 4/2/2008)
[Explicit responsibility of conflicted parties to step down was added.] See section 4.1.

9.12 Unnamed Sections (ratified 4/2/2008)
[To increase consistency, unnamed sections were given names.] See sections 6 and 8.

The 2009–10 Honor Board members are:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Alyssa Levitz</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Nikki Lee</td>
</tr>
<tr>
<td>Representatives</td>
<td>Elsa Culler</td>
</tr>
<tr>
<td></td>
<td>Travis Schuh</td>
</tr>
<tr>
<td></td>
<td>Ilari Shafer</td>
</tr>
</tbody>
</table>

Nick Tatar is the permanent adviser to the Board.
Chris Morse is the faculty representative.
Sally Phelps is the staff representative.
Council of Olin Representatives

The Council of Olin Representatives (CORe) is a student-elected, student-led body that serves the students of Olin College and represents them to other parties. Olin’s student government is unique in the strong ties it has to the College’s governance structure, a high level and variety of representation, responsiveness to student initiatives, and a central role as a hub of information relating to the student body.

The preamble to CORe’s constitution:

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.

Responsibilities of CORe

CORe’s responsibilities within the Olin Community include:

• Representing the Student Body to the Olin Community and beyond;
• Overseeing the recognition and funding of Student Clubs and Organizations;
• Providing for the general welfare of the student body.

Structure

The President is ultimately responsible for all functions of CORe and is the primary representative of the student body to the Board of Trustees, the President’s Advisory Council, and the outside community. The other members of the Executive Board, or E-Board, work directly with the President and include the Vice President of Student Initiatives, the Vice President of Campus Life, the Vice President of Finance and Records, and the Vice President of Communications.

The Vice President of Student Initiatives (VPSI) is responsible for recommending and coordinating the student representatives on all CORe and Olin Community committees. He or she is further accountable for ensuring that any student initiatives or causes that do not apply to another executive board officer are followed up. The VPSI is also the Ambassador to Wellesley College.

The Vice President of Campus Life (VPCL) is the chair of the Caucus of Clubs and Organizations (CCO) and manages the Student Activities Committee (SAC) Chair. While not part of the General Assembly, the CCO is an integral part of the budgeting process, and may also meet to resolve other inter-club issues without involving the rest of CORe. The SAC plans campus-wide activities, is funded by CORe, and anyone interested may participate, regardless of whether or not they are on CORe. The VPCL is also the Ambassador to Babson College.

The Vice President of Finance and Records (VPFR) job is described well by the title. He or she will be responsible for keeping track of the budget and taking minutes at meetings. The VPFR is also the Ambassador to Brandeis University.

The Vice President of Communication (VPC) is responsible for all of CORe’s correspondence, including the weekly Digest and CORe website.

The General Assembly is composed of the Executive Board, the SAC Chair, the Residence Life representative (RLR), the Honor Board representative, the SERV representative, Class Reps (two per class), and Residence Hall Reps (two per residence hall). These representatives vote and serve on working groups.

Clubs and Organizations

Any student at Olin may start a club, provided that no other club at Olin is already doing the same activities, three other Olin students are interested, one student is designated President of the club, and the group writes a mission statement that includes an activity risk assessment that is not in violation of the Olin College Honor Code. The President then approaches the Vice President of Campus Life, who is a club’s advocate in CORe, and will discuss the new club’s proposal with the Executive Board.

The following clubs were active at the end of the 2008–09 academic year:
American Society of Mechanical Engineers
Art Club
Babson-Olin Catholic Association
Butterfingers (Juggling Club)
Cheese Club
Chinese Club
Chocolate Club
Comic Book Club
Coffee Club
Cooking Club
Croquet Club
DISCO
F.I.L.M.
Farmers United
Franklin W. Olin Players
Friendly Fire
Game Club
Greening Olin
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 Vice President of Student Initiatives for further information. For more details about these organizations visit:
http://www.wellesley.edu/Activities/Homepages.html

Frequently Asked Questions

Q: I want to get involved? How can I do this?
A: Elections for the CORe Executive Board are held in April of each year. The process specified in Article III, Section 2 ensures everyone equal opportunity to run for office and establishes a community atmosphere in which the election takes place.

Shortly after the election of the new Executive Board, the President must appoint a Student Activities Committee Chair. In August, the Resident Resources (R2s) elect a Residence Life Representative. Sophomore and Junior Class Representative elections are held in early May; Residence Hall, First-year, and Senior Class Representatives are elected each September. Members of the community have the opportunity to be involved as “interested parties” by serving on committees and working groups of the General Assembly.

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 General 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 Vice President of Student Initiatives, but some committees may require a more extensive application.

The CORe Executive Board reviews the nominees and applications and selects the student representatives. These representatives are responsible to the student body, and must place the student body’s opinions before their own. 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, whose Executive Board 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: So there’s going to be a “Residence Life Representative.” What is this job?
A: The Residence Life Representative’s main responsibilities are to make sure that the Resident Resources have a direct link to CORe, and to chair the Residence Life Committee, which represents student opinion to the Office of Student Life on matters related to the residence halls. While CORe
will contribute as appropriate, it is not responsible for the R2 and Orientation programs. The Office of Student Life administers these programs.

Q: Okay, what’s the deal with CORe’s voting system?
A: For CORe, we use a system similar to “approval voting,” which is used by the Honor Board and at other institutions. With approval voting, people may cast a vote for every candidate that they would be happy to have serve in office. In CORe elections, we are only filling one or two positions with each round of balloting and need a higher standard than “approval,” so voters should only cast their ballot for the candidate(s) best suited for the position. This could be thought of as “excellence voting” — voting only for candidates that will excel in office.

Q: I have an issue I would like CORe to address; how do I do this?
A: For general issues, your first option is to bring it to your Class Representative. If the issue revolves around dorm life, it should be discussed with your Residence Hall Representative and probably your R2 as well so that she or he is also aware. Class and Residence Hall Reps are your first point of contact to CORe.

If the issue is urgent, or the representative does not appear to be responsive, you should direct your issue to the appropriate Vice President (generally, Student Initiatives or Campus Life). The President is also there to listen to you, and all CORe meetings are open meetings (though the President may restrict the discussion at CORe meetings to a predetermined agenda).

Office hours, set at the discretion of representatives and Executive Board officers, are the best time to talk with members of CORe. A weekly CORe lunch table in the dining hall is typically used as a venue for CORe office hours.

The last resort, if all other efforts to have CORe address your issue fail, is to call for a town meeting as per the procedures in Article VIII, Section 3, of the Constitution.

Q: How many positions can I hold in what organizations?
A: The answer to your question really depends on which positions. Other than the Honor Board Rep, no one may concurrently hold a voting position on CORe and a position in the Honor Board. Also, no one may hold more than one voting position in CORe.

Membership in clubs, organizations, the Student Activities Committee, the orientation committee, or a CORe working group does not prevent you from holding a position in CORe. Neither does holding an R2 position. However, any Executive Board members who are also club officers must excuse themselves from the budgeting process.

We urge people to carefully consider how many positions of responsibility they want to hold. Olin’s curriculum will require 48-60 hours of your time each week. Out of respect and consideration for your fellow students, it is important that you do not overburden yourself and become ineffective in office.

Q: What exactly is this “ambassadorship” position?
A: We see the ambassadors to Babson, Brandeis, and Wellesley as the anchors of the social aspect of BBW.

This position will develop as BBW schools grow closer and cross registration increases. Currently, ambassadors are responsible for communicating information about clubs and activities available at the other schools to the Olin student body, and for providing information about Olin’s clubs and activities to the other student governments.

In time, the student governments of BBW schools may work together to plan events or work with the Colleges’ administrations to pursue common goals.

Q: I’ve just been elected President of my club. How do I get funding for the year?
A: Shortly after the Executive Board election in April, the new Executive Board allocates funds to Clubs and Organizations, various student activity groups, the New Initiatives Fund, the Maintenance Fund, and the CORe operating expenses.

At this point the clubs and organizations will know how much has been allotted to them, and the CCO will meet to propose a budget allotted to clubs and organizations. You should go into this meeting with an ideal budget proposal for your club and then be prepared to compromise.

The proposal from the CCO is then passed along for approval to the Executive Board, which will usually approve it in its entirety. The Executive Board will most likely approve the entire CCO allocation recommendation, though, if they reject the proposal, it goes back to the CCO for revision or can be appealed to the General Assembly.

Clubs also must submit line items, which propose an intended purchase for the club. These may be submitted at any time during the year prior to the purchase, and many clubs find it helpful to submit an annual list of line items at the beginning of the academic year and then request modifications as necessary. You should submit line items to the Executive Board; if the Executive Board rejects the line items, you may revise and resubmit them, or appeal the decision to the General Assembly. If a club runs out of money, their line item requests will go straight to the General Assembly for consideration. In this case, the money will come from the New Initiatives Fund.

Q: Where does my student activities fee go?
A: CORe receives the money collected through the student activities fee. This money is then distributed among six expense categories: Clubs and Organizations, Student Activities Committee, Class Funds, CORe operating expenses, a Maintenance Fund, and a reserve fund known as the New Initiatives Fund.
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) or in the CORe public folder (\fsvs01\StudentGroups\CORe). You can also send any questions or comments to CORe@olin.edu

Q: Who currently holds office in CORe?
A: The 2009–10 Council of Olin Representatives are:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Stefan Wolpert</td>
</tr>
<tr>
<td>Vice President – Student Initiatives</td>
<td>Christopher Marra</td>
</tr>
<tr>
<td>Vice President – Campus Life</td>
<td>Benjamin Small</td>
</tr>
<tr>
<td>Vice President – Finance and Records</td>
<td>Morgan Boes</td>
</tr>
<tr>
<td>Vice President – Communication</td>
<td>Roland Crosby</td>
</tr>
<tr>
<td>Student Activities Chair</td>
<td>Adam Kenvarg</td>
</tr>
<tr>
<td>SERV Representative</td>
<td>Alexander Jones</td>
</tr>
<tr>
<td>Honor Board Representative</td>
<td>Nikki Lee</td>
</tr>
<tr>
<td>Residence Life Representative</td>
<td>Jen Keene</td>
</tr>
<tr>
<td>Class of 2011 Representatives</td>
<td>Nicholas Hobbs, Edward Byun</td>
</tr>
<tr>
<td>Class of 2012 Representatives</td>
<td>Christopher Fitzhugh, Kevin Simon</td>
</tr>
</tbody>
</table>

At the time of publication, the Academic Life Rep, 2009–10, Residence Hall Reps, and Reps for the classes of 2010 and 2013 have not been elected.
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 and Olin College 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! For more information visit: http://serv.olin.edu

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.

Project leaders attend periodic meetings of the Association of Project Leaders (APL). At APL meetings, project leaders report on individual projects and discuss common issues and concerns across projects. They consider ways to coordinate projects and generally support and improve the functioning of community service at Olin.

SERV is governed by seven 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, you can always look on the Community Service website, http://serv.olin.edu. This will give you information about ongoing projects and leaders, SERV membership and lots of other ideas about what is going on and who to contact. 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. 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, Big Brothers/Big Sisters, Engineering Discovery (working with elementary school children after school on engineering projects) and more! The website maintains an updated list of ongoing projects and volunteer needs.

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 start-
ed. The SERV website also has lots of information for project leaders.

**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 2009–10 SERV officers are:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Victoria Hsiao</td>
</tr>
<tr>
<td>Manager of Finance and Records</td>
<td>Jillian Kiser</td>
</tr>
<tr>
<td>Communications Director</td>
<td>Andy Pethan</td>
</tr>
<tr>
<td>CORe Representative</td>
<td>Alex Jones</td>
</tr>
<tr>
<td>Friday Afternoon Service Director</td>
<td>Rachel Nancollas</td>
</tr>
<tr>
<td>General Members*</td>
<td>To be elected in Fall ’09</td>
</tr>
</tbody>
</table>

* Two general members will be elected in the fall semester of 2009. One of the general members’ positions is reserved for a first-year student; the other position is open to any student. Check with anyone in SERV if you are interested, or look for publicity in the fall.

If you have any questions, feel free to contact the SERV officers for the 2009–10 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 that includes access to Babson’s athletic facilities and intramural league. Babson’s athletic facilities include indoor and outdoor basketball 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 about Babson’s facilities, classes or intramurals visit: [http://babsonathletics.com](http://babsonathletics.com)

**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](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 compliment 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.
Saturday 9:00 a.m. to 7:00 p.m.
Sunday 9:00 a.m. to 8:00 p.m.
Continental Breakfast–Brunch–Dinner

Hours subject to change. Any changes will be well advertised prior to taking effect.

Trim Dining Hall (Babson)
Monday–Thursday 7:15 a.m. to 8:00 p.m.
Friday 7:15 a.m. to 7:00 p.m.
Saturday 11:00 a.m. to 7:00 p.m.
Sunday 11:00 a.m. to 7:30 p.m.

Woody's Coffee Bar (Reynolds Campus Center, Babson)
Monday–Wednesday 7:30 a.m. to 11:30 p.m.
Thursday 7:30 a.m. to 2:00 a.m.
Friday 7:30 a.m. to 2:00 a.m.
Saturday 10:00 a.m. to 4:00 p.m.
and 8:00 p.m. to 2:00 a.m.
Sunday 10:00 a.m. to 4:00 p.m.

Crossroads Retail Food Court (Reynolds Campus Center, Babson)
Monday–Thursday 11:00 a.m. to 12:00 a.m. (midnight)
Friday 11:00 a.m. to 8:30 p.m.
Saturday and Sunday Closed

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.

Pandini's 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 7:30 a.m. to 1:00 p.m.

Olin Student Meal Plan

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

Meal Plan: $4730 for the 2009–10 school year or $2365 per semester
• Unlimited entry to Olin Dining Hall, 7 days per week

Olin Dollars

To compliment 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 student may purchase this plan at either the StAR Center, Dining Services office or online.
At Babson…

Olin College has formed a unique partnership with adjoining Babson College to provide academic, co-curricular and administrative 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  8:30 a.m. to 7:00 p.m.
  Friday         8:30 a.m. to 5:00 p.m.
  Saturday       12:00 p.m. to 4:00 p.m.
  Closed Sunday

For more information visit: http://babson.bkstore.com
- Retail spaces for undergraduate student-run businesses
- Vendor carts
- Woody’s Coffee Bar*
- Crossroads Café*

* 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 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. Roger’s offers a variety of non-alcoholic beverages, as well as beer and wine for those over 21 years of age.

A valid Olin College ID or Massachusetts driver’s license is required to gain entry to Roger’s.

Sorenson Centers for the Arts
The Richard W. Sorenson Center for the Arts, located adjacent to the Reynolds Campus Center, features a state-of-the-art 441 seat proscenium theater, a dance/rehearsal studio, and band and music practice rooms. The Sorenson Family Visual Arts Center, located in Trim Hall, features a ceramics/sculpture studio, black and white photography lab, drawing/painting studio, artist-in-residence studio, digital arts lab, and student gallery. For more information visit: http://www.babson.edu/Sorenson/default.cfm

Webster Center
Located on College Drive across from Malloy Hall

Monday–Thursday 6:30 a.m. to 10:00 p.m.
Friday         6:30 a.m. to 9:00 p.m.
Saturday       9:00 a.m. to 6:00 p.m.
Sunday         12:00 p.m. to 9:00 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.
- Lunder Fitness Center
  Monday–Thursday 6:30 a.m. to 9:30 p.m.
  Friday          6:30 a.m. to 8:30 p.m.
  Saturday       9:00 a.m. to 5:30 p.m.
  Sunday         12:00 p.m. to 8:30 p.m.
- Four squash courts and one racquetball court
- Chandor Dance Studio

Outdoor Facilities
- Eight tennis courts
- Upper fields and Lower fields

For more information visit: http://babsonathletics.com

Babson Skating Center
Call 781-239-6058 for available public skating and public hockey times.

For more information visit: http://babsonathletics.com
### Babson Campus Map

#### Buildings and Facilities

<table>
<thead>
<tr>
<th>Number</th>
<th>Building Name</th>
<th>Notes</th>
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<tbody>
<tr>
<td>46</td>
<td>Admission, Graduate (Olin Hall) *</td>
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<tr>
<td>50</td>
<td>Admission, Lunder Undergraduate Admission Center (Mustard Hall) *</td>
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<tr>
<td>59</td>
<td>Alumni Hall *</td>
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<td>30</td>
<td>Athletics (Webster Center) *</td>
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<td>33</td>
<td>Babson Executive Conference Center (BECC) *</td>
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<td>16</td>
<td>Babson Globe</td>
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<td>21</td>
<td>Babson Hall *</td>
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<td>31</td>
<td>Roger W. Babson Memorial</td>
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<td>48</td>
<td>Arthur M. Blank Center for Entrepreneurship *</td>
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<td>39</td>
<td>Bryant Hall *</td>
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<td>10</td>
<td>Canfield Hall</td>
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<td>26</td>
<td>Carling-Sorenson Theater *</td>
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<td>15</td>
<td>Coleman Hall *</td>
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<td>28</td>
<td>Stephen D. Cutler Investment Management Center *</td>
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<td>7</td>
<td>Dining (Trim Hall) *</td>
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<td>33</td>
<td>Executive Conference Center (BECC)*</td>
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<td>5</td>
<td>Facilities Management and Planning (Sullivan Building) *</td>
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<td>Forest Hall *</td>
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<td>Forest Hall Annex</td>
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<td>23</td>
<td>Gerber Hall *</td>
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<td>27</td>
<td>Glavin Family Chapel *</td>
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<td>53</td>
<td>Goff Alumni Suite</td>
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<td>9</td>
<td>Health Center (Hollister) *</td>
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<td>Hollister *</td>
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<td>29</td>
<td>Horn Computer Center *</td>
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<td>28</td>
<td>Horn Library *</td>
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<td>22</td>
<td>Humphries Plaza</td>
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<td>11</td>
<td>Keith Hall</td>
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<td>44</td>
<td>Knight Auditorium *</td>
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<td>24</td>
<td>Kriebel Hall *</td>
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<td>Lunder Undergraduate Admission Center (Mustard Hall) *</td>
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<td>Luksic Hall *</td>
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<td>Main Entrance</td>
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<td>Malloy Hall *</td>
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<td>81 Map Hill Drive</td>
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<td>13</td>
<td>McCullough Hall</td>
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<td>57</td>
<td>Millea Hall *</td>
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<td>50</td>
<td>Mustard Hall (Lunder Undergraduate Admission Center)</td>
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<td>52</td>
<td>Newton Apple Tree</td>
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<td>60</td>
<td>Nichols *</td>
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<td>46</td>
<td>Olin Hall (Graduate School) *</td>
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<td>54</td>
<td>Park Manor Central</td>
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<td>55</td>
<td>Park Manor North</td>
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<td>53</td>
<td>Park Manor South</td>
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<td>14</td>
<td>Pietz Hall *</td>
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<tr>
<td>41</td>
<td>President's House</td>
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<td>6</td>
<td>Public Safety *</td>
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<td>56</td>
<td>Publishers Hall</td>
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<td>12</td>
<td>Purchasing and Receiving</td>
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<tr>
<td>25</td>
<td>Donald W. Reynolds Campus Center *</td>
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<tr>
<td>19</td>
<td>Babson Skating Rink and Boston Sports Club *</td>
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<tr>
<td>26</td>
<td>Richard W. Sorenson Center for the Arts *</td>
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<td>8</td>
<td>Sorenson Family Visual Arts Center *</td>
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<td>5</td>
<td>Sullivan Building (Facilities Management and Planning) *</td>
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<td>51</td>
<td>Tomasso Hall *</td>
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<td>7</td>
<td>Trim Hall (Dining) *</td>
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<td>58</td>
<td>U.S. Post Office *</td>
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<td>18</td>
<td>Van Winkle Hall *</td>
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<td>30</td>
<td>Webster Center (Athletics) *</td>
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<td>42</td>
<td>Westgate Entrance</td>
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<td>Westgate Hall *</td>
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<td>70-80</td>
<td>Woodland Hill</td>
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#### Parking Lots

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<tr>
<th>Letter</th>
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<td>A</td>
<td>Athletic Deck</td>
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<td>Babson *</td>
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<td>Woodland</td>
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<td>Y</td>
<td>Bryant *</td>
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* Handicap Access
The Department of Public Safety for Babson and Olin Colleges provides law enforcement, security and emergency services at all property owned by the Colleges, 24 hours a day, seven days a week. Upon completion of the College Campus Police Academy, police officers have full law enforcement powers on College property as special state police officers under Massachusetts General Law Chapter 22c, section 63. Additionally, campus police officers are granted full enforcement powers as special officers by the towns of Wellesley and Needham. The Department of Public Safety consists of one director/chief, one associate director/lieutenant, three sworn shift commanders/sergeants, twelve full-time sworn officers, three part-time sworn officers, one traffic control officer, four dispatchers and two civilian aides. The Department also oversees emergency medical responses, medical escort services, fire safety and detection, crime prevention, escorts and parking enforcement.

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. Residents may discuss community concerns and issues of security and safety with Student Life staff members or members of the Public Safety staff. The Department provides a wide range of services designed to inform students and employees about ways to increase security on campus: release of a police log to the campus newspaper, bicycle patrol, articles on crime prevention, Campus Watch, presentations during Orientation, and escort programs.

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, uniquely formatted and distributed throughout the campus to advise members of the campus community of actual or suspected criminal activity or other emergencies.

Members of the Department of Public Safety check exterior doors on a random basis. Exterior residence hall doors are locked 24 hours a day. 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 Campus Services, and the Facilities 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 Appendix G (pages 94–95) for information regarding campus security and statistics about criminal acts on the Olin campus.

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.
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. An EH&S committee with cross-community representation helps to serve ongoing and emerging issues associated with 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
Health Care

**Babson College Health Services**

**Fall and Spring Semesters Hours**
Monday–Friday 8:00 a.m. to 6:00 p.m.

**Summer Hours**
Monday–Friday 7:00 a.m. to 4:30 p.m. for administrative purposes
Monday–Friday 10:00 a.m. to noon and 2:00 p.m. to 4:00 p.m. for clinical services 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**
All visits are by appointment only. Please call 781-239-6363 to schedule an appointment between 8:00 a.m. and 6:00 p.m. Monday–Friday.

Allergy injections (by appointment only):
Mondays 3:00 p.m. to 4:30 p.m.
Wednesdays 10:00 a.m. to 11:30 a.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, and administration of immunizations injections. The costs of medical tests, immunizations or services provided off-campus are the financial responsibility of the student.

**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 physician.

**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 health 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 two options for Mental Health Services: the individual practice of Dr. David Stormberg or 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 either of these providers directly and confidentially.

- **David L. Stormberg, M.D.** A practicing psychiatrist for more than 21 years, Dr. Stormberg provides a broad range of psychotherapy and psychiatric services. He meets with students in his office at 105 Chestnut St., Suite 14, Needham. Contact Dr. Stormberg by calling his office directly (781-449-0094). When you get his answering machine, identify yourself as an Olin student, briefly describe what you want to see him about and its urgency, and ask him to return your call. Leave a phone number and a good time to call back. It may facilitate arranging a meeting if you include a range of times you are available. Dr. Stormberg will call you back to arrange an appointment. To get to his office, turn left out of Olin and take Rt. 135 (Great Plain Ave.) into Needham Center, and turn right at the light onto Chestnut St. Dr. Stormberg’s office building is on the right, across from the fire station, and his office is located on the ground floor. You can park in the large lot next to the building (although numbered, the spots are not reserved). Dr. Stormberg’s office is also within biking and/or walking distance if you don’t have a car and do not want to access the free transportation (see below for more information on transportation).

- **Colony Care Behavioral Health.** Colony Care Behavioral Health is a multi-disciplinary group of psychologists, social workers, psychiatrists and psychiatric nurses. 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 self-hypnosis. 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 their intake coordinator at 781-431-1177 x210. Leave a message and a reliable way of contacting you. If your call is urgent, the intake coordinator can be paged by following the instructions given on the message. For routine appointments, the intake coordinator will contact you in a few hours to briefly talk with you about your concerns and needs. Based on this information, Colony Care will arrange for the most appropriate provider to contact you to arrange for a first appointment. 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. 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. 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**

Babson’s Glavin Family Chapel is an interdenominational house of worship that is home to the following weekly services:

**Catholic Services**
- Sunday 7:00 p.m.
- Monday 5:00 p.m.
- Thursday 1:05 p.m.

**Islamic Prayer**
- Daily: 12:00 p.m. to 1:30 p.m., 3:30 p.m. to 4:30 p.m., 6:00 p.m. to 7:00 p.m., 8:15 p.m. to 9:30 p.m.

**Protestant Praise and Worship**
- Sunday 10:00 a.m.

**Shabbat Services**
- One Friday per month 6:00 p.m.

**Buddhist Gathering**
- First Saturday of the month 3:00–6:00 p.m.

For more information, see the Glavin Family Chapel web page: [http://www3.babson.edu/Offices/SpiritualLife/Glavin-Chapel.cfm](http://www3.babson.edu/Offices/SpiritualLife/Glavin-Chapel.cfm)

**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. Caroline B. Edge&lt;br&gt;<a href="mailto:pastor@carterumc.org">pastor@carterumc.org</a>&lt;br&gt;Sunday 10:15 a.m.</td>
</tr>
<tr>
<td>800 Highland Ave. 02494&lt;br&gt;781-444-2460 (call for rides)&lt;br&gt;www.carterumc.org</td>
<td></td>
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<tr>
<td>Christ Episcopal Church</td>
<td>The Rev. Robert “Skip” Windsor&lt;br&gt;Sunday 8:15 a.m., 10:00 a.m.&lt;br&gt;Wednesday 12:00 p.m.</td>
</tr>
<tr>
<td>1132 Highland Ave. 02494&lt;br&gt;781-444-1469&lt;br&gt;www.ccneedham.org</td>
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<tr>
<td>Congregational Church (UCC)</td>
<td>The Rev. Susan Cartmell&lt;br&gt;<a href="mailto:revsusan@needhamucc.org">revsusan@needhamucc.org</a>&lt;br&gt;Sunday 10:00 a.m.</td>
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<tr>
<td>1154 Great Plain Ave. 02492&lt;br&gt;781-444-2510&lt;br&gt;www.needhamucc.org</td>
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<tr>
<td>Congregation Ruach Israel</td>
<td>Rabbi Dr. Richard C. Nichol&lt;br&gt;<a href="mailto:rnicol@ruachisrael.org">rnicol@ruachisrael.org</a>&lt;br&gt;Saturday 10:00 a.m.&lt;br&gt;First Friday of each month 6:30 p.m.</td>
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<tr>
<td>754 Greendale Ave. 02492&lt;br&gt;781-449-6264&lt;br&gt;www.ruachisrael.org</td>
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<tr>
<td>First Baptist Church</td>
<td>The Rev. Debora Jackson, Pastor&lt;br&gt;<a href="mailto:pastor@fbceneedham.org">pastor@fbceneedham.org</a>&lt;br&gt;Sunday Worship Service 10:00 a.m.&lt;br&gt;Bible Study and Prayer Wednesday 1:30 p.m.&lt;br&gt;<a href="mailto:1stbabstistchurchneedham@comcast.net">1stbabstistchurchneedham@comcast.net</a></td>
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<tr>
<td>856 Great Plain Ave. 02492&lt;br&gt;781-444-1179&lt;br&gt;www.fbcneedham.org</td>
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<tr>
<td>First Church of Christ Scientist&lt;br&gt;(located at 870 Great Plain Ave. 02492)&lt;br&gt;781-444-2877&lt;br&gt;Reading Room at 266 Chestnut St. 02492</td>
<td>Mr. Paul Gardner 781-449-5678&lt;br&gt;<a href="mailto:phgardner@comcast.net">phgardner@comcast.net</a>&lt;br&gt;Sunday 10:30 a.m. and Wednesday 8:00 p.m.</td>
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<tr>
<td>Religious Services and Organizations</td>
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<tr>
<td>First Parish Unitarian Universalist</td>
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<td>23 Dedham Ave. 02492</td>
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<tr>
<td>781-444-0823</td>
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<tr>
<td><a href="http://www.uunneddham.org">www.uunneddham.org</a></td>
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<tr>
<td>The Rev. John Buehrens</td>
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<tr>
<td><a href="mailto:revbuehrens@uunneddham.org">revbuehrens@uunneddham.org</a></td>
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<tr>
<td>Sunday 9 a.m. and Needham Lyceum</td>
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<tr>
<td>Sunday 9:15 a.m.</td>
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<tr>
<td><a href="mailto:office@uunneddham.org">office@uunneddham.org</a></td>
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<tr>
<td>Good Shepherd Christian Fellowship</td>
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<tr>
<td>75A Greendale Ave. 02492</td>
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<tr>
<td>781-444-0321</td>
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<td><a href="http://www.gscfweb.org">www.gscfweb.org</a></td>
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<tr>
<td>The Rev. Darrell Minnich</td>
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<tr>
<td><a href="mailto:darrell@gis.net">darrell@gis.net</a></td>
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<tr>
<td>Sunday 9:30 a.m.</td>
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<tr>
<td>Midweek bible study (date/time varies)</td>
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<tr>
<td>Grace Lutheran Church</td>
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<tr>
<td>543 Greendale Ave. 02492</td>
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<tr>
<td>781-444-3315</td>
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<td><a href="http://www.graceneedham.org">www.graceneedham.org</a></td>
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<tr>
<td>The Rev. Jennifer Hitt</td>
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<tr>
<td><a href="mailto:jhitt@graceneedham.org">jhitt@graceneedham.org</a></td>
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<tr>
<td>Sunday 9:30 a.m.</td>
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<tr>
<td>Needham Presbyterian Church</td>
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<tr>
<td>1458 Great Plain Ave. 02492</td>
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<tr>
<td>781-444-3728</td>
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<tr>
<td><a href="http://www.needhampresbyterian.org">www.needhampresbyterian.org</a></td>
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<tr>
<td>The Rev. Elliott Hipp</td>
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<tr>
<td><a href="mailto:EHipp@NeedhamPresbyterian.org">EHipp@NeedhamPresbyterian.org</a></td>
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<tr>
<td>Sunday 11:00 a.m.</td>
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<tr>
<td>St. Bartholomew Roman Catholic Parish</td>
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<tr>
<td>1180 Greendale Ave. 02492</td>
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<tr>
<td>781-444-3434</td>
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<tr>
<td><a href="mailto:stbartholomew@comcast.net">stbartholomew@comcast.net</a></td>
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<tr>
<td><a href="http://www.stbartholomew-needham.org">www.stbartholomew-needham.org</a></td>
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<tr>
<td>The Rev. Phillip E. McGaugh</td>
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<td>Sunday 8:00 a.m., 9:45 a.m., 11:30 a.m.</td>
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<td>Saturday 4:00 p.m.</td>
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<td>Monday–Saturday 9:00 a.m.</td>
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<tr>
<td>St. Joseph Roman Catholic Parish</td>
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<tr>
<td>1360 Highland Ave. 02492</td>
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<tr>
<td>781-444-0245</td>
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<tr>
<td><a href="http://www.saintjoesparish.com">www.saintjoesparish.com</a></td>
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<tr>
<td>The Rev. Michael Lawlor</td>
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<td>Sunday 8:00 a.m., 9:30 a.m., 11:00 a.m., 12:30 p.m.</td>
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<td>Saturday 8:30 a.m., 4:00 p.m.</td>
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<td>Monday–Friday 6:50 a.m., 9:00 a.m.</td>
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<tr>
<td>Temple Aliyah</td>
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<tr>
<td>1664 Central Ave. 02492</td>
<td></td>
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<tr>
<td>781-444-8522</td>
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<tr>
<td><a href="http://www.templealiyah.com">www.templealiyah.com</a></td>
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<tr>
<td>Rabbi Carl Perkins</td>
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<tr>
<td><a href="mailto:rabbiperkins@templealiyah.com">rabbiperkins@templealiyah.com</a></td>
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<tr>
<td>Shabbat, Saturday 9:15 a.m.</td>
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<td>Minyan Monday–Thursday 7:30 p.m., Monday 6:45 a.m., Sunday 9:00 a.m.</td>
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<tr>
<td>Temple Beth Shalom</td>
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<tr>
<td>670 Highland Ave. 02494</td>
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<tr>
<td>781-444-0077</td>
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<tr>
<td><a href="http://www.templebethshalom.info/calendar.html">www.templebethshalom.info/calendar.html</a></td>
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<tr>
<td>Rabbi Jay Perlman</td>
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<tr>
<td><a href="mailto:jperlman@tbsneedham.org">jperlman@tbsneedham.org</a></td>
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<tr>
<td>Friday 7:45 p.m., Saturday 9:00 a.m., Morning minyan Monday–Thursday 7:00 a.m.</td>
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<tr>
<td>Schedule has monthly variations; call for current information.</td>
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</table>

**Olin’s “A Home Away from Home” Program**

This program matches Olin students with families in the area to provide students opportunities to form relationships within the local community while inspiring spiritual and cultural growth. Hosts will invite their student to join them for a meal, a community event or simply to explore life outside the campus. Host families are not expected to provide students with a place to stay, financial or related aid.

Interested students and families will be invited to an informal reception sponsored by the Needham Interfaith Community shortly after school begins. Placements will be made using a questionnaire on each student’s or family’s faith, family type, interests and program expectations.

Once assignments have been made, the Needham Clergy Association will provide an opportunity for students and host families to meet each other. After a relationship has been established, activities are left to the discretion of the student and host family.

For more information, please contact Reverend Caroline Edge, Pastor at Carter United Methodist Church in Needham and former head of the Needham Clergy Association (RevCarolineB.Edge@carterumc.org).
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. For more information visit: http://www.mbta.com

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 and schedules visit: http://www.mbta.com
Zip Cars

Zip Car has cars on the Wellesley College and Babson College campuses. These cars are conveniently located nearby Olin and are available for use by Olin community members that 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 Minivan in advance through Campus 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 Campus Services website at: http://campusservices.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 cites 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/getti_typeo_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 busses (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 near everyday 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

The following is a listing of taxi companies that serve the Olin community. Students may use Wellesley Transportation (781-235-2200) at no cost for BBW classes and 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 these airports as early as possible (particularly for service during peak holiday travel times) but no later than 24 hours prior to the desired departure time.

Olin College to/from Logan Airport (BOS):
- **J&J Sedan Service**: 617-834-0078  24 hour service
- **Veteran’s Taxi**: 781-449-8294
- **Wellesley Carriage**: 508-653-5027
- **Wellesley Transportation**: 781-235-2200
- **Yellow Cab**: 617-332-7700
- **JFK Taxi**: 508-653-4500  Available 6:30 a.m.–9:00 p.m.
- **Tommy’s Taxi**: 508-872-3500  Available 5:00 a.m.–1:00 a.m. (2:00 a.m. on Friday and Saturday)

Olin College to/from Manchester Airport (MHT):
- **The New England Shuttle Inc.**: 603-289-2523
- **Danielle’s Sedan Service**: 888-624-7735
- **Upper Valley Taxi**: 603-234-2043

Olin College to/from TF Green Airport (PVD):
- **Airport Taxi RI**: 401-737-2868
- **Veteran’s Livery**: 781-843-6000
- **J&J Sedan Service**: 617-834-0078  24 hour service
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. The host campus's disciplinary process will be used when an Olin or Wellesley student violates the host's standards.

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.

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 any damages caused by her/himself and his or her guests. When damage can be attributed to the responsible person(s), the cost of repair or replacement is billed to the individual(s) involved. When damage occurs in a student’s room or corridor but cannot be attributed to a specific individual, the costs are billed in equal parts to all residents of that area.

Each student must complete and return to the Assistant Dean of Student Life for Programs a Room Assessment Form at the beginning of the year to avoid being assessed unwarranted charges to the room or the entrance to the room. To avoid billing at the end of the year, all rooms and corridors must be left clean, neat, and in order. All pieces of furniture must be intact and in 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;
- 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 Campus Services staff. An entrance card provides access to all residence halls. If you lose your card or key, you must report the loss to Campus 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.

Lofted Beds: Policies and procedures regarding the use and construction of lofted beds, including pre-approved designs and Lofted Bed Application forms, are available from the Office of Student Life.

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 frequent 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 Residence 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;
- Facilitates the resolution of conflicts and problems when they arise in the residence halls.

2009–10 R2s:

- Jen Keene
- Chris Marra
- Nick Monje
- Jessi Murray
- Heena Mutha
- Alex Niswander
- Mike Roenbeck
- Alex Trazkovich
- Preeta Willemann
- Exchange Student Resource: Amanda Pratt

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. E-mail 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 Campus 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, con-
Appendices

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 to inspect an event at any time. Event sponsors are responsible for assuring that guests adhere to College policies.

Storage of Items: Bicycles, motorbikes, furniture, or other items may not be stored in corridors, stairwells, or entryways. The College strongly recommends that all valuable belongings be taken home for intersession and summer vacations. Limited storage is available through 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 (other than the gas fireplaces in each lounge);
- 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;
- Installation of outside antennae or other exterior devices;
- Throwing items from windows, stairwells, etc.;
- Relocation of lounge furniture to individual student rooms;
- Pets (fish are the only exception);
- Smoking;
- The use of power tools (electric saws, sanders, drills, routers, etc.);
- 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.
Appendix E

Privacy Policies


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

Educational records do NOT include the following:

a. Records which are in the sole possession of the person who created them and are not accessible to others with the exception of a substitute;

b. Records created and maintained solely by and for the College law enforcement unit;

c. Records maintained and used solely in relationship to the College and employment;

d. Records of Health Services or psychological counseling;

e. Records pertaining to individual information after the person is no longer a student at the College.

FERPA affords students certain rights with respect to their education records. You have the right to:

1. Inspect your educational records, with certain exceptions. If you wish to inspect your records, you need to submit a formal request to the Registrar. An appointment will be made within 30 days of the date of the request.

2. Request an amendment if you believe your educational records are inaccurate or misleading. If you wish to request an amendment, you need to complete the appropriate form available from the Registrar’s Office. If it is determined that the record will not be amended, you will be notified of your right to, and procedures for requesting, a hearing.

3. Provide written consent before Olin College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. File a complaint if you believe that the College has failed to comply with the requirements of FERPA. Complaints can be addressed to:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC, 20202-5901

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, 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 said sections A and B; provided, however, that the institution’s compliance with the requirements of FERPA does not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Section D. Each institution of secondary education and each public or private institution of post secondary education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.
The College has designated certain types of personally identifiable information as “Directory Information.” This includes your name, local address and telephone number, e-mail 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.

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.

II. 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.

III. Assessment Policies

In order for the Office of Institutional Research and Improvement (OIRI) to collect useful data for improvement, members of the community must be confident that individual responses will remain anonymous. Individual responses to surveys will not normally be identified in any analysis. Individual test results will be returned to the test taker only. Assessments of individuals’ work are normally returned to those individuals alone. Exceptions to these general policies will be specified in advance. OIRI maintains files of individual responses only when necessary. These files, whether electronic or paper, are kept in a secure location with access by OIRI staff only.

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, 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

If any member of the College community feels that they have been discriminated against by a student, she or he should contact the Office of Student Life at 781-292-2326 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 the 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. College alcohol and other drug policies are set forth in Appendix C of this Handbook.

The Campus Security Act defines forcible sexual assaults as forcible rape, forcible sodomy, sexual assault with an object or forcible fondling. Non-forcible sexual assault is defined as incest or statutory rape.

See page 78 for a description of the services provided by the Department of Public Safety, including how to report criminal acts.

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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).

Students should report rape, acquaintance rape or other sex offenses to the Department of Public Safety. 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 local police 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.

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.

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

The Office of Student Life maintains information on helping services both on campus and off campus (e.g., Domestic and Sexual Violence Services at Newton-Wellesley Hospital).

The staff in the Office of Student Life is available after an alleged sexual assault incident to assist students in making any reasonably available changes in academic or living situations.

Educational programs on sexual assault are available through the Office of Student Life.

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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 of this Handbook.

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

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

- Sale or delivery of alcohol to anyone under 21 years of age;
- Possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age;
- 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, page 88, for College policies on alcohol and other drugs. See Honor Code, page 61 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 “Dial back” 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 e-mail or posted on a website may often be protected by copyright. All such materials that are displayed, transmitted or otherwise used or distributed on the College’s website or servers may be copyright protected and users may not display or transmit any such material without the consent of the copyright owner.

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

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

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

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

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

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

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

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

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

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

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

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

Noncompliance with this policy and/or any specific directive of a College Information Technology staff member may be reported to the employee user’s supervisor or to the Dean of Student 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 e-mail 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

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

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

Appendix M

Use of Non-Residence Hall College Facilities

- Posting: posting is only permitted on bulletin boards. Items posted in any other location will be removed immediately.

- Sidewalk chalk may be used only on the non-brick walkways around the residence hall (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 oper-
ate 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 left 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.

### Appendix N

#### 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 Monday through Friday 8:00 a.m. to 4:00 p.m. at Campus Services Office Suite 332 in the Campus Center, x2313 or 781-292-2313. 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).

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 the Campus Services website: [http://campusservices.olin.edu](http://campusservices.olin.edu)

### Appendix O

#### Other Policies

**Intellectual Enterprise Policies** are available from the Director of Sponsored Programs.

Guidelines for **Use of Public Display Areas** are available from the Vice President for External Relations.

**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.

Olin College **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]
Olin Campus Map

Town of Wellesley

Town of Needham

North

Babson College

GREAT PLAIN AVENUE

CURTIS ROAD

1000 OLIN WAY

EAST DRIVE

Basball Field

Athletic Fields

Oval

Great Lawn

Campus Center

East Hall

B Parking

West Hall

Milas Hall

West Hall

Milas Hall

Admission Office
Auditorium

Campus Center
Dining Hall
Community Index

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Beatty, Tim 30  Cross, Jennifer 19  
Becht, Samantha 6  Cuadra, Andrea 19  
Beck, Jeff 36  Culler, Elsa 6  
Bejar, Miguel 10  Cunningham, Patty 32  
Belisle, Rebecca 19  Curtis, Jason 11  
Bellard, Kristopher 6  
Bennett, Holly 24  Dabby, Diana 25  
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