



# WHITMAN COLLEGE

# Faculty Code

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# CHAPTER I: The Faculty

## Article I. Composition of the Faculty

### Section 1. The Faculty

The Faculty shall consist of the President of the College and the members of the instructional staff who hold the title of Dean, Professor, Associate Professor, Assistant Professor, or Non-tenured Senior Lecturer and Senior Adjunct Assistant Professor, and Senior Adjunct Instructor. *(11/14/2018)*

- A. Professorial rank as used hereafter is to mean the rank of Assistant Professor, Associate Professor, and Professor.
- B. The instructional staff includes all individuals having classroom teaching responsibilities.
- C. Visiting Professors, Lecturers, and other members of the instructional staff, except assistants, and non-teaching Whitman staff members invited by the president to attend specific Faculty meetings, shall have the privilege of sitting with the Faculty, (Charter, Section 4, and Constitution, Article V, Sections 1 and 2). *(11/30/2011)*
- D. The term “teaching member of the Faculty” used in matters such as the election and appointment to Faculty positions, is defined to include all full and part-time members of the Faculty eligible for tenure, (see Chapter I, Article III, Section 3).
- E. Part-time faculty members who are full-time employees of the College will be considered “teaching members of the Faculty” upon individual decision by the President at the time of initial appointment or reappointment if they meet the provisions of the following guidelines:
  - 1. At least 50 percent of the appointee’s time is devoted to teaching.
  - 2. The individual is professionally prepared for a full-time teaching assignment on the Whitman College faculty.
  - 3. The individual is granted regular faculty status with the rank of Professor, Associate Professor, Assistant Professor, or Instructor.
  - 4. The teaching portion of the employment obligation is considered a permanent one.

- F. Excluded from the provisions of Chapter I, Article I., Section 1E and the guidelines pertaining thereto are those members of the college staff whose appointment or contract assigns them primarily to administrative positions (for example, the President, the Deans, the Registrar, etc.) whether or not they teach one or more courses.
- G. Members of the Faculty as defined in Chapter I, Article 1, Section 1 have the right to vote in Faculty meetings. *(11/18/2018)*
- H. Members of the instructional staff currently teaching GENS 175 or GENS 176, those who have taught one of the courses within the previous year, and those who are scheduled to teach one of the courses in the upcoming academic year, may vote on curricular proposals to change either course, even if they do not otherwise have the right to vote in Faculty meetings. *(01/26/2022)*

## Article II. Hiring for Tenure-Track Positions

*(05/03/2023)*

We seek to hire teacher-scholars of the highest caliber who are excited to teach and mentor students from diverse backgrounds and to work across campus to pursue and promote academic inquiry in the liberal arts tradition. We value having faculty with diverse identities, experiences and perspectives, and we seek to undertake searches that are proactive in attracting candidates from groups currently underrepresented within the faculty.

Our hiring practices should enable us to identify and hire such candidates, via a process that is, equitable, and inclusive and should be informed by Sections I and II below.

### Section 1. Candidate Qualities

We seek faculty who are:

- A. Dedicated teachers willing to teach courses at introductory, intermediary, and advanced levels of instruction, that demonstrate a willingness and an ability to employ inclusive pedagogical practices, and are able to contribute to the General Education Program, including the First Year Seminars.
- B. Engaged in scholarly or creative practices and have an active research agenda



- C. Willing to serve as advisors to both majors and non-majors and able to convey the value of a liberal arts education to students.

## Section 2. Search Process

We affirm a process for hiring that is rigorous, equitable, and inclusive. That includes the following:

- A. With two rare exceptions, all tenure track positions should be filled through a national search. The two exceptions are (1) converting an existing tenure track position to a shared position; and (2) hires made through the college's opportunity hire policy. For details on the two exceptions, please see the Faculty Handbook.
- B. The Guidelines for Conducting Tenure Track Searches outline the processes that are to be followed when conducting a national search. These guidelines are authored by the Division Chairs, the Faculty Chair, Associate Dean for Faculty Development, the Associate Dean of Academic Affairs, and the Provost and Dean of the Faculty, in consultation with the Vice President of Diversity and Inclusion. These guidelines should align with this article of the Faculty Code.
- C. In the rare instances when a position can be filled without a national search, the department or program chair (who will be speaking for and representing the interests of their department or program where this hire will be located) and the Provost and Dean of the Faculty must approve the process by which this hire is made and this process must hew as closely as possible to the process articulated in our guidelines. Most crucially, there must be a search committee, composed of faculty members, that makes a recommendation as to whether an offer to hire is extended.
- D. All search processes, including campus visits, should follow legal guidelines regarding privacy and protected class status. In addition, every effort should be made to ensure that candidates have the information they need to make an informed decision, if offered the position.
- E. The decision to hire is ultimately made by the Board of Trustees on recommendation of the President of the College, who in turn seeks a recommendation from the Provost, Elected Chairs Committee, and search committee. With the exception of hiring for administrative positions with faculty status, the Provost and Dean of the Faculty cannot recommend hiring a candidate and the President cannot hire a candidate that has not

garnered the explicit approval of the search committee composed to conduct the search.

## Article III. Appointment and Removal of Faculty Members

### Section 1. Initial Appointments

- A. The Board of Trustees shall have the power to appoint and remove the President of the College, the Professors, Tutors, Teachers, and any other necessary Agents and Officers, and may fix the compensation of each. (Charter, Section 4.)
- B. All appointments to the teaching faculty of Whitman College shall be made by the Board of Trustees on the recommendation of the President of the College. (By-Laws, Article V, Section 1.)
- C. The Trustees, Overseers, Faculty, and Officers of instruction and administration shall sign the Roll of Official Records of Trustees, Overseers, Faculty, and Officers of Instruction and Administration, and shall subscribe to the following declaration:

*In signing this Roll, I accept the position written in against my name, to which I have been elected by the constituted authorities of Whitman College. I hereby declare my intention of fulfilling the duties thereof, and of supporting faithfully the Constitution, By-Laws, and regulations of Whitman College. (Constitution, Article XI.)*

### Section 2. The Length of Appointments

- A. The initial appointment of a person as a member of the Faculty at the non-professorial ranks shall be for a term of one academic year. (By-Laws, Article V, Section 4).
- B. Initial appointments at the rank of Assistant Professor, Associate Professor, or Professor shall always be for a term of three academic years, as provided in the By-Laws, Article V, Section 2. Upon expiration of the initial three-year term, appointments at these professorial ranks are renewable, subject to the tenure decision in the case of Professor, and the provisions of the By-Laws, Article V, Section 2 for all three ranks.
- C. Temporary appointments to the Faculty that result from a regular search process cannot be held for more than five years.

## Section 3. Tenure

- A. Except in the case of initial appointment to the Faculty, all appointments at the rank of Professor shall be for indefinite tenure. Indefinite tenure means that the appointment shall not run for a fixed term or period and shall be terminable only as hereinafter provided. (By-Laws, Article V, Section 4.)
- B. Persons holding the rank of Associate Professor, Assistant Professor, and Instructor may be given indefinite tenure by special vote of the Board of Trustees at any time but, any such who have not been given indefinite tenure at the beginning of their 7th year of service, shall at that time be notified in writing whether they will be given indefinite tenure at the beginning of their seventh year of service.

If indefinite tenure is not given, such persons shall be entitled to a 7th year of service but shall not be continued in the service of the College beyond the end of their 7th year. (By-Laws, Article V, Section 6.)

- C. No tenure regulations shall apply to part-time members of the instructional staff regardless of title unless the following guidelines pertain (By-Laws, Article V, Section 9):
  - 1. At least 50 percent of the appointment is devoted to teaching.
  - 2. The individual is professionally prepared for a full-time teaching assignment on the Faculty.
  - 3. The individual holds the regular faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor.
  - 4. The teaching portion of the position is considered a permanent one.
  - 5. Tenure for a such part-time member of the instructional staff shall be half-time tenure.
- D. Nor shall tenure regulations apply to any person not holding the title of Professor, Associate Professor, Assistant Professor, or Instructor. (By-Laws, Article V, Section 9.)

## Section 4. Causes for Dismissal

*(05/08/2013) (Approved by the Board of Trustees 5/2017)*

Dismissal of a member of the Faculty may be effected for any of the following reasons:

- A. Adequate cause. Adequate cause for a dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacities. Dismissal will not be used to restrain any member of the instructional staff in their exercise of academic freedom or rights of American citizens.

Adequate cause for dismissal may be found to exist in the following categories:

1. Failure of a faculty member, after written notification by the Provost and Dean of the Faculty, to correct sustained conduct which significantly harms the ability of other faculty members, staff members, or students to take full advantage of the College's educational or employment opportunities or impedes that person's ability to study, learn or work.
  2. Severe violation of the code of conduct as expressed in the Whitman College Grievance Policy.
  3. Failure to perform teaching responsibilities expected of all Whitman faculty members.
  4. Failure to adhere to professional ethics expected of all members of the faculty, as outlined in the American Association of University Professors Statement on Professional Ethics, discipline-specific scholarly and ethical standards, or Whitman College's Statement on Academic Dishonesty and Plagiarism.
- B. Discontinuance of a department or program for educational reasons. *(05/03/2017)* Departments and programs shall be discontinued by the Faculty, on the recommendation of the Curricular Affairs Committee *(09/20/2023)* and such discontinuance may be grounds for dismissal.
- C. Financial exigency. As used herein, a financial exigency is a severe financial crisis that threatens the academic mission of the institution as a whole. Dismissal of a faculty member may occur for a demonstrably bona fide financial exigency that cannot be alleviated by less drastic means.

## Section 5. Procedures for Dismissal in Cases of Adequate Cause and Financial Exigency

*(04/19/2017) (Approved by the Board of Trustees 5/2017)*

Termination of an appointment with continuous tenure, or of a non-tenured appointment before the end of the specified term, may be effected by the College upon due notice but only for adequate cause as defined in Section 4A above. All cases of potential dismissal or separation from the college for cause shall be resolved according to the policy set forth herein, which incorporates the principles of the most recent American Association of University Professors Recommended Institutional Regulations on Academic Freedom and Tenure in Sections 4-7 (or if renumbered, the Sections concerning Dismissal Procedures). All other cases of potential dismissal will follow the AAUP Dismissal Procedures.

If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose such a severe sanction. The procedures outlined below will govern such a proceeding. If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it will notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed. A faculty member who believes that a major sanction has been incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may petition the Faculty Chair for such action as may be appropriate.

A. Dismissal Procedures for Adequate Cause

Every case of potential dismissal for adequate cause as described in Section 4A1 and Section 4A2 will be preceded by the procedures outlined in the College Grievance Policy, Section 4.1-4.8. All cases of potential dismissal for adequate cause will be preceded by a statement of specific charges, and dismissal proceedings will be conducted as described in Section 5B, below. While potential dismissal proceedings are underway, the faculty member may be suspended or assigned to other duties instead of suspension, only if immediate harm to the faculty member or others is threatened by continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the institution's hearing procedures, the administration will consult with the Division Chairs concerning the propriety, the length, and the other conditions of the suspension. A suspension that is intended to be final is a dismissal and will be treated as such. Salary will continue during the period of the suspension.

B. Hearing on Adequate Cause for Dismissal

All dismissal hearings will be conducted by the Personnel Hearing

Committee, which refers to a gender-balanced committee of four members, whose makeup will consist of the four longest-serving present members of the Faculty Personnel Committee. Any members of the Personnel Committee who during their current term may potentially sit on a review of the faculty respondent for contract renewal, tenure or promotion, will recuse themselves from the Personnel Hearing Committee. If necessary, to account for possible recusal due to bias or interest, and to ensure diverse gender representation, the Personnel Hearing Committee will be modified by either removing the appropriate least-senior members of the committee and/or adding previous members of the Faculty Personnel Committee of the appropriate gender whose terms have most recently expired. The Personnel Hearing Committee will select a chair from among its members and the chair, in consultation with the Provost and Dean of the Faculty will ensure that proper procedures are followed.

1. Hearing Procedure

All violations (whether they involve risk or threat of harm to protected classes or any other complaint) shall be resolved according to the policy set forth below which incorporates the principles of the Recommended Institutional Regulations on Academic Freedom and Tenure as published by the American Association of University Professors (AAUP). For all matters, the Personnel Hearing Committee will review the investigative report and recommendations, and the findings of the Investigative Review Committee and will recommend sanctions under the following process:

- a. The Committee will review all investigatory records and evidence and will have the option to interview investigators (and the Title IX administrator where applicable) to determine that the process has been fair, effective, and expeditious and may, but need not, hold additional meetings with the parties or provide for the exchange of additional documentation as might be necessary.
- b. Unless the responding party waives a hearing, the Committee will hold a hearing to determine whether the adequate cause for dismissal exists. Service of notice of hearing with specific charges in writing will be made as expeditiously as possible. The respondent may waive a hearing or may respond to the charges in writing at any time before the hearing. If the responding party waives the hearing but denies the charges or asserts that the charges do not support a finding of

adequate cause, the Committee will evaluate all available evidence and rest its recommendation on the evidence in the record. Any hearing shall be private.

- c. During any dismissal proceedings, the faculty respondent will be permitted to have an academic adviser or counsel of the faculty member's choice. Any claimants will also be permitted to have an academic adviser or counsel of their choice. Advisers will be bound by confidentiality and should not disclose any information about the case or proceedings to anyone who was not involved in the case. Advisers may address concerns about procedural violations to their elected faculty leaders or the President. At the request of either party, a representative of a responsible educational association will be permitted to attend the proceedings as an observer.
- d. The responding party shall have access to the investigative report and the right to confront all evidence and cross-examine all witnesses, with the following exceptions. For cases dealing with the risk of threat or harm to a person in a protected class, only in the most extraordinary circumstances will the responding party have the right to confront and cross-examine a claimant, at the discretion of the Personnel Hearing Committee, and only if the Committee employs methods and processes so that the claimant is protected. If the Committee determines that the interests of justice require the protection of any witness or claimant, the Committee will identify witnesses, disclose the nature of their statements to all parties and provide for interrogatory questions and responses. The responding party will be allowed to obtain necessary witnesses and documentary or other evidence. The Personnel Hearing Committee will determine whether requests for additional evidence or witnesses are reasonable. If the Committee determines that additional evidence or witnesses are appropriate, then the Committee will identify witnesses and provide interrogatory questions and responses. The administration will cooperate with the hearing committee in securing witnesses and in making available documentary and other evidence. In cases where there are legal orders of protection in place, those orders will be followed. In the hearing of charges of failure to perform teaching responsibilities or adhere to professional

ethics (Section 4.A.4 above), the testimony will include that of qualified faculty members from this or other institutions of higher education.

- e. The Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues. Every possible effort will be made to obtain the most reliable evidence available. The Committee will grant adjournments to enable either party to investigate evidence if the Committee deems a party's claim of surprise is valid and that the evidence is relevant.
- f. A verbatim record of the hearing or hearings (but not the deliberations) will be taken, and a copy will be made available within 7 days to the faculty member, and any claimant, without cost, at their request. This hearing record will be considered privileged information, and should not be shared with anyone not involved in the case. The findings and the decision will be based solely on the hearing record, which shall include all investigative records, any written statements submitted from the claimant and faculty respondent, and any additional evidence collected by the Personnel Hearing Committee.
- g. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by the responding faculty member, claimants, advisers or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Executive Committee of the Board of Trustees.
- h. The President, any claimant, and the faculty respondent will be notified of the decision in writing and will be given a copy of the record of the hearing.
- i. The burden of proof that adequate cause for dismissal exists rests with the institution. The Personnel Hearing Committee will conclude whether or not adequate cause for dismissal, based on clear and convincing evidence in the record considered as a whole, has been established. If the Personnel Hearing Committee concludes that adequate cause for dismissal has been established, the Committee shall forward



its recommendation of dismissal to the President. If the hearing committee concludes that adequate cause for dismissal has been established but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report, the President will state the reasons for doing so, in writing, to the Hearing Committee, and the responding faculty member and provide an opportunity for response before transmitting the recommendation to the Board of Trustees. A response under this provision shall be provided within five (5) days. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, and the President agrees, then the President will recommend sanctions to assure that the behaviors stop, that the sanctions prevent their recurrence, and that the claimant may freely participate and enjoy the benefits of all educational programs and activities.

- j. The appeals process in cases where dismissal is recommended is described in Section 5B2 (below). Any other appeal process, for example, as described in the Whitman College Grievance Policy, is not applicable.

## 2. Appeals Process

In cases of possible termination or suspension of a faculty appointment, the Executive Committee of the Board of Trustees will be available for ultimate review. The responding party or claimant must request, within seven days of receipt of the final written decision, that the President transmit the faculty member's appeal to the Executive Committee of the Board of Trustees. The appeal must be based on the following, and only the following, criteria: (i) New evidence that may substantially alter the outcome, (ii) substantial procedural errors, and (iii) the sanction is substantially disproportionate to the findings. The Executive Committee of the Board of Trustees' review will be based on the record of the committee hearing, and it will provide an opportunity for argument by the principals at the hearing or by their representatives. (This argument may be oral or written or both, at the discretion of the Executive Committee of the Board of Trustees.) The decision will

either be sustained or the proceedings returned to the Hearing Committee and the President with specific objections. The Hearing Committee and the President will then reconsider, taking into account the stated objections and receiving new evidence, if necessary. In these cases, the Executive Committee of the Board of Trustees will decide only after the study of the Hearing Committee's and the President's reconsideration, and this decision will be final.

For all sanctions less than termination or suspension of a faculty member, the appeals process shall be that specified in the College Grievance Policy.

- C. In cases of financial exigency, a committee consisting of the Chair of the Faculty and the Division Chairs will participate in the decision that a condition of financial exigency exists or is imminent, and will ensure that all feasible alternatives to termination of appointments have been pursued. If needed, this committee will then identify individuals whose appointments are to be terminated. The Faculty Personnel Committee will serve as a hearing committee if a hearing is requested.

## Section 6. Procedures for Dismissal in Cases of Discontinuance of a Department or Program for Educational Reasons

*(04/19/2017)*

- A. The decision to discontinue formally a program or department of instruction will be based primarily upon educational considerations, as affirmed by a vote of the faculty as a whole (Chapter I, Article VIII, Section 9A). (Procedures for discontinuing a program or department for reasons of financial exigency are discussed in Section 5C.)
  - 1. "Educational considerations" do not include cyclical or temporary variations in enrollment. They must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by discontinuance.
  - 2. Academic programs cannot be defined ad hoc, at any size; programs must be recognized as academic units that existed prior to the decision to discontinue them. The term "academic program" is defined as a Department or an Interdisciplinary Program that does not reside entirely within a single Department (Chapter I, Article VIII, Section 8B).

- B. Instructional staff in a program being considered for discontinuance for educational considerations will promptly be informed of this possibility in writing and provided at least thirty days during the academic year in which to respond to it. Tenured, tenure-track, and all contingent faculty members will be invited to participate in these deliberations.
- C. Before the Provost issues notice to a Faculty member (as defined in Chapter I, Article I, Section 1) of their intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the institution will make every effort to place the Faculty member concerned in another suitable position at Whitman College. If placement in another position would be facilitated by a reasonable period of training (e.g., as might be accomplished during a sabbatical), financial and other support for such training will be negotiated between the Faculty member and the Provost. If no position is available within the institution, with or without retraining, the Faculty member's appointment then may be terminated, but only with provision for notice or severance salary with benefits, which may well exceed but not be less than:
1. The amount of time remaining on the Faculty member's contract, if the Faculty member is not a member of the tenured or tenure track faculty and that contract is for less than one year.
  2. One year for tenured or tenure track members of the Faculty, or other members of the Faculty who have contracts of longer than one year.
- D. Members of the instructional staff that are not considered members of the Faculty shall be compensated for the remainder of their contract, but will not receive any further compensation.
- E. A Faculty member who contests a proposed relocation or termination resulting from a discontinuance has a right to a full hearing before the Personnel Hearing Committee. This is a gender-balanced committee of four members having at least one member from each academic division, whose makeup will consist of the four longest-serving present members of the Faculty Personnel Committee. If necessary, to account for possible recusal due to bias or interest, and to ensure diverse gender representation, the Personnel Hearing Committee will be modified by either removing the appropriate least-senior members of the committee and/or adding previous members of the Faculty Personnel Committee of the appropriate gender whose terms have most recently expired. The Personnel Hearing Committee will select a chair from among its members

and the chair, in consultation with the Provost and Dean of the Faculty will ensure that proper procedures are followed.

The hearing need not conform in all respects with a proceeding conducted pursuant to Section 5, but the essentials of an on-the-record adjudicative hearing will be observed. The issues in such a hearing may include the institution's failure to satisfy any of the conditions specified in Sections 6B and 6C above. In the hearing, a faculty determination that a program or department is to be discontinued will be considered presumptively valid, but the burden of proof on other issues will rest on the administration.

The Personnel Hearing Committee will make a recommendation to the President, who will then decide.

- F. In cases of possible termination of a Faculty appointment, the Executive Committee of the Board of Trustees will be available for ultimate review. The Faculty member whose position is to be terminated may request, within seven days of receipt of the decision, that the President the faculty member's appeal to the Executive Committee of the Board of Trustees. The appeal must be based on the following, and only the following, criteria: (i) New evidence that may substantially alter the outcome, (ii) substantial procedural errors. The Executive Committee of the Board of Trustees' review will be based on the record of the committee hearing, and it will provide an opportunity for argument by the principals at the hearing or by their representatives. (This argument may be oral or written or both, at the discretion of the Executive Committee of the Board of Trustees.) The decision will either be sustained or the proceedings returned to the Hearing Committee and the President with specific objections. The Hearing Committee and the President will then reconsider, taking into account the stated objections and receiving new evidence, if necessary. In these cases, the Executive Committee of the Board of Trustees will decide only after the study of the Hearing Committee's and the President's reconsideration, and this decision will be final.

## Section 7. Procedures for Evaluation

- A. The President and the Provost and Dean of the Faculty, in consultation with the Faculty, shall disseminate a statement of the faculty evaluation policy and procedure in the Faculty Handbook.
- B. In the course of making decisions concerning advancement in rank, contract renewal, and tenure appointments, the President shall consult

with the Provost and Dean of the Faculty and the Faculty Personnel Committee (described in Chapter I, Article IV, Section 1).

- C. A Faculty member who has been the subject of such evaluation proceedings may request, within two weeks after the faculty member is notified in writing of the results, that the Provost and Dean of the Faculty appoint a review committee to determine whether the decision was the result of adequate consideration in terms of the relevant standards of Whitman College as expressed in the current procedures and criteria for evaluation.

The current statement of faculty evaluation policy and procedures shall provide for the selection of the review committee. If the review committee finds that reconsideration would be appropriate, the case shall be returned to the original evaluation committee for reconsideration.

## Section 8. Retirement

The Board of Trustees shall have the authority to terminate by retirement the appointment of any Faculty member who by reason of mental or physical disability has become unable to perform the duties for which the faculty member was appointed. (Constitution, By-Laws, Article V, Section 7.)

Early and phased retirement is available as options as approved by the Board of Trustees.

Upon retirement, all faculty in good standing will be given Emeritus status following the recommendation of the Division Chairs Committee and President and upon approval by the Board of Trustees.

## Section 9. Leaves of Absence for Non-Tenured Faculty

A member of the Faculty who does not have tenure and who requests a leave of absence may be granted a leave of absence subject to the condition that the faculty member is under no obligation to return to the College and that the College is under no obligation to hold the position open for the faculty member but that by mutual agreement the faculty member may return.

## Article IV. Personnel Guidelines

### Section 1. Guidelines for Times in Rank

*(04/20/2005)*

- A. The following periods of time in rank constitute a norm for consideration of promotion rather than a fixed period of time.
  1. From assistant professor to associate professor: at time of tenure decision.
  2. From associate professor to professor: eight years.
  3. From a previous negative decision to promote: two years **strongly recommended**.

A recommendation for promotions will be based upon positive accomplishments, not merely upon time served and an absence of serious deficiencies. Account may be taken of time in rank at another institution, but not necessarily on a year-for-year basis.

Any tenure-track member of the faculty, regardless of the length of time in rank, may request of the Provost and Dean of Faculty that the faculty member may be evaluated for promotion to the next rank. The faculty member may also be nominated for such consideration by the appropriate department chair, division chair, the Provost and Dean of the Faculty, or the President.

### Section 2. Formative Review of Pre-Tenure Tenure-Track Faculty

*(11/04/2015)*

- A. A formative review of pre-tenure tenure-track faculty during their initial three-year appointment.

The formative review is designed to provide faculty members with conscientious, timely feedback on their teaching, scholarship, and service. This feedback can be used to confirm the success of current practices, identify areas and strategies for improvement, and provide guidance in the preparation of the dossier for contract renewal and tenure applications. The formative review is intended for individual use; it is distinct from Personnel Committee reviews of contract renewal and tenure applications and plays no direct role in these more formal evaluations.

At the end of the first year of an initial three-year appointment, the Associate Dean for Faculty Development (ADFD) will provide information to the faculty member regarding the purpose of the formative review and the process to be followed. In consultation with the ADFD, the pre-tenure faculty member will identify at least two tenured faculty members (at least one of whom is a member of the candidate's department) who will visit a minimum of two class sessions of the pre-tenure colleague. In addition, the ADFD and the pre-tenure faculty member will discuss and come to agreement about what other sources of information will offer the opportunity for meaningful feedback in the three areas. None of the following is required, but possible materials might include a current curriculum vitae, course syllabi and/or other relevant pedagogical materials, student evaluations, annual activity reports, or evidence of professional activity. The faculty member should select those materials that, in combination, the faculty member believes will allow colleagues to provide sufficiently informed feedback.

Toward the end of the fall semester of the second year of an initial three-year appointment, after reviewing feedback from the tenured faculty members who participated in the review, the ADFD will hold a meeting with the pre-tenure colleague in order to synthesize and discuss the feedback. This meeting is also an opportunity for the pre-tenure colleague to ask questions about the criteria that guide Personnel decisions or to seek guidance on the preparation of materials for the contract renewal review. The pre-tenure colleague may invite any other party to this conversation if the pre-tenure colleague chooses. Following that meeting, the ADFD will send a letter to the candidate and the two faculty reviewers informing them that the process has been completed.

After the third year of employment, the ADFD will contact the pre-tenure colleague to see what questions or concerns, if any, the faculty member might have in anticipation of the tenure review. This may be an opportunity for the pre-tenure colleague to ask, for example, about the process for developing the list of external reviewers who comment on professional activity for the purposes of the Personnel Committee tenure review. The ADFD will also assist the faculty member in arranging class visits and consultations if the faculty member wishes to receive additional formative feedback at this stage.

For faculty members with either an accelerated or delayed tenure clock, the Provost will include the formative review in discussions with the

pre-tenure colleague about the timeline toward tenure and will notify the ADFD of the pre-tenure colleague's schedule or any revisions to that schedule.

### Section 3. Criteria for Evaluation

*(04/13/2009)*

- A. The following are the specific criteria the Personnel Committee will use in the evaluation process. More generally, the Committee will also try to assess the overall value of the candidate's contributions to Whitman's mission as an undergraduate, residential, liberal arts college. In cases where the Faculty Code and Discipline Specific Guidelines and/or other documents are perceived to be in conflict, the language of The Faculty Code shall be used to make a final determination. *(12/07/2016)*

If there have been changes to the evaluation criteria in the Faculty Code since a candidate for tenure and promotion was hired, pre-tenure faculty can elect to be evaluated by the criteria in effect at time of hire or by the new evaluation criteria. If there have been changes to the evaluation criteria between the time of tenure and promotion to Associate Professor and the time of candidacy for Professor, the candidate can choose to be evaluated by the current evaluation criteria or by the evaluation criteria at the time of the last review. The candidate needs to inform the Provost at the time of submitting their file which criteria they have selected.

*(12/07/2016)*

Certain teaching, research, or service activities may not clearly fit into the categories listed, such as invisible and/or typically unrecognized service. In these cases, the candidate is invited to make a case for the Faculty Personnel Committee explaining where it would best fit. The Faculty Personnel Committee will consider the candidate's argument alongside those of internal and external reviewers, where appropriate. *(12/07/2016)*

#### 1. Excellence in Teaching:

Excellence in teaching is the most important criterion for faculty excellence, necessary but not in itself sufficient for retention and advancement. Whitman faculty members must continually strive for excellence in teaching. Excellence in teaching should be consistently apparent with successive appointments and be evident at such key points as the granting of tenure and promotion to the rank of professor. The Personnel Committee will be guided by high



standards of evaluation in this category, while simultaneously recognizing that diverse pedagogical approaches can result in excellent teaching.

All of the following items are essential to meet the criterion:

- a. Scholarly competence and familiarity with current developments in one's field;
- b. Thorough course planning and preparation for individual classroom, laboratory, and/or studio sessions;
- c. Teaching that contributes to inclusion, equity, or access; examples might include:
  - Curricular Diversity: Curriculum that prepares students to critically interrogate and engage with a global, multicultural and rapidly changing world as scholars and citizens;
  - Access and Success: Pedagogy that aims to promote equitable access to resources and opportunities that provide conditions for success in the classroom and other learning environments;
  - Inclusive Climate: Pedagogy that fosters learning environments in which students who are members of underrepresented populations are socially and culturally included. (12/07/2016)
- d. Effective pedagogical techniques, which may include lecture presentations, discussion leadership, laboratory instruction and tutorial guidance;
- e. Thorough, fair and timely review and evaluation of student work;
- f. Availability to and effective guidance of students, particularly to those assigned as advisees, enrolled in one's classes, and/or with whom the candidate collaborates on research activities.

In evaluating the candidate's achievements concerning these items, the Personnel Committee will consider the candidate's written statement, peer and student evaluations, and the quality of course materials. Contributions to General Studies 175/176/245, along with

course development and interdisciplinary teaching are valued and meritorious aspects of teaching. In reviewing student evaluations of teaching, the committee pays particular attention to patterns in student responses. Pre-major and major academic advising will be expected to reflect excellence, as will other non-classroom work related to student learning, such as supervision of independent studies, senior thesis work, and independent research with students.

Because faculty are hired for nine months of teaching responsibilities, no faculty member will be penalized for not taking on formal teaching or advising duties during the three months following the deadline for final submission of Spring semester grades (in May). *(04/19/2022)*

## 2. Excellence in Professional Activity

Professional activity and growth rank second to excellence in teaching in the evaluation of faculty. Progress in professional activity should be consistently apparent with successive appointments. Research and writing that appears in peer-reviewed publications, noteworthy performances or exhibitions, or other appropriate peer-reviewed professional activities in the candidate's field(s) of study are necessary at such key points as the granting of tenure and promotion to the rank of professor. The Personnel Committee recognizes the value of extraordinary service, especially in the realm of faculty governance, and understands that it can disrupt a faculty member's research productivity *(12/07/2016)*. The Personnel Committee will evaluate scholarly or creative work deemed to be professionally appropriate to each candidate's field, recognizing the variety of possible forms. *(10/07/2009)*

Several modes of professional activity are considered in the evaluation of professional activity, but the most important mode is evidence of the candidate's engagement in the intellectual life of their field of study beyond the boundaries of the campus community.

The Personnel Committee will also consider activities, such as the development of new areas of expertise in the discipline, that may not bring the candidate into the larger intellectual dialogue of their field, as well as interdisciplinary professional activities. *(12/07/2016)*

The Committee affirms the value of interdisciplinary professional

activities. The Committee recognizes the significance of the scholarship of engagement and digital scholarship and invites the candidate to provide information to help the Committee assess which category best fits these forms of scholarship. The judgment of the Committee will not be based solely on the quantity of the candidate's professional activity, but also will consider its quality, breadth, and contributions to the candidate's teaching and the mission of the College. The Committee will consider the candidate's written statement, letters from the candidate's peers both within and without the College, and direct examples of the candidate's professional activity. (12/07/2016)

While all items on the list below are valuable, the first is necessary:

- a. Research and writing that appear in or are accepted as completed manuscripts to peer-reviewed publications. A peer-reviewed book or other peer-reviewed publications, (02/24/2020) noteworthy performances or exhibitions, or other appropriate peer-reviewed professional activities in the candidate's field(s) of study. External reviews by recognized experts in the candidate's discipline of productions or exhibits occurring at Whitman shall qualify as peer-reviewed measures of professional activity. Where scholarship is in a discipline in which pedagogy is a primary area of research, published, peer-reviewed pedagogical research fits in this category. (12/07/2016)
- b. Peer-reviewed publication in related areas, including but not limited to, matters of pedagogy and curricular design.
- c. Successful proposals for external grants that have gone through a peer-review process. (12/07/2016)
- d. Grant and favorably peer-reviewed fellowship applications, though not ultimately funded, are meritorious. The committee recognizes the significant amount of work that goes into submitting grant and fellowship proposals, particularly highly competitive national awards. (12/07/2016)
- e. Non-peer reviewed publications and professional activity as defined in (a) and (b) above;
- f. Active involvement in professional organizations; (12/07/2016)

- g. Participation in professional meetings and conferences, including presentations made with student co-authors;
- h. Other evidence of ongoing professional activity. *(12/07/2016)*

The Personnel Committee will also consider activities, such as the development of new areas of expertise in the discipline, that may not bring the candidate into the larger intellectual dialogue of their field, as well as interdisciplinary professional activities. The Committee affirms the value of interdisciplinary professional activities. The Committee recognizes the significance of the scholarship of engagement and digital scholarship and invites the candidate to provide information to help the Committee assess which category best fits these forms of scholarship. The judgment of the Committee will not be based solely on the quantity of the candidate's professional activity, but also will consider its quality, breadth, and contributions to the candidate's teaching and the mission of the College. The Personnel Committee will consider the candidate's written statement, letters from the candidate's peers both within and without the College, and direct examples of the candidate's professional activity.

3. Service *(12/07/2016)*:

Participating in governance/stewardship, mentoring, and other service work is a highly valuable activity involving thoughtful engagement with many aspects of the campus. The Committee affirms such work is vital to the effective functioning of the college as a whole. Faculty who conscientiously perform this important work should be commended. The Committee will look for evidence of such college service at key points as the granting of tenure and promotion. Significant contributions to college service, as defined below, are expected for promotion to the rank of professor. Pre-tenure faculty should primarily focus on developing their records as scholars and teachers, although their participation in service work is necessary.

Faculty will not be denied contract renewal, tenure, or promotion for not performing service during the summer. *(04/19/2022)*

The Personnel Committee will consider the quality and quantity of the candidate's college service, including:

- a. Service on college committees and in faculty governance;
- b. Service that contributes to inclusion, equity, or access; examples might include *(12/07/2016)*:
  - Curricular Diversity: Service that works to ensure a curriculum that prepares students to critically interrogate and engage with a global, multicultural, and rapidly changing world as scholars and citizens;
  - Access and Success: Service that aims to promote equitable access to resources and opportunities that provide conditions for success for students, faculty, and staff.
  - Inclusive Climate: Service that fosters environments in which students, faculty, and staff who are members of underrepresented populations are socially and culturally included. *(12/07/2016)*
- c. Contributions to departmental, interdisciplinary, and/or divisional activities;
- d. Initiating, chairing or directing departments or programs; *(12/07/2016)*
- e. Assistance in other important collegiate activities, such as student recruiting and alumni affairs;
- f. Contributions to student life. This might include such activities as working with student clubs and organizations and could also include student mentoring. Mentoring students, as distinct from advising or counseling them, may involve such activities as guiding underrepresented students and helping such students adapt to college. *(12/07/2016)*
- g. Participation as a mentor in the college faculty mentoring program and/or other mentoring activities. *(05/05/2010)*
- h. Community service does not replace service to the college but it may supplement it and is recognized as meritorious. *(12/07/2016)*

## Section 4. Collection of Information

The primary responsibility for the collection of information lies with the candidate. Specific requirements for the preparation of these materials are available on the Provost and Dean of Faculty website at:

<https://www.whitman.edu/provost/guidelines-and-procedures>.

- A. In addition to those letters requested by the candidate, the Provost and Dean of the Faculty will invite all tenure-track departmental colleagues (other than those who are retired or are participating in the Salary Continuation Plan) to send letters to the Personnel Committee regarding the candidate's performance. *(11/24/2007)*
- B. The candidate will present to the Provost and Dean of the Faculty *(03/12/2003)*:
  1. An updated vita.
  2. A statement concerning the candidate's teaching and contributions to major and non-major advising. The teaching statement allows the candidate to describe activities that demonstrate excellence in teaching. In the statement, the candidate should define excellent teaching. Based on this definition, the candidate is responsible for describing how the candidate has worked to achieve excellence as a teacher. Excellence can take many forms including, but not limited to, the trials of new pedagogical techniques, the creation of supplementary teaching materials, the design of courses, or the integration of scholarship with teaching. In addition, the candidate should assess their instructional activities. Possible means of assessment include student feedback. Finally, this statement should contain the candidate's response to student course evaluations or prior personnel committee evaluations.
  3. A completed and signed Release of Information Form, supplied by the Office of the Provost and Dean of the Faculty, releasing student evaluations to the Faculty Personnel Committee as part of their review. In the case of contract renewal, evaluations are required from at least 2/3 of all classes satisfying the faculty member's normal teaching load at Whitman in the preceding two years, with the exception of reviews taking place during the 2020-2021 academic year. In this case, the faculty approved a one-time exception whereby evaluations from at least one-half of all classes will be accepted *(04/01/2020)*.

For decisions on the granting of tenure or promotion to Professor, evaluations are required from at least eight of the twelve most recently taught courses satisfying the faculty member's normal teaching load at Whitman, with the exception of reviews taking place during the 2020-2021 academic year. In this case, the faculty approved a one-time exception whereby evaluations are required from at least eight of the fifteen (04/01/2020). Upon receipt of this form, the Office of the Provost and Dean of Faculty will obtain web-based and hard copy evaluations noted on the form from the Registrar's Office. Evaluations from a variety of courses representing the range of the candidate's teaching activities will be expected. The standard form provided by the college will be used; however, the candidate may append additional questions (quantitative or written) to the form if appropriate to a particular course. To facilitate the collection of such information, the Provost and Dean of the Faculty should remind those faculty members due for evaluation to begin gathering the necessary course evaluations.

4. Class materials (e.g., syllabi, reading lists, examinations).
5. The names of at least three colleagues from within the college community from whom the candidate has requested letters. These letters should focus on aspects of teaching that will not be addressed by student evaluations or letters written by off-campus experts. Faculty can provide uniquely valuable information on such matters as the candidate's mastery of the field, whether the candidate's organization of the course is appropriate to the subject matter, and whether the information is provided at a level appropriate for the students of the course. Faculty comments on the candidate's class materials, including syllabi, assignments, and textbooks, as well as the pedagogical techniques implicit in the assignment and structure of the course, can be extremely useful to the evaluation process. In many cases, faculty can make insightful comments on the value of presentations, performances, and activities outside the classroom as well.

For the letter writer to be familiar with the teaching philosophy and objectives of the candidate under review, the letter writer might meet in advance with the candidate to discuss these matters. The candidate might also provide the letter writer with background about the courses to be evaluated, including earlier versions of the

syllabus, if it has been taught more than once and if it has changed significantly. Guidelines for letter writers can be found on the Web site of the Provost and Dean of the Faculty at:

<http://www.whitman.edu/offices-and-services/provost/guidelines-and-procedures>.

Visits to the classroom are an indispensable part of the review process. Letter writers should try to make at least two observations of the candidate's teaching, whether in a classroom or non-classroom setting. Letter writers might also write about team-teaching experiences and observations made during guest visits to classes. During the visit, the faculty will want to determine whether the candidate's teaching philosophy and the objectives implicit in the syllabus are upheld in the actual teaching situation.

- C. A candidate for tenure or promotion to professor will provide a list of the names of a minimum of eight and a maximum of ten established scholars, artists, or performers in the candidate's field. The list will be constructed by the candidate in consultation with the candidate's department chair and the Associate Dean for Faculty Development. From this list, the Provost and Dean of the Faculty will request four letters of evaluation for the candidate. (Faculty Code, Chapter I, Article IV, Section 4C). *(03/30/2011)*

For all names submitted, the candidate will provide a justification for each reviewer on the list. The candidate should disclose the nature of the relationship the letter writer has with the potential external reviewer. Generally, the external letter writer should have no close personal or professional relationship to the candidate; however, should this be necessary, the candidate will need to present a particularly strong argument for their inclusion. The candidate may also identify up to four of the potential external reviewers in their list of eight to ten as preferred reviewers, from which at least three of the final letters will be solicited.

The Provost and Dean of the Faculty will review the final list of external reviewers and in consultation with the Associate Dean for Faculty Development will identify four reviewers. These four reviewers will include at least three reviewers from the candidate's preferred list, if preferences are provided, and will seek to balance reviewers from the various fields in which the candidate works. The Provost and Dean of the Faculty will return to the original list should additional reviewers need to be identified. If all reviewers from the original list are exhausted, the Provost and Dean of the Faculty will ask the candidate to identify additional reviewers, again in



consultation with the department chair and the Associate Dean for Faculty Development.

The Provost and Dean of the Faculty will provide those reviewers agreeing to submit a letter of evaluation with information regarding their role in the review process and will request that reviewers submit their current C.V. along with an assessment of the candidate's professional activity. (Faculty Code Chapter I, Article IV, Section 4C.) The Office of the Provost and Dean of the Faculty will make available to reviewers the materials submitted by the candidate and will serve as a liaison between the candidate and the reviewer for any additional materials requested by the reviewers. The Provost and Dean of the Faculty will determine the compensation to be offered to outside reviewers.

It will be the responsibility of the Office of the Provost and Dean of the Faculty to ensure that letters of evaluation from outside reviewers are received in a timely manner. The Personnel Committee will not be made aware of which letters were specifically requested by the candidate and which were selected by the Provost and Dean of the Faculty. All letters from external reviewers will be considered equally by the Personnel Committee.

- D. With the exception of letters by external reviewers solicited as part of a candidate's initial file, the Provost and Dean of the Faculty shall notify the candidate of the source of any letter in the candidate's file before that letter is considered by the Personnel Committee. *(04/17/2013)* The content of letters from internal and external reviewers are kept confidential by the Faculty Personnel Committee. *(04/19/2017)*

## Section 5. Periodic Review of Tenured Faculty

- A. Each tenured faculty member shall be evaluated in every fifth year following tenure. The evaluation shall be conducted by the Provost and Dean of the Faculty in consultation with the faculty member's Division Chair. *(05/08/2002)*
- B. Within three weeks of the meeting, the faculty member will receive a written letter from the Provost and Dean of the Faculty summarizing their conversation. The faculty member may respond in written form. The Provost and Dean of the Faculty's letter and any written response from the faculty member will be added to the faculty member's file for consultation in subsequent reviews. *(12/07/2016)*

- C. If the faculty member and the Provost and Dean of the Faculty disagree on the outcome of the review, the faculty member may petition the Committee of Division Chairs, absent the Provost and Dean of the Faculty and the Associate Dean of the Faculty, and when the faculty member under review is a Division Chair or Chair of the Faculty, absent that person as well, who will conduct an independent evaluation. Any review by the Committee of Division Chairs will result in a written report that will be sent to the President of the College, the Provost and Dean of the Faculty and the faculty member, and will be added to the faculty member's file.  
(05/08/2002)

## Section 6. Periodic Review of the President and Provost

(03/08/2023)

- A. The quality of the education provided by Whitman College depends in large measure on the caliber as well as the ongoing improvement of its senior leadership.
- B. To promote this end, the elected faculty representatives on the Committee of Division Chairs (or their faculty delegates) will conduct periodic assessments of the performance of Whitman College's president and provost. This review process will be completed prior to a decision on their contract renewal. If contractual terms are unknown or open-ended, this review process will occur every three years (from the time of hire) during the first semester of the third year.
- C. Each review will be conducted in accordance with the general principles and, as appropriate, the specific practices set forth by the American Association of University Professors in its report titled "Faculty Evaluation of Administrators"  
(<https://www.aaup.org/report/faculty-evaluation-administrators>):
  1. Evaluation should be periodic, regular, and collaborative, and based on principles shared by all parties involved in the procedure.
  2. The degree of faculty participation should be appropriate to the nature of the administrative office whose holder is under review.
  3. The review should provide both for the orderly transmission of faculty concerns and for the fair and equitable treatment of the administrator equivalent to what we expect in the case of faculty members.

4. The review should, as far as possible, be constructive and provide the supervising administrator or body with adequate grounds for reaching an informed decision when continuance of the person being reviewed is at stake.
  5. The consequences flowing from such a report should be understood by all parties and should allow for further exchange and feedback as the review may require for ensuring administrative effectiveness and responsiveness to the faculty voice.
- D. The elected faculty representatives on the Committee of Division Chairs shall communicate the full results of the review to the person under review and their supervisor (the President in the case of the Provost; the Board of Trustees in the case of the President). As well, the elected faculty representatives shall communicate the results of each periodic review to the faculty in a manner that advances the College's commitment to shared governance, ensures the accountability of its senior administrative officers, and adheres to the AAUP principles on confidentiality and shared governance. As the AAUP report notes: "a balance needs to be struck, on the one hand, between keeping faculty informed...and, on the other, protecting the administrator against either libelous or gratuitously damaging revelations that may jeopardize his or her career."

## Article V. Teaching Loads and Advising

### Section 1. Teaching and Loads

- A. Salaries for academic personnel are based on nine months of teaching but are paid in equal installments over twelve months, beginning with the September payroll. (04/19/2022)
- B. The standard teaching load in most academic departments is five courses per year. Laboratory courses in the sciences count as one-half of a course. Other exceptions may occur (e.g., in departments that offer large numbers of activity courses or 1-2 credit courses or seminars). Faculty members in departments requiring senior theses / integrative essays/research projects for their majors may count this participation toward their course load; normally this participation will not count as more than the equivalent of one course per year. Unless on sabbatical leave or leave of absence, faculty members are normally expected to teach each semester of an academic year. Faculty on sabbatical leave or leave of absence during one semester of an academic year will be expected to teach not fewer than 2.5 courses during the other semester.

The faculty members of each department are expected to come to an agreement on what constitutes their five-course responsibility consistent with fairness in the distribution of workloads, enhancement of the department's course of studies and continued excellence in the instruction of students. *(11/04/2009)*

- C. Students will be allowed to teach certain activity classes in the SSRA Department (e.g., Rock Climbing and Kayaking) if they receive the training appropriate to the activity as determined by the Provost and Dean of the Faculty. Faculty approval is necessary before students teach a class not previously taught by students." *(10/10/2001)*

## Article VI. Opportunities for Professional Development

### Section 1. Sabbatical Leave

*(5/13/2009)*

- A. All faculty who are tenure-track are eligible to apply for one of the following:
  - 1. A one-semester sabbatical at 100% of salary following four years of full-time teaching; or
  - 2. A one-year sabbatical after four years of full-time teaching at 82% of salary; or
  - 3. A one-semester sabbatical after four semesters of full-time teaching at 82% salary; or
  - 4. Non-tenured, tenure-track faculty will be eligible to apply for a one-year sabbatical after their first three years of full-time teaching at 90% salary. (Faculty members who opt for the one-year sabbatical after their first three years will next be eligible for a one-semester sabbatical at the beginning of their eighth year, the same as if they had taken the two one-semester sabbatical options.)
  - 5. Non-tenured, tenure-track faculty will be eligible to take their second semester sabbatical during the fifth year of full-time teaching at 82% of salary.
- B. Evaluation:  
Proposals will be evaluated by the Committee of Division Chairs. Sabbatical

leaves are granted or projects of such a nature and magnitude that their completion is impossible while the faculty member is engaged in regular teaching obligations. Most proposals should be no longer than three pages, be comprehensible to educated individuals outside of the discipline, and begin with a summary or abstract. Though most satisfactory proposals will be scholarly in nature, curricular proposals are also acceptable. Proposals that are scholarly in nature should result in publication or equivalent presentation. All proposals should have clearly defined objectives by which their success or lack of success can be judged.

In evaluating sabbatical proposals, the Committee of Division Chairs will consider several questions. Is the proposal clearly written with specific objectives? Will the project enhance the candidate's teaching and scholarship? Of what value is the project to the individual's department, the College, and its students? What evidence is there of the likely success of the project? The most compelling evidence is the success or failure of a previous sabbatical project.

## Article VII. Powers of the Faculty

- A. The Faculty shall have the power to arrange courses of study, to take proper measures for the government and discipline of the students, and to suspend and expel offenders as may be deemed necessary. The foregoing authority may be delegated to a properly constituted committee, the Faculty reserving the right of review. (Constitution, Article V, Section 2.) The faculty of Whitman College is committed to the principles of shared governance expressed in the Statement on Government of Colleges and Universities as well as additions and amendments thereto formulated by the American Association of University Professors. (11/16/2016)
- B. All members of the faculty, whether on appointment with continuous tenure or not, are expected to adhere to the standards expressed in the [2009 Statement on Professional Ethics](#), as adopted by the American Association of University Professors. Moreover, all members of the faculty, whether on appointment with continuous tenure or not, are entitled to academic freedom as outlined in the [1940 Statement of Principles on Academic Freedom and Tenure](#) and additions and amendments thereto formulated by the American Association of University Professors.
- C. The Faculty shall make such rules for its own organization and government as it shall deem proper, except as elsewhere provided. (Constitution, Article V, Section 3.)

- D. These rules may be amended at any regular meeting of the Faculty. Every amendment shall specify the Chapter, Article, Section, and Paragraph of this Codification which is to be amended.
- E. Only those Faculty members who are eligible to vote (see Article I, Composition of the Faculty) may serve on committees that are elected by the Faculty.
- F. Any Faculty member may invite to the campus any speaker. The appearance of any invited speaker does not imply any endorsement, either implicit or explicit, of the speaker's views by the Institution, its Faculty, its Administration, or its Governing Boards.

## Article VIII. The Organization of the Faculty

### Section 1. Officers of the Faculty

The officers of the Faculty shall be a President, to be known as President of the College, the Provost, the Deans, a Chair, and a Secretary, of whom the President and Deans shall be chosen by the Board of Trustees. (Constitution, Article V, Section 5A.)

### Section 2. The President

- A. The President of the College shall be the executive head and shall have charge of all the internal administration of the College.
- B. The President shall have general responsibility for the welfare and advancement of the institution and of all its relations to the public, and for the care of the buildings, grounds, and equipment of the College.
- C. The President shall make recommendations from time to time to the Board of Trustees and the Board of Overseers, and shall appoint all new members of the Faculty, the educational staff, and the administrative staff, except as otherwise provided in the Constitution and By-Laws. Such appointments of the President shall be subject to confirmation by the Board of Trustees.
- D. On the nomination of the President, the Board of Trustees may appoint a Vice-President to perform such duties as the President, the Board of Trustees, or both may require. (Constitution, Article V, Section 5B.)

### Section 3. The Deans

The duties of the Deans of the College shall be determined by the President. (Constitution, Article V, Section 5C.)

### Section 4. The Chair of the Faculty

- A. The Chair of the Faculty shall be elected by the Faculty for a 3-year term and shall not be elected for a second consecutive term. The Chair of the Faculty will forego applying for a sabbatical leave for the duration of their term. The Chair shall, at the time of the election, be a full-time teaching member of the Faculty. The Chair may not simultaneously serve as Division Chair or be a member of the Board of Review. The Chair shall maintain an office in one of the locations normally assigned to teaching members of the Faculty, and not in a facility devoted primarily to members of the administrative staff. The Chair presides at all regular faculty meetings and the Elected Chairs Committee (10/11/2023) and is a member of the Committee of Division Chairs. Governance of Baker Center is the responsibility of the Chair of the Faculty. The Chair is a non-voting member of the Board of Trustees and sits with the Budget Officers of the College in the President's Cabinet.

Nominations of persons to run for the office of Chair of the Faculty shall be submitted to the Secretary of the Faculty (10/11/2023). The Secretary of the Faculty will determine whether the persons nominated are willing to stand for election, and will communicate to the faculty the names of such persons at least 72 hours before the faculty meeting at which the election for faculty chair is to be conducted. No nominations will be accepted from the floor of the faculty. (11/10/2010)

- B. The Chair shall chair those portions of the faculty meeting for which the Chair has set the agenda as well as meetings of the Faculty held as a Committee of the Whole. The Chair shall retain membership privileges in those meetings. In the absence of the Chair of the Faculty, the Division Chair who has served the longest of their current term shall preside, and if that Division Chair is not available, the next longest-serving Division Chair shall preside. (10/11/2023)
- C. The Chair shall have membership on the President's Council, shall meet regularly with the Committee of Division Chairs, and shall assist in the orientation of new members of the Faculty.
- D. The Chair will review and sign the Faculty minutes. (11/10/2010)

- E. If the Chair of the Faculty resigns as chair or is no longer a teaching member of the Faculty, the Division Chair who has served the longest of their current term shall become the Acting Chair of the Faculty until a replacement is elected. The election shall occur at the next regularly scheduled faculty meeting that allows the Secretary of the Faculty to provide at least two weeks' notice to the Faculty that the election is occurring. *(10/11/2023)*
- F. The Chair of the Faculty may notify the President, Provost, and Elected Chairs Committee in writing that they are temporarily unable to fulfill the duties of their position, at which time the Division Chair who has served the longest of their current term shall become Acting Faculty Chair until the Faculty Chair provides written notification that they are once again able to fulfill their duties. *(10/11/2023)*
- F. The Acting Chair of the Faculty shall have all the powers and duties of the office, including all ex officio positions associated with serving as Chair of the Faculty. The Acting Chair of the Faculty may continue to serve as Division Chair while serving as Acting Chair of the Faculty. *(10/11/2023)*

## Section 5. The Secretary of the Faculty

The Secretary of the Faculty shall be elected by the Faculty for a 2-year term.

- A. The Secretary shall be a full-time teaching member of the Faculty.
- B. The Secretary may not simultaneously serve as Chair of the Faculty, Divisional Chair, member of the Board of Review subcommittee, or Secretary of the Catalog and Scheduling Subcommittee. *(09/20/2023)*
- C. The duties of the Secretary shall be:
  - 1. To be familiar with the parliamentary rules governing faculty meetings and be available for consultation when the need arises.
  - 2. To act as keeper of the Faculty Code, assuring that legislation is written in Code language and preparing and distributing yearly revisions, if necessary, of the Codification of Faculty Legislation.
    - a. Revisions should be made in consultation with the Registrar.
    - b. To become official, they must be approved in final form by the Faculty as a whole. *(11/10/2010)*



## Section 6. Faculty Meetings

(11/10/2010)

- A. Regular faculty meetings shall be scheduled throughout the academic year by the Chair of the Faculty.
  1. The Faculty will receive written notice of these scheduled meetings at the start of the academic year.
  2. The agenda for each Faculty meeting, with appropriate supporting materials, will be sent to the Faculty by noon on the Friday preceding the meeting.
    - a. Topics for the agenda (including motions requiring action and requests for time for discussion and consultation) may be brought to the Faculty by any individual member of the Faculty or any elected or appointed Faculty Committee.
      - i. Any proposal that a committee or individual intends to bring to the floor of the Faculty should be posted for Faculty review far enough in advance to provide sufficient time for discussion.
      - ii. Items to be brought to the floor of the Faculty must be received by the Chair of the Faculty no later than noon on the Wednesday preceding the meeting.
    - b. A report shall be made to the Faculty as a whole from any elected or appointed Faculty committee from which the Faculty as a whole has not received action items over the course of the year.
  3. A quorum at Faculty meetings shall be determined by the Chair of the Faculty.
- B. Special meetings of the Faculty may be held at any time in Walla Walla, Washington, on the call of the Chair, the President, or upon the written request of any five members of the faculty. A quorum at such special meetings shall be 50% of the faculty.
- C. All members of the Faculty privileged to vote in faculty meetings shall attend its sessions. (Chapter I, Article I, above.)

## Section 7. The Committee of the Whole

At the termination of regular business meetings or at other times on the call of the President or the written request of five members of the faculty, the faculty may meet as the Committee of the Whole. No formal business may be conducted during such meetings, but, after informal discussion, the Committee of the Whole may report proposals for action to the regular faculty in a formal session.

## Section 8. Divisions, Departments, and Interdisciplinary Programs

- A. The teaching faculty shall be organized by Divisions, Departments, and Programs.

Departments and Programs shall be established and discontinued by the Faculty on recommendation of the Curricular Affairs Committee. *(09/20/24)*

The procedure for discontinuance of a Department or Program is described in Section 13. *(05/03/2017)*

- B. The Divisions, Departments, and Programs are:

1. Division I, Social Sciences: Departments of Anthropology, Economics, History, Politics, Psychology, Sociology and Sports Studies, Recreation and Athletics as well as courses in Library.
2. Division II, Humanities and Fine Arts *(05/03/2017)*: Departments of Art, Art History and Visual Culture Studies (AHVCS), Classics, English, French and Francophone Studies, German Studies *(02/26/2020)*, Hispanic Studies, Music, Philosophy, Religion, Rhetoric, Writing and Public Discourse (RWPD), and Theater and Dance, as well as courses in Composition, Linguistics, and World Literatures.
3. Division III, Science and Mathematics and Statistics: Departments of Astronomy, Biology, Chemistry, Computer Science, Geology, Mathematics and Statistics, and Physics as well as courses in Science. *(05/03/2017)*
4. General Studies
5. Interdisciplinary Programs: Asian and Middle Eastern Studies *(05/03/2017)*, Biochemistry, Biophysics and Molecular Biology (BBMB), Environmental Studies, Film and Media Studies, Gender Studies and

Race and Ethnic Studies as well as courses in Interdisciplinary Studies and International Studies. (01/25/2012)

- C. The function of the division faculties shall be the consideration of division problems and policies, and the administration of the division curricula.
1. No action of a division faculty to introduce new courses, make an essential change in existing courses, alter the academic rules or requirements of the College, or depart from established educational policies shall be effective without ratification by the Faculty as a whole.
  2. Eligibility for voting within division meetings (e.g., at division, department, and program meetings) shall be the same as for faculty meetings. (11/14/2018)
  3. The Chair of the Division shall be the executive officer of the Division.

The Chair shall call regular meetings of the division members to consider division problems and policies and such other matters as deemed advisable.

- D. The Chairs of the several Departments within a Division shall constitute a committee which shall act as a pre-considering body for the full division, and shall be at the disposal of the Division Chair for such advice and counsel as the Division Chair may find useful in the efficient pursuit of the Division Chair's duties and responsibilities as enumerated above.
1. The Chairs of the several Departments shall be designated by the Provost and Dean of the Faculty.
  2. The Provost and Dean of the Faculty shall designate a Chair from among the tenured members of the Department except in unusual cases.

## Section 9. The Division Chairs

(02/20/2014)

The Faculty of each Division shall elect one of its members to the office of Chair of the Division.

- A. The Division Chair must be a tenured member of the teaching faculty.

- B. The term of office for the Chair of the Division shall be three years with terms staggered among the Divisions. A Division Chair shall not be eligible for reappointment for more than one additional 3-year term after which the Division Chair shall not be eligible until a period of one year shall have elapsed. Division Chairs will forego applying for a sabbatical leave for the duration of their term.
- C. Each Division Chair shall serve as an executive officer for their Division and shall be a member of the Committee of Division Chairs. As such, certain responsibilities of Division Chairs are exercised in consultation with other members of the Committee of Division Chairs while other responsibilities are exercised individually.
- D. In addition to the Chair of the Faculty, the Division Chairs shall serve as the faculty's representatives on the Budget Advisory Committee and the Academic Affairs Committee of the Board of Trustees.
- E. In consultation with the other members of the Committee of Division Chairs, the Division Chairs shall participate in generating recommendations to the President regarding the allocation, re-definition, and/or re-allocation of tenure-track positions to departments and interdisciplinary programs.
- F. In consultation with the other members of the Committee of Division Chairs, the Division Chairs will advance recommendations regarding all sabbatical leave applications to the Provost and Dean of the Faculty.
- G. In consultation with the other members of the Committee of Division Chairs, the Division Chairs will annually review requests for and advance recommendations regarding non-tenure track faculty appointments to the Provost and Dean of the Faculty.
- H. In consultation with the other members of the Committee of Division Chairs, the Division Chairs shall review tenure-track candidates who have been recommended for on-campus interviews as well as the recommendations of search committees regarding candidates to whom offers may be made. In addition, each Division Chair shall serve as a voting member of every tenure-track search committee in their division.
- I. In consultation with the other members of the Committee of Division Chairs, when appropriate, the Division Chairs will consult with the Office of Development and College Relations regarding grant proposals for individual faculty members as well as the College as a whole.

- J. The Committee of Division Chairs shall select annual faculty award recipients and recommend appointments to endowed professorships and chairs.
- K. Each Division Chair shall be expected to confer with the Provost and Dean of the Faculty and/or the President from time to time to assist them in the evaluation of faculty personnel in their Division.
- L. Each Division Chair shall be the chief budget officer of their Division, responsible for submitting the annual requests for budget allocations for all members of their Division to the Provost and Dean of the Faculty.
- M. Each Division Chair shall serve as the supervisor of designated staff in their division and is responsible for submitting annual performance reviews for those staff members.
- N. Each Division Chair is responsible for the allocation of space, including offices, within the buildings pertinent to the operation of their Division. In addition, problems about the physical equipment, buildings, classrooms, etc., shall be called to the attention of the Division Chair for consideration unless responsibility has been delegated by the College to some other person.
- O. Each Division Chair shall submit to the Provost and Dean of the Faculty annually a report of the activities of their Division.
- P. The Division Chairs and the Faculty Chair will convene regularly (at least monthly during the academic year) in meetings that are distinct from the CDC to discuss issues relating to faculty. *(05/05/2021)*

## Section 11. Non-Tenure-Track Representative

*(09/16/2020)*

- A. The Non-Tenure-Track Faculty shall elect one of its members to the office of Non-Tenure-Track Representative. For this vote, the Non-Tenure-Track Faculty is defined as any instructional staff (as defined by Chapter I, Article I, Section 1b) who are not tenured or on tenure track, including Lecturers, Adjuncts, Library Instructors, Studio Music Instructors, members of SSRA, and Visiting Faculty.
  - 1. The Non-Tenure-Track Representative must be a member of the Non-Tenure-Track faculty as defined above and have taught at Whitman College for at least eight semesters. The term of office will be three years. *(05/03/2023)*

2. The Non-Tenure-Track Representative will serve as a representative of the Non-Tenure-Track Faculty to the Faculty as a whole and the administration.
3. The Non-Tenure-Track Representative will organize and facilitate Non-Tenure-Track Faculty meetings to share and gather information. They can hold votes on putting forward proposals from the Non-Tenure-Track Faculty, and, if such votes pass, could put those proposals forward on behalf of the Non-Tenure-Track Faculty.
4. The Non-Tenure-Track Representative would be responsible for speaking for the Non-Tenure-Track Faculty as a whole in faculty meetings. This does not limit the ability of individual members of the Non-Tenure-Track Faculty to speak for themselves.
5. The Non-Tenure-Track Representative will serve as a full member of the Elected Chairs Committee. *(05/03/2023)*
6. The Non-Tenure-Track Representative will invite the Provost and Dean of the Faculty and Associate Dean for Faculty Development to discuss issues relevant to the Non-Tenure-Track Faculty with them at least once per semester.
7. The Non-Tenure-Track Representative will provide advice in the selection of the Non-Tenure-Track Mentoring Program Director as requested by the Provost and Dean of the Faculty.”

## Section 12. The Committee of Division Chairs

- A. The Committee of Division Chairs shall be responsible for:
  1. Advising the President and the Provost and Dean of the Faculty on matters affecting administrative policy of an academic nature;
  2. Matters of budget affecting the work of the three divisions;
  3. Matters of staffing within the divisions;
  4. Long-range planning related to academic aspects of the College;
  5. Other matters referred to it by the President or the Provost and Dean of the Faculty.
- B. The Committee of Division Chairs shall seek to integrate policies, procedures, and administrative practices developed within individual

Departments and Divisions, to provide a college-wide perspective for the work of those departments and divisions.

- C. The members of the Committee shall be the Chairs of each Division, the Chair of the Faculty, and the Provost and Dean of the Faculty, the latter acting as chair for its meetings.

The Associate Deans of the Faculty shall act as ex officio, non-voting members of the Committee.

### Section 13. Term of Office

The term of office for all newly-elected members of faculty committees shall begin on July 1st.

### Section 14. Process for the Discontinuance of a Department or Interdisciplinary Program for Educational Reasons

*(05/03/2017)*

#### A. Introduction:

Just as decisions to establish, support, and develop Departments and Programs at the College are fully explored and carefully made, decisions to abolish Departments and Programs must be carefully made because they also affect the considerable investments of the faculty and students and the educational mission and curriculum of the College. The following policy, principles, guiding questions, and procedures are to provide a rational system for reviewing programs for possible deficiencies and potential corrective action. For this policy an “academic program” is defined as a Department, or an Interdisciplinary Program that does not reside entirely within a single Department (see Chapter I, Article VIII, Section 8B). The dissolution of an academic program may be either “voluntary,” in which an academic program decides to dissolve itself, or “involuntary,” in which the process is initiated outside of the academic program. Decisions involving the review for possible discontinuance of academic programs shall incorporate the following principles, guiding questions, and procedures:

#### B. Principles:

1. The discontinuance of academic programs shall reflect long-range judgments about the educational mission and curriculum of the College and its academic Divisions.

2. The decision to discontinue a Department or Interdisciplinary Program is the responsibility of the faculty. While much of the implementation of this policy will be undertaken by the Curricular Affairs Committee, the ultimate decision-making body is the Faculty as a whole. In the case of an involuntary dissolution, a Program Review Committee, created by the Curricular Affairs Committee, shall be tasked with the evaluation of the program in question.  
*(09/20/2023)*
3. The identification of a program as a candidate for involuntary dissolution can lead to alternative courses of action besides discontinuance: either a recommendation for the addition of new resources as a basis for program improvement, or a recommendation that the program be strengthened by reorganization and/or significant curricular changes, and subsequently be re-reviewed.
4. The faculty, staff, and students of a program considered under review for discontinuance shall be kept fully informed about that action, policies, procedures, and rights of those involved. Early and meaningful consultation with affected faculty, staff and students shall take place as part of the procedures for possible program discontinuance.
5. The procedure for discontinuing academic programs shall include adequate safeguards for faculty, staff and students, to include, but not be limited to, adequate notice, protection of tenure, due process, right to a hearing and appeal, relocation within the College (see Chapter I, Article III, Section 6).
6. Consideration for discontinuance should be conducted in as timely a fashion as possible, consistent with the consultative process outlined below. Normally these procedures should be completed within one academic year.
7. Except in extraordinary circumstances, no equivalent program may be established at the College for a period of five (5) years, and, following that period, tenured faculty displaced from the discontinued program must be provided the first opportunity for returning to a new equivalent program.

C. Guiding Questions:

Judgments about the discontinuance of academic programs shall be



made according to the following guiding questions and illustrative referents:

1. Quality of Program: Is the program of quality and scope appropriate to Whitman? Does the program adhere to the standards of the discipline? If not, is the explanation for this acceptable? Does it compare favorably with similar programs at liberal arts colleges? How does the program describe student learning outcomes, and how are those being assessed? From the evidence available through external peer review, and student and alumni evaluation, are teaching, advising, and curricular opportunities at acceptable College standards? From the examination of student records and alumni feedback, is the program supporting postgraduate student success in terms appropriate for the liberal arts? Has the program been adequately resourced, with respect to staffing and funding, to allow it to achieve its goals? Note that a new program may not have established a record of success and that this should not be held against it.
2. Contributions of Program: How does the program fit into the overall curriculum of the College? Does the program provide significant service to other Departments or Interdisciplinary Programs at the College? Does the program provide important opportunities for undergraduate research and advancement? To what extent does the program contribute to the diversity of the College, or broaden access and inclusion of traditionally underrepresented groups?
3. Need for the Program: Is the program, regardless of costs or enrollments, central to a well-rounded liberal arts and sciences education? Would the absence of the program negatively affect the reputation of the College? Does the program make important contributions to scholarship in the field? Is the program justified in terms of faculty scholarly interests? What has been, is, and is projected to be the student demand for the program?

D. Procedures:

Within the policy and principles governing the discontinuance of academic programs, and utilizing the criteria identified under this policy, the following procedures are to be used in reviewing a program for possible discontinuance:

1. Voluntary dissolution: The motion to dissolve must be supported by all faculty in the Department or Interdisciplinary Program. The

process is implemented by a letter of endorsement, including a plan for implementation, from the relevant Department Chair or Program Director. Subsequent approval is required from the Curricular Affairs Committee and the Faculty. (09/20/2023)

2. Involuntary dissolution: Review of a program for possible involuntary dissolution must be initiated by the Provost. The responsibility for organizing and carrying out the policy and procedures for the review rests with the Curricular Affairs Committee.
  - a. The Provost forwards the recommendation to the Curricular Affairs Committee; the Chair of the Curricular Affairs Committee immediately informs the Chair or Director in writing about the review. Written notice providing reasons for the review shall be given to faculty members of the program at the time a review is initiated. The Chair of the Curricular Affairs Committee requests the Chair or Director to provide a written response to the proposal in a timely fashion, and after consultation with the faculty and students in the program. If there is currently no Chair or Director, the Provost, in consultation with the Chair of the Faculty and the Division Chairs, will appoint an appropriate faculty member to serve in that capacity for the review process (an "Interim Chair").
  - b. If there is a consensus for dissolution among the faculty of the academic program in question (including the Interim Chair, if one is appointed), then documentation of this mutual agreement for discontinuance and the plan for implementation may be submitted to the Curricular Affairs Committee, at which point the dissolution is considered "voluntary" as described above.
  - c. If a review is to be conducted, an independent peer assessment of the quality, contribution, and need for the program will be undertaken by a Program Review Committee appointed by the Chair of the Curricular Affairs Committee in consultation with the Chair of the Faculty, the Provost, and the faculty of the program under review. The Program Review Committee shall consist of four (4) voting members of the Faculty, three (3) members whose knowledge and fields of study are appropriate for assessment of the program, and one (1) member from a significantly distant field of study. The committee will also include one faculty from outside the

college, in the field of the program under review. One student shall be appointed to the Committee. The Program Review Committee shall not include members from the program under review.

- d. Program faculty members shall have full access to all documents related to the review, with the exception of personal, confidential letters relating to individual faculty members. Upon request of program faculty, and if feasible, personal, confidential letters shall be subject to review by the Personnel Committee, which shall summarize the substance of letters, protecting the confidentiality of the author(s) and the identified faculty member.
- e. A charge to the Program Review Committee shall be prepared by the Curricular Affairs Committee. The charge shall establish requirements for early and meaningful consultation with faculty, staff and students in the program. It shall identify deadlines that assure thoughtful proceedings and account for required action in relation to admissions, appointments and budget cycles.
- f. The Committee shall be provided with full information on the program, including reports of other internal or external reviews, faculty reviews (including external peer review), enrollments, student evaluations, alumni feedback, institutional resources provided, as well as all material submitted by the Chair or Director, faculty and students in the program, and other related information.
- g. The Committee shall use the guiding questions established herein, provide adequate opportunity for evidence and viewpoints to be presented, extensively consult the affected program faculty and students, and prepare a written report and recommendation, which shall be forwarded to the Curricular Affairs Committee and the program under review. The report shall identify any important strengths or deficiencies found in the program. The affected program faculty and the appropriate Division faculty shall have an opportunity to respond to the final report before action by the Curricular Affairs Committee.

- h. After receiving the Program Review Committee report and the response from the program under review, the Curricular Affairs Committee has the right to examine or request any pertinent materials. The Curricular Affairs Committee can also interview members of the program under review, members of the Review Committee, or Officers of the Faculty. Based on all of this information, the Curricular Affairs Committee will vote on one of three courses of action: (i) terminate the review with no further action; (ii) forward a recommendation for discontinuance of the Department or Program to the Faculty as a whole; or (iii) recommend that the Department or Program undergo restructuring and/or significant curricular changes, possibly with the addition of resources, and be re-reviewed after a period of three years.
- i. In the case of a motion from the Curricular Affairs Committee for discontinuance of a Department or Program, the Faculty as a whole shall be given access to the Program Review Committee report, the response from the program under review, and any additional information gathered by the Curricular Affairs Committee. If the Faculty approves the motion for discontinuance of the Department or Program, the Provost shall work closely with members of the academic program so that the discontinuance can be accomplished effectively with the least disruption to faculty and students, and so that the existing program resources can be equitably reallocated. Under the College's Teachout Plan, "students who have already declared majors in the affected discipline(s) will be allowed to finish their degrees." The process to be followed for relocating or dismissing affected faculty is found in Article III Section 6 of the Faculty Code.
- j. If the Curricular Affairs Committee recommends the restructuring of a Department or Program, then the Provost will work closely with the Department or Program to devise a plan by which the program may be strengthened. At the end of a period of three years, the Department or Program will present to the Curricular Affairs Committee a report responding to how it has addressed concerns raised in the original program review. At that point, the Curricular Affairs Committee could vote to accept the restructuring, or forward a motion for Department or Program discontinuance to the

faculty as a whole; alternatively, the Curricular Affairs Committee could call for further investigation.

## Article IX. Committees of the Faculty

*(02/15/2024)*

### Section 1. The general structure and work of the major committees

*(02/15/2024)*

#### A. Terms of service:

1. All faculty elected to a major committee shall serve a three-year term. Those terms will be staggered to ensure continuity of work on the committee.
2. Regular elections to the major committees will be held in the spring semester.
  - a. If the need arises for additional faculty to serve on committees, those elections will be scheduled as needed. The term of that appointment will be specified at the time of election.
3. The term of office for all newly-elected members of faculty committees shall begin on July 1.

#### B. Make up of the committees:

1. Faculty are elected to the major committees. Unless otherwise noted in their individual descriptions, placement into particular subcommittee positions will be done by the chair of the major committee by the end of the previous academic year.
  - a. When placing faculty into subcommittees, the chairs will take into consideration (a) faculty preference, (b) divisional representation, and (c) and prior experience with the work of that subcommittee. It is encouraged that faculty serve more than one year on subcommittees, to ensure continuity and institutional history.
  - b. There will be sufficient divisional and NTT representation to cover required representation on the subcommittees. There

will be a minimum of one voting member from each division and from the NTT faculty.

- c. The default number of faculty needed for each major committee and subcommittee is indicated in their descriptions, below. However, if the need arises, the size or makeup (in terms of divisions, ranks, gender identities, etc.) of a major committee or its subcommittees may be adjusted, by committee vote. Sizes and makeup will revert to those recommended here at the beginning of each academic year.
- d. There will be a Division or Faculty Chair on each of the major committees in a non-voting, ex officio capacity.

### C. Leadership

- 1. Each major committee will have a chair and a vice-chair.
  - a. The Chair and Vice Chair will be elected in the first meeting of the committee in the spring semester, elected by faculty currently serving on the committee. Their term as chair will begin on July 1 of that year.
  - b. The chair and vice chair can serve up to three consecutive years.
  - c. The chair will not serve on any subcommittees, though they may attend any subcommittee meetings in a non-voting, ex officio role.
  - d. The vice-chair may serve as a voting member on a subcommittee.
- 2. The tasks of the major committee chair include:
  - a. Creating meeting agendas for the monthly major committee meetings
  - b. Presiding over major committee meetings
  - c. Attending the ECC meetings
  - d. Engaging with members of the broader campus community who wish information or to add an item to the area of the committee's charge.

- e. Maintaining an updated list of standing subcommittees in the Faculty Code and bringing proposed changes to the faculty, when needed.
  - f. Generating a year-end report of the work of the major committee, which will help inform subcommittee staffing needs for the following year.
3. The tasks of the major committee vice-chair include:
- a. Keeping records of the activities of the committee
  - b. When the chair is unable to fulfill their duties, the vice-chair shall have all of the power and responsibilities of the chair, including serving on the ECC.
4. The tasks of the subcommittee chair include:
- a. Creating agendas for subcommittee meetings;
  - b. Ensuring adequate meeting notes are taken;
  - c. Communicating the work of the subcommittee to the major committee chair and the major committee as a whole in the monthly meetings.
- D. The work of the major committees:
- 1. The major committees will meet as a whole at 4 pm on Wednesdays at least once a month during the academic year.
  - 2. Faculty will participate in subcommittees and regularly meet together as a larger committee.
    - a. In addition to the ongoing work of the major committees described below, the major committees are meant to be a space for both visionary work and nimble responses to events.
    - b. The major committees are one of the primary places where policy is proposed and discussed prior to moving to discussion at the divisional and faculty-wide level.
  - 3. Each major committee will develop and maintain a Standard Operating Procedure, which will guide the work of the committee and educate those who are joining the committee for the first time.

4. Each major committee will keep minutes of non-confidential matters accessible to faculty.

## Section 2. The Elected Chairs Committee

*(02/15/2024)*

1. The Elected Chairs Committee (ECC) is the primary oversight and governing committee of the Faculty at large.
2. The ECC shall meet regularly to coordinate and discuss the various work and concerns that emerge from the four major committees and the faculty as a whole. They will facilitate faculty responses to issues and crises as they emerge, and in general have a higher-level perspective of the governance work of the faculty, shared and internal.
3. The ECC shall comprise the 3 Division Chairs, the Faculty Chair, the Non-Tenure-Track Representative, and the Chairs of the Curricular Affairs, Faculty Affairs, Student Affairs, and Campus Affairs Committees.
  - a. The Faculty Chair shall be the chair of the ECC.
0. The ECC shall meet monthly.
0. In addition, the ECC shall be responsible for:
  - a. Nominating faculty for all faculty committees, although nominations may also be made from the floor at the time of election.
  - b. Supporting the major committees in bringing forth policies to the full faculty.

## Section 3. The Curricular Affairs Committee

*(02/15/2024)*

1. The Curricular Affairs Committee shall be a reviewing and consultative body for the Faculty as a whole in matters pertaining to the curriculum, both at the level of individual course and major proposals and at the level of considering the ways in which the various elements of the academic program fit together into the overall curriculum of the College.
2. The Curricular Affairs Committee shall comprise at least 18 faculty members, with at least 4 faculty from each division.
3. The committee shall have the following standing subcommittees:



- a. The Board of Review Subcommittee (See 1.7.A for a description of this subcommittee.)
- b. The Catalog and Scheduling Subcommittee (See 1.7.B for a description of this subcommittee)
- c. The General Studies Subcommittee (See 1.7.C for a description of this subcommittee)
- d. The Curricular Vision Subcommittee (See 1.7.D for a description of this subcommittee)
- e. The Off-Campus Studies Subcommittee (See 1.7.E for a description of this subcommittee)

## Section 4. The Faculty Affairs Committee

*(02/15/2024)*

1. The Faculty Affairs Committee shall be focused on our roles as employees at the College. The work that this committee oversees includes attending to matters of diversity, equity, and inclusion and academic freedom on campus, working with the Associate Dean of Faculty Development to oversee decisions regarding institutional funding for research and pedagogy, and working with the CFO on matters of compensation.
2. The Faculty Affairs Committee shall comprise at least 15 faculty members, with at least 3 faculty members from each division.
3. The committee shall have the following standing subcommittees.
  - a. Compensation Subcommittee (See 1.7.F for a description of this subcommittee.)
  - b. Aid for Scholarship and Instructional Development Subcommittee (See 1.7.G for a description of this subcommittee.)
  - c. Center for Teaching and Learning Subcommittee (See 1.7.H for a description of this subcommittee.)
  - d. Academic Freedom and Due Process Subcommittee (See 1.7.I for a description of this subcommittee.)

## Section 5. The Student Affairs Committee

*(02/15/2024)*

1. The Student Affairs Committee shall be a reviewing and consultative body for the Faculty as a whole in matters pertaining to student issues, ranging from athletic matters to student conduct infractions, and other issues of student life.
2. The Student Affairs Committee shall comprise at least 13 faculty members.
3. The committee shall have the following standing subcommittees.
  - a. College Athletics Subcommittee (See 1.7.J for a description of this subcommittee.)
  - b. Student Conduct Subcommittee (See 1.7.K for a description of this subcommittee.)
  - c. The Student Life Subcommittee (See 1.7.L for a description of this subcommittee.)

## Section 6. The Campus Affairs Committee

*(02/15/2024)*

1. The Campus Affairs Committee is focused on intersecting with parts of campus that play a vital role in supporting and promoting the mission of the College in relation to resources and infrastructure. Its goal is oriented toward sharing information and working with non-faculty colleagues in the spirit of shared governance.
2. The Campus Affairs Committee shall comprise at least 13 faculty members, with at least 3 members from each division.
3. The committee shall have the following standing subcommittees:
  - a. Admission and Financial Aid Subcommittee (See 1.7.M for a description of this subcommittee.)
  - b. Academic Information Technology Advisory Group (See 1.7.N for a description of this subcommittee.)
  - c. The Library Advisory Subcommittee (See 1.7.O for a description of this subcommittee.)

## Section 7. Standing Subcommittee Descriptions

*(02/15/2024)*

## A. The Board of Review Subcommittee

1. The Board of Review will act as an administrative agency for the Faculty in the enforcement and revision of its legislation and procedures.
2. The work of the Board of Review
  - a. The Board of Review shall take action on student or faculty requests for modification and release from the college academic regulations and upon other matters referred to it by the President, Provost and Dean of the Faculty, Registrar, or as recommended by its own members.
  - b. The Board of Review shall, after consultation with the College Athletic Committee, approve in advance the schedules of the intercollegiate athletic events. (See Chapter V, Article XI.)
  - c. Minutes shall include a report of all matters acted upon by the Board of Review and such portions that are not confidential shall be distributed to the Curricular Affairs Committee Chair and then to the Faculty as a whole.
3. Members of the Board of Review shall serve on the Council on Academic Standards.
  - a. The Council on Academic Standards considers cases of suspension or dismissal of students for academic cause.
  - b. The Work of the Council on Academic Standards subcommittee.
    - a. The Council on Academic Standards shall meet when called by the Registrar to adjudicate cases of academic suspension and dismissal.
    - b. The Council on Academic Standards shall also meet in relevant cases of appeal
  - c. The Chair of the Faculty shall serve as the Chair of the Council on Academic Standards, with the Chair voting only in cases of a tie.
4. Membership of the Board of Review
  - a. Three teaching faculty, one from each division.

- b. The Registrar shall act as an ex officio, non-voting member of the Board.
- c. The Board of Review Chair shall be selected annually by the Subcommittee members.

B. The Catalog and Scheduling Subcommittee

- 1. The Catalog and Scheduling Subcommittee shall review all proposals from departments or programs for changes in the curriculum, including adoption, deletion, and substantive alteration of courses (including “special topics” courses), major programs, and minor programs.
- 2. The work of the Catalog and Scheduling Subcommittee:
  - a. In assessing proposals, the Catalog and Scheduling Subcommittee will consider:
    - i. whether proposals are consistent with the mission of the College;
    - ii. whether proposals maintain the integrity and ensure adequate contributions to general education courses;
    - iii. whether departments and programs are maintaining the integrity of their major programs;
    - iv. whether departments and programs bringing proposals have taken care to coordinate with other departments and interdisciplinary programs and post-graduate advising rubrics that might be affected;
    - v. resource implications;
    - vi. enrollment pressures.
  - b. Prior to spring pre-registration, the Catalog and Scheduling Subcommittee will review proposed schedules for the following two academic years in light of the overall needs of the academic program, and, in particular, enrollment needs, by examining:
    - i. whether the proposed schedules distribute courses and available numbers of seats across semesters;

- ii. whether the proposed schedules distribute courses and available numbers of seats across upper- and lower-division offerings while maintaining the integrity of their major programs;
    - iii. whether the proposed schedules distribute courses across the available time slots.
  - c. The Catalog and Scheduling Subcommittee will return proposals to the sponsoring department or program for revision if those proposals are deemed to fall short in the categories listed in points 1 and 2 above. Inclusion in the College Catalog of proposed changes to the curriculum, and listing for preregistration of proposed schedules, shall be contingent upon approval by the Catalog and Scheduling Committee. However, should a proposal be rejected by the Catalog and Scheduling Committee, a faculty member may bring their proposal to the Curricular Affairs Committee, and should the issue remain unresolved, can bring it to the faculty for a vote.
  - d. Divisions may make proposals to the Catalog and Scheduling Subcommittee but need not conduct a review of proposals from departments or programs prior to those proposals being submitted to the Catalog and Scheduling Subcommittee.
  - e. The Minutes of the Catalog and Scheduling Subcommittee pertaining to course approval or disapproval shall be sent to the Chair of Curricular Affairs and made available to the Faculty as a whole prior to the next faculty meeting and shall be acted upon by the Faculty in a timely manner. Curricular matters, which shall be subject to ratification by the Faculty as a whole, may come to the Faculty to be considered as a single motion, except that any faculty member may ask for a specific curricular item to be considered separately.
- 0. Membership of the Catalog and Scheduling Subcommittee
  - a. Four elected members of the Faculty, one each from divisions 1 and 3 and two from division 2; one from the humanities and one from the fine arts.
  - b. The Chair of the General Studies committee.

- c. Ex Officio members of the Catalog and Scheduling Subcommittee shall be:
  - i. A designee of the Provost and Dean of the Faculty
  - ii. The Associate Dean for Academic Affairs
  - iii. The Registrar
  - iv. The Curriculum and Registration Analyst in the Registrar's Office
  - v. The Library's Head of Collection Management
  - vi. Two students shall be ex-officio non-voting members, who will temporarily remove themselves from discussions at the discretion of the Chair of this subcommittee
- d. Catalog and Scheduling Subcommittee members shall not serve on the Catalog and Scheduling Subcommittee and the Personnel Committee at the same time.

### C. The General Studies Subcommittee

- 1. The General Studies Committee shall supervise and administer the General Studies Program.
- 2. The work of the General Studies Subcommittee
  - a. The General Studies Committee shall function as a Division for the purposes of the introduction of new courses, substantive changes in existing courses, and the alteration of rules and requirements for the General Studies Program.
  - b. The General Studies Committee shall advise the Curricular Affairs Committee on these matters and shall also advise the Board of Review on waivers of General Studies requirements in the cases of continuing or transfer students.
- 3. Membership of the General Studies Subcommittee
  - a. Voting members of the General Studies Subcommittee shall be:
    - i. Three faculty, one from each division. The faculty may or may not be instructors in a General Studies Course.

- ii. The First Year Seminars Director
- iii. The Writing Coordinator
- b. Non-voting and ex officio members of the General Studies Subcommittee shall be:
  - i. Two students, appointed annually by the Provost and Dean of the Faculty, from nominations by ASWC.
  - ii. The Provost and Dean of the Faculty, or designee.
- c. The General Studies Subcommittee Chair shall be selected annually by the Subcommittee members.

#### D. The Curricular Vision Subcommittee

1. The Curricular Vision Subcommittee shall be a visionary committee that gathers, develops, and shares broad ideas about curricular change from various constituencies throughout the College community.
2. The work of the Curricular Vision Subcommittee
  - a. The subcommittee will review the upcoming course catalog with an eye toward recognizing emerging curricular patterns and alerting faculty members to interrelated areas of study.
  - b. This subcommittee has a proactive task to gather, share, and, where ideas gain traction, help develop ideas about curricular change that come from various constituencies around campus, including other subcommittees of the Curricular Affairs Committee and the Committee of Division Chairs.
  - c. This subcommittee is the place for non-faculty members of the broader College community, including the Office of Development, the Cabinet, and the Board of Trustees, to approach with ideas that might substantively impact the curriculum.
3. Membership on the Curricular Vision Subcommittee
  - a. This subcommittee consists of three faculty members, one from each division.

- b. The Chair of the Curriculum Affairs Committee should appoint members to this subcommittee with an eye toward experience in curricular affairs.

E. The Off-Campus Studies (OCS) Subcommittee

1. The Off-Campus Studies Subcommittee shall be responsible for the supervision of the foreign study programs of the College.
2. The Work of the OCS Subcommittee
  - a. The Subcommittee shall review and act on all proposals for participation by students, and where necessary, evaluate work completed and recommend credit for acceptance.
  - b. The subcommittee shall develop criteria for acceptable programs, maintain the list of approved programs, and promulgate guidelines for the review and approval of student proposals for participation in foreign study.
    - i. The criteria for acceptable programs, list of approved programs, and guidelines statement are subject to the approval of the Curricular Affairs Committee.
3. Membership on the OCS Subcommittee
  - a. Two faculty members, appointed yearly by the Provost and Dean of the Faculty.
  - b. Ex Officio members of the committee are:
    - i. The Provost and Dean of the Faculty or the Associate Dean for Academic Affairs;
    - ii. The Registrar,
    - iii. The Study Abroad Advisor

F. Compensation Subcommittee

1. The subcommittee will examine faculty salaries, benefits, other faculty support and general financial planning, and long-range priorities relevant to these issues.
2. The Work of the Compensation subcommittee



- a. The subcommittee will meet as appropriate to examine and discuss faculty salaries, benefits, other faculty support and general financial planning, and long-range priorities relevant to these issues. The subcommittee may coordinate its meetings and actions with representatives from other campus constituencies.
- b. The subcommittee will request meetings with the President, the Provost and Dean of the Faculty, Trustees and others as it sees fit for discussion and to provide advice and guidance related to these issues.
- c. The subcommittee will issue reports to the Faculty Affairs Committee.

3. Membership on the Compensation Subcommittee

- a. There shall be four faculty on this subcommittee;
- b. The Chair of the Faculty Affairs Subcommittee should choose no more than one person from the subcommittee from each of the ranks of Assistant Professor, Associate Professor, Professor, and Non-Tenure-Track Faculty (Senior Lecturer, Senior Lecturer of SSRA, Senior Adjunct Assistant Professor, or Senior Adjunct Instructor).

G. Aid for Scholarship and Instructional Development Subcommittee (ASID)

- 1. The Aid to Scholarship and Instructional Development Subcommittee shall administer the budget for assistance to faculty scholarship and instructional development.
- 2. The Work of the ASID subcommittee
  - a. Working with the Associate Dean of Faculty development, the ASID subcommittee will review applications for additional Professional Development funds.
  - b. It shall also set criteria, receive applications, and allocate Whitman sponsored student/faculty research awards.
- 3. Membership on the ASID subcommittee
  - a. Three faculty members, one from each division
  - b. The Provost and Dean of the Faculty (or a designee)

- c. The Chair of the Committee shall be the Provost and Dean of the Faculty (or a designee).

#### H. Center for Teaching and Learning Subcommittee

1. The Center for Teaching and Learning Subcommittee works to promote reflective and collaborative learning that fosters academic innovation and supports faculty growth.
2. The work of the Center for Teaching and Learning
  - a. The steering committee for the Center for Teaching and Learning helps provide programming and other resources to support excellent teaching and development of other skills central to the faculty member's profession.
  - b. Oversees grant funding for individual and collaborative faculty projects.
3. Membership on the Center for Teaching and Learning steering committee.
  - a. Three faculty members, reflecting diverse disciplinary and pedagogical interests;
  - b. Representatives from the Academic Resource Center, Penrose Library, and WCTS.

#### I. Academic Freedom and Due Process Subcommittee

1. The Academic Freedom and Due Process subcommittee is focused on tracking and promoting academic freedom on Whitman's campus.
2. The work of the Academic Freedom and Due Process Subcommittee
  - a. Evaluating the Grievance and Dismissal Policies annually for their adherence to changes in the law and to AAUP principles, and assessing how well they function on the Whitman campus;
  - b. Monitoring issues regarding academic freedom and due process at Whitman College;
  - c. Recommending changes to policies regarding academic freedom and due process at Whitman College;

3. Membership on the Academic Freedom and Due Process Subcommittee

- a. Two faculty, from different divisions.

J. College Athletics Subcommittee

1. The purpose of the College Athletic Subcommittee is to offer advice and make recommendations to the Director of Athletics, to the administration, and to the Faculty on matters relating to the conduct and character of the College's program in intercollegiate athletics. *(See Chapter V, Article XI.)*

2. The work of the College Athletics Subcommittee

- a. Liaise between the work of Whitman Athletics and the faculty, regarding athletics needs from faculty and faculty needs from athletics.
- b. Provide faculty insight about matters of athletics policy.

3. Membership on the College Athletics Subcommittee:

- a. One faculty member
- b. Director of Athletics
- c. Chair of the Department of Sports Studies, Recreation, and Athletics
- d. Faculty Athletic Representative (who is not necessarily a member of the Student Affairs Committee)
- e. Associate Dean for Academic Affairs
- f. Three student members selected for three-year terms by the Executive Council of the Associated Students of Whitman College.

K. Student Conduct Subcommittee

1. The Student Conduct Subcommittee is charged with passing judgment on all student discipline cases referred to it.

2. The work of the Student Conduct Subcommittee:

- a. The Student Conduct Subcommittee meets in order to hear and act upon any case, involving alleged infractions of college

- regulations, referred to it by duly designated college groups or individuals
- b. The subcommittee may also draft and propose revised student discipline procedures, in conversation with the Student Affairs committee. (See Chapter VI, Article I, Section 4 and Chapter VI, Article III.)
  - c. All decisions by the Student Conduct Subcommittee on matters of student discipline shall be reported to and subject to review by the faculty as a whole.
3. Members of the Student Conduct Subcommittee shall serve on the Council on Academic Standards.
- a. The Council on Academic Standards considers cases of suspension or dismissal of students for academic cause.
  - b. The Work of the Council on Academic Standards subcommittee
    - i. The Council on Academic Standards shall meet when called by the Registrar to adjudicate cases of academic suspension and dismissal.
    - ii. The Council on Academic Standards shall also meet in relevant cases of appeal
  - c. The Chair of the Faculty shall serve as the Chair of the Council on Academic Standards, with the Chair voting only in cases of a tie.
4. Membership on the Student Conduct Subcommittee:
- a. The Dean of Students, serving as Chair of the Subcommittee
  - b. Five members of the faculty;
    - i. The Chair of the Student Affairs Committee will staff faculty for this committee being attentive to adequate identity representation. Staffing of this committee will be determined in consultation with the Dean of Students or designee.

- c. Three student members, serving 3-year staggered terms, each 3-year term beginning in the sophomore year of the new member.
  - i. The Executive Council of the Associated Students of Whitman College shall appoint one sophomore member of ASWC to serve a 3-year term and shall appoint two members to serve 1-year terms during their senior year.
  - ii. the committee will strive for gender diversity;
- d. All members shall be voting members.

L. The Student Life Subcommittee

- 1. The Student Life Subcommittee may review and recommend policies on any matter, which is not of a curricular or disciplinary nature, relating to student life at Whitman College.
- 2. The work of the Student Life Subcommittee
  - a. The Subcommittee has policy-making authority in those areas of student life where authority is not specifically delegated to another committee, person, or department by the Faculty Code or the President.
  - b. If, in reviewing a matter brought before it, the Subcommittee determines that proper jurisdiction is elsewhere, the subcommittee will refer the matter there.
  - c. Any recommendation or policy matter brought to a vote must pass by a majority of each of the three represented constituent groups present at the time. Any policy decision made by the committee will be passed on to the appropriate department or organization for implementation.
- 3. Membership on the Student Life Subcommittee
  - a. Three faculty members
  - b. Three staff members:
    - i. The Dean of Students, or designee
    - ii. The Provost and Dean of the Faculty, or designee

- iii. The Fraternity and Sorority Advisor
- c. Six students:
  - i. The Executive Council of the Associated Students of Whitman College shall appoint three students each year for 2-year terms.
  - ii. No more than 1/3 of the students shall be representative of one social or living group, no more than 2/3 shall be of the same sex, and both Greeks and independents shall have at least 1/3 of the membership.
- d. Ex Officio Members:
  - i. The President of the College
  - ii. The President of the Associated Students of Whitman College
- e. The chair shall be selected by and from the members of the subcommittee.

#### M. Admission and Financial Aid Subcommittee

1. The Admission and Financial Aid Subcommittee shall liaise with members of the Admissions and Financial Aid departments.
2. The work of the Admission and Financial Aid Subcommittee
  - a. The committee shall work with the Admissions and Financial Aid departments to establish procedures of admission and advising about policy related to admission and financial aid.
  - b. The members of the subcommittee shall communicate to the faculty at large about matters related to admissions and financial aid.
3. Membership on the Admission and Financial Aid Subcommittee
  - a. Three faculty members, from different divisions
  - b. Two student representatives
    - i. These student representatives are representatives to the Enrollment Committee, as appointed by ASWC.
  - c. The Directors of Admissions and Financial Aid

- d. Ex Officio members:
  - i. The Dean of Admission and Financial Aid
  - ii. The Provost and Dean of the Faculty, or designee.

N. Academic Information Technology Advisory Group (AITAG)

1. The Academic Information Technology Advisory Group recommends policies and priorities for campus information technology with particular emphasis on services to faculty and students.
2. The work of AITAG subcommittee.
  - a. Liaise between the work of the WCTS and the faculty, regarding technology needs from faculty and faculty needs from the technology services.
  - b. Evaluates and makes recommendations on funding, from a small budget, for experimental technology needs.
  - c. Advising on policy related to the technology infrastructure on campus.
3. Membership on AITAG
  - a. Three faculty from different divisions
  - b. Two students, appointed for one-year terms on the recommendation of ASWC
  - c. Ex Officio members:
    - i. The Chief Information Officer, or designee
    - ii. A librarian
    - iii. The Provost and Dean of the Faculty, or designee

O. The Library Advisory Subcommittee

1. Library Advisory Subcommittee advises the Director of the Library on programs and policy related to the library.
2. The Work of the Library Advisory subcommittee

- a. Liaise between the work of the library and the faculty, regarding library needs from faculty and faculty needs from the library.
  - b. Provide faculty insight about matters of library policy, the resources of the library, and intellectual property.
- 3. Membership on the Library Advisory subcommittee
  - a. Three faculty from different divisions;
  - b. Two students appointed for one-year terms on the recommendation of ASWC;
  - c. Ex-officio members of the subcommittee are:
    - i. The Chief Information Officer (or a designee)
    - ii. The library director.
    - iii. The chair for the Library Advisory Subcommittee will be selected from among the faculty members, by the subcommittee membership.

## Section 8. Other Standing Faculty Committees

### A. Faculty Personnel Committee

1. The Faculty Personnel Committee shall be responsible for the evaluation of each candidate for tenure, promotion, and contract renewal.
2. The Committee shall consist of six tenured faculty members, two from each Division, who will serve staggered 3-year terms. Members of the Personnel Committee are not eligible for sabbatical leave or promotion to Professor for the duration of their term. *(05/04/2016)*

Should it be necessary for a current member of the Faculty Personnel Committee to recuse themselves in any given case, the Chair of the Faculty will select a recent former member of the Committee to participate in the deliberations regarding the candidate in question. In doing so, the Chair will ensure that each of the College's formal academic divisions is appropriately represented. *(09/22/2021)*



In cases other than recusal where elected members of the Faculty Personnel Committee cannot participate in deliberations during a given semester (due, for instance, to departure from the College or medical leave), there will be a special election for a replacement. The Division of the member to be replaced will submit two nominees for the replacement position, and no nominations will be accepted from the floor of the faculty. The newly elected replacement member will serve out the rest of the vacated member's term. *(09/22/2021)*

3. Since the terms are staggered, each year the faculty as a whole will elect two members from different Divisions.
  - a. Each appropriate Division will submit two nominees from its membership.
  - b. No nominations will be accepted from the floor of the faculty.
  - c. A faculty member will not be eligible for re-election to the Committee until one year has elapsed except for those who serve 1-year terms.
  - d. A member of the Faculty Personnel Committee may not serve simultaneously as a member of the Curriculum Committee. *(11/10/2010)*
4. The President and the Provost and Dean of the Faculty will sit as ex officio, non- voting members.
5. The Chair of the Committee will be elected annually by and from its voting members.

#### B. Institutional Review Board

1. The Provost and Dean of the Faculty shall appoint an Institutional Review Board to scrutinize all studies and research conducted in connection with courses of study or otherwise which use human subjects, in order to protect the rights of those persons made the subject of such studies.

#### C. Board of Academic Advisors

1. The Board of Academic Advisors shall consist of all faculty and staff members engaged in pre-major and major advising with the Provost and Dean of the Faculty acting as Chair.

#### D. Ad-hoc Committee on Membership in Fraternities and Sororities

1. The Chair of the Faculty shall convene an ad hoc Committee on Membership Selection in Fraternities and Sororities to investigate alleged violations of the provisions set forth in Chapter V, Article IV, Section 1E and F. At the conclusion of its investigation, the Committee shall report to the faculty.
  - a. The Committee shall consist of the four elected faculty members and the three most senior student members of the Council on Student Affairs, and two Associate Dean of Students as designated by the Dean of Students. The Chair shall be the elected faculty member of the Council on Student Affairs holding the senior position as defined by the termination date of their position.

# Chapter II: Faculty Legislation

## Article I. Harassment

*(05/06/2020)*

Behavior directed at members of the College community or others that is sufficiently severe, persistent, pervasive and objectively offensive such that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the college's educational programs or employment opportunities is prohibited. This includes, but is not limited to, harassment on the basis of race, color, sex (including pregnancy and parenting status), gender, gender identity or expression, genetic information, sexual orientation, religion, age, marital status, national origin, disability, or veteran status or any other basis prohibited by applicable federal, state, or local laws.

## Article II. Statement on Consensual Relationships

*(05/20/2011)*

Faculty are entrusted with advising students, judging their work, assigning grades, and making recommendations for further study and/or employment. One's ability to perform these duties is seriously jeopardized by questions about intent, fairness, or favoritism. It is therefore unacceptable for faculty to have romantic or sexual relationships with students, except when the relationship pre-dates either the student's initial enrollment in courses at Whitman College or the faculty member's initial appointment and the faculty member holds no supervisory or evaluative role over the student. Relationships that may appear consensual, even those that do not involve a supervisory or evaluative role, may constitute or develop into a violation of the College's Grievance Policy (Faculty Handbook, Chapter XI. Whitman College Grievance Policy, <https://www.whitman.edu/provost/faculty-governance/faculty-handbook>).

The possible harm of such relationships can extend beyond the immediately involved parties, as they may generate a perception of unfair treatment and interfere with the ability of other students to work comfortably and effectively. Therefore, faculty are expected to remove themselves from any activity or evaluative role that could reward or punish individuals because of a prior or current romantic relationship. In such cases, the faculty member must work either with the relevant Division Chair or with the Provost and Dean of Faculty to devise an alternative evaluation mechanism. Failure to do so is inconsistent with the AAUP's evaluation mechanism and the AAUP's (2009) statement on professional ethics. Such a violation could reasonably constitute cause for dismissal under Chapter I, Article III, Section 4

of the Faculty Code. Faculty should be aware, moreover, that the power differential involved in faculty/student relations is complex, and that students also evaluate faculty: students' formal evaluations of faculty members are taken seriously by the college as a factor in assessing teaching, and students can also approach the Provost and Dean of the Faculty, the Dean of Students, or the Board of Review subcommittee with complaints or concerns about a faculty member's professional conduct.

Similar power differentials may also render it inappropriate for faculty to have romantic or sexual relationships with staff over whom they have supervisory authority. Relationships that may appear consensual, even those that do not involve a supervisory role, may constitute or develop into a violation of the College's Grievance Policy. In any of these situations, faculty may find it difficult to argue that a relationship was fully consensual.

## **Article III. Environmental Principles for Whitman College**

*(02/23/2000)*

Recognizing the impact Whitman College has on the environment and the leadership role Whitman College plays as an institution of higher learning, the College affirms the following environmental principles and standards, which shall be consulted to explore the practical ways Whitman College can promote an environmentally conscious campus.

To reduce the amount of non-recyclable materials used; to reuse whatever materials may be reused; and, utilize recycled materials whenever possible.

To consider the eco-friendliest science and technology available to decrease our environmental impact.

To continue to build an energy-efficient campus in the 21st century.

To utilize companies, where possible, that are active in their defense of the environment from further degradation.

To encourage individuals' environmental accountability through programs of environmental education.

To consider environmentally friendly options when they exist and are practical in decisions regarding developmental projects.

To further the use of reused materials, recyclable materials, and the Internet in campus communications.

To encourage and request food services to make environmentally friendly decisions, where reasonable, in purchasing food and supplies, reducing waste, and reusing materials.

To maintain campus grounds through the employment of bio-friendly substances and services.

To strive to improve upon current practices so we may harmonize the trends of the industrial world with the natural environment.

## **Article IV. Firearms, Explosives, and Other Dangerous Weapons Policy**

*(05/06/2020)*

No firearms or ammunition are permitted in outdoor areas of the campus or in any college-owned buildings, including all fraternities and college-owned rentals, or in conjunction with any college-sponsored activity.

For the purpose of this policy, BB guns, illegal knives (switch or spring blade), blowguns, swords, tasers, slingshots, bows and arrows, crossbows, and similar devices are considered “dangerous weapons,” and their possession and use are prohibited.

Explosives of any type, including fireworks, firecrackers, cherry bombs, bottle rockets, and the like, are prohibited at all times.

The only three exceptions to this policy are 1) law enforcement officers in the course of their duty; 2) firearms, explosives, and other dangerous weapons used by faculty for educational purposes, and 3) students using firearms, explosives, and other dangerous weapons for educational purposes and who have received prior permission from the Dean of Students Office.

Items such as airsoft guns, paint guns, paintballs, darts, knives, mace, pepper spray, or other realistic toys or replicas used inappropriately, or in contexts for which they are not intended, will be treated as dangerous weapons. All firearms, explosives, and dangerous weapons will be confiscated.

## **Article V. Information Technology Policy**

*(05/19/2000)*

## Section 1. Account Policy

- A. Computer and networking resources are the property of Whitman College. Every student, faculty, and staff are entitled to an account to access those resources. The account is for the exclusive use of the user who is assigned the account and password. The lending of an account to another person is not permitted, and is considered to be a violation of College policy and may result in disciplinary action. The College does not sell, share or rent account information in ways different than are described in this policy.
- B. The Whitman College “Privacy Policy” describes the user’s right to privacy.
  1. Limitation: The Whitman College’s “Acceptable Use Policy” describes limitations on the usage of accounts.
  2. Suspension of Accounts: The Whitman College “Acceptable Use Policy” describes those actions that may lead to suspension of accounts.
  3. Upon Leaving the College:
    - a. Graduating students have access to their accounts for one year after graduation. Extensions beyond the one-year period will not customarily be granted. After one year, students have an option to participate in the life-long e-mail forwarding service through the Office of Alumni Relations.
    - b. Students who leave the institution without graduating (e.g., transfer, dismissal, etc.) will have access to their accounts for one month following the termination of their relationship with the College. Students on leave of absence (including study abroad) will have their accounts retained.
    - c. Faculty or staff who permanently retire may keep their account for life.
    - d. Faculty who leave the College for other reasons will have access to their accounts for six months following the termination of their relationship with the College. If a longer period is desired, contact the Chief Information Officer.
    - e. Staff who leave the College for other reasons will be evaluated on an individual basis. Generally, staff accounts will terminate immediately.

## Section 2. Network and IT Services Privacy Policy

(04/17/2019)

- A. This policy addresses the College's commitment to protecting and defending the privacy of authorized users of its Information Technology (IT) systems (network and IT services), and other systems that are capable of recording information about the user. Authorized users are individuals with a Whitman Network ID and Password.

This policy is informed by the principles of the 2014 report from the American Association of University Professors entitled "Academic Freedom and Electronic Communications".

All members of the Whitman community are subject to the inherent insecurity of electronic information, particularly on the Internet, and are responsible for ensuring the privacy of their accounts (e.g. users should use a secure password, not share their passwords or access to their accounts, encrypt sensitive data, etc.).

Despite the College's adherence to these policies it cannot assure the Whitman Community protection from the sorts of activities broadly referred to as "hacking" whose consequence might include a loss of electronic privacy.

- B. The College is committed to protecting the privacy of the Whitman Community as it concerns materials stored on College computers or transmitted electronically on College networks or IT infrastructure. The College does not sell, share, or rent account information in ways different than are described in this policy. Whitman College will not access or monitor computer accounts, usage of IT services, personal files, or other electronic records except when:
1. Authorized by the user(s), or
  2. Performing maintenance necessary for the operation of the relevant systems, or
  3. Required by vendor contract after vetting by the CIO and Information Security Officer for security and/or privacy matters, or
  4. Necessary for billing purposes (e.g. long distance), or
  5. Required by court order, or

6. As a part of a formal investigation into a violation of College policy.
- C. While it is necessary to store some information about users and individual use of electronic services, neither this information nor knowledge derived from this information will be accessed unless:
1. It is required to maintain the integrity and availability of the College's IT or electronic infrastructure, or
  2. There is clear evidence suggesting that the security and/or the integrity of the system is being compromised, or
  3. Such access is in direct support of a law enforcement investigation, and then only with a court order, or
  4. Such access is a necessary part of a formal investigation into a violation of College policy.

User(s) will be notified of access that falls under the exceptions in both sections B and C unless expressly prohibited by law or per policies and procedures in the faculty code and handbook, staff handbook, student handbook, or grievance policy.

In the situations described above in sections B and C, only the Chief Information Officer or the Information Security Officer, in consultation with the relevant senior officer, will authorize the release of this information or its derivatives to the requesting party.

- D. Whitman College is committed to the free flow of ideas and the freedom of electronic speech. The College will actively protect the Whitman Community's freedom of expression. The content of electronic communication is not censored; this includes, but is not limited to, personal web pages, postings to unmoderated listservs and social media, and email. However, in accordance with the principles of this policy, the following limitations apply:
1. The volume of information may be limited without regard to content because of the technical constraints of the system (for example internet bandwidth becomes saturated or a compromised account is used to send spam).
  2. The College retains the right to protect itself from liabilities posed by the electronic behavior of members of the College, if these behaviors are in violation of College policies or local, state, and federal laws.



Otherwise, the College will make every reasonable effort to defend users whose rights to freedom of expression are being challenged.

3. Users are expected to abide by the laws of the State of Washington and the United States and by the policies of the College.

### Section 3. Acceptable Use Policy

A. Introduction: The Whitman Campus Network is provided as a service to students, faculty, staff, and other members of the Whitman community. Maintained by Whitman College Technology Services (WCTS), the Network supports the instruction, research, and service mission of the College. This document outlines the policy of acceptable use of Whitman Campus Network resources, the effective protection of individual users, equitable access, and proper management of those resources.

B. Individual Responsibilities:

1. Whitman College strives to provide fair and distributed access to computing and network facilities for the entire community of users. It is the intent of Whitman College to make available unfiltered information on the Internet for the College community. Members are responsible for selecting, viewing, and utilizing resources. If it is necessary to filter or block any information to enhance security or performance, and if this filtering or blocking occurs regularly or more often than occasionally, a description of and rationale for the action will be posted with other WCTS online information.
2. To foster trust and intellectual freedom, it is necessary to practice courtesy, common sense, and restraint in the use of shared resources. Improper use of Whitman facilities may prevent others from gaining fair access to those facilities.
3. Furthermore, users must keep in mind that networks or systems outside of Whitman College (including those in other countries) may have their own distinctive policies and procedures. Users are advised to learn and abide by the policies and procedures of these external networks.
4. Insofar as a secure and reliable computer system is necessary to the academic mission of the College, all members of the College community should contribute to the security of the system by conscientiously protecting their access privileges, for example users need to select a secure password and, furthermore, should change

their passwords frequently. Likewise, the computer system administrators will act promptly when evidence of serious compromises to the security of the system is detected.

5. The Whitman College computing network must work within finite limitations of bandwidth and disk space. Users are reminded that electronic mail exists in a space shared by other members of the community, and users are responsible for the maintenance of their electronic mailbox. Therefore, users are encouraged to keep only pertinent materials in their mailbox accounts. The user should:
  - a. Conserve disk space: delete unwanted e-mail messages as soon as possible and arrange for forwarding of e-mail when appropriate (e.g. breaks, overseas study).
  - b. Be aware that e-mail cannot be guaranteed to be perfectly private: others may intentionally or unintentionally forward or print your message, making it publicly available.
  - c. Like electronic mail the maintenance of a user's own storage area is the user's responsibility. The user should:
    - i. Conserve server disk space
    - ii. Routinely and frequently check for viruses.
    - iii. Not maintain anything that the user considers to be private in the network storage area. (Files in network storage may be accessible by persons with system privileges.)

C. Conduct: Activities that violate the Acceptable Use Policy include, but are not limited to, those in the following list:

1. Using a computer account that does not rightfully belong to you.
2. Violating copyright laws and their fair use provisions through inappropriate reproduction or distribution of copyrighted files (including movies, music, computer software, text, and images).
3. Using the Campus Information Technology (IT) infrastructure to gain unauthorized access to other computer systems.
4. Unauthorized connecting of equipment to the campus network (this includes personal hubs in rooms).

5. Attempting to break into the system by circumventing data protection schemes or uncovering security loopholes. This includes the wrongful use of programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
6. Knowingly or negligently performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
7. Attempting to damage or to place excessive load on a computer system or network by using programs, such as (but not limited to) computer viruses, Trojan Horses, and worms.
8. Deliberately wasting or overloading computing or printing resources, or deliberately using excessive bandwidth on the network.
9. Violating terms of software licensing agreements.
10. Using College resources for non-academic commercial activity such as creating products or services for sale, without express College approval.
11. Using electronic mail or other Information Technology resources to abuse, harass, or intimidate members of the College community on any basis including race, ethnic origin, creed, gender or sexual orientation. Users are reminded that sexually suggestive materials displayed inappropriately in public places, the classroom, or the workplace may constitute sexual harassment.
12. Propagating mass mailings with the intent of flooding ("spamming" or "bombing") the accounts of others.
13. Forging the identity of a user or machine in an electronic communication.
14. Transmitting or reproducing materials that are slanderous or defamatory, or that otherwise violate existing laws or College regulations.
15. Attempting to wrongfully monitor or tamper with another user's use of the College's Information Technology infrastructure (such as reading, copying, changing, or deleting another user's files or software) without the knowledge and agreement of the owner.

D. Authorization:

1. Personal use of Whitman College computing resources by staff employees during working hours is an issue that will be determined by the employee's supervisor.
2. Use of College computing and network facilities for non-academic commercial monetary gain requires the approval of the College and may require a written contract that gives full details of any financial obligation and/or charge for use, if any.
3. Connecting network devices, such as "network hubs" to the campus system will require authorization from the Chief Information Officer or their designee.
4. Setting up a new domain on a computer located on the Whitman College network will require authorization from the Chief Information Officer or a designee.
5. Authorization decisions may be appealed to the appropriate Dean or supervisor.

E. Enforcement of Policies:

1. Failure to comply with any of the above policies may result in termination of network privileges, College disciplinary action, and/or criminal prosecution.
2. It is understood that users may unwittingly create problems for others by, for example, employing programs that monopolize the network bandwidth. In such cases, the Chief Information Officer (or a designate) will contact the user and explain why and how the user needs to modify the user's electronic behavior. A policy clarification letter may be written. In cases of repeated problematic behavior, the CTO may recommend to the appropriate Dean or supervisor that a formal warning be placed in the user's College record. If so, the user will be notified of this recommendation and will be allowed the opportunity to provide a response to the recommendation in advance of the Dean's/supervisor's decision.
3. Access to computing resources may be suspended temporarily at any time by the Chief Information Officer (or a designate) if there is clear evidence to suggest that the resource(s) are being used in a manner that seriously compromises the security and/or integrity of the resource(s). In such a case, the owner of the account will be sent notification of this action within twelve hours and assisted in

extracting such files as are immediately needed (e.g., for class assignments) and/or establishing a new, secure account, as appropriate.

4. Upon suspension, a user shall discuss the issue with the Chief Information Officer (or a designate) in order to reestablish an account. The account shall be reestablished within one business day of a satisfactory conclusion to this meeting. If the account is not reestablished to the user's satisfaction, the user may appeal to the appropriate office of the College. The Chief Information Officer (or the student's designate) may also choose to refer the case for disciplinary action in accordance with established procedures. For students, it is as described in Part 5, Section 2 of the Whitman College Student Handbook. For faculty, see Faculty Code, Chapter I; for staff, see Staff Handbook.

## Article VI. Procedures for Whitman Faculty/Staff-Led Trips Abroad

*(04/11/2002)*

### Section 1. Approval of Trip

The approval process for any Whitman-affiliated or Whitman-supported course or field trip in foreign countries for Whitman students that are organized by Whitman faculty/staff is described below.

The Provost and Dean of the Faculty must approve of the activity, with the assistance of the Off-Campus Studies Subcommittee, in terms of the risk and liability of taking students to a given destination. It is the responsibility of the faculty/staff member organizing the trip to provide as much information as possible to the Provost and Dean of the Faculty about the following:

- A. Approval for the trip in writing from the appropriate academic department if credit is involved.
- B. Summary of the trip, including itinerary, course descriptions and housing information
- C. Description of the budget and program fees charged to students
- D. Generally known risks in the destination
- E. Names and qualifications of Whitman and non-Whitman staff for the trip

- F. Information about the vendors for trips such as tour operators and bus companies

Faculty/staff members who propose potential trips should allow three months for the Provost and Dean of Faculty to reach a decision about the proposed trip. Approval for such trips may be withdrawn if conditions in the destination country(ies) deteriorates prior to departure.

## Section 2. Required Predeparture Documents

The faculty/staff member(s) leading the group is responsible for distributing and collecting the following required pre-departure documents. The forms are available from the Off-Campus Study Office. (These requirements are consistent with what are required for study abroad students.)

It is the faculty/staff leader's responsibility to leave a copy of these forms with the Division Secretary for their building. These forms are all available in the Study Abroad Office.

- A. *Health Statement and Liability Waiver* with the following attachments:
  - 1. Center for Disease Control immunization recommendations for the region
  - 2. U.S. State Department Travel Advisories for countries to be visited
- B. *Proof of Medical Insurance Form* (demonstrates student is covered while abroad)
- C. *International Student Identity Card Application* (benefits include medical evacuation insurance)
- D. *Dean of Students Clearance* (There is no form for this, but the organizer should send the names of the participants to the Dean of Students Office to make sure that participants have no history of discipline or other non-academic problems that the organizer should be aware of.)

## Section 3. Predeparture Orientation Information

To help the students have a realistic expectation for their foreign experience, Whitman faculty/staff who are taking students abroad should provide students with appropriate pre-departure information. Guidelines for pre-departure information are described below. While it is the faculty/staff leader's responsibility to organize the pre-departure information, the Study Abroad Office can provide suggestions for sources of information.

- A. Description of course/activity including details about credit, prerequisites and academic expectations
- B. Description of physical abilities necessary for the activity (e.g., strenuous hiking)
- C. Calendar and itinerary
- D. Program cost, availability of financial aid, and billing procedures
- E. Information on how to obtain a passport and visa(s) if required
- F. Description of housing and living conditions
- G. Banking and money matters (ATM, Travelers Checks, etc.)
- H. Description of local conditions including access to medical facilities, road safety, health risks, crime, attitudes towards Americans
- I. Cultural norms and taboos
- J. Appropriate clothing, luggage and other items to bring
- K. Emergency contact information for families such as e-mail address, fax, telephone

#### Section 4. Information for Parents

The faculty/staff leader will inform the parents or guardians of the participants of the risks of the activity and the cost/billing procedures, unless the student is no longer a dependent of their parents.

#### Section 5. Predeparture and In-Country Procedures

The faculty/staff leader is responsible for taking the following precautions prior to departure and upon arrival in-country.

- A. Leave a list of participants and contact information for the group with the Provost and Dean of Faculty's Office prior to departure.
- B. Register all group participants by fax or telephone with the nearest U.S. consulate or embassy in the countries that you will be in so that U.S. officials can contact and assist the group in the event of an emergency in that country. (Embassy may be notified prior to departure from the U.S.) The U.S. consulate/embassy needs the following information: names and passport numbers of group members; name and phone number of the

place where the group is staying. Contact information for U.S. consulates/embassies abroad can be found at <http://travel.state.gov>.

- C. Provide participants with local emergency contact information such as how to reach the faculty director after hours and where to go for medical attention in the event of an emergency.
- D. Remind students of local health and safety risks upon arrival at each new destination.



# Chapter III: The Curriculum and Courses of Study

## Preamble: The Purposes of the College

Whitman College provides a liberal arts curriculum and a residence experience which are designed to encourage students to develop their potential as sensitive individuals and as leaders in society. The College serves these ends by encouraging students to develop certain habits of mind. One of these is the habit of objective analysis; another is sympathy developed to the point that it becomes habitual awareness of the needs and interests of others.

Such habits of mind are fostered by studies and experiences which enlarge the intellectual, esthetic, social, emotional, and moral capacities. Development of these capacities liberates by freeing the mind from the narrow constraints of ignorance and prejudice, by opening new paths to understanding oneself and the world.

Whitman seeks to assist each student in the development of these capacities and these habits of mind through an education that is both liberal and pre-professional, an education that progressively releases the individual from external direction and supervision of the student's studies and personal life in the hope that the student will become self-directed in meeting personal and social commitments.

Diversity is fundamentally important to the character and mission of Whitman College. Diversity enriches our community and enhances intellectual and personal growth. We seek to provide a challenging liberal arts experience for our students that prepares them for citizenship in the global community. By sustaining a diverse community, we strive to ensure that all individuals are valued and respected and that intellectual and personal growth are enriched because of our differences.

Statement on Academic Freedom:

The faculty of Whitman College affirm the centrality of academic freedom to the mission of a liberal arts education. We are committed to the belief that an education in the liberal arts is vital to the functioning of a democratic society. We – as teacher-scholars – are engaged in the pursuit of knowledge and this pursuit can only flourish in a climate of freedom that encourages critical inquiry, open discussion, and the free exchange of ideas. When we engage in these endeavors in our teaching and scholarship, this freedom is understood as academic freedom. This freedom is central to our ability to provide the best possible education to our students, and thus is central to our institution.

Academic freedom encompasses the freedom for all individuals employed by the college in a teaching role to ask, pursue, and engage with a vast range of ideas and practices in their scholarship and teaching, by virtue of being experts in their discipline. Within the classroom, academic freedom includes freedom of discussion and freedom to select course materials, content, methodology, activities, and sequence within course objectives established in the official curriculum as approved by the faculty. This freedom extends to controversial matters related to the course subject in the reasonable and good-faith judgment of the faculty member, as rooted in the norms and practices within their fields and disciplines.

All educators at Whitman College are accorded freedom of speech, free of institutional censorship and discipline regardless of how that speech is communicated. But our special position in the community imposes special obligations. As teacher-scholars we should remember that the public may judge our institution by our utterances. Furthermore, faculty should make every effort to indicate that they are not speaking for the institution. However, given that the nature of electronic communication tends to decontextualize meaning and attribution, the College should also recognize that faculty members cannot be held responsible for always indicating that they are speaking as individuals and not in the name of their institution. In the event that the College believes the extramural utterances have been such as to raise grave doubts regarding the faculty member's ability to fulfill the responsibilities of their position, then the College is required to consult the faculty code (reference, Chapter 1, Article 3 Section 4 of the Faculty Code), the College's grievance policy, and the AAUP Statement on Academic Freedom for guidance. The AAUP statement affirms that "a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness for his or her position. Extramural utterances rarely bear upon the faculty member's fitness for the position. Moreover, a final decision should take into account the faculty member's entire record as a teacher and scholar."

A diverse and inclusive community will include a range of viewpoints that may at times conflict. But it is not the proper role of the College to attempt to shield individuals from ideas and practices they find unwelcome, disagreeable, or even deeply offensive. While the College affirms a climate of mutual respect, concerns about civility shall not be used as a justification for closing off discussion of ideas. However, behavior from any member of the College community that substantially disrupts the mission of the College denies other members of the community the ability to learn and pursue truth. Such behavior undermines the principles of academic freedom and may thus be subject to review under existing college policies.

The College community as a whole has a responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom

when others attempt to restrict it. Such an open exchange of ideas is essential to a liberal arts education.

## Section 1. Courses

- A. Courses are offered within the structure of departments in the following areas: Anthropology, Art (History and Studio), Astronomy, Biology, Chemistry, Chinese, Classics, Economics, English, French, Geology, German, Hispanic Studies, History, Japanese, Latin, Mathematics and Statistics, Music, Philosophy, Physics, Politics, Psychology, Religion, RWPD (Rhetoric, Writing and Public Discourse), Sociology, Sports Studies, Recreation and Athletics, and Theater. *(12/01/2011)*
- B. Courses are offered also in the interdisciplinary program areas of: Race and Ethnic Studies, Asian Studies, Biochemistry and Molecular Biology, Dance, Environmental Studies, Gender Studies, General Studies, Interdisciplinary Studies, Library, Linguistics, Science, Studies in World Literature, and Film and Media Studies. *(01/25/2012)*

## Section 2. Major Programs

- A. A major program is a coherent program of courses designed to develop mastery of the basic ideas and skills in a particular field or area, and every candidate for a Bachelor's Degree must complete such a program. (See Chapter V, Article VI, Section 5.)
  1. The catalog will make clear how many credits a student would have to complete if the student had absolutely no prior college-level preparation in the field. It will also state what distribution requirements can be fulfilled by completing the major.
  2. A standard major program may be either a departmental or a combined program.
    - a. A standard departmental program involves courses mainly in one Department, and it is under the supervision of that Department.
    - b. A standard combined major program involves comparable numbers of courses in two or more standard major Departments or in one standard major Department and one or more other Departments or areas of course offerings, or two appropriately related areas of course offerings (see

Chapter III, Section 1); it is under the combined supervision of the Departments and areas concerned.

- c. A major program shall require a minimum number of credits but shall not require more than 36 credits from any one Department.
- d. No standard major will require more than a total of 72 credits, including supporting classes outside the major areas and courses that are prerequisites for the major.
- e. Standard major programs are established by the general faculty (as specified in Chapter III, Section 4) and are listed below:

**Standard Departmental Programs**

Anthropology	Geology
Art	German Studies
Art History and Visual Culture Studies	Hispanic Studies
Astronomy	History
Biology	Japanese
Chemistry	Mathematics
Chinese	Music
Classics	Philosophy
Classical Studies	Physics
Computer Science	Politics
Economics	Psychology
English	Religion
French and Francophone Studies	Rhetoric, Writing and Public Discourse
	Sociology
	Theater

**Standard Combined Programs** (02/20/2019)

Anthropology-Environmental Studies	Economics-Mathematics
Art and Environmental Studies	Environmental Humanities
Asian and Middle Eastern Studies	Film and Media Studies
Biochemistry, Biophysics, and Molecular Biology	Gender Studies
Biology-Environmental Studies	Geology-Astronomy
	Geology-Environmental Studies
	Geology-Physics
	History-Environmental Studies
	Mathematics-Physics

Biology-Geology  
Chemistry-Environmental  
Studies  
Chemistry-Geology  
Economics-Environmental  
Studies

Physics-Astronomy  
Physics-Environmental Studies  
Politics-Environmental Studies  
Race and Ethnic Studies  
Sociology-Environmental Studies

- f. All graded Whitman courses defined by a department or teaching area to be eligible for the major shall be included in the calculation of the major grade point average, including courses completed in excess of major requirements, extra-departmental courses, and failed courses." The Registrar's Office will work with all academic major departments and teaching areas to systematically revise records, administration procedures, and catalogue copy where appropriate (04/21/2010).
3. Guidelines for the Construction of an Individually Planned Major.
    - a. The individually planned major permits the development of a concentrated study in some area which crosses two or more disciplines or which currently does not offer a standard major, thus permitting an area of concentration not available in other major study programs.
    - b. The process of establishing an individually planned major involves creating an individually planned major committee. With the committee, the student develops a proposal consisting of a title, rationale and a schedule of coursework. The proposal is submitted to the Board of Review for approval and is subject to review by the Curriculum Affairs Committee.
    - c. Individually Planned Major Committee: The first step in establishing an individually planned major is selecting at least three faculty members, including at least two tenure-track or tenured faculty, to form an individually planned major committee, which will oversee the construction of the major, the student's progress and the comprehensive examination. One of the tenure-track or tenured faculty, or a visiting faculty with a contract extending through the student's senior year, must be designated chair of the committee. Students need to confirm that the members of the committee, or suitable replacements, will be present throughout the entire course of

study. The designated chair of the committee must write a letter in support of the application and include therein an indication of the chair's willingness to be on campus throughout the student's senior year.

- d. Title and Rationale: With the advice and consent of the major committee, the student must develop a title and rationale for the student's individually planned major.
  - i. The title should be clear, concise, and accurately describe the content of the individually planned major; it should be sufficiently different from existing major programs.
  - ii. The rationale must clearly establish the need for constructing an individually planned major as opposed to a double major, an established combined major or a departmental major plus a minor. It must also include an intellectual justification for the coherence of the proposed program as an academic discipline appropriate to the liberal arts context.
  - iii. The statement should include a clear justification of the appropriateness of each course for the individually planned major.
  - iv. The program must contain work of an interdisciplinary nature.
  - v. In order to insure the rigor of the major, the following guidelines should be observed.
    - (a) There must be a minimum of 32 credit hours.
    - (b) There should be a full range of courses from the introductory to the advanced level. A minimum of 12 credits should be in 300 and 400 level courses.
    - (c) There should be a fully justified capstone course consisting of at least four hours of integrative work. (This course may be one of the courses above the 300 level).

- (d) At least 12 hours should not yet be completed at the time of application.
  - (e) No more than  $\frac{2}{3}$  of the courses should come from any one department or program. The individually planned major is not intended to substitute for an established major less one or two courses.
  - (f) No more than  $\frac{2}{3}$  of the courses may be taken off campus and no more than  $\frac{1}{3}$  of the courses may be independent studies. Students need to reflect realistically on whether Whitman has the ability to offer an individually planned major in the proposed field. Will the faculty who share the student's interests be available to teach the courses needed for their major? Are there enough regularly offered courses (excluding independent studies) to provide sufficient credit for an in-depth, coherent course of study in the proposed individual major?
- vi. Oversight: The chair of the individually planned major committee has responsibility for overseeing the progress of the student. A student with an individually planned major must maintain a grade point average of 2.0 in the courses specified for the major.
  - vii. Changes: The individually planned major committee evaluates proposed alterations to the individually planned major and submits them to the Board of Review for approval.
  - viii. Senior Assessment: As with any other major, the individually planned major must include a plan to complete a senior assessment. The individually planned major committee will administer the examination. The student should work in consultation with the individually planned major committee to determine that a sufficient number of qualified faculty will be available to administer the examination at the appropriate time in the student's course of studies.

- ix. Honors: The student requesting honors in the individually planned major must meet the same requirements (concerning grade point average, etc.) as students in other majors. An honors proposal must receive the support of the individually planned major committee, and be filed with the Registrar by the date specified in the official College calendar.
- x. Diploma and Transcript: Upon successful completion of the course of study in an individually planned major, the student will receive a diploma stating that the student has graduated with an Individually Planned Major, listing the title of the major. The transcript will list the major as an Individually Planned Major, noting the actual title of the major in the notes.

### Section 3. Minor Programs

- A. A minor program is a coherent program of courses designed to develop knowledge in some depth of the basic ideas and skills in a particular field or area. Candidates for a Bachelor's Degree may elect to complete a minor program. A minor program shall require between 15 and 20 credits. The required and optional courses in the minor shall be specifically designated.
- B. Minor programs are established by the general faculty (as specified in Chapter III, Section 4) and are listed below (02/20/2019):

Anthropology	Geology
Art	German Studies
Art History and Visual Culture	Global Literatures
Studies	Hispanic Studies
Astronomy	History
Biology	Japanese
Chemistry	Latin American Studies
Chinese	Mathematics
Classical Studies	Music
Computer Science	Philosophy
Creative Writing	Physics
Dance	Politics
Data Science	Psychology
Economics	Race and Ethnic Studies
English	Religion
Film and Media Studies	Rhetoric, Writing and Public



## Section 4. Concentrations

*(10/11/2023)*

1. A Concentration is a coherent program of courses designed by the faculty to develop competence in areas of study not confined to individual Departments or Programs. Candidates for a Bachelor's Degree may elect to complete a Concentration in addition to, but not as a replacement for, a major area of study.
  1. A Concentration shall require between 15 and 30 credits in at least three Departments and/or Programs.
  2. Students must demonstrate the coherence of their Concentration's coursework by means of an exit learning assessment specified in the Concentration description in the Catalog. Students may complete exit assessments prior to Senior year if appropriate.
  3. A Concentration's description shall include learning outcomes for students completing the Concentration.
  4. All Concentration proposals shall articulate the means by which the Concentration will be administered and students advised. This does not presuppose the need for an ongoing Director position to be filled in all years of the Concentration's existence. *(10/11/2023)*

## Section 4. Adoption, Deletion, and Alteration of Courses and Standard Major and Minor Programs, and Programs Requiring Inter-Institutional Study

*(11/10/2010)*

- A. Adoption, deletion, and alteration of courses and standard major and minor programs, and programs requiring inter-institutional study *(11/01/2023)* must be approved by the Faculty as a whole acting upon the recommendation of the Department or Program, Division or the General Studies Subcommittee, and the Catalog and Scheduling Subcommittee.

1. All proposals for adoption, deletion, and alteration of courses and standard major and minor programs, and programs requiring inter-institutional study shall be submitted to Curricular Affairs Committee by the academic Department or Program, or Division, or the General Studies Committee with its recommendation before February 1, if the changes are to become effective in the following academic year. Proposals must be distributed by the Catalog and Scheduling Subcommittee to the faculty as a whole at least two days in advance of the faculty meeting in which they are to be considered.
  2. No change shall become effective in the academic year in which it is approved by the faculty. The requirements in this paragraph may be waived by the Catalog and Scheduling Subcommittee if warranted by unusual circumstances.
- B. Proposals concerning adoption, deletion, and alteration of courses and standard major and minor programs, and programs requiring inter-institutional study shall be accompanied by a rationale and a consideration of demands on staff time and college resources. Proposals for the establishment or alteration of courses shall also contain a complete course description, and any restriction on registration, for subsequent inclusion in the college catalog. A special topics course that has resource or staffing implications must be voted on by the faculty each time the course is offered. Proposals concerning the alteration of major and minor requirements must include a provision for currently declared majors and for minors. *(01/25/2012)*
- C. Proposals for minimal alterations in number, title, and prerequisites of courses may be submitted without a rationale. If such proposals are recommended by the Division or General Studies Subcommittee and receive the concurrence of the Catalog and Scheduling Subcommittee *(09/20/2023)*, they may be reported to the faculty without ratification, unless requested by a member of the faculty. *(01/25/2012)*

## Section 6: Programs Requiring Inter-Institutional Study

*(11/1/2023)*

- A. Inter-institutional major programs enable students to pursue the rigorous liberal arts education offered by Whitman College and a field of study not fully supported by its academic programs, ultimately earning degrees from both Whitman College and another institution.

1. Inter-institutional programs are established by the general faculty (Chapter III, Section 4) in cooperation with at least one partner institution. The partner institution(s) supporting each inter-institutional major program and the title of the major program of study for the Whitman College degree shall be listed in the Whitman College Catalog.
  2. An inter-institutional major program shall require a minimum number of credits but shall not require more than 58 credits, including supporting classes outside the major areas and courses that are prerequisites for the major.
  3. The requirements for an inter-institutional major program shall be designed to be consistent with the character of a Whitman College education and coordinated with partner institution programs.
    - a. An inter-institutional major program should ensure that students fulfilling Whitman's requirements for that program will necessarily meet a partner program's pre-transfer course requirements for the inter-institutional program.
    - b. A student fulfilling the Whitman College course requirements of a program requiring inter-institutional study should be able to complete a standard major program at Whitman College with one additional year of study.
- B. Whitman College may maintain affiliations with partner institutions for the joint offering of a 5-year program in the field of Oceanography. This program shall lead to the degree of Bachelor of Arts with major study in either Biology or Geology awarded by Whitman College, and concurrently to the degree of Bachelor of Science in Oceanography awarded by the partner institution, with the requirements for the Bachelor of Arts degree under this program established by Whitman College. (Chapter V, Article VI, Section 8.)
- C. Whitman College may maintain affiliations with partner institutions for the joint offering of 5- and 6-year programs in the field of Forestry and Environmental Management. The 5-year program shall lead to the degree of Bachelor of Arts with major study in either Biology or Geology awarded by Whitman College, and concurrently to the degree of Master of Forestry or Master of Environmental Management awarded by the partner institution. The 6-year program shall lead to the same degrees plus a Master of Business Administration awarded by the partner institution. For both programs, the requirements for the Bachelor of Arts degree under

this program are established by Whitman College. (Chapter V, Article VI, Section 8).

- D. Whitman College may maintain affiliations with partner institutions for the joint offering of a 5-year and 6-year programs in a field of engineering or a related field. *(11/15/2017)* The 5-year program shall lead to the degree of Bachelor of Arts with major study in approved pre-engineering topics to be awarded by Whitman College, and concurrently to the degree of Bachelor of Science awarded by the partner school in a field of engineering or a related field, distinct from academic programs offered by Whitman College. The 6-year program shall additionally lead to a Masters of Science or Masters of Engineering degree awarded by the partner institution. *(11/15/2017)* Alternatively, with approval of the program committee, students may attend a non-affiliated, A.B.E.T. accredited institution in order to complete the program. Requirements for the Bachelor of Arts degree under this program are established by Whitman College. (Chapter V, Article VI, Section 8.) *(02/20/2013)*

## Section 7. Off-Campus Study Programs

1. Whitman College may maintain affiliations with other universities, colleges and organizations abroad and in the United States under whose guidance, direction and regulations a program of study may be undertaken. These are referred to as approved Whitman Off-Campus Studies Partner Programs. *(11/14/2018)*
2. A student participating in any of the partner programs shall be considered officially enrolled in an off-campus program of Whitman College and credit will be granted for work successfully completed as reported by the reporting agency of the program concerned, subject to limitations as to certain types of credit (activity, experiential) imposed by the College and provided that the specific program of study was approved by the student's advisor and the Off-Campus Studies Office (in consultation with the Registrar) prior to participation. Acceptance of work completed in these programs toward major requirements is subject to the approval of the department concerned.
3. Work undertaken in these programs shall be recorded as is work at Whitman College including grades reported by the program but with the exception that these grades will not be used in the calculation of semester and cumulative grade averages.

- a. The general regulations of Whitman College concerning registration, withdrawal, and grading will apply in the absence of similar regulations and procedures for the program.
  - b. Whitman College procedures shall apply for the use of Pass/Fail or Credit/No Credit grade options.
4. Enrollment in a partner program may not be used to meet the minimum residency and credit requirements for the degree (Chapter V, Article VI, Sections 1 and 3) or for honors in course (Chapter V, Article VII, Section 2). Registration in any of these programs during the final year for completion of degree requirements requires the prior approval of the Board of Review.
5. Off-Campus Studies Programs fall into two basic categories: those that are consortial or bilateral in nature and those that are administered independently of Whitman by another institution or agency.
  - a. In the case of consortial-type programs or a bilateral relationship with a foreign university (such as the Associated Kyoto Program or our relationship with St. Andrews), affiliation with Whitman requires the approval of the faculty as a whole.
    - i. Benefits from affiliation with this type of program generally include preferential treatment for admission and financial aid for Whitman students who wish to attend the program.
    - ii. Affiliation benefits of consortial-type programs include having a Whitman representative on a board that supervises the program. In the case of universities abroad, benefits may include some reciprocity such as faculty or student exchanges.
  - b. In the case of Study Abroad Programs that are independently run through a sponsoring university or an agency (such as the University of Kansas' programs in Costa Rica) and in which Whitman's relationship is limited primarily to financial arrangements for study abroad students, the decision to affiliate may be made based on the recommendation of the Off-Campus Studies Committee with the approval of both the Provost and Dean of the Faculty and the Treasurer.

## Section 8. Numbering of Courses

- A. Lower numbered courses are designed primarily for students in the early stages of learning and the higher numbers indicate courses with a greater degree of sophistication.

The Catalog and Scheduling Subcommittee of the Curricular Affairs Committee shall scrutinize proposed course numbers to achieve a reasonable degree of equivalence between disciplines.

- B. In accordance with the above, courses offered by Whitman College shall be numbered 100-499 consistent with the designations which follow:

10-199	Introductory level courses
200-399	Intermediate level courses
400-499	Advanced level courses

- C. The first digit of the course number is to indicate the general level of the course and the second digit may be used by a Department to designate type or level of courses within the general level. The third digit is to be used to differentiate individual courses and indicate course sequences as follows:

1, 2, 3, 4: Used for courses which are part of a year-long sequence in which the first course is not the prerequisite for the second.

5, 6: Used for year-long courses in which the first semester course is a prerequisite for the second.

7, 8, 9, 0: Used for one semester non-sequence courses

Thesis courses shall be numbered 491 and/or 492 and honors thesis courses shall be numbered 498.

## Section 9. The Academic Calendar

- A. The calendar concerning the opening and closing of the college sessions and the beginning and ending of the college vacations shall be determined by the Board of Trustees upon the recommendation of the President. (Constitution, By-Laws, Article IV, Section 2.)
- B. The Committee of Division Chairs may set particular dates within Board of Trustee rulings and make recommendations for changes in the college

calendar to the general faculty for transmission to the Board through the President of the College.

## Section 10. Interim Period

- A. The calendar shall consist of two semesters and an intervening period of up to two weeks, following winter vacation and preceding the beginning of the second semester. This intervening period shall be designated as "The Interim Period."
  1. During this period, students may initiate their own programs providing educational opportunities of a voluntary nature.
  2. No academic credit shall be given for programs undertaken during the Interim Period but, upon request, a student may have an indication of such activity entered in their permanent file.
  3. A student coordinator may be appointed jointly by the President of the Associated Students and the President of the College to undertake the direction of programs during the period.
- B. No student who has been dismissed for low scholarship at the end of the first semester may participate in activities of the Interim Period. To be eligible to reside on the campus during the Interim Period a student must register for activities which are part of the program in a fashion prescribed by the Provost and Dean of the Faculty.

# Chapter IV: The Admission of Students

## Section 1. Admission Policy

- A. Admission to Whitman College shall be on a selective basis.
- B. The case of every applicant will be given careful individual attention.
  - 1. The applicant's credentials shall be evaluated in comparison with those of the total group of applicants and the approval of the applicant's application shall be based upon the comparative indication of probable success in college.
  - 2. The kinds of high school courses taken, the quality of work done. *(09/07/2016)*
  - 3. Extracurricular records, known interests and ambitions, and other evidence of ability and intelligence.

## Section 2. The Admission Committee

- A. The Admission Committee shall establish the procedures of admissions. The Committee shall have the authority to select and admit students in accordance with the established procedures of admissions.
- B. The Committee shall consist of the Dean of Admission and Financial Aid, the Director of Admission, and other admission staff or faculty as deemed necessary. *(09/07/16)*

## Section 3. Academic Entrance Requirements for Undergraduate Standing

- A. Candidates for admission without collegiate experience shall be required to present:
  - 1. Transcript of high school record. *(05/01/2024)*
  - 2. An application form such as the Common Application, a Whitman-specific application, or a similar form. *(09/16/2007)*
  - 3. At least one recommendation letter from a teacher or counselor. *(09/07/2016)*



- B. Candidates for admission on transfer from collegiate institutions shall be required to present:
1. Transcript of high school record, issued by the preparatory school.
  2. Transcript of college record/s from the institution/s which the applicant has attended.
  3. An application form such as the Common Application for Transfer Student, a Whitman-specific application, or a similar form.  
(09/07/2016)
  4. At least one recommendation letter.

#### Section 4. Post-graduate Students

- A. Whitman College may admit as post-graduate students those who hold a Bachelor's Degree and wish to pursue a limited program of study which will meet special needs.
- B. B. Permission for post-graduate students to enroll in the College may be granted by the Registrar (3/6/2024) with the concurrence of the faculty concerned. (Chapter V, Article II, Section 2.) (09/07/2016)

#### Section 5. Auditors

A person may be admitted to the College as an auditor with the permission of the Registrar. (3/6/2024) Admission of an auditor to a class is dependent upon approval of the instructor. (See Chapter V, Article II, Section 3.)

#### Section 6. Special Students

Whitman may admit students who wish to pursue a degree but for certain reasons can do so only at the rate of one or two courses per semester. After admissions, such students must apply to the Dean of Students to be considered special students. Applications for special student status must be submitted to the Dean of Students prior to the last day to add classes of the semester in which they are requesting this status. Special students may not represent any college organization, participate in intercollegiate athletics and are not eligible to be pledged to or hold active membership in organized social groups, except by permission of the Dean of Students. (Chapter V, Article 2) (3/6/2024)

## Section 7. Nondegree-seeking Students

(3/6/2024)

Non-degree seeking students are those who are approved to take specific courses at Whitman College but not to pursue a degree. Approval is acquired either by the Registrar, the Office of Admissions or those who oversee programs that serve Nondegree seeking students. Nondegree-seeking students may not represent any college organization, participate in intercollegiate athletics and are not eligible to be pledged to or hold active membership in organized social groups. If nondegree-seeking students wish at any time to become a regular student they may apply in the usual way. (Chapter V, Article II, Section 2.)

## Section 8. Conditional Admission

The Subcommittee on Admission and Financial Aid (09/20/2023) may admit on a conditional basis those candidates who do not meet traditional admission expectations, but who, in the estimation of the Subcommittee on Admission and Financial Aid, should have an opportunity to attend Whitman.

- A. Students admitted on a conditional basis would be eligible for scholarship assistance and would live in a college residence hall if appropriate.
- B. The Subcommittee on Admission and Financial Aid would establish the conditions for admission and continued attendance at Whitman.
  1. These conditions would normally include the requirement that the student enroll in and complete a minimum of twelve credit hours (including General Studies, when appropriate) and earn a minimum 2.000 cumulative grade point average during each semester they are on the conditional admission status.
  2. These conditions may be instituted for a period of one or two semesters.
  3. Upon satisfactory completion of the conditional period, the student may apply for regular student status.
  4. It is presumed that the Subcommittee on Admission and Financial Aid will grant regular student status to those who meet their conditional requirements.
- C. Attendance at Whitman will be terminated for students who do not meet their conditional requirements in any one semester.

D. Students admitted under this status will not be eligible to participate in intercollegiate athletics

# Chapter V: Academic Regulations and Procedures

## Article I. Election of Studies and Registration

### Section 1. Initial Election of Studies and Registration for Credit

Each student must file with the Registrar each semester a registration schedule enumerating all the courses which the student wishes to take during the semester.

- A. This schedule must be completed in consultation with and approved by the student's adviser and then submitted via the approved means to the Registrar.
- B. The student is not eligible to enter classes before the student is officially registered, either electronically, or in-person at the Registrar's Office.
- C. Registration shall not become official until satisfactory financial arrangements have been made with the Business Office.
- D. No credit will be awarded for courses for which a student is not officially registered.

### Section 2. Right of Registration in a Course for Credit

An instructor shall not deny a student the right to register in a course for which all prerequisites and conditions have been met. This does not affect the right of an instructor to prevent a student from registering and participating in the course for just cause but any student so restricted shall have the right of appeal to the Board of Review.

### Section 3. Changes in Election of Studies and Registration for Credit

- A. After the registration procedures have been completed (generally after the tenth instructional day) students may not change their schedules except under the following provisions:
  - 1. Changes in registration must be approved either electronically or in writing by the student's adviser or other designated official according to procedures specified by the Registrar.

- a. The consent (either electronically or in writing) of the student's adviser is required for all changes in registration and that consent indicates that the proposed change is approved or not approved.
  - b. Once adviser consent has been obtained, the student must finalize all changes in registration either electronically or by submitting the appropriate paper forms to the Registrar.
2. No student, former or new, may enroll in any class announced for the semester after the second week of instruction of that semester.
3. During the first week of instruction in the College a student may register in a course with the verified consent of the student's adviser.
4. During the second week of instruction a student may register in a course only with the approval of the instructor of the course in question and the verified consent of the student's adviser.
5. During the first six weeks of instruction in the College a student may be allowed to withdraw from a course provided the student follows the procedure prescribed in item (1) above. Neither the course nor any grade will be entered upon the student's permanent record if the student withdraws within that period except in cases such as those specified in item (8) below.
6. After the sixth week of instruction a student may withdraw from a course as indicated above if the student does so prior to the end of the tenth week of classes and shall, within that period, have the grade of "W" recorded for the course. The grade of "W" may be altered in cases such as those specified in item (8) below.
7. Commencing after the tenth week of classes the grade of "F" shall be recorded for any withdrawals unless the Board of Review finds reasonable cause, such as family distress, serious illness or other emergency. (See Chapter V, Article IV, Section 2.)
8. In cases of alleged academic dishonesty involving work for a course, any withdrawal from that course will not be final unless and until the student is shown not to have committed academic dishonesty.
9. Students registering in courses with variable credit shall be held to the amount of credit for which they are registered at the end of the second week of instruction in each semester.

10. Changes initiated by an instructor in a laboratory section within the framework of a given course shall not be considered a change in registration, but such changes must follow the procedure prescribed in item (1) above.
11. The instructor of a class may have a student without an authorized absence removed from the class roster if the student fails to attend the class in the first calendar week that it meets. It is the student's responsibility to notify the instructor of an authorized absence. The instructor must notify the student and the Registrar of the intent to remove the student from the class roster at least 24 hours before the student is removed from the class roster. The instructor must contact the Registrar to finalize the process when all criteria for removal have been met.

## Section 4. Withdrawal from College

A student may withdraw from the College at any time up to the end of the sixth week of college as that date is defined by the College and not have any classes indicated on the student's transcript. Similarly, a student may withdraw up to the end of the tenth week of classes and receive a grade or grades of "W". The student is encouraged to meet with the Dean of Students prior to withdrawing.

- A. After that time a student may not withdraw with grade/s of "W" except for reasonable cause, such as family distress, serious illness, or another emergency. (See Chapter V, Article IV, Section 6A.)
- B. After the tenth week of classes the student must initiate a request for withdrawal with the Dean of Students and the circumstances related to the withdrawal must be assessed by the Board of Review.

## Section 5. Leave of Absence

- A. A regularly enrolled student who wishes to be granted a leave of absence from the College for a maximum of two consecutive semesters must file a written request with the Dean of Students for reasons indicated below. The Office of Financial Aid and Registrar must also indicate approval on the request. (10/25/2017)
  1. Medical Leave of Absence:  
Students may initiate a leave or withdrawal from Whitman for medical or psychological reasons. If a student requests a voluntary leave, the leave documentation will specify the duration of the leave

and options for extension. The student is permitted to return upon the end of the leave provided they meet the clearance criteria listed below (see Criteria for Return Following Medical Leave). (05/03/2020)

2. Financial reasons:

The request for a leave for financial reasons and subsequent return to the College requires the recommendation of the Dean of Students acting with the advice of the Dean of Admission and Financial Aid.

3. Academic Leave:

- a. An academic leave is a period of absence from the College during the regular academic year for the purpose of study at another domestic educational institution, either as a full-time or part-time student. Students participating in domestic off-campus or study abroad programs do not need to apply for a leave of absence. (10/25/2017)
- b. Applications for academic leave to complete work in a domestic program of another school must include a Request for Approval of Transfer Credit form approved by the student's adviser and the Registrar. (10/25/2017)
- c. Academic leaves are subject to the following restrictions:
  - i. Students whose total academic program has been at Whitman (i.e., who have entered as first-year students) may be granted up to two semesters of academic leave in order to participate in off-campus study.
  - ii. Transfer students who have been admitted as sophomores (i.e., 27-57 credits) or who have completed a full year at another school may be granted no more than one semester of academic leave.
  - iii. Transfer students who have been admitted as juniors (i.e., 58 or more credits) shall not be eligible for academic leaves.

4. Other reasons.

A leave of absence for reasons other than the above must be submitted directly to the Dean of Students. (10/25/2017)

B. College-Initiated Medical Leave of Absence (05/06/2020)

If a student poses a direct threat of harm to others, causes Whitman College to have a legitimate safety concern for the community, or has self-harm behaviors that cause a significant disruption to the community, or to the education of others, and they do not take a voluntary medical leave, in rare cases they may be placed on a medical leave of absence by the Dean of Students.

Standard for College-Initiated Medical Leave

1. This section applies to all medical leaves for any student who is at significant risk of harm to others or whose self-harming behaviors or threat of such significantly disrupt normal college activities.
2. When a student is a direct threat, they may be placed on leave until they are no longer a direct threat. A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:
  - a. The nature, duration and severity of the risk;
  - b. The probability that injury will actually occur; and
  - c. Whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk.
3. The College must determine whether reasonable modifications to policies, practices, or procedures will sufficiently mitigate the risk. Determining that a student is a direct threat requires an objective and individualized assessment. The assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. This standard also applies to the reinstatement of a student who has been placed on leave. They are eligible to return at the beginning of the next semester after showing they have met the criteria for return specified above.

Criteria for Return Following Medical Leave (05/06/2020)

1. A student who is returning to Whitman College after a student-initiated or college-initiated medical leave must receive clearance by providing the Dean of Students written evidence from a licensed medical or mental health professional that was



performed within 30 days of the time leading up the student's return, specifying that the student is:

2. No longer a legitimate safety concern for self or others,
  3. Can pursue their education without disrupting others, and
  4. Otherwise qualified to participate in Whitman's educational programs. Any other conditions outlined in accordance with this policy and/or any conduct sanctions must also be completed.
  5. The College reserves the right to extend the required documentation period for extenuating circumstances.
- C. A student wishing to extend the period of leave shall request an extension during the last semester of the student's leave except that an academic leave may not be extended beyond the limitations stipulated above. *(10/25/2017)*
1. If the student extends the period of leave without authorization, the student will be withdrawn from the College.
  2. A leave of absence is automatically canceled if a student registers in a collegiate institution without completing the procedures required for an academic leave.
- D. A student granted a leave may terminate the leave and return to the College provided the Registrar is notified of the student's intention prior to the beginning of classes for that semester. *(10/25/2017)*
- E. A student on leave may not be in residence on the campus or participate in the regular activities of the College.

## Section 6. Maximum and Minimum Credits for Registration

Regular students normally take no fewer than 12 and no more than 18 credits, to insure adequate progress in their programs and to avoid excessively taxing their capacities. (See Chapter V, Article V, Section 1.)

- A. Permission to register for more than 18 credits may be granted by the Board of Review upon written petition by the student. Contingent on advisor approval, the Board may delegate authority to the Registrar to allow the student to register for as many as 21 academic credits, provided that the student qualifies with a specified previous academic performance.

- B. The 18-credit maximum shall be exclusive of activity courses specified by the faculty. (See Section 7 below.)

## Section 7. Credit Allowances and Restrictions

2. No credit may be earned in Whitman College except for the satisfactory completion of courses approved by the faculty. Further, no credit shall be allowed beyond the maximum stipulated in respective course descriptions.
  3. Activity Credit: A maximum of 20 credits in activity courses plus restricted general degree courses may be applied toward the minimum of 124 credits required for the degree. *(03/06/2024)*
1. A maximum of eight credits will be allowed in any one of the following categories:
    - Dance (Dance 125 through 360)
    - Debate & Forensics (IDS 1xx) *(09/20/2023)*
    - Sports Studies, Recreation, and Athletics activity courses (see Sports Studies, Recreation and Athletics entry in the Courses and Programs section for a complete listing of activity courses).
  2. A maximum of 12 credits will be allowed in any one of the following activity categories:
    - Theater (Theater 231, 232)
    - Music (Music 211, 212, 231, 232, 241, 242, 251, 252) *(09/20/2023)*
- C. Applied Music Credit: A maximum of eight credits in any one or combination of Music 163, 164, 173, 174, 263, 264, 463, 464 or their equivalent, except that performance emphasis music majors are required to complete 10 credits in applied music.
- D. Foreign Languages Placement: Students who have previously studied a foreign language in secondary school, college or elsewhere must take a placement test before enrolling in a course in this same foreign language at Whitman College.
1. Each language area places students in the appropriate level of language study after considering the results of the placement examinations and the individual circumstances of the student.

2. Students with no previous language experience are not required to take the placement examination.
  3. Students who have already taken a foreign language course at the college level cannot repeat the same level course and receive transfer and Whitman credit for it.
    - a. Assignment into the appropriate class level of students who wish to continue studying that language at Whitman will be based on placement test results.
    - b. Repeat of equivalent course work will result in Whitman credit with the forfeiture of equivalent transfer credit.
- E. Advanced Placement/International Baccalaureate Credit: The College's standard policy for College Board Advanced Placement (AP) Exams is to award a maximum of eight degree credits for each subject test on which a score of four or higher is earned. Similarly, for International Baccalaureate (IB) exams a maximum of eight degree credits will be awarded for each program examination on which a score of five or higher is earned.  
*(10/27/2010)*
1. Departments may establish a modified policy which requires a higher score or imposes additional conditions before credit from either AP or IB is awarded. With the approval of the Curricular Affairs Committee, Departments may elect not to award any such credit. All exceptions to the standard policy will be clearly stated in the College Catalog. *(10/27/2010)*
  2. Credit levels and course equivalencies, where applicable, shall be determined by the Departments but are subject to review by the Board of Review for consistency and appropriateness. These courses may be applied towards the 124 credit degree requirement, but may not be used to satisfy Distribution Requirements. A maximum of one year's credit (30 semester hours) may be accepted as general degree credit).
- F. Transfer Credit: a maximum of 70 semester credits from another accredited collegiate institution may be credited toward a Bachelor's Degree.
1. Those 70 credits may include any credit allowed for military service, advanced placement, etc.

2. A maximum of 62 credits from an accredited junior or two-year community college may be credited toward a Bachelor's Degree.
3. No credit will be granted for courses, including distance education courses, taken at another institution while the student is in residence in Whitman College, unless formal permission to register for such courses is obtained by the student from the student's advisor and from the Registrar prior to registration in such courses. Nothing in this rule makes mandatory the granting of any credit by the College.
4. All transfer work accepted by Whitman College shall be applied toward a Whitman degree only on the basis of number of accepted credits; that is, the quality of work, indicated by numerical scores or letter grades, completed in other collegiate institutions shall not be made a part of the student's Whitman record. However, credit, to be transferable, must be earned with at least the equivalent of a C-grade at Whitman College or, in the case of pass-fail courses, with a grade of "Pass."
5. Within the existing transfer credit limit, students may transfer up to 10 semester credits of restricted general degree courses. Restricted general degree courses are courses and subjects that may differ from those liberal arts courses typically or consistently taught at Whitman. A maximum of 20 credits in activity courses plus restricted general degree courses may be applied toward the 124 credits required for graduation. *(03/06/2024)*
6. Students failing to provide the Registrar's Office with transcripts of registration in other collegiate institutions, including records of distance education and registration in summer sessions, may be guilty of unethical conduct and such failure may result in disciplinary action, including cancellation of registration or dismissal from the College.
7. Whitman will review credit earned through programs that award college credit for courses offered in high schools, such as Washington's College in the High School Program, on a course-by-course basis. To be eligible, such courses must be transcribed on a regionally accredited college or university transcript. Credits awarded will be for classes at a commensurate level and in subject matter relevant to the Whitman College liberal arts curriculum. *(1/24/2024)*

- G. Study Abroad Credit: A maximum of 38 semester credits (19 for one semester) from study abroad programs, including the affiliated programs of the College, may be applied toward degree requirements. *(11/14/2018)*
1. Credit may be granted for work completed on a program which is not a Partner Program of the College if approval for participation has been granted by the Off-Campus Studies Subcommittee within the limits specified above providing that all conditions for the approval of the program of study, participation, quality of work and documentation are met. Whitman College may serve as the credit granting institution for those programs which are designated as Partner Programs or Approved Programs but are not sponsored by credit-granting agencies. *(11/14/2018)*
  2. Whitman College may serve as the credit granting institution for those programs which are designated as Whitman Partner Programs or approved programs but are not sponsored by credit-granting agencies. Examples of such study abroad organizations include IES Abroad and the Council on International Educational Exchange (CIEE). *(11/14/2018)*
- H. Coursework taken online must follow the same accreditation standards as courses taught in person, and will go through the same acceptance process as traditionally taught courses, with the exception of laboratory courses (which may be accepted with departmental approval) *(04/14/2021)*.
- I. Military Experience: Upon submission of satisfactory credentials, credit for military training and/or experience will be allowed as follows:
1. Four semester credits shall be allowed for successful completion of basic training, provided the period of military service is more than one year's duration; the four semester credits to be allocated as Sports Studies, Recreation and Athletics activity, subject to the general restrictions governing that department's activity courses.
  2. If credit for basic training has been granted to satisfy high school requirements, it may not also be counted as college credit.
  3. Credit for military experience in addition to the four credits described above shall be allowed as recommended in "A Guide to the Evaluation of Educational Experience in the Armed Services."
  4. Credit allowed for military experiences, except the four credits allowed in Sports Studies, Recreation and Athletics for basic military

training, shall not count in satisfaction of any specific degree requirement except total credits.

## Section 8. Registration in Unscheduled Courses

Upon petition to the Board of Review, a student enrolled in the College may be permitted to register in courses listed in the catalog but not currently offered for general registration if approval has already been received from the faculty member who would direct the work of such a course. Such registration shall be subject to all of the regulations pertaining to registration in the College.

# Article II. Classification of Students

## Section 1. Regular Students

Regular students are those who are admitted to pursue a degree program with the assumption that they complete such a program in approximately eight semesters. Regular students normally take no fewer than twelve and no more than eighteen academic credits to ensure adequate progress in their degree programs. An average of 15.5 credits per semester is required to complete the 124-credit degree requirements in eight semesters. Regular students are classified according to the number of credits on record as follows:

First-year	0-26
Sophomore	27-57
Junior	58-89
Senior	90 or more but not graduated

Seniors in their final semester at Whitman who need four or fewer credits to complete degree requirements may petition the Dean of Students to be granted Regular student status on a pay-per-credit basis. All requests for this status must be submitted to the Dean of Students by the end of the registration period.

*(12/07/2016)*

## Section 2. Special Students

Special students are regularly admitted students who wish to pursue a degree program but for certain reasons can do so only at the rate of one or two courses per semester. Applications for Special student status must be submitted to the Dean of Students prior to the end of the registration period of the semester in which they are requesting this status. Special students may not represent any

College organization, participate in intercollegiate athletics, and are not eligible to be pledged to or hold active membership in organized social groups, except by permission of the Dean of Students.

### Section 3. Non-degree-seeking students

Non-degree seeking students are those who are approved to take specific courses at Whitman College but not to pursue a degree. Approval is acquired either by the Registrar, the Office of Admissions or those who oversee programs that serve Nondegree seeking students. (03/06/2024) Non-degree-seeking students may not represent any College organization, participate in intercollegiate athletics, and are not eligible to be pledged to or hold active membership in organized social groups. If non-degree-seeking students wish at any time to become regular students they may apply in the usual way. Generally, non-degree-seeking students may not maintain residence in College housing.

### Section 4. Post-graduate students

Post-graduate students are those who hold a bachelor's degree and are admitted by the Registrar (03/06/2024) to pursue further academic work.

### Section 5. Auditors

Auditors are persons admitted to courses but not for credit. Auditors are not allowed in "activity" courses or in courses with studio or laboratory exercises. A regular or special student may audit courses with the written consent of the student's adviser and of the instructor concerned and without formal registration in the audited courses. Non-degree-seeking students who wish to audit courses and those admitted to the College solely as auditors must secure the written consent of instructors concerned.

## Article III. Examinations

### Section 1. Rules for the Conduct of Examinations

The responsibility for supervision and regulation of examinations rests with the instructors of the classes examined. The instructors shall make clear to the class the conditions of the examination.

### Section 2. Cheating in Examinations

(See Chapter V, Article IX)

## Section 3. Evaluation of Students

### A. Methods of Evaluation

1. Each instructor shall provide for the adequate evaluation of the work of students in each of the instructor's classes.
  - a. It is expected that this will include a final evaluative exercise unless the instructor deems it impractical or unnecessary.
  - b. A variety of evaluative exercises may be used which include but are not limited to written or oral examinations, take-home examinations, papers, and oral reports.
  - c. In all cases the students in the class shall be informed of the methods of evaluation at the beginning of the course.
2. The instructor of each course intending to administer a final evaluative exercise is required to inform the Registrar in order to facilitate the preparation of an accurate final examination schedule and classroom assignment.

### B. Absence from Final Examinations

1. A student for whom a grade of I (incomplete) was authorized because of absence from a final examination may take such an examination at a later date (Chapter V, Article IV, Section 3). A student who misses a final examination and has no authorized incomplete may not take such an examination at a later date, and the instructor shall determine the grade for the course without the final examination.
2. Final examinations for authorized incompletes may be administered off campus at the discretion of the instructor.

### C. Time Limit of Examinations

1. No student shall be allowed more than three hours for a final examination.

### D. Scheduling of Final Examinations

1. Final examinations shall be given in accordance with an official schedule.



- a. No examination shall be given at a time other than that originally designated in the official schedule.
- b. Instructors of arranged courses shall schedule final examinations in these courses during the final examination period at times not conflicting with the student's regularly scheduled examinations.

E. Standards of English Usage in Written Work

- 1. The following statement shall be understood to apply to all written work in all departments: The student will be held responsible for punctuation, spelling, diction, and sentence structure. A notable deficiency in these matters will result in a lowered grade.

Section 4. Senior Assessment in Major

(See Chapter V, Article VI, Section 6.)

## Article IV. Grading and Grade Reports

Section 1. Final Grades

- A. Each course recorded on a student's record (any course in which a student remains registered beyond the 10th week of instruction) shall be assigned one of the symbols indicated below to indicate the final grade for the semester.

- 1. Graded Courses:
  - a. The following letter grades shall be used for courses graded on a regular basis with each grade assigned grade points as indicated:

Grade	Grade Points per Credit	Grade	Grade Points per Credit
A+.	4.0	C	2.0
A-	3.7	C-	1.7

B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F (Failure)	0.0

- b. The grade used depends on the instructor's judgment of the quality of the students work. If the student fails to earn a passing grade, the instructor shall assign a grade of "F" and no degree credit is earned.
  - c. All work recorded with these grades is used in the calculation of grade point averages. (Chapter V, Article IV, Section 6.)
2. Non-graded Courses:
- a. The following symbols are assigned no grade points and work so recorded is not used in the calculation of grade point averages:
    - P: The symbol P shall be used to designate credit earned in a P-D-F course for which the student has received the equivalent of a C- or higher grade.
    - Cr: The symbol Cr shall denote that credit toward degree requirements was allowed for the course.
    - NC: The symbol NC shall denote that no credit toward degree requirements was allowed for the course.
  - b. Although Cr-NC grades are appropriate for activity courses and P-D-F grades for courses of an academic nature, the faculty may designate specific courses to be graded under either option.
3. Course Requirements Not Completed:
- The following symbols shall be used to indicate courses for which work has not been completed and no credit has been earned:
- X: The symbol X shall be used for courses in which the reporting of a grade has been deferred as specified in Chapter V, Article IV, Section

3.

NR: The symbol NR shall be used for courses in which the reporting of a grade has been deferred because it was unreported by the instructor, as specified in Chapter V, Article IV, Section 3.

I: The symbol I shall be used for courses in which a grade of incomplete has been authorized and is pending completion. (Chapter V, Article IV, Section 2).

W: The symbol "W" shall be used to indicate courses from which a student has officially withdrawn after the 6th week, but prior to the end of the 10th week of classes (Chapter V, Article IV, Section 1A6.).

4. P-D-F Grade Option:

- a. All students in good standing shall be eligible for selection of courses on a P-D-F basis, but not more than 40 credits from such courses shall be counted toward the completion of graduation requirements, and no more than 1/3 of all credits earned at Whitman College may be taken on a P-D-F basis. Courses taken with the P-D-F grade option cannot be used to satisfy distribution requirements.
  - i. During the 10th week of the semester, students may, after consultation with their advisors, change their registration for certain classes to P-D-F.
  - ii. A student must complete a special form (paper or electronic copy), have it endorsed by the student's adviser, and file it with the Registrar within the prescribed time to be eligible to take a regularly graded course on a P-D-F basis.
  - iii. The P-D-F option may not be applied to any course designated in the catalog as a General Studies course.
- b. Students who register for a course on a P-D-F basis will be assigned a grade of P if they earn the equivalent of an A+, A, A-, B+, B, B-, C+, C, or C- grade. If a D+, D, D-, or F grade is earned, those grades will be recorded as for any graded course, and used in the computation of the grade point average.

- c. Subject to the approval of the faculty, individual instructors may offer certain courses only on a P-D-F or graded basis. Students may register for all courses (except those designated P-D-F courses) on a regularly graded basis.
  - d. Subject to the approval of the faculty, departments may formulate their own policies with regard to limiting or denying the P-D-F option in courses taken within the student's major subject. Any department may, in an individual case, petition the Board of Review to waive this P-D-F rule for a particular student who desires to major in that department's course of study. If the appeal is successful, the grade of P, D or F will remain on the transcript.
5. Semester Grade Reports:
- a. Each instructor shall file with the Office of the Registrar a semester-end grade report for every student registered in the instructor's courses.
  - b. At the time of filing semester-end grade reports, a supplementary form provided by the Registrar must be filed in conjunction with every grade of F.
6. Grades Upon Withdrawal
- a. If a student withdraws from a course or from the College after the 6th week, but prior to the end of the 10th week of classes, the student shall receive a grade of "W" (Withdrawal). If the student withdraws or discontinues studies in any course after that date (unless specifically permitted to do so by the Board of Review for reasonable cause such as family distress, serious illness, or other emergencies) the student shall receive a grade of F. (Chapter V, Article I, Section 4A.)

## Section 2. Incomplete Grades

*(10/24/2012)*

- A. A grade of Incomplete (I) may be authorized upon petition by a student who has completed at least half of the required work of a course with a passing grade, but who is unable to complete the requirements of the course due to reasons of health or emergency, and for no other reason. Any

petition for an incomplete must be submitted prior to the end of the semester for which the incomplete is requested.

B. A student who meets these criteria may initiate a petition in the Office of the Dean of Students for an incomplete for reasons which are consistent with the following guidelines:

- An absence of not more than three weeks due to: a) the death or serious illness of a member of the student's immediate family, or b) military orders.
- For reasons of health which persist for not more than four consecutive weeks.

The petition must include information concerning the duration of the illness or emergency and indicate how the work not completed is related to the period of illness or emergency. The instructor must provide written verification that at least half of the work has been completed with a passing grade, specify what work is required to complete the course requirements, and indicate whether or not the instructor regards the completion of the requirements to be feasible.

The Dean of Students will determine the appropriate action after consulting with the Health Center Director or the Director of Counseling.

Any petition for an incomplete not covered by these guidelines may be submitted to the Board of Review for consideration.

C. When a grade of incomplete has been authorized, the instructor shall record a provisional grade. The provisional grade is the default grade that the student will receive if the student fails to do the work required to complete the course. As such, it should be calculated assuming a grade of zero on all outstanding work. The result of this calculation in many cases will be an F, and under no conditions should the provisional grade be an A.

Work to be applied toward the final grade in a course with an incomplete must be turned in by the deadlines listed in the next section. If the deadlines are not met, the grade of I will be converted to the provisional grade and will stand on the student's permanent record. For the period of time between the authorization of an incomplete and its resolution according to the schedule below, the pending incomplete will appear as the grade of I on the student's transcript.

D. Deadlines associated with incompletes:

- If the student is on probation, a grade change must be reported to the Registrar within three weeks after the last day of final examinations for the semester in which the grade was incurred.
  - If the student is in good standing, the requirements of the course must be completed by the end of the third week of classes in the students next semester in residence.
  - Faculty members shall report the completion of such grades to the Office of the Registrar by the end of the fourth week of the semester. The absence of a report from the faculty member by this time will result in the conversion of the grade of I to the provisional grade.
  - Students not in residence must complete the requirements for the course no later than six months after the incomplete has been incurred.
  - Incomplete grades will be converted to provisional grades for students dismissed from the college.
  - A student may petition the Board of Review to extend these deadlines.
- E. Students with incomplete grades on their academic records will not be permitted to graduate, even if all other degree requirements have been satisfied. Such students may participate in commencement ceremonies. In this context, the deadlines in Section D still apply.
- F. The Dean of Students shall provide a memo to students with incompletes that reviews the college's policies on incomplete grades and the applicable deadlines within two weeks of the initial authorization of the incompletes.
- G. If a student is currently on probation, the student will remain on probation until incomplete grade(s) are replaced, at which time academic standing can be reviewed. *(04/22/2015)*
- H. If a student is in good standing, the student must complete the course requirements by the end of the third week of classes in their next semester in residence to obtain a grade different from the provisional grade previously submitted by the instructor. *(04/22/2015)*
1. Students in good standing, which includes Off-Campus Studies participants, must complete the course requirements not later than six months after the last day of classes in the semester in which the incomplete was incurred. *(04/22/2015)*

- a. Incomplete grade deadlines are not automatically extended with extension of a student's absence. *(04/22/2015)*
2. Regardless of residency status, all outstanding work, including exams, must be submitted to the instructor no later than one year after the date the incomplete was approved by the Dean of Students. *(04/22/2015)*
3. If these deadlines are not met, the provisional grade, based on the work completed for the course as judges against the course requirements for the entire class will replace the grade of I and will stand for the final grade in the student's permanent record. *(04/22/2015)*
4. A student may petition the Board of Review to extend these deadlines within the limits set forth above (Chapter V, Article IV Section 2H2). *(04/22/2015)*

### Section 3. Deferred Grades

- A. A report of a grade may be deferred until after the end of the semester upon approval of the Board of Review in response to a formal request from the instructor which demonstrates the impracticability of filing a grade which is dependent, for example, upon a requirement such as the completion of a thesis or special project. The symbol X is used to designate a deferred grade.
- B. The Board of Review, in consultation with the instructor, shall in each case establish the date by which deferred grades shall be reported to the Registrar.
- C. A report of a grade may be deferred temporarily by the Registrar in situations in which a faculty member has not submitted a grade within four hours of the published deadline. The symbol NR is used to designate a not reported grade, and must be replaced with a standard grade by the faculty member as soon as possible, but certainly no later than the first class day of the semester following the term in which the not reported grades were recorded initially.

### Section 4. Grade Changes

- A. A grade report after the time that final grades are due becomes a part of the permanent records of the College and may not be subsequently changed by the instructor, the Registrar, or any other official of the

- institution without first securing the approval of the Board of Review. A faculty member who requests a change in a grade shall submit a brief written statement to the Board of Review clearly and sufficiently stating the basis for the change requested.
- B. No instructor shall issue or in any manner give out final grade reports until after the date that all grades are due and filed in the Office of the Registrar.

## Section 5. Challenge of Academic Evaluation

- A. The evaluation of a student's academic performance is the responsibility of the person appointed to teach or supervise a course.
- B. A student who questions the validity of a faculty member's evaluation of the student's academic work, should first confer with that faculty member.
- C. If the matter is not resolved, the student may confer with the Provost and Dean of the Faculty.
- D. The Provost and Dean of the Faculty may, in turn, confer with the faculty member.
1. If this conference does not resolve the issue, the student may petition the Board of Review to consider the case.
  2. The Board of Review may decide not to hear the case, or, hearing the case, may take one of the following actions:
    - a. Deny the petition.
    - b. In the case of an instructor who currently is a member of the faculty, the Board of Review may make recommendations concerning possible solutions to the problem.
    - c. In the case of an instructor no longer at the College, the Board of Review may, upon presentation of appropriate evidence, change the grade to Credit or No Credit.
- E. If the challenge of academic evaluation involves a question of academic dishonesty, then the rules governing academic dishonesty apply (see Chapter V, Article IX). In cases of demonstrable academic dishonesty which have come before the Student Conduct Subcommittee, the Student Conduct Subcommittee appeals procedures apply.



## Section 6. Grade Points and Grade Point Average

- A. For each grade course attempted the grade points are computed by multiplying the number of grade points per credit (see Chapter V, Article IV, Section 1A) by the number of course credits.
- B. The grade point averages shall be determined by dividing the total number of grade points earned by the total number of credits attempted which are graded A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The grade point average reported shall be truncated to three decimal places.

## Section 7. Academic Concern Report

*(04/13/2022)*

- A. In the first half of a semester, instructors should file an academic concern report for any student whose performance indicates a significant risk of failing the course.
  - 1. Examples that might prompt an academic concern report include but are not limited to: a series of absences, failure to turn in one or more assignments, and/or earning a grade of D+, D, D-, or F.
  - 2. The academic concern report should be filed when the concern arises. Instructors must submit an academic concern report for any student with a grade lower than C- prior to or on that date designated as mid-term on the official academic calendar. If a student's grade drops below C- after mid-term, the instructor may still submit an academic concern report at that time.
  - 3. Absence of a report shall indicate that the student was earning a C- or better in the course at mid-term.
- B. Academic concern reports are recorded in the Registrar's Office and automatically forwarded, as written, to the students, the student's adviser(s), the instructor, and key staff in the Academic Resource Center and Dean of Students office for follow-up.
- C. Academic concern reports shall not be used as a basis for administrative actions such as academic probation, student activity disqualifications, or establishment of fraternity and sorority initiation eligibility.

# Article V. Scholarship Standards

## Section 1. Academic Standards

To maintain good academic standing a student must meet the following requirements:

- A. Earn a minimum grade-point average of 1.700 each semester.
- B. Earn a minimum cumulative grade-point average of 2.000 during the second semester of the first year and subsequently.
- C. Subsequent to the first year earn a minimum of twenty-four credits in the two immediately-preceding semesters, except graduating seniors completing degree requirements with a normal load for the final (eighth) semester of study who may complete fewer than twenty-four credits in the previous two semesters.
- D. Complete successfully the First-Year Experience in the first full academic year after entrance. Any deficiency must be removed not later than the end of the fourth semester of college-level work or by the time the student has accumulated fifty-seven degree credits, whichever occurs first.
- E. Maintain a minimum cumulative grade-point average in the major study of 2.000 beginning with the end of the fifth semester of college-level work. A student with a combined major must maintain a minimum grade average of 2.000 in each subject area of the major.

Transfer students, to be in good standing, must meet the minimum grade point average requirements appropriate to their class standing as determined by the number of transfer credits accepted.

Any student who fails to meet the standards listed above, upon vote of the Board of the Review, will be given one of the measures below.

- 1. Academic Warning  
A student who receives an academic warning from the Board of Review must correct the problem in the next semester.
- 2. Academic Probation (11/10/2010)  
A student given academic probation is no longer in good academic standing, and will be dismissed from the College if the student's performance in the next semester in residence fails to meet the minimum requirements for good standing, or fails to demonstrate

sufficient progress toward that goal. Normally, a student will not be continued on probation for more than two consecutive terms.

A student on probation is restored to good standing when the student completes the semester of probation with accomplishments that meet the minimum standards listed above.

3. Academic Suspension (Requires concurrence of the Council on Academic Standards.)

A student who is suspended is not allowed to complete registration for classes until the student has the approval of the Board of Review. To seek such approval, the student is expected to submit a petition containing a plan of study that demonstrates the feasibility of completing a degree at Whitman College. Prior to voting on such a petition, the Board of Review shall invite input of relevant information from the Dean of Students (or appropriate members of the dean's staff). If the Board of Review denies the petition of a suspended student, the student may appeal that action to the Council on Academic Standards. *(10/30/2019)*

4. Academic Dismissal (Requires concurrence of the Council on Academic Standards.)

A student who has been dismissed from the College for failure to be in good standing may be reinstated on probation upon vote of the Board of Review in response to a formal petition. This petition must state clearly what actions the student will take to return to good standing. Prior to voting on such a petition, the Board of Review shall invite input of relevant information from the Dean of Students (or appropriate members of the dean's staff). *(10/30/2019)*

## Section 2. Restoration to Good Standing

- A. A student on scholastic probation is deemed to have regained good standing in the College when the student has completed the semester of probation with a cumulative grade point average appropriate to the semester of attendance in accordance with the scale in Chapter V, Article V, Section 1.
- B. A student dismissed for low scholarship shall not be registered as a special student or as an auditor unless the student has been readmitted to the College.

- C. A student who in the last semester of residence has met all degree requirements, but who in that semester has failed to maintain good scholastic standing, shall not be disqualified for graduation.

### Section 3. Reinstatement

A student who has been dismissed from the College for low scholarship may be reinstated on scholastic probation upon vote of the Board of Review in response to a petition. Students denied reinstatement may appeal that action to the Council on Academic Standards. (10/30/2019) Such reinstatement, to be noted on the student's permanent record, shall carry no automatic right of readmission to Whitman College and a student thus reinstated who desires to re-register in the College must apply to the Office of Admission in accordance with the readmission policy of the College.

### Section 4. Recording of Scholastic Action

Entries on the student's permanent academic record with respect to scholastic action shall be limited to the following:

- A. Notations of dismissal for low scholarship, reinstatement, and cleared for graduation shall be permanently recorded on the academic record.
- B. Notations concerning academic probation shall be made on the academic record to reflect only the current status of students who are not in good standing, but who are eligible to continue.
- C. Notations to show required withdrawal shall appear on the student's academic record unless removed by subsequent readmission to the College.

## Article VI. Requirements for Graduation

### Section 1. Credits

Every candidate for a Bachelor's Degree must complete courses totaling at least 124 acceptable credits.

- A. At least 54 of these credits must be earned at Whitman College. And at least 44 of these 54 credits must be earned in regularly graded courses, that is in courses where a student earned a letter grade. (1/24/2024)

- B. A minimum cumulative grade point average of 2.000 is required on all credit earned at Whitman College.

## Section 2. Time Allowed for Completion of Degree Requirements

The 124 credits required for the Bachelor's Degree must be completed in not more than nine semesters or equivalent except that additional time may be allowed in unusual cases by vote of the Board of Review.

## Section 3. Residence

Residence as a regular student in Whitman College shall be required of all degree candidates during the last two semesters prior to completion of degree requirements, except that a student who has on record not fewer than 116 credits may be allowed to complete the remaining degree requirements subsequent to such residence in the College under the following provisions:

- A. Such work, not to exceed eight semester credits, must be approved in advance by the student's major adviser and a record of the proposed work filed with the Registrar.
- B. The work must be completed in the interim between the student's last residence in the College and the next following fall convocation. See Chapter V, Article VI, Section 7 for modification of residency requirements for participants in the inter-institutional study plans.

## Section 4. Conferral of Degrees

*(05/09/2012)*

Degrees are normally conferred at a commencement ceremony in May of each year. The Office of the Registrar, in consultation with the Chair of the faculty, establishes additional dates each year, once in September and once in December, to confer degrees on candidates who have completed all the requirements for graduation over the summer or the fall semester, respectively.

- A. Students who are scheduled to graduate in September
  - 1. Are ranked scholastically with those who graduate at the preceding spring commencement;
  - 2. Are expected to participate in the commencement exercises the preceding May

- B. Students who are scheduled to graduate in December and who have completed all requirements in seven semesters
  - 1. Are ranked scholastically with those who graduate at the preceding spring commencement;
  - 2. Are normally expected to participate in the commencement exercises with the subsequent May
- C. Students who are scheduled to graduate in December
  - 1. Are ranked scholastically with those who graduate at the preceding spring commencement;
  - 2. Are normally expected to participate in the commencement exercises the previous May; such students may, upon notification of the Registrar's Office, elect to participate in the commencement exercises the subsequent May.

## Section 5. General Studies Program

- A. Whitman College, through its faculty members acting as advisers, seeks to assist each student in following a course plan which supports the purpose of the College, as stated in the preamble to Chapter II. Each student is required to develop, with the advice and consent of their adviser(s), a plan of course work consistent with the guidelines for the General Studies program.
- B. Whitman's General Studies program challenges students to explore their interests from multiple perspectives, while helping them discover new areas of inquiry and make creative connections across seemingly unrelated ideas. The program balances freedom to pursue paths unique to each student with common requirements that express our beliefs about the value of a liberal arts education: that curiosity makes us not only better learners but better members of our communities; that diverse perspectives are essential for solving complex problems; and that education is a site for addressing issues of power and privilege. In General Studies, all students engage with materials and methods from the sciences, social sciences, humanities, and arts, as well as from disciplines that fall in between or outside traditional categories. With an emphasis on writing and deliberative dialogue, the General Studies program empowers students to develop their voice while listening generously to others, so that learning happens in community and has impact beyond the classroom. *(11/1/2023)*

- C. The components of the General Studies Program, including the First-Year Seminars, writing proficiency, and distribution requirements, are described in detail in the current College Catalog. (11/1/2023)

## Section 6. Major Requirement

- A. Every candidate for a bachelor's degree must complete a major program as defined in Chapter III, Section 2.
- B. Election of a major may be made upon enrollment in the College or at any time thereafter, but a choice must be made prior to the date set for preliminary registration for the student's fifth semester.
  - 1. The student selects a major in consultation with the student's pre-major adviser and with the approval of the adviser or advisers responsible for the proposed major study.
  - 2. The student may, however, later change the field of major with the approval of the new major adviser or advisers.
- C. A student may elect more than one major but not without approval of the major advisers concerned. Such students must complete every requirement of each major elected.
- D. A minimum cumulative grade point average of 2.000 must be earned in all courses taken by a student in a major area in order to be eligible for graduation.
- E. Regardless of whether a student declares a standard, combined, or individually planned major, a minimum of two-thirds of the specific course and credit requirements for the major must be completed in the on-campus program of the College.

## Section 7. Senior Assessment in Major

- A. Every candidate for a Bachelor's Degree must, in the senior year or subsequently, pass a senior assessment in the major.
  - 1. Subject to the approval of the faculty and to the satisfaction of the criteria below, each department will decide the format of its senior assessment.
  - 2. A substantial part of the senior assessment shall take the form of an interrogative oral. This shall be conducted by a committee composed of two or more instructors in the major or related fields.

3. If the senior assessment includes a substantial component in addition to the oral, the minimum time for the oral shall be one hour; otherwise, the minimum time for the oral shall be two hours.
  4. The times and places of senior assessments shall be set by the department chair(s) and/or program director except that no senior assessments shall take place during the week of final exams unless approved by the Board of Review.
  5. Senior assessments, if passed, shall be graded "Passed" or "Passed with Distinction," depending on the quality of the student's performance, and such grades shall be reported to the Registrar on or before the last day of classes and recorded on the student's permanent record.
  6. A student who fails to pass a senior assessment may, at the discretion of the student's committee, be given an additional assessment not less than two weeks later. Failing to pass this, the student may not again present for further evaluation until three months have elapsed.
  7. The Dean of Students shall be empowered to authorize absences from senior assessments and shall do so only for illness, emergency, or unusually important college-sponsored activities such as national competitions for debate and varsity athletics.
- B. In the case of an individually planned major, the individually planned major committee shall assume the responsibilities of the major adviser and/or major department in administering senior assessments.

## Section 8. Special Provisions for Participants in Inter-Institutional Study Plan Programs

- A. For students who are admitted to one of the combined plan programs (Chapter III, Section 2A2 6), the degree requirements of the College shall be modified to fit the pattern of the specific combined plan.
- B. All combined plan students pursuing an inter-institutional major program shall complete during the first three years of college work a minimum of 94 semester credits (93 semester credits for the 3-2 Engineering Program) of which a minimum of 62 credits must be earned on campus at Whitman College. *(11/15/2017)*



- C. The student must satisfactorily complete the requirements for the General Studies Program (Chapter V, Article VI, Section 4).
- D. The student must declare their candidacy for the program during their studies at Whitman College and be nominated by Whitman College to transfer to another institution under the program. *(11/1/2023)*
- E. The requirement for the senior assessment is waived.
- F. The Bachelor of Arts degree shall be awarded by Whitman College upon the successful completion of the program requirements as specified for each program:
  - 1. Course requirements, as well as grade point requirements if different from those applying to standard major programs, are specified in the Whitman College Catalog. *(11/1/2023)*
  - 2. The Whitman College major shall be as specified in the Whitman College Catalog. *(11/1/2023)*
  - 3. The student shall be awarded the indicated degree from the partner institution to qualify for the award of the Whitman College degree. *(11/1/2023)*

## Section 9. Modification or Waiver of Requirements

By vote of the faculty, the graduation requirements of the College may be modified or waived in individual cases. All petitions for such modification or waiver shall go first to the Board of Review and such petitions shall not be received or considered unless they bear the signature of the student's adviser.

## Section 10. Record of Rank in Class and Final Grade Point Average

After the completion of all residence work prior to graduation, each student's rank in class and final grade point average shall be recorded on the student's permanent record.

## Section 11. Commencement Exercises

A student who has met the residence requirements and who has successfully completed at least 116 credits toward graduation may participate in commencement, though a degree will not be conferred until all of the requirements for graduation are met.

## Section 12. Degrees Awarded in Absentia

A degree shall not be conferred in absentia except by special action of the Board of Review taken in response to a petition showing satisfactory reasons for inability to take the degree in person during a degree conferring ceremony scheduled by the College.

## Section 13. Minor Requirement

- A. Minor study programs require 15-20 credits within the particular field or area to be completed with a minimum grade point average of 2.000.
- B. Unless approved by the appropriate departments and/or programs, courses used for minor requirements may not also be applied to requirements in the major or any other minor.
- C. A minimum of three-fifths of a specific course and credit requirements for the minor must be completed in the on-campus program of the College.

# Article VII. Academic Honors

## Section 1. Honors in Major

- A. Honors shall be awarded to students at the time of their graduation.
- B. To be eligible to receive honors in major the candidate shall meet at least (03/06/2024) the following requirements:
  - 1. A candidate must attain a grade-point average of at least 3.500 in the major. (11/29/2023)
  - 2. A candidate shall have completed and have earned a grade of at least A- on a written senior thesis or senior project prepared for the satisfaction of this program. (03/06/2024)
  - 3. All successful honors candidates are required to file an acceptable digital copy of their theses or reports of the projects in the college library no later than Reading Day which precedes the beginning of the final examination period in their last semester. (12/05/2018)  
Students (and their faculty advisers) are encouraged to meet this requirement well in advance of this final deadline when possible. In addition, students in some majors may be required to comply with departmental regulations for earlier filing. Department or program chairs must provide the names of successful Honors candidates to

the Registrar's Office no later than Reading Day. At that time, these students will be enrolled in the Honors Thesis course. Finally, in the absence of the supervising instructor, the department or program chair will be authorized to endorse the students' honors certificates. By the 12th week of the semester in which a student is completing their thesis or project, the department must notify the Registrar's Office of honors candidates. (03/06/2024)

4. The student shall earn the grade of "Passed with Distinction" on the senior assessments in the major and shall earn a grade of at least A- (3.700) in the honors thesis course.
- C. Departments may impose additional requirements for awarding honors in major. (03/06/2024)
1. One possible additional requirement is an application for honors candidacy that is submitted to the major department (or departments for combined majors, or major committee for individually planned majors) within the first six weeks of the semester prior to the semester in which the student will complete their senior thesis or senior project. If approved for candidacy, the student's name should be filed with the Registrar within the first eight weeks of the semester prior to the semester in which the student will complete their senior thesis or senior project. (03/06/2024)
- D. The major adviser shall attest the satisfactory completion of requirements for the awarding of honors in major.
1. A candidate for honors in major who fails to attain such honors shall be permitted to graduate without honors, providing that all college requirements for graduation have been satisfactorily met.
  2. Students enrolled in senior honors thesis who fail to attain honors will receive credit for senior thesis (or, if their department does not offer a senior thesis, independent study), provided they have completed the thesis with a passing grade.

## Section 2. Honors in Course

- A. The degree of Bachelor of Arts with honors in course shall be conferred upon students who have achieved scholastic distinction as indicated by a high proportion of A's and B's in all of the work pursued at Whitman College.

- B. To be eligible to receive honors in course a degree candidate shall have been in residence at Whitman College:
  - 1. for the last four semesters, or
  - 2. for a total of six semesters.
- C. The degree candidate shall have earned a total of not fewer than 60 semester credits at Whitman.
- D. Three grades of honors in course shall be awarded, with grades and bases for such honors as follows:
  - 1. cum laude to students who have achieved a grade point average of at least 3.650;
  - 2. magna cum laude to those who have achieved a grade point average of at least 3.800 and no F grades;
  - 3. summa cum laude to those who have achieved a grade point average of 3.900 and no F grades.
- E. Honors in course shall be based on all grades earned on campus at Whitman College.

### Section 3. Undergraduate Honors

- A. Members of the freshman, sophomore, and junior classes who attain a grade point average of at least 3.650 in not fewer than 30 semester credits, of which 24 must be graded on a regular basis, during any one academic year shall be granted undergraduate honors.
- B. Students shall be notified of the award of undergraduate honors in the spring. The award of undergraduate honors shall be recorded on the permanent record of the student.

### Section 4. Academic Distinction

Academic distinction is awarded after the completion of each semester. This recognition is given to all regular students who have completed a minimum of twelve credits, passed all credits attempted, and have earned a grade-point average of 3.500 or higher in no fewer than nine graded credits.

## Article VIII. Degrees

### Section 1. Degrees in Course

- A. Whitman College confers the degree of Bachelor of Arts with such honors as are customarily recognized.
- B. Two baccalaureate degrees may not be conferred on the same student at the same time, but a second baccalaureate degree may be earned as follows:
  - 1. A student must earn a minimum of 30 semester credits in residence following the date of completion of all requirements for the first baccalaureate degree.
  - 2. A student must complete the requirements for a major in a subject-matter field different from that presented as a requirement for the first baccalaureate degree.
- C. Degrees in course shall be conferred by vote of the Board of Trustees, with faculty recommendation, on students who have completed the requirements for the respective degrees to the satisfaction of the faculty. (Constitution, Article VIII, Section 1.)

### Section 2. Degrees Awarded in Absentia

A degree shall not be conferred in absentia except by special action of the Board of Review taken in response to a petition showing satisfactory reasons for inability to take the degree in person during a degree conferring ceremony scheduled by the College.

### Section 3. Exchange of Bachelor of Science Degree

Graduates of Whitman College who received the degree of Bachelor of Science prior to the year 1930, may exchange that degree for the degree of Bachelor of Arts upon payment of costs incident to providing a new diploma.

### Section 4. Honorary Degrees

Honorary degrees shall be conferred by vote of the Board of Trustees, on recommendation of the faculty, in recognition of the public service and attainments of the candidates. When an honorary degree is conferred, the recipient must be present. (Constitution, Article VIII, Section 2.)

# Article IX. Academic Integrity Policy

(11/1/2023)

## Section 1. Definition of Academic Dishonesty

(11/1/2023)

Falsification of data; misrepresentation of another's work as one's own (such as cheating on examinations, reports or quizzes, purchasing material from the web); misrepresenting the methods used to produce material, including unacknowledged and unauthorized use of technology; plagiarism from the work of others; or the presentation of substantially similar work for different courses (unless authorized to do so) is academic dishonesty and is a serious offense. Unauthorized access, assistance, or collaboration are also forms of academic dishonesty as is knowingly helping other students cheat or plagiarize.

## Section 2. Reporting, Procedures and Penalties

(11/1/2023)

When a faculty member has enough evidence to report a case of academic dishonesty, the faculty member must follow the steps below:

- A. The faculty member will complete and submit this form [\[https://whitman-advocate.symplicity.com/collections/academic\\_integrity/3e203c04e7f3628f7730b8bd6a59317a\]](https://whitman-advocate.symplicity.com/collections/academic_integrity/3e203c04e7f3628f7730b8bd6a59317a) in order to provide a detailed report of the incident.
- B. After the form has been submitted, the Student Conduct Administrator will appoint one student and one faculty member from the Student Conduct Subcommittee (hereafter the "mini-panel") to review the submitted form and assess whether there has been a violation of the Academic Integrity policy.
- C. The Student Conduct Administrator will assign the case to a mini-panel of members from the Student Conduct Subcommittee. A faculty member from the reporting faculty member's division will serve on the mini-panel whenever possible.
- D. If the mini-panel has determined the policy has been violated and this is a first occurrence, the Student Conduct Administrator will relay the decision of the mini-panel to the faculty member and the faculty member will meet

with the student as soon as possible. In this meeting the faculty member will explain the nature of the allegation, provide supporting evidence, and give the student an opportunity to respond to the allegations. In this case, the faculty member will have full autonomy in deciding all sanctions for their own class, which usually range from failure on the assignment to failure in the course. After this meeting, the faculty member will submit an update to the Conduct Administrator briefly describing the outcome of the meeting, including the sanction. In first offense cases, the completed form will be included in the student's conduct file, where it will remain confidential unless and until it needs to be shown to the Student Conduct Subcommittee in the event of a subsequent offense.

- E. If the mini-panel has determined the policy has been violated and this is a second or subsequent case, the Student Conduct Administrator will relay the decision of the mini-panel to the faculty member and notify the faculty member that the case will be sent to the full Student Conduct Subcommittee for adjudication. The faculty member will not meet with the student in this situation. The student will also be notified by the Student Conduct Administrator.
- F. In the event of a disagreement between the reporting faculty member and the mini-panel about whether a reported incident constitutes a case of academic dishonesty, the faculty member reserves the right to send the case to the Student Conduct Subcommittee (absent the members of the mini-panel) for a final determination or the matter is considered resolved with no penalties attached.
- G. If the case is referred to the Student Conduct Subcommittee, whether because of a first offense in which the student maintains their innocence, a subsequent offense, a case in which the faculty member disagreed with the mini-panel or for any other reason, the Student Conduct Subcommittee will determine whether academic dishonesty has occurred and will decide all sanctions, which usually range from failure on the assignment to expulsion from the College.

Two additional notes relevant to Academic Integrity Cases:

- 1. If the student is not able to meet promptly with the faculty member or with the Student Conduct Subcommittee for reasons such as a holiday break or other extenuating circumstances, the student may petition to delay the meeting with the faculty member or with the Student Conduct Subcommittee by writing to the Conduct Administrator within two days of being informed of the allegation. The Conduct Administrator will decide

- whether or not to grant this request within one day of receiving it and will immediately communicate the decision to the involved parties along with a revised timetable for the meeting. Students who fail to meet during this time period will have a decision made without their input.
2. Withdrawing from a class or dropping without record does not preclude academic dishonesty proceedings from going forward. When the student is notified that the academic integrity policy has been violated, the student will also receive notification that any withdrawal from the course will not be final unless and until the student is shown not to have committed academic dishonesty. A student involved in an academic dishonesty case will not be permitted to withdraw from that class, even during the standard withdrawal period, unless that student is given permission to do so by the faculty member teaching the class, or by the Student Conduct Subcommittee. A student who is shown to have committed academic dishonesty but whose penalty is less severe than an “F” grade in the course may still withdraw from the course.

## Article X. Class Meetings and Absence from Classes

### Section 1. Class Meetings

The faculty is expected to hold regularly scheduled classes in the 24 hours preceding and following vacation periods.

### Section 2. Attendance in Classes

- A. The faculty recognizes the importance of regular attendance in all courses; however, attendance policy in classes is left to the discretion of the individual instructors except under the following three conditions: when the absence is an authorized absence as defined by section 3, 4, and 5 below; when the absence is to accommodate a student’s observance of a religious holiday as outlined in the policy on Religious Accommodations in the Faculty Handbook; and when the absence is an accommodation under the ADA. (09/21/2022)
- B. The instructor of a class may have a student without an authorized absence removed from the class roster if the student fails to attend the class in the first calendar week that it meets. It is the student’s responsibility to notify the instructor of an authorized absence. The instructor must notify the student and the Registrar of the intent to remove the student from the class roster at least 24 hours before the



student is removed from the class roster. The instructor must contact the Registrar to finalize the process when all criteria for removal have been met.

- C. If a student's absence is an authorized absence, or is to accommodate that student's observance of a religious holiday, or is an accommodation under the ADA, the instructor shall provide that student with the opportunity to successfully complete the course, for instance by providing the opportunity to make up necessary examinations or activities, or by assigning comparable work to that which was missed. The faculty member determines what constitutes comparable work, when that work is to be completed, and what work is necessary for completion of the course. The student will not be penalized for this absence. Authorized absences shall not relieve students of the responsibilities of making up work missed or performing comparable work in lieu of that which they have missed. *(09/21/2022)*
- D. Excluding those absences to accommodate the observation of a religious holiday and those absences that are an accommodation under the ADA, if a student's other absences (be those absences authorized or not) total more than 20% of class meeting time, it shall be at the discretion of the instructor to further accommodate the student. Relatedly, a professor can adopt a policy by which a student fails their course if that student's absences (authorized or not) total at least 20% of class meeting time, again excluding those absences that are due to the student observing a religious holiday, or are an accommodation under the ADA. If the professor adopts such a policy, it must be clearly articulated in writing in those places where the professor sets forth their other class policies. *(09/21/2022)*
- E. Via a letter of consideration, the Dean of Students offices will inform faculty members if a student in one of their courses is experiencing a serious crisis that might affect their ability to successfully complete their courses. These letters will not include information as to the nature of the crisis the student is experiencing. The Dean of Students office recommends that the student directly contact their professors to work out options within the context of the expectations of their courses. Letters of consideration are not excused absences. *(09/21/2022)*

### Section 3. Absence for College Sponsored Activities

- A. Absence from classes, and, if necessary, from the campus is authorized for students who, as individuals or members of athletic teams or other organized groups, represent the College in college sponsored activities

which necessitate absence from classes. The following groups are included in this category: members of properly authorized varsity and junior varsity athletic teams and participants in properly authorized intercollegiate debate, theater productions, and music ensembles.

- B. The names of students involved in such organized activities shall be reported to the faculty by the faculty supervisors of the activities well in advance of each event which necessitates absence from classes, together with other necessary information, such as dates of absence and the specific purpose of the activity.

#### Section 4. Absence of an Entire Class

Permission for an entire class to be absent from the campus must be obtained from the Associate Dean for Academic Affairs. The names of students involved in such class absence shall be reported prior to the date of the absence to the Associate Dean for Academic Affairs by the faculty member in charge.

#### Section 5. Absence for Senior Assessments

A student is authorized to be absent from all classes scheduled for the day or days on which the student takes the senior assessment in the major (Chapter V, Article VI, Section 6).

#### Section 6. Adjudication of Disagreements Regarding Accommodations for Students

*(01/25/2023)*

Whitman College is required to provide appropriate accommodations to students with disabilities in order to provide them an equal opportunity for academic success. The Academic Resource Center (ARC) works with students to determine the accommodations and informs the relevant faculty, who provide the specified accommodations.

Faculty who have concerns that the accommodations requested for students by ARC would modify the fundamental nature of their course or present an undue burden shall discuss these concerns with the Associate Director of Academic Resources (ADAR). Both parties, through an interactive process, shall make a good-faith effort to come to an agreement that is satisfactory and that to the greatest extent possible preserves the student's access to the course or program while also preserving its learning goals and not creating a fundamental alteration of the learning outcomes for the course. If there is difficulty in reaching such an

agreement, the faculty in the Department or Program in which the course in question is taught shall be solicited for input and guidance regarding the learning goals and outcomes for this course. Input by the Department or Program, for example, may include, but is not limited to, information about disciplinary or professional standards and practices, or guidelines for teaching in the discipline. Note that the accommodation as originally specified must be provided to the student until such an agreement is reached or an alternate determination has been made (unless the individual in question poses a direct threat to the health and safety of themselves or others).

Should such an agreement not be reached, the matter shall be brought to the Board of Review in collaboration with a representative from the ARC. The Board of Review and the representative from the ARC shall discuss the elements presented by the faculty member and the proposed accommodations and shall review the documentation provided by the Department and the ARC. This body shall then make a final determination (by a majority vote by those four persons, if necessary) on how the accommodation in question shall be handled, which shall then be implemented by the faculty member and the ARC. Note that it is imperative that this process be completed in a timely manner. Again, note that the accommodation as originally specified must be provided to the student unless and until an alternate determination has been made (unless the individual poses a “direct threat” as specified above).

## Section 7. Online Teaching Policy

*(10/12/2022)*

As a residential liberal arts college, the primary mode of instruction is in person. But there are both educational and intellectual opportunities that the online environment provides, and it is to the benefit of our students, faculty, and the institution at large to have the option to take advantage of these opportunities. To that end, if a faculty member thinks that they can best achieve their pedagogical or curricular goals by teaching a course partially or fully online, or in a hybrid format, they may submit a course proposal for consideration and approval by the full faculty. The proposal for that course must clearly articulate how the professors and students will be employing this online format and how doing so is well suited to their specific pedagogical or curricular ends. The course description must also clearly state that this course will be employing an online format. Courses taught in an online format will be evaluated and assessed in the same way as other courses taught at Whitman, but with additional assessment of whether there are pedagogical benefits to teaching the course online.

## A. Teaching Modalities Definitions

(IP) Campus In-Person Course: Any course taught by Whitman-affiliated faculty on Whitman's campus (or previously approved off-campus spaces) that has been approved by the full Faculty where less than or equal to 15% of instruction employs an online format. At the time of this writing, all the courses in the Whitman Catalog are IP courses.

(OL) Campus Online Course: Any course taught by Whitman-affiliated faculty that has been approved by the full Faculty where more than 15% of instruction employs an online format.

## B. Faculty Rights and Responsibilities

1. The default teaching modality at Whitman is in person, face to face.
2. Nothing in this policy implies that online education is a preferred or required method of instruction for instructors or courses taught at Whitman.
3. Faculty have a right to know the modalities and technological requirements of each course, program, and degree offered by the college before they are assigned to teach a course.
4. The per-course compensation rate for teaching in an online modality will not be reduced as a consequence of the course being taught online.
5. The course enrollment capacity for OL courses will be included on the course proposal and approved via the normal course approval process.
6. Faculty members teaching online or hybrid courses have the same ownership of the intellectual content of their courses as those who teach in person.
7. Faculty can expect that Whitman's academic, infrastructure and technological resources will be distributed appropriately, according to need.
8. Faculty must adhere to existing Whitman teaching/learning objectives, evaluation and assessment regardless of teaching modality.

9. All classes, whether IP or OL, shall comply with the Americans with Disabilities Act of 1990, Section 504 of the 1973 Rehabilitation Act, and with the Revised Code of Washington (RCW) Section 28B.10.912.
10. No professor will be required to employ an online format (either fully or in a hybrid) for courses that have not been approved by the full faculty, except in cases of campus wide emergency such as a global pandemic.
11. No faculty member shall be required to accommodate students online because the student is ill or out of town, regardless of consideration letters from the Dean of Students.

#### C. Approval process

Faculty wishing to teach in an online format must submit a curricular proposal and have that proposal approved by the full faculty, through the normal course approval process.

The course description for such a course must indicate that this course will be employing an online format. Note that the course catalog is our contract with our students. If a course description notes that a course is to be taught, for example, fully online, the professor can't revert to in person instruction at any point during semester, except in extraordinary circumstances and in consultation with the Provost.

In the rationale, the faculty proposing this course must explain how the professors and students will be employing this online format and how doing so achieves specific pedagogical or curricular ends that could not be accomplished as effectively in an in-person format.

Faculty wishing to change a course from IP to an OL modality or from OL to an IP format must submit a new proposal and go through the course approval process. This proposal must include a rationale for why the class should be taught in this different modality and the course description should clearly specify this change.

A professor teaching an IP course can hold some sessions of their course online, if doing so enhances the pedagogical goals of the course. But if the number of sessions exceeds 15% of their allotted class sessions, the professor must submit a new course proposal indicating how and why they are employing this online format and the course description for this course must indicate that it will be taught using a synchronous online format.

Both IP and OL courses are to be taught synchronously. A professor can use asynchronous elements as well, but those are not substitutes for real-time interactions with students. In the calculation of credits, asynchronous elements should be counted as “student out of class work time” (i.e., as homework) rather than “direct faculty instructional time.”

As our primary means of instruction is in person, it is essential that there be a sufficient number of IP courses taught across a department and across the curriculum to meet the needs of our students. As the distribution of courses both across time slots and in an OL vs IP format has resource implications and affects a student’s ability to complete their course of study, the distribution of courses is a shared responsibility of both the Provost Office and the Faculty, as represented by the Curriculum Committee. Thus, if either in the Provost’s estimation or the Curriculum Committee’s estimation, a department is offering too many OL courses during an academic year, or a combination of OL courses that would impede students’ progress, that department will be asked to justify their distribution of offerings. If either the committee or the Provost does not find this justification adequate, the department will be required to rework their course schedule.

## **Article XI. Intercollegiate Athletics**

- A. Whitman College is a member of the National Collegiate Athletic Association (Division III) and the Northwest Conference (NWC), the constitution and by-laws of which prescribe regulations for all intercollegiate contests within the conference.
- B. Eligibility of Whitman participants in intercollegiate athletics shall be certified by the faculty representative of the NCAA and Northwest Conference. Only a regular student may represent Whitman College in intercollegiate athletics.
- C. Schedules of intercollegiate athletic events shall be approved in advance by the Board of Review after consultation with the College Athletic Committee.

# Chapter VI: Student Activities and Conduct

## Article I. Procedures for the Governance of Student Conduct

### Section 1. General Principles

- A. Students shall be held individually responsible for maintaining standards of conduct which meet the requirements of decency, the behavior patterns of a democratic society, and the particular needs of this college community.
- B. The faculty of the College may make explicit these requirements by specific regulations to whatever extent it decides is necessary for the welfare of the college community.
- C. Social regulations of whatever origin should insure adequate consideration for the rights of individual students to privacy and the preservation of their individual dignity and comfort, and an atmosphere consistent with the basic educational purposes of the College.
- D. All members of the community have the responsibility for adherence to state, local, and federal laws.

### Section 2. The President of the College.

The President of the College shall have the authority, when there is just cause, to summarily suspend or expel a student from the College.

### Section 3. The Faculty

- A. The faculty shall have the power to take proper measures for the government and discipline of the students, and to suspend and expel offenders as may be deemed necessary.
- B. This authority may be delegated to a properly constituted committee, the faculty reserving the right of review. (Constitution, Article, V, Section 2.)

### Section 4. The Student Conduct Subcommittee

*(11/10/2010)*

- A. Except when otherwise expressly delegated, the Student Conduct Subcommittee shall be charged with passing on all student discipline cases referred to it.
  - 1. The Student Conduct Subcommittee may also establish disciplinary procedures and regulations and delegate its authority to administrative offices and/or committees where it deems such action appropriate. (See Chapter VI, Article III, Section 3B).
  - 2. All decisions by the Student Conduct Subcommittee on matters of student discipline shall be reported to and subject to review by the faculty as a whole.
- B. The Student Conduct Subcommittee may also act on other matters referred to it, such as the selection of award winners and the review and revision of college policies on student activities and conduct.

## Section 5. Living Group Regulations

- A. Residents of and visitors to college residence halls, Greek Life houses and other college supervised residences shall be subject to the supervision of the Dean of Students.
- B. Living groups of students may establish additional regulations which are not consistent with those established by other duly designated college committees or departments. Such regulations are subject to review by the Student Conduct Subcommittee and may be enforced by living group councils, with any student retaining the right of appeal to the Student Conduct Subcommittee
- C. Authority is vested in the President of the College or a designee to excuse students from living in college residences or from eating in college dining halls (Constitution, By-Laws, Article VI, Section 1).

## Article II. The Student Conduct Subcommittee

*(09/20/2023)*

### Section 1. Procedures

- A. When considering cases of infractions of college regulations, the Student Conduct Subcommittee *(09/20/2023)* shall safeguard the rights of an accused student, establish the framework of facts, rule on guilt or



innocence and assign sanctions for proven violations of college policy. In all cases the accused will be presumed innocent until proven guilty.

- B. In carrying out these procedures, and in delegating its authority to other college groups, the Student Conduct Subcommittee shall assure that confidentiality is maintained and that the following rights are respected:
1. The student shall be informed in writing of the nature of the charges and shall be given time to prepare a defense.
  2. The student shall have the right to be assisted by an adviser of the student's choice who is a member of the college community.
  3. The student shall be given the opportunity to speak, present evidence and present witnesses on the student's own behalf.
  4. The student shall be given the opportunity to submit in writing any questions that the student would like of any witness.

## Section 2. Appeals

A decision by the Student Conduct Subcommittee may be appealed by a student who is the subject of disciplinary action by the council when:

- A. The student feels that there has been a procedural error in the discipline process by the Student Conduct Subcommittee, or
- B. Evidence or information relevant to the case did not arise during the hearing.

## Section 5. Disciplinary Actions

- A. The severity of any disciplinary action shall depend not only on the seriousness of any individual violation of good conduct but also on the complete record of campus citizenship of the student involved.
- B. Sanctions *(05/06/2020)*  
The severity of any disciplinary action shall depend not only on the seriousness of any individual violation, but also on the complete record of campus citizenship of the student involved. The categories of official disciplinary action are:
  1. Dismissal or Expulsion – Permanent termination of student status

2. Suspension – Removal from the College for a definite period of time with reinstatement dependent upon the fulfillment of stipulated conditions.
3. Conduct Probation – The Student Conduct Subcommittee, the Dean of Students, or the Student Conduct Administrator will set the terms of probation; any further violation of campus policies while on probation may result in a more severe penalty.
4. Other Official Action – This may include verbal warning, written warning, loss of privileges, restitution of damages, prohibition of participation in commencement exercises, withdrawal of permission to re-enroll, or other action appropriate to the offense.
5. The College reserves the right to impose additional conditions on a sanction of probation or suspension.

## Article IV. Student Organizations

### Section 1. Authorization of Student Organizations

- A. In order to become an authorized Whitman College student organization a petition for recognition must be initiated with the Dean of Students or a designee.
- B. No honor society or student social organization, including fraternities and sororities, may be recognized without permission of the faculty.
  1. Application for the establishment of such an organization must be accompanied by a copy of the proposed constitution and a recommendation from the Dean of Students for favorable or unfavorable action.
  2. Upon the approval of the constitution the faculty will grant permission for the establishment of the organization.
- C. All other student organizations such as those affiliated with an academic department, service organization, or a special interest group, must be recognized by the Dean of Students or a designee.
- D. No change in the constitution of any organization may be made without permission of the Dean of Students. Major changes may require reapplication for recognition through established procedures.

- E. No student social organization at Whitman College shall be permitted to refuse membership to any otherwise qualified candidate, or discriminate against any member, on the basis of race, color, sex, gender, religion, age, marital status, national origin, disability, veteran's status, sexual orientation, gender identity, or any other basis prohibited by applicable federal, state, or local laws.
- F. The faculty reserves the right to withdraw its authorization from any organization if in its judgment the well-being of the College requires such action.

## Section 2. Supervision of Student Organizations

Student organizations and activities shall be subject to the supervision of the Dean of Students.

- A. Regulations for organizations and activities shall be established by the Dean of Students except in areas where authority is granted by the Board of Trustees or where legislation is specifically provided for by the faculty.
- B. Establishment of these regulations may be wholly or partly delegated to properly constituted student organizations or committees, subject to the approval of the Dean of Students.

## Section 3. General Regulations

- A. Every organization must furnish a current list of its officers and a copy of its constitution and by-laws to the Dean of Students; maintain a good standard of scholarship and conduct among its members; and have a college adviser appointed by the President of the College on recommendation of the Dean of Students and nomination by the student group concerned.
- B. Membership in student organizations shall be limited to regular students enrolled in the College, except insofar as the constitutions of the respective organizations may provide for honorary and other categories of membership.
- C. Social events and other activities held in off-campus locations will not normally be considered to be social events sponsored by the College. The responsibility for insuring proper conduct at such events shall rest entirely with the group itself.

- D. Activities conducted on the campus by student organizations are subject to college regulations concerning organizations and individual student behavior.

Student or campus organizations that wish to use college-owned facilities for their activities must reserve the facilities according to appropriate procedures.

1. The reservation must indicate who the responsible individual/s will be in case of damage to college property or other problems stemming from the activity.
  2. In instances where college property or buildings are being used by students for such activities, the College reserves the right to require the presence of custodial personnel such as firefighters, janitors, residence hall staff, security personnel, etc.
- E. No publications may be issued by students, classes, or organizations in the name of the College without permission of the faculty.
  - F. Each student organization must be free of debt contracted as a result of current operations by the end of each college fiscal year. An organization in debt at the end of a fiscal year may be placed on probation for one year.
    1. During such probation the organization shall not contract further current indebtedness and shall remove all current financial obligations.
    2. If, at the end of the year of probation, the indebtedness has not been removed, college authorization for the organization may be withdrawn.

## Section 4. Associated Students of Whitman College

All regular students in the College are required to become members of the Associated Students of Whitman College. All other students are entitled to the privilege of membership upon payment of the student body fee.

## Section 5. Social Fraternities and Sororities

*(Updated language without impact to policy changed from 05/04/2022)*

- A. All of the regulations in the preceding sections of this Article apply to social fraternities and sororities.

- B. It is the responsibility of each recognized social fraternity and sorority to comply with all college regulations. *(05/04/2022)*
- C. In addition, the following regulations apply to fraternities and sororities:
1. Each social fraternity and sorority must keep on file with the Dean of Students an accurate list of its members and officers.
  2. No social fraternity or sorority may pledge or initiate a student not enrolled as a regular student in the College. A first-year student may not be initiated into membership until the student has been enrolled for at least one semester as a regular student.
  3. Every social fraternity and sorority must have an adviser who is a member of the faculty. Faculty advisers shall be appointed by the President of the College upon recommendation of the Dean of Students and nomination by the student group concerned.
  4. Only students enrolled in the College or persons designated by the College may reside in Greek Life houses while classes are in session.
  5. Each Greek Life house must at all times be accessible for inspection by the Dean of Students, their designee, or the faculty adviser.  
*(05/04/2022)*
  6. All activities which are sponsored by recognized fraternities and sororities or which take place in Greek Life houses are subject to college regulations and to the control of the Dean of Students.

## Article V. Student Conduct

### Section 1. General Regulations

- A. A student may be subject to disciplinary action for conduct which seriously affects the student's suitability as a member of the academic community.
- B. From time to time various regulations and procedures, in addition to those in this article, may be established by authorized college groups or individuals, such as the Student Conduct Subcommittee, the Student Life Subcommittee, and the Dean of Students.

All such policies are regularly published in the "Whitman College Student Handbook."

- C. Failure to comply with the directions of college officials acting in performance of their duties is prohibited. *(05/06/2020)*

## Section 2. Forgery of Documents

*(05/06/2020)*

Forgery, alteration, or misuse of college documents, records, or identification is prohibited.

## Section 3. Disruption or Abuse of College Facilities and Activities

- A. Obstruction of the educational environment or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including its public service functions or other authorized activities on or off college premises, is prohibited. *(05/06/2020)*
- B. There shall be no physical abuse of any person on college-owned property or at college-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
- C. Theft or damage to property of the College, a member of the College community, or others is prohibited. *(05/06/2020)*
- D. The educational rights of Whitman students are paramount. Every student has a right to conditions that are conducive to learning and favorable to the pursuit of higher education. Any conduct that infringes on these rights or disrupts the educational mission of the College is prohibited. *(05/06/2020)*

## Section 4. Visiting Speakers

Any recognized student group may invite to the campus any speaker the group would like to hear. The appearance of any invited speaker does not imply any endorsement, either implicit or explicit, of the speaker's views by the institution, its faculty, its administration, or its governing boards. International speakers should be cleared through the Office of Human Resources.

# Article V. Recording and Reporting Student Conduct

## Section 1. Freedom of Expression

Expressions by students of opinions in the classroom or in academic work connected with courses which reflect social or political viewpoints shall be

considered as confidential and shall not be divulged to any investigating agency or person.

## Section 2. Official Conduct Records

Records of official actions related to the conduct and discipline of students shall be maintained by the Dean of Students. Inquiries relating to such conduct actions shall be directed to that office.

## Section 3. Notations of Suspension or Dismissal

Notations of suspension or dismissal for reason of conduct shall be made on the student's permanent academic record.

- A. On completion of the terms of suspension, the notation on the student's permanent record shall be expunged, and thereafter no further indication of the action shall appear on such record.
- B. Notations concerning dismissal shall not be expunged from the permanent record.