Warren Wilson
COLLEGE

THE STUDENT HANDBOOK

2026 - 2027

Your hub for campus resources, policies, and other information you need to succeed in college.

A Letter to You

Dear WWC Students,

On behalf of the entire Student Engagement team, we welcome you to a new academic year at Warren Wilson College! We are thrilled to have your unique voice, energy, and passion in our community.

In my role as Vice President for Student Engagement and Dean of Students, I am committed to ensuring you have a safe, supportive, and transformative college experience. At Warren Wilson, learning is not confined to the walls of a classroom. It happens while working side-by-side on campus crews, collaborating on community engagement projects, living in our residence halls, and exploring the beautiful natural landscape that surrounds us.

This environment is intentionally designed to challenge you, but you will never have to navigate it alone. We are fully dedicated to providing you with the resources, mentorship, and support systems you need to thrive academically, socially, and personally.

I challenge you to push past your comfort zones. Engage deeply with perspectives different from your own, lean into our shared values of equity and sustainability, and actively shape the culture of our campus. Your leadership and involvement are what make our community so vibrant.

Please know that my door is always open to you. Whether you want to share an idea, need advice, or just want to say hello, I look forward to connecting with you around campus.

Live well!

Joel Buml, Ed.D.
Vice President for Student Engagement and Dean of Students

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Want mail from family or friends?

Tell them to send it to:

Your Name, CPO-# (assigned Campus Post Office student box number)
Warren Wilson College
701 Warren Wilson Road
Swannanoa, NC 28778

Warren Wilson College

Student Handbook

2026-2027

About the Student Handbook

Warren Wilson College (College or WWC) reviews and revises the Student Handbook each year to guide students toward better understanding of how the College is structured and to inform them of what is expected of them as members of the College community. The Student Handbook provides information about the organization of the College and campus policies and services for students.

This Handbook should be used in tandem with the Warren Wilson College Catalog (academic policies and programs) and the Work Program Handbook (Work Program policies and expectations). These publications should be read carefully; students are responsible for knowing and understanding their content.

Disclaimer: Information is Subject to Revision

This publication is not a contract or an offer to contract. Information in the Student Handbook is current throughout May 2027. The College reserves the right to change Handbook policies at any time without prior notice. The College will inform all students when policies in the Student Handbook have been updated via College email. The provisions of the Student Handbook are not to be regarded as an irrevocable contract between the student and the College. The Handbook has attempted to present current information regarding student services, policies, and behavioral expectations of students as accurately as possible. This does not, however, preclude the possibility of changes taking place during the academic year covered.

Nondiscrimination Policy

Warren Wilson College does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, gender or gender identity, age, marital status, disability, or sexual orientation, in the administration of its educational policies, recruitment or admission of students, scholarship, grant or loan programs, athletic or other College administered programs, employment procedures, training programs, promotion policies or other related personnel practices.

The College prohibits taking any retaliatory action against any employee for opposing a practice that he or she believes to be discriminatory, including the filing of an internal grievance or a charge with a state or federal civil rights enforcement agency. (Approved by the President, June 26, 2012)

Title IX

The following has been designated to handle inquiries regarding Title IX:

Dr. Pam Foster, Interim Title IX Coordinator, Equal Opportunity Officer, and Athletic Compliance
TitleIX@warren-wilson.edu
Phone: 828-771-3748

Dodge House
701 Warren Wilson College Road
Swannanoa, NC 28778

For more information, please go to: my.warren-wilson.edu/ICS/Campus_Life/Title_IX.jnz

If you want to learn more about your rights, or if you believe that the college is violating Federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov

If you wish to fill out a complaint form online, you may do so at:
www2.ed.gov/about/offices/list/ocr/complaintintro.html

Emergency Information

Call in Case of Emergency

Fire, Ambulance or Police 911**,** then call Public Safety (828) 230-4592
Immediate assistance from Public Safety: (828) 230-4592

To Receive Emergency Information

WWC Emergency Information Line: (828) 771-4357

Emergency text alert system

The College's emergency text alert system allows you to receive a text notification on your mobile device in the event of a campus emergency, weather-related news and class cancellations. The system is tested multiple times per year but will not be used for any other announcements. To register for the emergency text alert service, **follow this link**.

On-Campus Support	Extension
Student Engagement	3800
Housing & Residence Life	3800
Counseling	3799
Health Center	2053
Off-Campus Support	**Phone Number**
Help Referral Hotline	211
Our Voice: Rape Crisis Center	(828) 255-7576
Helpmate: Relationship Violence	(828) 254-0516

The area code for Western North Carolina is **828**.

The three digit extension for WWC is **771**.

Warren Wilson's complete **online directory** is available **here**.

Things YOU CAN DO in an Emergency Situation

DO: Alcohol First Aid

- Assist the person to a comfortable and safe place
- Use a calm, strong voice; be firm
- Lay the person down on their side with knees bent so they won't choke if they vomit

Get Help (call 911 and/or Public Safety) If:

- The person is unconscious and cannot be awakened
- The person's skin is cold, clammy, pale or bluish
- Breathing is slow or irregular
- You have any doubts at all that the person might need help, or you need support

DON'T:

- Give cold showers
- Try to walk them around
- Provoke a fight by arguing with or laughing at someone who is drunk
- Leave an intoxicated person alone
- Try and counsel the person
- Give them anything to eat or drink

If You or a Friend Are Sexually Assaulted

- Go to a place where you feel safe
- Call someone for support and discuss your options:
  Our VOICE (Rape Crisis Center: 828-255-7576)
  WWC Mental Health Crisis Line: 828-777-3915
  Campus Public Safety: 828-230-4592 (cell)
- If possible, do not shower, bathe, clean up or use the toilet. This can preserve physical evidence, in case you decide to go to a medical facility for treatment or evidence collection.
- Remember that this is not your fault. This was a crime committed against you and you are not to blame. Surviving the assault took great strength and courage.
- You can decide how to respond; you are the one that knows what is best for you. There are resources, both on-campus and off-campus, available to help you immediately and long term.

Here is more information about our **Title IX process** that could be helpful.

School Closings

Typically, the College remains open even in the event of extreme weather. On such occasions, some class meetings may be canceled or crew work altered if the professor or supervisor is unable to travel to campus. If your crew supervisor is not available, please report to the Work Program Office, bearing in mind that the crew may still need to function without a supervisor. Should the College need to close for whatever reason (e.g., prolonged loss of electricity) during severe weather; local broadcast media will air announcements to that effect. Even in those rare cases when classes are canceled, the College will need to continue other operations for the well-being of residential students. And the best assumption in each case is that the College will be open and

your classes/crews will meet as scheduled. The relatively flat Bee Tree Road "back way" often provides a good alternative route to campus in snowy or icy conditions.

WWC Mission and Community Governance

Warren Wilson College's distinctive approach to education intentionally integrates academics, work, and community engagement to cultivate curiosity, empathy, and integrity. We empower graduates to pursue meaningful careers and lead purposeful lives dedicated to a just, equitable, and sustainable world. Read about the College's Core Values, Enduring Institutional Objectives, and Vision**.**

Together, we make this place extraordinary

Governance Structure

The governance structure of Warren Wilson College shall consist of the Board of Trustees, the President, Cabinet, President's Council, and All College Committees: All-College Committees | Shared Governance | myWWC This governance structure is augmented by planning task forces and advisory groups.

Board of Trustees

The Bylaws of the College state that the College shall be governed by a Board of Trustees which shall be "responsible for establishing policy and overseeing the management of the institution." Although it may delegate certain authority to the President, the Board of Trustees has the final responsibility for the determination of policy for the College, the purpose and basic mission of the College, the management of the assets of the College, and the development of the physical plant, its land, and buildings.

President

Dr. Damián Fernández, President

The President of the College shall serve at the pleasure of the Board. The President shall be responsible to the Board of Trustees and shall serve as its executive officer in matters relating to the operation of the College. Specific duties shall include:

- Giving general direction and oversight to the program and activities of the College;
- Developing and recommending personnel policies and procedures;
- Selecting, appointing, supervising, and terminating academic and administrative officers, faculty, and staff in accordance with policies and procedures of the College and as provided in these Bylaws;

- Preparing an annual budget of income and expenditure for recommendation to the Board;
- Attending all meetings of the Board of Trustees, except at such time as his or her performance, tenure, or salary are to be discussed, and serving ex officio as a member of all standing committees of the Board except the Audit Committee; and performing any other duties which may be assigned by the Board.

The Cabinet

Title	Name	Phone
Provost and Dean of the Faculty	Dr. Brian Norman	(828) 771-3041
Vice President for Institutional Advancement, Marketing, and Strategic Communications	Valerie Gliem	(828) 771-2038
Vice President for Student Engagement & Dean of Students	Dr. Joel Bluml	(828) 771-5824
Interim Vice President for Enrollment Management	W. Eric Sykes	(828) 771-3006
Executive Director of Strategic Ventures, Partnerships, and Programs	Amy Frey Ager	(828) 771-3825
Director of Human Resources	Stephanie Johnson	(828) 771-7043
Controller	Mary Davis	(828) 771-2060
Special Assistant to the President for Grants and Innovation	Dr. David Gliem	(828) 771-3009

The members of the Cabinet, and the senior administrative staff, report directly to the President. Each has responsibility for an area of the College.

Shared Governance Structure

See link for more information: All-College Committees | Shared Governance | myWWC

Student Government Association

The Student Government Association (SGA) is an important part of the Shared Governance structure. Please follow the following link for more information: Student Government Association (SGA) | myWWC

Academic Affairs

Center for Academic Engagement–Academic Support
Jensen Lower Level

Academic Policies: Visit the College Catalog for a full list of all academic policies.

Please follow these links to access information about academic support services, including:

Tutoring Services, Educational Access/Disability Services

The Center for Academic Engagement and the Academic Support Crew
The physical space and associated work crew, and programming provide services that help students become more effective, engaged, and intentional learners through one-on-one tutoring, workshops, resource materials, and study night events.

The Writing Studio is located in Jensen 114 and 115 and is available to all students. Writing tutors work 1:1 with students at any stage of the writing process and can be booked online, or students are welcome to drop in during open hours. Writing tutors are also available for in-class workshops and events.

Mission: The Warren Wilson College Writing Studio empowers all students by providing an inclusive, supportive space where trained peer tutors from diverse backgrounds assist writers at any stage of the writing process, fostering confidence, creativity, and engagement with academic materials.

For more information, please visit the website or contact Sarah Sgro (ssgro@warren-wilson.edu), the Interim Director of the Writing Studio.

Departmental and Program Peer Tutoring: Peer tutoring is available in the following Departments and Programs: Biology, Chemistry, Math, and English as a Second or Other Language. If a student is in a course for which tutoring is not provided, please contact Nan Jordan, Director of Academic Support (njordan@warren-wilson.edu).

Academic Support - Academic Counseling Appointments: Please use the Academic Support Referral Form here to request an appointment with a Center for Academic Engagement staff member.

Americans with Disabilities Act/Accommodations: The Office of Disability Access supports the College's commitment to accessibility and seeks to meet the individual needs of accepted and current students with documented disabilities and medical conditions as they relate to academics, campus housing, dining, and the Work Program.

The Office of Disability Access coordinates and implements appropriate reasonable accommodations and provides appropriate resources and services in accordance with the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act (504). Individual needs are addressed on a case-by-case basis through the provision of reasonable accommodations, allowing the College to maintain the integrity of its programs and services.

For more information, contact:

- Academic Accommodations: Please contact Deb Braden, Director of Disability Access, dbraden@warren-wilson.edu
- Campus Housing, Dining, and Work Program Accommodations: please contact disabilityaccess@warren-wilson.edu

Student Record Retention

Warren Wilson College utilizes the Student Records Retention schedule as recommended by AACRAO. (American Association of Collegiate Registrars and Admissions Officers).

The College permanently retains student transcripts, which include recorded grades. We Currently have these for all students either by a digital copy record or a hard copy record. Student records can be requested through the college registrar's office.

The Financial Aid Office retains student records according to Federal Student Aid Regulations. Schools must retain all required records for a minimum of three years from the end of the award year. Regulations pertaining to financial aid records can be found in the Federal Student Aid Handbook. (From 34 CFR 668.24 Record Retention)

The North Carolina Education Assistance Authority completes yearly audits on records which span five academic award years. The Warren Wilson College Financial Aid Office Keeps student records both digitally and hard copy for up to 5 academic award years.

The Warren Wilson College Financial Aid Office retains records of enrollment, certification, and financial aid for students who are Veterans or qualify for a Veteran Benefit for educational purposes.

Division of Student Engagement

Vice President for Student Engagement and Dean of Students
Dodge House
Phone: (828) 771-3800

The Student Engagement Division comprises the following program areas: Health Center, Counseling Center, Inclusive Excellence, Residence Life and Community Standards, Spiritual Life, Athletics, Student Activities, and the Queer Resource Center.

In addition to addressing student concerns, the Vice President for Student Engagement and Dean of Students manages division programs and services as well as advises the SGA, oversees the coordination of Orientation Week and various other campus-wide events and activities. Student Engagement staff implement policies and college regulations for areas of student life outside of academics, service, and work.

Counseling Services

Murden (Health and Counseling Centers)
counseling@warren-wilson.edu
(828) 777-3915

For immediate assistance or if a student, or someone they know, is in mental health distress please call the 24-hour crisis line at (828) 777-3915.

Counseling is a confidential process for dealing with the issues and transitions of life with the guidance of a trained professional. If students are considering counseling, make an appointment with us! Any reason students have for seeking counseling is valid. Some people seek counseling when they realize that they need help:

- making difficult life choices
- managing conflicts in their personal, family, or work life
- coping with stress and anxiety
- dealing with depression
- healing from sexual assault
- improving troubled relationships
- grieving personal losses
- healing wounds of emotional, physical, or sexual abuse
- overcoming fears or phobias
- recovering from addiction (tobacco, food, Internet, gambling, drugs, alcohol, sex)
- exploring spiritual crises
- creating a healthier, happier lifestyle
- building self-esteem clarifying sexual identity
- establishing healthy sexuality
- clarifying life goals; addressing loneliness
- deciding about pregnancy, birth, and parenting
- or setting personal boundaries

And some people want to learn more about themselves and realize that counseling can be a helpful tool in this endeavor.

The Counseling Center provides access to short-term individual and couples counseling, crisis intervention, assessment, psychiatric services, and referral to community providers, resources and self-help communities. There are a range of counseling modalities available including, in-person (on-campus), in-person (off-campus), by phone, and via telehealth.

For longer-term therapy services the WWC Case Manager will help students identify and connect with an appropriate local referral and assist with accessing services.

Counselors offer support and resources for emerging mental health needs and access to psychiatric evaluation in addition to a range of supportive and educational services.

How Counseling Works at Warren Wilson College
Like most colleges and universities today, the Counseling Center uses a triage and referral model to help students find a counselor that meets their preferences and needs. Our goal is to respond quickly, match students with appropriate care, and support both short-term and ongoing mental health needs with services on- and off-campus.

If students are unsure where to start or what kind of support they need, the Counseling Center will help them navigate their options. Students can email **counseling@warren-wilson.edu** to get connected.

Confidentiality & Mandatory Reporting
Student privacy is important to us. The Counseling Center is committed to providing a safe, respectful, and confidential space for students to seek support. The information below explains how confidentiality works and the limits that apply.

In most situations, what you share in counseling is confidential and will not be shared with others on or off campus without your permission. Confidentiality helps create a safe environment for open and honest conversations and is a core value of counseling services.

There are specific situations in which counselors are legally or ethically required to share information to protect safety or comply with the law. These include:

- Risk of serious harm to yourself (e.g., imminent suicidal intent)
- Risk of serious harm to others
- Abuse or neglect of a minor
- Abuse, neglect, or exploitation of an elderly or vulnerable adult
- Court orders or other legal requirements

In these situations, information is shared only with those who need to know and only what is necessary to address the concern.

Mandatory reporting does not mean that everything you say will be reported. It means that counselors must take action only in specific circumstances where safety or legal obligations apply.

Whenever possible, counselors will:

- Discuss concerns with students openly
- Explain what information must be shared and why
- Involve students in the process when appropriate

Coordination With the College

Counseling Center records are kept separate from academic and educational/student conduct records. Counselors may consult with campus partners without sharing identifying information, unless a situation meets the limits of confidentiality described above or you have provided written permission.

Questions? If you have questions about confidentiality or mandatory reporting, we encourage you to ask your counselor or contact the Counseling Center directly.

Health Center

Murden (Health and Counseling Centers)
(828) 771-2053

The Health Center is open from 9:00 A.M. – 12:00 noon and 1:00 – 5:00 PM, Monday through Friday, during times the academic program is in session. The last patient is taken 30 minutes prior to closing (e.g. 11:30am and 4:30pm).

The Center is staffed by a full-time registered nurse and a part-time registered nurse. Medical direction is provided by an MD. There are no charges for visiting the Health Center. After regular hours, students will need to contact Wilson Telehealth or call 911 if the situation is urgent. There is a charge for visits to local after-hours care facilities or other medical practitioners to whom you are referred. Generally, health insurance can be helpful in covering these costs. No health services are available on campus during the summer or other times classes are not in session.

Student health records **must be** completed to register for classes. These records are confidential and give past medical history information as well as immunization status. Immunizations required in North Carolina may be obtained from a local Health Department or private practice. North Carolina law requires the College to suspend students whose immunizations are not up to date.

Transportation for Medical Appointments/ Health Center: Students that have necessary in-person medical appointments in the Asheville area can reach out to the Health and Wellness Department by emailing

MedicalTransport@Warren-Wilson.edu at least one week prior to your appointment. The transportation request requires approval from the Director of the Health Center and is not an emergency service. For a list of appropriate medical appointments that medical transportation is available to provide or for questions navigating medical transportation, or to request a medical transport, please email MedicalTransport@Warren-Wilson.edu.

Urgent Situations: Contact the Health Center first, and if they are not available, contact Public Safety on the emergency cell phone (828) 230-4592

Absences: If you are too sick to attend class or work, call or email your professors and work supervisor. See the WPO Student Handbook section regarding missed work policies. Classroom attendance is determined by each professor and is noted on the course syllabus. If you need assistance, call the Student Engagement Office, (828) 771- 3800.

Work Program Injuries: If you are hurt while working, you may receive care at the Health Center or be referred to an off-campus professional. It is your responsibility to report your injury immediately to the Human Resources Office via the **Online Report of Injury** form.

Notify your supervisor immediately if you have been injured while working.

NOTE: Supervisors should reach out to Human Resources upon learning that a student was injured while at work to ensure it is reported in a timely fashion and to follow up as needed regarding possible worker's compensation claim filing information.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Registrar's Office
Laursen Hall
(828) 771-3015
registrar@warren-wilson.edu
http://www.warrenwilsonowls.com/

Family Rights and Privacy Act of 1974:
Annually, Warren Wilson College informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act was designed to protect the privacy of education records, establish the right of students to inspect and review their education records, and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Office concerning alleged failures by the institution to comply with the Act. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions to the Act. Copies of the policy are on file in the Office of the Registrar.

More information about FERPA is provided **here**.

For campus help with updating or changing your FERPA permissions (seeing academic grades, paying bills, judicial conduct record, and other educational record info), please contact the Office of the Registrar.

Spiritual Life

Director of Spiritual Life & Campus Chaplain
Ransom House
(828) 771-3747
spirituallife@warren-wilson.edu

Warren Wilson's Spiritual Life Office is a multifaith resource center that provides and supports diverse religious, spiritual, and ethical programs and activities for the campus. We seek to promote a spiritual climate in which all members of the College community - students, faculty, and staff - have the freedom and opportunity to practice their respective faiths, to worship in accordance with their traditions and to find curiosity and questions as paths towards meaning-making and justice-seeking.

We share responsibility for nurturing campus religious and spiritual life for students, faculty, staff, alumni, families, and friends of the college by maintaining dynamic partnerships with many campus and local groups, including religious, interfaith, service, and social justice organizations. We provide support for spiritual communities and religious services, spiritual care and counseling, and leadership and partnership. We also eagerly join with others in examining religious and moral perspectives on such issues as race and class, gender and sexuality, the environment, the economy, vocation, peacemaking, human rights, relationships, government, science, education, and identity.

Our Programs and Services:

1. Assess and encourage religious interest and connect the campus community with opportunities to practice and explore religious and spiritual life
2. Support and promote campus spiritual communities and connections with local religious communities, as well as college-community initiatives
3. Provide regular opportunities for prayer, meditation, worship, retreats, spiritual study, the observance of religious holidays, and other public and private spiritual practices
4. Provide spiritual care and support for people of all spiritual orientations on the full range of religious and moral concerns and life crises experienced by members of a diverse college community, including deaths, accidents, and illnesses, and traumatic events on campus, in the local community, and in the wider world
5. Provide programs and events to illuminate and interpret the religious, spiritual, and ethical dimensions of life and issues in our society and world
6. Celebrate and encourage the appreciation of sacred arts
7. Promote interfaith and intra-faith dialogue, understanding, and cooperation
8. Organize and cooperate in movements for peace, service, and social justice

9. Offer education and training for and with campus units to equip students and staff to address religious, spiritual, and ethical issues and concerns as they relate to their particular activities.
10. Coordinating weddings/holy unions, memorial services, and other lifecycle rituals
11. Lead spiritual exercises at important moments in the life of the college, such as Orientation, Convocation, and Homecoming Weekend.

The Chaplain offers spiritual care that views individuals as embedded in relationships, families, and communities, and so can help with the restoration of strained relationships. The Chaplain can also offer requested blessings, sacraments, and rituals people may desire. They can assist with coordinating weddings and holy unions as well as memorial services. And spiritual care is often especially important to people facing death, loss, and grief. Our goal is to affirm human dignity and freedom and honor human diversity.

Warren Wilson Spiritual Life Office (SLO) is available to provide spiritual care upon request or referral to any member of the college community, including students, faculty, and staff. Persons seeking spiritual care are encouraged to visit, call the Chaplain at (828) 771-3747, or send email to (spirituallife@warren-wilson.edu) to make an appointment or seek a referral.

Inclusive Excellence and Student Belonging

Assistant Dean for Inclusive Excellence and Student Belonging
Ransom House (Inclusive Excellence and Student Belonging)
Dodge House (Student Conduct)

WIDE
Ransom House, 205

Warren Wilson College's **I**nclusion **D**iversity and **E**quity (WIDE) Office is devoted to creating and upholding a culture on campus that is sustainable and encouraging individuals to strive collectively and meaningfully towards intercultural ingenuity. WIDE supports students through the points where their ethnicities, genders, abilities, ages, sexual orientations, religions, and other identities begin or intersect, and is especially intentional about supporting and reaffirming the students in our community identifying (generally or in part) as African/Black, Latiné, Indigenous, Asian (ALIA), and/or Multiracial, as not only the integral stakeholders that they are, but also as essential shapers of our campus's short and long-term vision.

What we do/can provide from our office

- Consulting for student organizations and College departments planning Inclusive Excellence programming
- Training & Workshops on Intercultural Engagement, Budgeting, Programming
- Advisement of Identity-Based clubs (including new club inquiries)
- Crisis Management

- Student Centered Programming
- Opportunities for learning & processing concepts of race/ethnicity
- Building out Inclusive Spaces

Our Vision: The WIDE Office seeks to create and support programs, initiatives, and spaces that accommodate meaningful intercultural engagement.

Our Team: The WIDE Office works with campus constituents and partners in the development of programs and administering of policies related to inclusion, diversity, and equity across our community, the WIDE CREW, ALIA student organization leadership, and the Engage @Sutton Leadership Team to develop and create programs that foster intercultural ingenuity, all the while working with campus partners to form a sustainable campus environment characterized by a sophisticated ethical approach to intercultural engagement.

Engage Living & Learning Community at Sutton Hall: Engage @ Sutton Hall is a living and learning community bringing students together that prioritize above all other positions - their advocacy for ALIA communities.

This area of Student Engagement also coordinates the Code of Student Conduct and its implementation.

Student Activities

Director of Student Activities
Ransom House

The Student Activities Office hosts diverse campus-wide events to engage students, offers advising, training, and support for student clubs & organizations, and carries on longstanding campus traditions.

Student Clubs and Organizations are a great way to find friends who have a common interest and can plan events on or off campus. The current clubs can be categorized as club sports, spiritual and cultural clubs, political and activism, programmatic, and departmentally focused to connect with certain majors and academic departments on campus. There is a student Club Fair at the beginning of each academic year so that students can meet current club leaders and learn about each group to decide about joining! If a club is not currently offered, the Student Activities Office works with students to create new ones in an easy and quick process.

Student Activities (Stud Acts) Crew hosts campus-wide events that are both educational and entertaining and are intended to enhance the overall experience of our diverse student body. Student Activities seeks to build community and inspire growth of the whole student through events that inspire student participation. The Stud Acts Crew plans and coordinates weekly programs for the WWC community (examples include: crafts, open mics, bands, solo artists, films, dance parties, off-campus trips, video game tournaments, and many others!). Students are encouraged to bring ideas for events and performers to the Student Activities Crew office, which is located in Lower Gladfelter, room 120.

Student Activities is well versed in programming spaces around campus and works with crews, clubs, and departments to find the best campus location for their event. Sage Cafe is no longer an operable food location, but it is available as a reservable programming space on campus. Connect with Student Activities staff to learn more about the space and how to reserve it.

Flyers and Posting Policy

Approved Posting Locations: Flyers may only be posted in the following designated areas:

- Jensen Building: 3rd floor notice board
- Gladfelter Building: Main floor notice board, Lower Glad (by Cow Pie), Lower Glad (by mail room), Outside Glad (by picnic table)
- Spidel Building: Notice board
- Bridge Area: Notice board by the bridge
- Residence Halls: Boards inside residence halls (Note: Each hall may have additional or specific posting requirements)

Who Can Post: Only the following are authorized to post flyers:

- Recognized student clubs & organizations
- Crews
- College departments and organizations

Flyer Requirements: All flyers must:

- Be affiliated with a recognized club, crew, or student organization
- Receive approval from a professional staff member, faculty advisor, or supervisor
- Include the following details:
  - Sponsoring organization name
  - Event information (date, time, location)
  - Contact information for the organization
- Be removed within 72 hours after the event concludes
- Be no larger than 8½ x 11 inches (standard paper size)

Permitted Content: Flyers may promote:

- Events and activities
- Educational resources and information
- Organizational meetings
- Social and cultural programming

Prohibited Content: Flyers must not contain:

- Obscene, vulgar, or sexually explicit material

- Harassing or harmful content that violates community standards
- Promotion of illegal activities or unauthorized drug/alcohol use
- Copyrighted or intellectual property violations
- Any content that violates the community standards outlined in the Code of Conduct

Queer Life/Queer Resource Center

Sunderland 007

The Queer Resource Center (QRC) is committed to building a campus culture at Warren Wilson that honors the dignity and value of people of all genders and sexual orientations. The QRC uplifts, supports, and advocates for the LGBTQIA+ community on campus and provides training and resources about gender and sexuality diversity to the community at large. The QRC's work is grounded in an intersectional approach to equity and collective wellbeing. The QRC collaborates with WIDE, Wellness, Counseling, Spiritual Life, the Alliance Living Learning Community, and many other groups on campus.

The QRC is on the ground level of Sunderland (room 007), and is home to a resource library, a community lounge and the Queer Resource Center Crew. The QRC runs regular social and educational programming including: movie nights, advocacy training, queer sex ed workshops, hormone and name change info sessions, LGBTQ+ History Month, Drag Brunch, Trans Day of Visibility, the annual month of GAYpril, and more!

The Director of Inclusive Excellence is available for student support and advocacy and works to promote LGBTQIA+ affirming policies on campus, such as all gender bathrooms, name changes, and inclusivity and advocacy training for WWC employees. The QRC Crew members are central to programming and provide peer support during regular office hours in Sunderland 007.

Athletics and Recreation

DeVries Athletic Center
http://www.warrenwilsonowls.com/

Athletic Staff	Phone Number
Athletic Director	(828) 771-3001
Assistant Athletic Director/Athletics Crew Boss	(828) 771-2000
Sports Information Director	(828) 771-2000
Strength and Conditioning Coach	(828) 771-3736
Women’s Triathlon	(828) 771-3736
Men’s Basketball Coach	(828) 771-5848
Women’s Basketball Coach	(828) 771-3001
Men’s and Women’s Swim Coach	(828) 771-3004
Women’s Soccer Coach	(828) 771-3046

Men's Soccer Coach	(828) 771-3046
Cycling Coach	(828) 771-7003
Women's Lacrosse Coach	(828) 771-3005
Men's Lacrosse Coach	(828) 771-3008
Head Men's and Women's Cross Country and Track & Field Coach	(828) 771-2014
Head Men's Volleyball Coach	(828) 771-3906
Head Women's Volleyball Coach	(828) 771-3062
Head Women's Rugby Coach	(828) 771-3002

Athletic and Recreation facilities include DeVries Gym, Bryson Gym, weight room, tennis courts, athletic fields, a climbing wall, the Swannanoa River, and miles of foot and bike trails throughout campus. We also have spin bikes, rowing machines, ellipticals, treadmills and free weights to use.

DeVries offers convenient hours of operation for WWC community use with an ID. Use of DeVries is free for all WWC staff, faculty, students and alumni. Currently, non-WWC members are not permitted to use the athletic facilities unless approved by the Athletic Director. Membership information and facility hours are provided **here**.

DeVries is staffed by the Athletics Crew, who also assists in the operation of the gym, athletic training, marketing, intramurals, with commentary at games and game-day operations.

Intercollegiate Athletics

Warren Wilson College is currently a member of NCAA Division III and a member of the Coast the Coast conference. There are men's and women's varsity teams in basketball, cross country, road cycling, cyclocross and mountain biking, lacrosse, soccer, volleyball, rugby, track and field, triathlon and swimming. Games and races offer a great opportunity for students to come out and support the Fighting Owls!! Our legendary fans are led by our life-sized mascot. If you're interested in becoming a student-athlete, please contact the coach; most teams are open to qualified, eligible walk-ons.

Check out **www.warrenwilsonowls.com** for more information about Warren Wilson Athletics!

Intramurals and Recreation

Intramurals run a wide variety of activities for faculty, staff, and students. A revamped and upgraded inventory of recreation and fitness equipment can be found in the DeVries' Intramurals Closet for check out and retrieval for use in DeVries and outdoors on campus. In addition to campus-wide fitness challenges and wellness activities, Intramurals offers traditional competitive format activities like kickball, sand volleyball and dodgeball along with sports demonstrations in emerging activities like rugby and pickleball. As always, the Intramurals staff is open to ideas or suggestions regarding intramurals, recreation, and overall wellness initiatives.

Adventure Programs
Director, Adventure Programs, (828) 771-3754, Bryson Gymnasium
https://www.warren-wilson.edu/student-life/outdoors/

Adventure Programs runs outdoor recreation trips during the semesters, plus the Bryson Gym climbing wall, and on-campus activities and workshops for the college community. A variety of programs are offered, such as backpacking, caving, mountain biking, rock climbing, canyoning, snowboarding, skiing, skydiving, canoeing, kayaking, and rafting. The majority of programs are organized and facilitated by student trip leaders and all are welcome to apply to join the crew.

Weekend programs and weekly activities are either free or offered at a very low cost to students and others in the college community. Adventure Programs also provides outdoor gear which you can borrow. This includes tents, backpacks, sleeping pads, clothing, and other camping equipment which is available at the program office in Bryson Gym.

Residence Life and Community Standards

The residential philosophy at Warren Wilson College supports a cohesive community of workers, teachers, and learners, striving to create a comfortable and supportive living environment that is conducive to learning and growing. One of the most unique features of Warren Wilson is its strong campus community. WWC is a residential campus; a majority of students, and many faculty and staff members, live on campus. Any full time student is eligible to live in campus housing. If a student falls below 12 credits at any time during the semester or is no longer fully engaged in 12 credits of academic work, they will be asked to vacate the residence halls, unless special permission is granted.

Living in a residence hall is a privilege. Students may lose this privilege through conduct sanctions, if it is necessary to protect the rights and privileges of others. You are responsible for what occurs in your room. If you knowingly permit your roommate (or another person) to break college rules, local, state, or federal law, you may also be sanctioned. All residence hall policies reflect college policies as outlined in this Student Handbook, please reference this section for additional information.

Residence Life and Housing Staff
Warren Wilson believes that residence halls should be environments that support learning, build community, respect diversity, and encourage responsibility. Our department is staffed with both full-time professionals and student leaders who enforce the policies and practices that make this possible. They also respond to emergencies, advise and refer students, request repairs and maintenance, facilitate hall meetings, and sponsor social, recreational, and educational programs.

Residence Life and Housing Policies and Processes

Residency Requirement

Full-time undergraduate students (12 hours per semester) at Warren Wilson College (WWC) are expected to live in community with each other through the first 90 credits of their academic program or until age 22 (whichever comes first). Students are guaranteed housing on campus during this time.

Participating in the residential community on campus while also working on campus is a critical component of a Warren Wilson College education. Students who live on campus have been shown to be more engaged in campus life, therefore contributing positively to their experience in college, identity development, and in most cases achieving higher GPAs.

Students will be approved to move off campus before completing 90 credits or turning 22 years old, only when one of the following is true for the student:

- Living with parents or guardians in the area
- Living with spouse or domestic partner prior to enrollment
- Living with a dependent child
- Financially independent status based on your current FAFSA.

Students desiring to change status from a Residential to a Day student or the inverse, are asked to submit the Residential Change of Status Form located on MyWWC.

Students are encouraged to consult with Financial Aid prior to a change in residency in order to understand the potential effects on their aid. Students participating in "NCFree" and "Milepost One" are required to live on campus to be eligible to participate in those programs.

Living off campus does not guarantee being awarded a day student contract from the Work Program office.

The following is the Contract for Room and Board for the 2026-2027 Academic Year that students are expected to abide by. Unless explicitly stated, receipt of this Handbook constitutes receipt and commitment to this contract if the student is in Warren Wilson College ("WWC") residence halls/housing. This Contract is the basic document that sets forth the contractual obligations of the student and WWC for housing and meal plans. The term "student" shall mean the applicant (parent, or guardian if under the age of 18). The parties agree that this contract may be signed electronically.

Residence Life and Housing and Meal Plan Contract for the 2026-2027 Academic Year

This Contract is the basic document that sets forth the contractual obligations of the student and Warren Wilson College ("WWC") for housing and meal plans. The term "student" shall mean the applicant (parent, or guardian if under the age of 18). The parties agree that this contract may be signed electronically.

Anyone living in the residence hall must have a current signed contract on file. It is the student's responsibility to ensure that they have signed a housing contract. If a student fails to sign a contract, they are in violation of college policy/requirements and may be required to vacate. Not having a signed contract does not absolve students from the expectations outlined in the contract.

1. **Contract Period.**

   This Contract represents an academic year obligation beginning the first day the residence halls open in the fall and ending when the residence halls close in the spring as published in the calendar https://www.warren-wilson.edu/academics/calendar/ and includes any break times and other periods.

2. **Payments.**

- The student understands that the room charges must be paid as established by WWC's Office of Student Accounts at: https://my.warren-wilson.edu/ICS/Billing_and_Aid/Student_Account.jnz
- To review the College's policies and deadlines regarding payments, please visit: https://my.warren-wilson.edu/ICS/Billing_and_Aid

To see 2026 – 27 rates for
tuition, fees, housing and meal plans
go to pp.104 – 106 of this Handbook.

Due Dates

- **Fall Semester**: Food and Housing payment is due by **July 15, 2026**.
- **Spring Semester**: Food and Housing payment is due **by December 15, 2026**.
- If payment in full or a monthly payment plan is not in place by the official due date, a late payment fee will be assessed on the account. The fee will be 5% of the account balance and will cap at $200.
- If payment is not made by the due date, or if checks are returned for insufficient funds, upon notice from the Student Accounts office, the Office of Residence Life reserves the right to reassign the space or to cancel the contract, depending on space needs.

- Failure to pay does not constitute contract cancellation.
- WWC rates or fees are subject to change for various reasons. Changes and additions are officially announced and/or posted by WWC in various locations, including on the College's websites. Said announcement or posting by WWC constitutes actual and effective notice. The parties expressly agree that changes and additions affecting this contract become effective and binding to the parties on the first date of public posting or official announcement by WWC, including posting on WWC's website.

3. **Rules and Regulations**
   - The student shall comply with all WWC policies and procedures applicable to students, including the Student Handbook, Student Conduct Code and residence hall rules and regulations (collectively, the "Rules and Regulations"). The Student Code of Conduct includes residence hall rules and regulations and is published electronically at https://my.warren-wilson.edu/ICS/Campus_Life/Student_Handbook.jnz.
   - Policies and procedures consist of, but are not limited to guests, fire safety, and regulations state and federal laws.
   - WWC's Rules and Regulations are hereby incorporated into this legally binding contract.
   - Provisions may be added or changed during the term of this Contract with appropriate prior notification to students.
   - No term or condition of this Contract can be waived without the formal written agreement of both parties, and no oral statement made by the Office of Residence Life and Housing or its agents or employees is considered a waiver of any term or condition.

4. **Assignments, Room Change and Roommates**
   - WWC reserves the right in its discretion to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another.
   - The student understands that this Contract is for a space in the residence halls and not for a specific room or building.
   - New students are assigned to rooms based on available space and the information submitted on their Housing Application. While every effort is made to honor preferences, no guarantees can be made.
   - Additional information regarding the room selection, assignment processes, room changes, roommates, and consolidation may be found in the Student Handbook.
   - Students will be permitted to request a change in residential status between semesters under the following circumstances (whichever comes first):
     - The student has completed 90 credits of their academic program
     - The student has reached 22 years of age
   - Students will be approved to move off campus BEFORE completing 90 credits or turning 22

years of age, only when one of the following is true:

- The student is living with parents or guardians in the area
- The student is living with a spouse or domestic partner prior to their enrollment at WWC
- The student is living with a dependent child
- The student is considered "Financially Independent" based on their most current FAFSA submission
- All full-time commuter students will be charged a $500 (per semester) Day Student Fee.

5. **Termination of the Contract by Student**

- Students are obligated to pay WWC for the full cost of the Meal Plan and Housing for the academic year under all circumstances unless Student withdraws from WWC in accordance with WWC's policies regarding Institutional Withdrawal, Medical Withdrawal, and Administrative Withdrawal, which may be found in the Student Handbook.
- In the event a Student withdraws, any Meal Plan and Housing refund will be provided in accordance with the below Withdrawal and Reduction of Charges Policy which will be in effect for each semester.
- Students are not responsible for the balance of the semester charges and required/applicable fees if the college receives a written notice of withdrawal **before** the first day of classes begins. If for *any reason* enrollment is canceled on the first day of classes or after classes begin, the tuition and Meal Plan and Housing charges for the semester will be reduced depending upon the period of time the student has been enrolled. Fees are **not** refundable. Financial Aid will be reviewed and adjusted/reduced according to federal Return to Title IV guidelines if withdrawal occurs before 60% of the semester has been completed. Federal guidelines for calculating the return of financial aid are different from the tuition reduction of charges policy, so a return of any financial aid funds may result in a balance due to Warren Wilson College.

- 100% reduction of charges if withdrawal is before the first day of classes.
- After first day of classes but before the end of week seven, tuition, food and housing* charges will be refunded as follows:
- 90% reduction of charges if withdrawal is before the end of the first week of classes
    - 80% reduction of charges if withdrawal is before the end of week 2
    - 70% reduction of charges if withdrawal is before the end of week 3
    - 60% reduction of charges if withdrawal is before the end of week 4

- 50% reduction of charges if withdrawal is before the end of week 5
- 40% reduction of charges if withdrawal is before the end of week 6
- 30% reduction of charges if withdrawal is before the end of week 7
- No reduction of charges if withdrawal is after the end of week 7

** The withdrawal date for refund purposes is the date the student is officially checked out of student housing or the last day of attendance, whichever is later.*
*** Residential students who have checked in early and elect to leave prior to the first day of classes will be assessed a $500 cancellation fee.*
****Students not meeting the campus residency requirement will be assessed a $500 fee for becoming a "Day Student."*

- Except as provided in the Student Handbook, Student may not terminate this Agreement and Student remains financially responsible for Food and Housing charges for the full academic year even if the Student's occupancy rights are terminated, suspended or limited by WWC in any way or Student's room is reassigned or additional students assigned to the room or suite.
- Except as provided above, payments for Food and Housing are non-refundable. WWC will not refund or pro-rate any fees paid for Food and Housing for time not spent in Residence Housing except as stated above.
- All Student occupancy rights under this Agreement will immediately terminate in the event of Student's withdrawal from the College.

6. **Termination of the Contract by WWC.**

- Any violation of the Rules and Regulations, failure to comply with the lawful direction of an employee of the College or to cooperate with a WWC employee, or violation of law by Student may result in the termination, suspension and/or limitation of Student occupancy rights and/or other disciplinary action and sanctions in accordance with WWC's established procedures.
- All Student occupancy rights under this Agreement will immediately terminate in the event of Student's suspension or dismissal from the residence hall or the College.
- WWC may also terminate, suspend or limit Student's right to occupy a room or residence hall under this Agreement in accordance with the provisions of Section 16 below.
- In the event of termination, suspension, or limitation of Student's occupancy rights in whole or in part by College, Student shall not be entitled to any refund of charges for Meal Plan and Housing and shall remain liable for all of such charges for the academic year.
- In the event WWC terminates this contract, Student agrees to vacate the premises and on-campus housing not later than earlier to occur of (i) 24 hours after receiving notice to vacate sent to Student's College email address or (ii) such earlier time specified in the notice to vacate or leave such housing and not to return without the express written approval of WWC.

7. **Room Condition, Check-in and Check-Out**

- Residence Halls open for new and transfer students on the first scheduled day of Orientation. Continuing, students may begin to check-in each semester the Sunday before classes resume. These dates will be posted on the Academic Calendar. Students cannot move in early (unless given express approval by WWC due to involvement in College-sponsored events prior to Move-In). If a special accommodation is necessary, the student must make this request in writing to the Office of Residence Life.
- Each time a student moves into a room, they must check in with a Residence Life staff member and complete the appropriate paperwork. The check-in process includes reviewing the condition of a student's room and signing for their room key(s).
- At check-in, students will be given a Room Condition Form and will be asked to inspect their room/suite and note the presence of furnishings and any damage or defects. It is each student's responsibility to verify that all room and furniture damages are recorded on their Room Condition Form. This form will be used when students check out for comparison and to assess charges. Damage not noted on the Room Condition Form will be charged to the occupants of the room/suite upon check out. Students should complete a Room Condition Form and have their room and suite inspected (when applicable) by a Residence Life staff member each and every time they check in or check out of a room. Room Condition Forms may be amended throughout the year with the supervision of a Residence Life staff member.
- At the end of the academic year and each time a student changes rooms, they must check out of their room properly in accordance with the provisions found in the Student Handbook.

8. **Abandoned Property**

- Any personal property such as bicycles, refrigerators, chairs, desks, and televisions left or abandoned by a student or guest, unless claimed within 30 days, shall be deemed the property of WWC. WWC may use, dispose of, donate, or sell the personal property after no claim has been made for it within 30 days.
- The student agrees to absolve and hold the WWC harmless for any damage to or claim for the abandoned property due to damage, destruction, disposal, or sale of such personal property.

9. **College Furniture**

- WWC will provide furnishings depending on the room layout and assignment in all permanent spaces. Students must furnish their own bedding, linens, blankets, and pillows. WWC will not provide cleaning services in the student accommodations. Students will be responsible for cleanliness of the bedroom, living room, and bathroom where applicable. Failure to keep accommodations clean will result in referral for a Student Conduct Meeting and the potential for assessing charges at the expense of the student.

- Students are responsible for the furniture in their room. All College furniture must stay in the student's room. The College does not provide storage for furniture or any other item for students.

10. **Pets & Assistance Animals**
    Information regarding pets and pet contracts may be found on Page 43 of this Handbook.

    - Warren Wilson College is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the Warren Wilson College community who seek reasonable accommodation for disabilities should contact the Director of Disability Access.
    - Students are responsible for their pets, service animals or emotional support animals, including: maintaining control of the animal at all times and maintaining financial responsibility for the actions of their animal, including bodily injury, property damages, cleaning costs above and beyond any standard cleaning or repair of college property, and flea/tick management.

11. **Right of Entry**
    - The College reserves the right to enter student rooms and/or suites if: there is reason to think that someone is hurt, in danger or in psychological distress; College property is being damaged; maintenance or repairs are necessary; College rules are being violated or suspected to be violated; for regular health and safety inspections, and for any other purpose in accordance with applicable law or College policy. Public Safety may also enter student rooms and/or suites to conduct regular fire safety equipment checks. The student is not required to be present at the time of entry.
    - Entry into a room or apartment for reasons other than those listed above will be made during reasonable hours with notice to the assigned students when possible.

12. **Damages**
    - Charges will be assessed to students who are responsible for damage to a room or communal area throughout the term of the Contract.
    - Students may be billed directly for repairs, cleaning, furniture replacement, lost or non-returned keys, or other damages to/loss of College-owned furniture and equipment.
    - If a communal area is damaged and the party responsible cannot be identified, all surrounding residents will be held equally financially responsible for the damage, unless it can be otherwise conclusively determined specific individual(s) should be held exclusively liable.

13. **Fire and Safety Equipment**
    - All students and their guests are expected to be familiar with and abide by the Fire Safety Policies contained in 2025-2026 Student Handbook and all of its subsections.
    - Tampering with fire and safety equipment is a violation of state law and College policy and may

result in disciplinary action by the College and/or the Office of Residence Life, including fines or removal from Campus housing. Tampering includes, but is not limited to, disconnecting, intentionally damaging, covering or vandalizing in any way smoke detectors, fire sprinklers, alarm horns, pull stations, fire extinguishers, door closers or exit signs.

- North Carolina state law prohibits weapons and fireworks on the grounds of any educational institution, including the entire Warren Wilson campus.

14. **Residence Hall Opening and Closing Dates**

Residence halls will open and close at specific dates and times as published in the WWC Academic Calendar.

15. **Break Housing**

Only students who have been offered and accepted a break work contract, a space on a College-sponsored break trip, or are an athlete whose team has been asked to stay may continue to live on campus over Fall, Winter, and Spring breaks. If a student requests and is denied either a work contract or College-sponsored break trip, they may request to stay on campus. Any student who is on conduct-related probation, housing restriction, or suspension cannot live in campus housing over breaks unless they have received an explicit written exemption from Housing. Requests must be submitted to a professional Residence Life staff member in writing at least one week prior to the break. Students found living in campus housing without permission will be fined in addition to being billed for the time they stayed and may face additional conduct action.

16. **Force Majeure Event**

- WWC does not assume, and does hereby decline and disclaim, any responsibility for failure to perform any terms or conditions of this Contract due to any Force Majeure Event.
- For purposes of this Agreement, a Force Majeure Event shall mean an act of God, a flood, fire, earthquake or explosion, a national or regional emergency (including an order of any governmental agency or authority), war, terrorist threats or acts, riot or other civil unrest, litigation, strikes, labor disturbances, work stoppages, health emergencies, a plague, pandemic, epidemic, pathogen related events, events related to coronaviruses, SARS, MERS, COVID-19, shortages of adequate power or other utilities, and/or any other cause or event beyond the control or authority of WWC, regardless as to whether the subject event or cause was conceivable or foreseeable.
- In the event of a Force Majeure Event, WWC may, in its sole and absolute discretion, take actions including but not limited to the following: modify or suspend student housing, modify or suspend meal plans, require Student to move out of student housing, close dining halls, adjust housing services, and temporarily or permanently relocate Student to different housing facilities.
- In the event of a Force Majeure Event, Students will not be reimbursed for any costs or expenses incurred by Student, nor will any amounts paid for Food and Housing be refunded or pro-rated

for time not spent in Residence Housing.

- In the event WWC is prevented from completing the performance of any obligations under this Contract due to a Force Majeure Event and/or circumstances beyond the control of WWC, WWC shall be excused and released from the performance of such obligations to the full extent allowed by law.
- In the event WWC requires students to vacate university housing, students will be responsible for removing all valuable personal items at that time. In certain circumstances, WWC may remove possessions and/or furnishings from housing units for those units to be used for other emergency purposes.

17. **Sublease/Rent**

Students are not permitted to sublease, rent or grant regular access to their assigned space, building, or community. This Contract may not be assigned.

18. **Enforcement Costs**

Should the College incur any expenses in the enforcement of any terms of this Contract, the student shall pay the cost of such enforcement including, but not limited to, reasonable attorney fees, costs, and collection fees.

19. **Contagious Diseases and Viruses**

A. Safety and Security regarding COVID-19 and other infectious diseases and illnesses

Warren Wilson College reserves the right to include any new policies and procedures around COVID-19 or other infectious diseases as needed. The College will utilize the Center for Disease Control, State and Local recommendations

B. **Dining Services**

Provision of dining services, including where and how it will be offered to Students, is subject to the discretion of WWC and Sodexo, our food service partner, and may be modified from time to time to address public health concerns. WWC may limit dining to primarily carry-out, may limit the occupancy of dining halls, limit the amount of time Students may reside within dining halls, or make other operational adjustments needed to address health and safety concerns.

C. De-Densifying Efforts

Students are required to comply with any de-densifying efforts needed on campus due to illness or any other public health emergency, including, but not limited to, the relocation of all or some residential students to alternative housing off campus. Reassignment does not constitute a termination of a residential student's housing contract. WWC may bar visitors to residence halls or dining halls.

20. **Assumption of the Risk. Release & Indemnity**

- Students understand that, by residing on campus, the student is assuming the risks associated with communal living and, as in any shared living environment, those risks could result in illness, including contagious viruses, such as COVID-19, personal injury, or death. Students acknowledge and understand that by residing on campus, the student accepts and assumes all risks associated with communal living and in any shared living environment, those risks include exposure to contagious viruses, including COVID-19. Students acknowledge, understand, and accepts that WWC cannot control these risks. Student further understands that COVID-19 and other infectious diseases and illnesses can be extremely contagious diseases that can lead to severe illness and death. Students understand that individuals with underlying medical conditions are often especially vulnerable according to the Centers for Disease Control and Prevention.
- Student, on behalf of myself and my personal representative, spouse, guardians, executors, administrators, successors, assigns and next of kin, agrees to release WWC, its agents and employees from any and all damages, liability, claims, expenses or loss (collectively, "Claims") resulting from or arising out of Student's use of space within student housing and Student's use of dining halls, including but not limited to claims resulting from liability for the illness, injury or death of any person(s), including those arising out of or related to the potential exposure to contagious viruses like COVID-19, that may arise in connection with, or relate in any way to, exposure to or contraction of a communicable and/or infectious disease, including but not limited to, COVID-19 (or the coronavirus that causes COVID-19), damage to property, acts of theft, burglary, vandalism, assault, or other criminal activity committed at the residence halls, on campus housing, or alternative housing provided by or arranged by WWC, or arising out of the use of any campus facilities provided by WWC for the benefit of Student and their guests.
- Student agrees to indemnify and hold harmless, waive, and covenant not to sue WWC, its officers, agents and employees from any Claims resulting from liability for the illness, injury or death of any person(s) or damage to property that may result from Student's breach of this Contract, or other negligent, grossly negligent, reckless or intentional act or omission while residing on campus, residing in alternative housing provided by or arranged by WWC, or using WWC dining services. It is Student's express intent that this shall bind the members of Student's family and spouse, heirs, assigns, and personal representatives, and shall be governed by the laws of the state of North Carolina.

Severability

The provisions of this Contract are independent covenants. Should any provision or provisions in this Contract be declared by a court or other tribunal to be void, unenforceable, or illegal, then such provision shall be severable, and the remaining provisions shall remain at WWC's option in full force and effect.

Applicable Law and Venue

This Contract is entered into in the State of North Carolina and the rights of the parties are subject to all applicable local, state and federal laws, statutes, regulations and ordinances, as amended and in effect. The exclusive venue for any proceeding to enforce the rights of the parties to this Contract shall be the Civil Superior Court for Buncombe County, North Carolina.

Attorney's Fees

To the extent permitted by Applicable Law, Student hereby agrees that student will reimburse WWC for all of WWC's costs, fees and expenses, including attorneys' fees and court costs, arising in connection with any default by Student, as well as any action by WWC for enforcement of this Contract.

Termination

WWC may terminate this contract if the Student fails to pay fees or other charges when due, fails to be enrolled in WWC, or fails to obey the terms of this contract or WWC Rules and Regulations. In the event this contract is terminated by the WWC, Student will not receive a refund.

Sex Offender Policy and Criminal Conviction Policy

WWC may, at its sole discretion, prevent students from living on campus who have felony and/or sex offender convictions.

Room Assignments and Roommates

New students are assigned to rooms based on available space and the information submitted on their Housing Application. While every effort is made to honor preferences, no guarantees can be made.

Continuing students will enter the room selection process during the Spring semester to select a new room. The room selection process uses class standing to determine the order in which students choose rooms. However, students with documented medical needs requiring housing accommodations will receive priority. Day students requesting to change their residential status to become residential students after the April deadline, re-admitted students, and students who neglected to participate in the room selection process will be assigned as new students and their seniority will not be considered as a priority in room assignments or in the selection process.

Roommates

The Warren Wilson College Housing staff makes every effort to match roommates and honor housing preferences but there are no guarantees. Whenever a disagreement arises, we encourage students to work out their differences and come up with a solution amenable to both parties. If students are unable to resolve conflicts on their own, Resident Assistants (RAs) are available to help mediate. If a resolution is still

unattainable, students are also encouraged to seek assistance from the Housing & Residence Life Office and Counseling and Wellness professional staff members.

Private Rooms

Private rooms, other than those designated as permanent singles, cannot be guaranteed until all students are assigned housing. Students with documented medical needs that substantially limit a major life activity have first priority for private rooms. There is an additional cost for private rooms that are not provided due to medical needs.

Medical Single Rooms

Students who wish to apply for private rooms based on documented medically-related reasons should visit the housing accommodations page to find out what documentation is necessary. Only those rooms designated as singles by the Housing & Residence Life Office will be available for medical singles until all students are housed and the single room charge will be applied in the event that documentation does not demonstrate a major life activity being disrupted by lack of accommodation.

Room Changes

Room changes will not be permitted during the first or last two weeks of each semester. This allows the Housing staff to identify empty spaces and stabilize occupancy records. When changing rooms, students must obtain approval from Residence Life. **Changing rooms without approval is not permitted and will result in a student conduct meeting and a fine.** A room change is not complete until a student returns their room key and checks out of their previous room with a Resident Assistant (RA) and into their new room with an RA.

During the academic year: If a student wishes to change rooms during a semester due to a conflict with their roommate, they should first discuss the situation with their RA. We encourage students to communicate directly with their roommate(s) to resolve any conflicts that may arise. If a conflict persists, the RA of the hall may be able to mediate a conversation between roommates to find resolution. If, after this discussion, a resolution cannot be found, the student will then need to work with the corresponding professional staff member for their area to determine an appropriate course of action.

Between Fall and Spring semesters: Students' room assignments will not be changed between semesters. Students will be given an opportunity to change their rooms after the two-week "room freeze" at the beginning of the semester. This is done to better accommodate incoming students and allows Residence Life the ability to have accurate occupancy records for each building.

Special Situations

In some circumstances, a student's housing assignment must be changed. If enrollment dictates or repairs require that part of a residence hall be changed or closed, a student may be assigned a new room. If a student

has a vacancy in their room (e.g. they did not sign up with a roommate or their roommate does not attend/leaves WWC), the Department of Housing & Residence Life may assign them to a new room. A student with a vacancy in their room will have the following options (assuming moving was not in relation to misconduct in the room):

- If space is available, they can request to keep the current room as a private room for the remainder of the semester by paying the single room fee. The fee is prorated from the week their roommate moves out.
- They may find someone else to move in with, or someone to move in with them, who is also in need of a roommate.

The Housing & Residence Life office keeps a list of people in need of a roommate. If a student does not choose either of these options above by the specified deadline, they may be assigned a new roommate or asked to relocate at any time. If a new roommate is assigned to a student's room, the student may not refuse to permit that person to move in. If a student refuses a roommate, they could be charged for a single room.

Break Housing

Only students who have been offered and accepted a break work contract, are affiliated with a college-sponsored break trip, or are an athlete whose team has been asked to stay may continue to live on campus over Fall, Winter, and Spring breaks.

Students who have been placed on conduct probation, housing restriction, or suspension cannot live in campus housing over breaks. Students found living in campus housing without permission will be fined in addition to being billed for the time they stayed and may face additional conduct action.

Day Students

Warren Wilson College is deliberately a residential community. It is desired that most students live on campus throughout their enrollment to allow them to be fully engaged in the life of the College.

Students who wish to live off-campus should submit an application for a change in residential status available on MyWWC. There is an additional Day Student fee of $1000 per year. Day Student status for first-year students will be approved only when one of the following is true for the student:

- Living with parents
- Living with a spouse or domestic partner
- Living with dependent child
- Financially independent status based on your current FAFSA.

Students are not permitted to move off campus during a semester. They may submit an application for a change in residential status, available on MyWWC, which will take effect in the subsequent semester.

Check-in

Residence Halls open for new and transfer students on the first scheduled day of Orientation. Students are not permitted to move in early. If special accommodation is necessary, the student must make this request to the Office of Disability Access. Continuing students may begin to check-in for each semester the Sunday before classes resume starting at 1 pm. These dates will be posted on the Academic Calendar.

Each time a student moves into a room, they must check in with a Residence Life staff member and complete the appropriate paperwork. The check-in process includes reviewing the condition of a student's room and signing for their room key(s).

Room Condition Form: At check-in, students will be given a Room Condition Form and will be asked to inspect their room/suite and note the presence of furnishings and any damages or defects. It is each student's responsibility to verify that all room and furniture damages are recorded on their Room Condition Form. This form will be used when students check out for comparison and to assess charges. Damages not noted on the Room Condition Form will be charged to the occupants of the room/suite upon check out. For each student's protection, they should complete a Room Condition Form and have their room and suite (when applicable) inspected by a Residence Life staff member each and every time they check-in or check out of a room. Room Condition Forms may be amended at check-in.

Check-out

At the end of the academic year and each time a student changes rooms, they must check out of their room properly. To avoid charges a student must:

- Acquire approval from Housing & Residence Life (room changes only)
- Schedule a check-out time with a Residence Life staff member.
- Remove all personal belongings, trash, and non-College furniture from their room and common areas of the residence hall.
- Ensure all College-owned furniture is correctly assembled and arranged within the room. A resident may inquire with their RA and request to review the original Room Condition Form to confirm what furniture was present upon move-in.
- Clean the room. Sweep or vacuum, mop, and wipe furniture.
- Dispose of trash and recyclables in designated places.
- Have the room inspected by a Residence Life staff member and return their key(s) as directed.
- Leave by the assigned check-out time.

A complete list of charges is available from the Housing Office or Facilities Management. Charges can range from $25 to hundreds of dollars depending on damages.

Other Residence Life Policies

Pets

Warren Wilson College is unique in allowing residential students the privilege of having their family pet live with them on campus. The future of this pet privilege rests upon the successful administration of the policy and the willingness of students to abide by and enforce the policy.

It is the purpose of Warren Wilson College to provide a safe environment for members of the WWC community and to protect, maintain and regulate the pet ownership privilege enjoyed by members of the community. It is the responsibility of the pet owner to protect the rights of all students as well as the physical beauty of the campus. The Pet Policy provides the guidelines by which this can be accomplished. By bringing a pet to campus, the student has indicated an understanding of the policy and has agreed to the conditions and penalties therein. Every pet owner is encouraged to consider carefully the advantages and disadvantages of the campus environment for his/her/their individual pet.

The Pet Life Staff works in conjunction with the Housing and Residence Life Department. The Pet Life staff consists of students, both pet owners and non-pet owners, as well as Housing and Residence Life staff members who have the task of administering the Pet Policy. The Staff have the ability to levy fines and remove problem pets from campus. The Pet Life Staff, with the approval of the Dean of Students and/or the Director of Housing and Residence Life, is responsible for budgeting registration money to make improvements to this policy and the procedures dictated by it.

Service Animals

Warren Wilson College will not require any surcharges or fees for service or assistance animals. However, the student will be held responsible for all damage caused by a service or assistance animal. The owner of the animal will also take responsibility for state and local requirements regarding vaccination, licensure, lease control, cleanup, owner identification, and animal health.

Conflicts that may arise due to the presence of service or assistance animals in College housing should be reported to the Office of Residence Life and Housing immediately. Warren Wilson College is committed to ensuring that the needs of all community members are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

Emotional Support Animals (ESA) and Service Animals are not held to weight and breed restrictions.

Dogs, Medium, and Small Pets Permitted on Campus

Small pets are permitted in all residence halls as long as they are secured in a cage with a lid. Snakes must be less than 4 feet long and non-venomous. A wet aquarium should not exceed 10 gallons. A terrarium may not exceed 20 gallons. Cage size cannot exceed four feet on any side. Each student may have an aquarium or a

terrarium or a four-foot cage. Students may not have more than two of these three options. These are permitted per student, not per room.

Dogs may not exceed 40 pounds in weight when fully grown. Dogs may not exhibit aggressive behavior. Owners are not permitted to breed any animal or pet for food or other purposes.

The acquisition of a pet, purchased, fostered, adopted, or stray, while a residential student at WWC is prohibited.

Exotic animals are not allowed on-campus and those animals requiring a permit under North Carolina Fish and Wildlife Conservation Commission are not allowed on campus.

Number of Dogs and Small Pets
On campus residents are permitted ONE Dog or Medium Pet OR TWO Small Pets per residence hall room.

Animals that need a heat lamp are not allowed, because heat lamps are a fire hazard in the residence halls.

Registration and Inoculation
ALL PETS must be registered and registration approved prior to residing on campus. Failure to register the pet prior to bringing the pet to campus will result in an immediate $150 fine and removal of the pet.

All Pet registrations are valid for one academic year. The registration fee for a dog, medium pet or a small pet will be charged to the student's account.

Students are allowed to have their pets with them on campus during the summer. The summer registration fee for dogs is $100, medium pets is $75 and for small pets is $25.

WWC ID tags will be provided to dogs and cats during registration and it is required for the dog and cat to wear the ID tag at all times. For other medium sized pets, the ID tag should be affixed to their enclosure.

Required to provide and include on the registration form
- Certification of all appropriate vaccinations
- Proof that the dog or cat has been spayed or neutered (All dogs & cats are required to be spayed or neutered)
- Proof of flea and tick prevention

Day Students bringing a pet on campus
Day students (students attending WWC but living off campus) are to follow the same regulations as residential students when registering their dog with Pet Life. The Day Student should notify Pet Life where the pet will be on campus and what provisions will be made for the pet while the student is on campus or in class. Day Student dog registration fee is $100. Day students should not bring medium pets on campus with them.

All pets must be in good health while residing on campus. WWC may consult a veterinarian to make a recommendation to Pet Life regarding any pet that is unfit to live on campus.

Pet Owner Rules of Conduct

1. Pet Owner assumes all responsibility for pet actions regardless of circumstances.
2. Pets must not be left on campus unattended over any breaks.
3. WWC ID Tags will be issued to dog (except visiting pets) and must be worn at all times, along with a Vet issued rabies tag.
4. All pets must be with the person they are registered to.
5. All pets must be housebroken. The use of training pads is not permitted in the residence halls.
6. Dogs or medium pets are only allowed in residence halls that are designated for Dogs or Medium Pets.
7. ALL dogs must be on a leash at all times while outside of the resident owner's room. This includes hallways, laundry rooms and common areas in the residence halls.
8. Under no circumstances are pets allowed to be unsupervised while outside of the resident owner's room.
9. Pets are not allowed in residence hall bathrooms.
10. Pet owners are responsible for ensuring pets are cleaned up after.
11. All pets must be in a crate, caged, stationed, or in a terrarium when left unattended.
12. No pet may exhibit any aggressive behavior towards humans or other pets. This is determined on a case by case basis by Pet Life Staff. The Pet Life Staff may refer the case to the Director of Residence Life and/or the Dean of Students for conduct action.
13. Maintenance Staff may not enter the room to spray for bugs if the pet is inside the room.
14. Owner negligence or mistreatment of a pet will not be tolerated.
15. Pets attacking other pets or humans will not be tolerated.
16. Failure to remove a pet from campus will result in a fine and/or conduct action.
17. Students shall not capture any of the barn cats in an attempt to make them pets.
18. If your partner has a pet and will be visiting regularly, you must register the pet.
19. Pet feces must be disposed of in the bear bins around campus. Pet feces cannot be disposed of in the residence halls or academic buildings.

All incidents will be deferred to the Director of Housing and Residence Life and/or the Dean of Students for a student conduct meeting.

Housing Policy Summary & Care Guidelines

- Animals are not allowed to be taken into campus housing until the owner has been approved through the Office of Pet Life that the Registration requirements are complete for approval of the animal.
- A request for a pet cannot be processed until an unauthorized animal is removed.
- Pets are only approved for the student's specific residence and are not allowed in other campus venues (i.e. classrooms, library, dining services, athletic facilities, friend's campus residence, etc.). The same rules apply to visiting pets. If outside of the resident's room, the pet must be on a leash at all times.

- Owners must ensure prompt cleanup and hygienic disposal of the pet's waste.
- Pets may not be left in the residence overnight or left in the care of other students on campus during the owner's absence.
- Pets are not authorized to travel with athletic teams or with groups attending other school sponsored activities. The student who participates on an athletic team or other school-related travel functions must make arrangements in advance for a reliable off-campus caregiver for a pet for any overnight and/or extended hours care.
- Dogs must be completely housebroken. Use of training pads is not an acceptable substitute for waste management.
- Dogs must be crate trained. Pets must be in a crate or contained while the owner is away from the room. Owners should not be away from their room for extended periods of time that will not allow for proper care and treatment of the animal.
- The pet must have documentation of current state and county required immunizations.
- Owners of dogs need to follow a routine tick/flea treatment and heartworm prevention plan.
- Students bringing pets to campus are fully responsible for the animal's behavior, and for any damage done. If the pet is disruptive to the living environment for others (for example, barking or other loud noises, or significant odor from litter boxes or cages), or if there is damage done to college facilities, the pet will need to be removed from the premises within 48 hours of notice being given. The student will be responsible for paying for property damage. If damage happens in a residence hall room, only the owner of the pet will be charged.
- Any display of aggression can result in a requirement for the animal to be removed from campus.
- Violations of these expectations and others listed in the Pet Policy will result in the owner having to remove the animal from campus.
- Pet feces must be disposed of in the bear bins around campus. Pet feces cannot be disposed of in the residence halls or academic buildings.

Cleaning your tank properly: Properly cleaning your tank is essential to maintaining a healthy environment for your pet as well as preventing the accidental spread of disease from pets to wildlife. Various deadly pathogens and parasites are inadvertently spread from pets to wildlife and they are a serious conservation threat. It is your responsibility as an ethical pet owner to use best practices in cleaning your tank to keep both your pet and our wildlife safe. This includes, but is not limited to:

1. Decontaminate your tank before bringing it to WWC.
2. While here, maintain a clean tank and correctly dispose of the tank and clean water.
    a. As a bare minimum, water that comes into contact with the inside of the tank or directly with your pet must be disposed of down a sink or toilet.
    b. Never dump this water outside.
    c. Never clean your tank outside.

Why can't we have amphibian pets? Amphibians include frogs, caecilians, and salamanders (including newts and axolotls). These can be wonderful pets, but they pose a uniquely dangerous threat to the conservation of local salamanders and are therefore not allowed at WWC. We are privileged to live in the Southern Appalachian Mountains which is one of the world's most biodiverse places for salamanders. But these species are at risk from a non-native and invasive fungal pathogen called Bsal (*Batrachochytrium salamandrivorans*). This deadly pathogen will likely reach North America through the amphibian pet trade. Any amphibian can carry this pathogen and spread it to others, even if they are individually asymptomatic (through direct contact, but also through contaminated water and soil). To prevent the accidental introduction of Bsal to our campus, no amphibian pets are allowed. For more information about Bsal, visit salamanderfungus.org.

Owner Responsibility

- Dogs and cats must be on a leash or tether when outside of the owner's residence hall room. On a leash is defined as a physical tether between the owner and the pet. Pets are not allowed in athletic facilities, athletic fields, classrooms, library, dining services or another resident's room. You also may not tie up a pet outside of a building or facility while the owner is inside.
- Abandonment, neglect and mistreatment of any pet by any member of the WWC community will not be tolerated. No warnings will be issued. In the case of abuse, the pet will be removed from the situation in order to prevent contact with the person(s) responsible for the abuse. These actions will be subject to the discretion of the Pet Life Staff and possible referral to the Director of Housing and/or the Dean of Students for conduct action.
- No pet is allowed to become a nuisance to the members of the WWC Community. A nuisance is defined as, but not limited to, excessive noise, physical harm to humans or other pets, and destruction of property. The Pet Life Staff reserves the right to deem any other act as a nuisance.
- Pet owners are responsible for any damages to College property that their pet may cause. This may include any flea treatment that may be needed in a resident's room or residence hall.
- Pet feces must be disposed of in the bear bins around campus. Pet feces cannot be disposed of in the residence halls or academic buildings.

Visitors

A visiting pet may not stay on campus overnight without prior approval of the Pet Life Staff. Visiting pets must be registered with Pet Life at least one week prior to their intended arrival. Students are responsible for the actions of the visitor's pet. Visitors and visiting pets cannot stay more than 3 consecutive nights in the residence hall.

Professional staff members/faculty members, who maintain a permanent residence on campus may own a registered pet in any residential apartment/house. These individuals are not exempt from the Pet Policy regulations and are expected to follow the intent of these standards, specifically regarding pet ownership and

supervision. Professional staff members/faculty members are not required to pay the registration fee or register their pet with Pet Life Staff. Faculty and Staff have a separate policy in the Employee's Handbook.

Complaints

The WWC Pet Life Staff will meet as necessary to consider complaints. Any member of the WWC community may file a complaint with the Pet Life Staff regarding any pet. The complaint may address any form of misconduct or rule violation on the part of the pet or owner.

Each complaint will be forwarded to the Associate Vice President, Residence Life, Compliance, & Conduct for review. Actions may include, but are not limited to, warnings, fines, removal of the pet from campus, conduct action, and/or other acts deemed necessary. Non-compliance with any decision may result in the loss of the privilege to reside in campus friendly housing.

Only animals classified as Service Animals, as defined by the Americans with Disabilities Act of 1973, are allowed to live on campus outside the guidelines established by the Pet Policy.

Emotional Support Animals (ESAs) are approved by the Disability Access Committee, ESAs must adhere to all conduct policies as listed in the Pet Policy. Owners of ESAs and Service Animals are required to register their pet with Pet Life. The registration fee is waived for Service Animals and ESAs.

Students must receive an ESA designation from the Disability Access Committee prior to bringing their ESA to campus. If students are cited for a violation to the Pet Policy, they must remedy the violation before requesting the ESA designation for their pet. Pets living on campus in violation of the pet policy may not remain on campus pending a review and determination of an ESA request. Accommodations are made on a case-by-case basis.

Questions regarding policies and applying for ESA status should be directed to the Office of Disability Access at disabilityaccess@warren-wilson.edu.

Campus Breaks

During any campus breaks in which the pet owner will be away from campus (Fall Break, Thanksgiving, Winter Break, Spring Break or Summer Break, etc.), it is expected that the pet owner will remove the pet from campus. There will be no exception to this rule, and pet owners found in non-compliance will be subjected to fines and/or conduct action and may be placed on Pet Probation (during which the student may not have a pet on campus). Failure to comply with the pet policy and/or requests of the Pet Life Staff may result in fines, conduct action and/or additional action deemed necessary by the College.

Frequently Asked Questions

What do I need to do if I want to bring my dog?
Dogs (under 40 pounds) must be properly registered with the Pet Life Staff ***before*** residing on campus. The acquisition of a pet, purchased, fostered, adopted or stray, while a student at Warren Wilson College is prohibited. dogs are only allowed in designated dog residence halls on campus. A resident may have no more than one dog or medium pet.

What is a medium pet?
Cats, rabbits, large birds, ferrets, iguanas, non-venomous snakes. and chinchillas are considered medium pets and must be properly registered with the Pet Life Staff before residing on campus. The acquisition of a pet, purchased, fostered, adopted or stray, while a student at Warren Wilson College is prohibited. Medium pets are only allowed in designated medium pet residence halls on campus. A resident may have no more than one dog or medium pet.

What is a small pet?
Fish, small birds, hamsters, gerbils, guinea pigs, rats, and small non-venomous reptiles are considered small pets and must be properly registered. Small pets are permitted in all residence halls. A student may have no more than two small pets. No heat lamps are allowed on campus due to fire code.

What does the pet fee cover each year?
The pet fee covers building a pet park, the pet park's upkeep and renewal, the identification tag given to each dog or medium pet owner, the bio-degradable poop bags that will be available for students, the disposal of the used poop bags and the funds to plan pet events concerning the wellbeing and care of campus pets.

How old must my cat or dog be to live on campus?
Your dog must be at least one year old and have lived with the students or student's family for at least 10 months prior to being registered.

Your cat must be at least six months old and have lived with the student or student's family for at least three months prior to being registered.

What is the weight limit of my cat or dog living on campus?
Forty pounds is the maximum weight allowed for a cat or dog on campus.

Are all the residence halls Pet Friendly?
No, every year before Housing Selection, the Residence Life will determine which halls are Pet Friendly and Pet Free.

Does my cat or dog need to be on a leash?
Cats and dogs must be on a leash connected to a human handler at all times while on campus.

Can I bring a pet as a first year/transfer student to campus?
Yes, but the animal must be registered and approved before arriving to campus. The acquisition of a dog or cat, purchased, fostered, adopted or stray, while a student at Warren Wilson College is prohibited.

Does my cat, dog, or rabbit have to be spayed/neutered?
Your cat, dog or rabbit must be spayed or neutered at the time that you register and a veterinarian certificate is required.

Are there any dog breeds not allowed on campus?
Yes, some breeds are not allowed on campus, however, the dog must meet the requirements outlined in the Pet Policy in order to reside on campus. No animal may exhibit any aggressive behavior towards humans or other pets.

Our insurance company has provided a list of breeds not allowed on campus. The breeds not allowed on campus are:

- Akita
- America Pit Bull
- Staffordshire Terrier
- Alaskan Husky / Alaskan Malamute
- Bullmastiff
- Chow
- Doberman Pinscher
- German Shepherd
- Great Dane
- Huskies (all breeds)
- Pres Canario (Canary Dog)
- Rottweiler
- St. Bernard
- Wolf or Coyote Breeds / Hybrids
- Dalmatians
- a dog that is mixed of any of these above listed breeds

How much does it cost to bring a pet on campus?

Dogs - $250 for the academic year
Medium Pets - $150 for the academic year
Small Pets - $50 for the academic year
Summer Housing - Dogs $100, Medium Pets $75 & Small Pets $25

Can a friend bring their pet to campus to visit?

Yes, a Visiting Pet Registration Form must be completed one week prior to the pet's arrival and confirmation must be received from Pet Life before the pet arrives to campus.

When I bring my pet to campus how long do I have to register the pet & pay the fee?

You must register the pet prior to your arrival to campus. After registering, Pet Life Staff will review your registration and documentation and will inform you whether or not your registration has been approved.

How many dogs or small pets can I have on campus?

One dog or medium pet OR two small pets per resident are permitted on campus.

Does my pet have to be on a leash at all times?

Dogs and cats must be on a leash or tether when outside of the owner's residence hall room. On a leash is defined as a physical tether between the owner and the pet.

Where can my pet go on campus?

Pets are not allowed in the farm areas, athletic facilities, athletic fields, classrooms, library, dining services or another resident's room. You also may not tie up a pet outside of a building or facility while the owner is inside.

What can I bring for a Pet Enclosure?

One small tank or cage is permitted per resident. Enclosures/tanks must be no larger than a 10-gallon size or 3 1/2 ft. long X 2 1/2 ft. width X 2 1/2 ft. high

Tanks and cages must be kept clean and provide enough living space for the animal they house.

WILDLIFE INTERACTIONS

Bringing a pet to campus comes with inherent risks due to interaction with wildlife, such as bears, coyotes, and many others who call our campus home. Following the guidelines laid out in this document, particularly those requiring a leash on all pets, including cats, when outdoors, is imperative for your pet's safety and our native wildlife community. Any harm that comes to a pet or owner due to a lack of compliance with these rules is the sole responsibility of the pet's owner.

Pet Enclosures

A. One small tank or cage is permitted per resident. Enclosures/tanks must be no larger than a 10-gallon size or 3 ft. X 2 ft. X 2 ft.
B. Tanks and cages must be kept clean and provide enough living space for the animal(s) they house.
C. Abandonment, neglect, or mistreatment of any pet by any member of the community will not be tolerated
D. No pet is allowed to become a nuisance to the community.

A nuisance is defined as, but not limited to excessive noise, malodorous, causing physical harm to humans or other animals, and/or destruction of property.

Pet Application

Warren Wilson College is unique in allowing residential students to have their family pet live with them on campus. The future of this pet privilege rests upon the successful administration of the policy and the willingness of students to abide by and enforce the policy.

It is the purpose of Warren Wilson College to provide a safe environment for members of the Warren Wilson College community and to protect, maintain and regulate the pet ownership privilege enjoyed by members of the community. It is the responsibility of the pet owner to protect the rights of all students as well as the physical beauty of our campus. The Pet Policy provides the guidelines by which this can be accomplished. By bringing a pet to campus, the student has indicated an understanding of the policy and has agreed to the conditions and penalties therein. Every pet owner is encouraged to consider carefully the advantages and disadvantages of the campus environment for his/her/their individual pet.

The Pet Life Staff works in conjunction with the Housing Department. The staff consists of students, both pet owners and non-pet owners, as well as Student Life staff members who have the task of administering the Pet Policy. The Staff also has the power to levy fines and remove problem pets from campus. The Pet Life Staff, with the approval of the Director of Housing and the Dean of Students, is responsible for budgeting registration money to make improvements to this policy and the procedures dictated by it.

Please have your veterinary vaccination records, proof of neutering/spaying, and proof of flea & tick prevention ready before starting the form. You will need to upload all of this information at the end of the application.

The registration form below can be completed by residential students, students living off campus, live on professional staff and live on faculty staff.

A valid Photo of the pet must be submitted to Pet Life with registration.

All pets must have appropriate vaccinations and a letter from your veterinarian of good health.

Cats and dogs require vet verification of Spay/Neuter procedure, weight (dogs must be under 40 pounds), age and length of ownership.

Please note that all pets are not allowed in classrooms or offices.

Only Service Animals are allowed in the cafeteria and Owls Nest.

Breaks

During any campus break (Fall, Winter. Spring or Summer) in which the pet owner will be away, it is expected, and encouraged, that the pet will be removed from campus.

Please note that giving one's key to another individual, so the pet may remain in the room to be taken care of, is a violation of the Key and Lock policy. Regardless of the circumstances, the pet owner is ultimately responsible for the pet.

Pet Contract Violations

Violations of the guidelines outlined in the pet contract will result in conduct action which may include the immediate revocation of pet privileges.

Service and Assistance Animals

Warren Wilson College will not require any surcharges or fees for service or assistance animals. However, the student will be held responsible for all damage caused by a service or assistance animal. The owner of the animal will also take responsibility for state and local requirements regarding vaccination, licensure, lease control, cleanup, owner identification, and animal health.

Conflicts that may arise due to the presence of service or assistance animals in College housing should be reported to the Office of Residence Life and Housing immediately. Warren Wilson College is committed to ensuring that the needs of all community members are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

Assistance animals are animals that provide emotional or other types of support that alleviate one or more identified symptoms or effects of a person's disability. Assistance animals are not considered service animals and may not be permitted in any area other than the student's on-campus residence and immediate surrounding area. Unlike service animals, assistance animals are not required to be trained to perform work or tasks.

If a student desires that an assistance animal lives in campus housing, the student must apply every year through the Disability Access Office. Warren Wilson College will require sufficient information and documentation to determine whether the animal qualifies as an assistance animal under the applicable law. Warren Wilson College provides an Emotional Support Animal Request Form which should be provided by the student to the medical provider to complete. The form allows a treating physician or mental health provider to demonstrate:

- That the student has a disability for which the animal is needed
- How the animal assists the student

- The connection between the student's disability and the assistance that the animal provides.

With respect to a request for an assistance animal, Warren Wilson College will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether such an animal is a reasonable accommodation on campus. In doing so, Warren Wilson College must balance the needs of the individual with the impact of animals on other community members. Once a request is submitted, an accommodation review process will be undertaken by the disability access committee. If the request for an assistance animal is approved, the expectations of the student and the assistance animal will be outlined in an assistance animal agreement which the student will be required to sign prior to the animal arriving on campus. To appeal a decision of the review committee, submit a rationale for the appeal within 5 business days of the decision to the Interim Dean of Student Life.

An assistance animal may be prohibited from a Warren Wilson College facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others, including other animals. It may be excluded from areas where its presence fundamentally alters the nature of a program or activities if the animal is disruptive if its presence would result in substantial physical damage to the property of others, would pose an undue financial and administrative burden, or if it substantially interferes with the reasonable enjoyment of the housing or public accommodation by others.

Bicycles

Fire Safety prohibits the storage or parking of bicycles in hallways, on porch railings, in common areas or anywhere they might impede the entrance or exit to a building or room. Students are encouraged to store and park their bike in available bike storage rooms or on bike racks found outside the residence halls.

Community Expectations

Custodial and Maintenance

A. Students are expected to keep their rooms in clean and orderly condition.
B. When applicable students are also responsible for cleaning suite bathrooms, living rooms, suite common area, and suite kitchens (Dorland, Schafers, Villages).

Residence Life staff will conduct regular room/suite inspections to ensure fire safety, health, and cleanliness.

Cleaning and maintenance of common areas and corridor-style bathrooms in the residence halls are taken care of by Facilities Management. To ensure these areas can be properly maintained, students in each residence hall are responsible for keeping these areas clear of personal items and for cleaning up any messes they make (dirty dishes, spills, etc.).

All students are responsible for keeping their bedrooms clean and removing waste from their rooms. Students who live in Dorland, the Schafers, and the Villages are responsible for maintaining the cleanliness of their suites and suite bathrooms. Students who have been assigned rooms with private bathrooms and/or kitchens are responsible for maintaining the cleanliness of those spaces as well.

Specialized residence maintenance is done by the appropriate Facilities Management team (Carpentry, Locksmith, Building Services, Electric, etc.). If something is broken and needs to be repaired, students must contact their Resident Assistant or call the Housing & Residence Life office (828) 771-5813 to submit a work order.

If an emergency arises, students should call Public Safety, or the Resident Assistant on Duty (after 8pm). Reporting the problem constitutes permission for Facilities Management staff or crew or other appropriate professionals to enter the student's room to try to fix the problem. Crews, and housing staff, are required, by policy, to lock the door of any room they enter when they leave.

Cable TV
Students are prohibited from splicing into the cable system or running cable wires to unauthorized areas including student rooms.

College Furniture
All College furniture must stay in the student's room. Common area furniture should not be removed from any common areas. Students are responsible for the furniture in their room. The College does not provide storage for furniture. Replacement costs of any room furniture not accounted for at the end of the year will be charged to the resident student as well as a re-installment fee of $100. Additional furniture or items should not be left in common areas.

Lofts
Loft kits can be requested, via CollegeProducts. Students are limited to one loft kit per room and if interested can request them from a Residence Life professional staff member. For safety reasons, students are not permitted to build lofts out of any material other than the loft kits that are provided by CollegeProducts.

Heating/Cooling Units
Hanging or attaching anything from any heating/cooling ductwork or vent is prohibited. Students must not block the heating/cooling fan coil elements or vents. This could cause the room to heat and/or cool improperly and could damage the heating unit. Students should contact a housing staff member if they believe their heating/cooling is out of order.

Storage
Student storage is not available. Students are not permitted to store furniture (College or personal) outside of their Residence Hall room. These spaces are not available to students. Personal items found outside of student's rooms may be donated to the WWC Freestore, brought to Dodge House as lost property, or disposed of.

Quiet Hours

A. Courtesy hours are in effect 24 hours a day
B. Quiet hours are from 10 pm - 8 am on Sunday through Thursday and 1 am to 9 am on Friday and Saturday.
C. Amplified musical instruments are not permitted to be used in the residence halls or Sage Cafe
D. Horseplay in common areas is not permitted at any time.

During quiet hours, voices/music in your room should not be audible outside of your room. Conversely, music and conversation from lounges, halls, and the outdoors should not be audible in rooms.

Room Decorations
Tapestries, hanging fabric, and/or flags must be limited to 4' x 6', secured at 4 corners, are limited to one per wall, and must not cover windows. Decorations of any kind may not be hung from the ceiling and must not interfere with fire safety equipment.

To prevent damage to walls, use Command brand Command Strips or small tacks/push pins instead of nails, screws, or eye hooks. Please note, damaging the walls may result in a student receiving a damage charge upon checkout. Students are expected to co-exist with their roommate; decorations should be limited to one's own wall space and should not be offensive to one's roommate. Decorations visible from outside of the student's room can be considered a public posting and may be asked to be removed.

Room Entry
Students will only enter another student's room with stated permission.

The College reserves the right to enter student rooms and/or suites if there is reason to think that someone is hurt or in danger, that College property is being damaged, when maintenance or repairs are necessary, that College policies are being violated, or suspected to be violated, and for regular health and safety inspections. Public Safety will enter student rooms and/or suites to conduct regular fire safety equipment checks and any violations of the policy will be reported.

Guests

A. Hosts are responsible for the behavior of their guests.
B. Previous students who were suspended from the college for academic, work, or conduct reasons may not visit the residence halls (or elsewhere on campus) without written permission from Student Life staff

C. All guests in the residence halls must have a resident student as a host and be accompanied by that host at all times.
D. During breaks, no resident may host guests.

A guest is defined as anyone not assigned to that building or room by the Housing Office. A hall (wing or floor) may by majority vote to limit the hours when guests are permitted. Both roommates may be held responsible for hosting a suspended student.

With the permission of your roommate, you may host an overnight guest. If your roommate does not wish to have a guest in their room, their right to privacy has priority over your wish to have a guest. Overnight guests may stay only three nights per semester (this means three nights on campus, not three nights per host). In special circumstances, with your Area Coordinator's permission, your guest may extend their stay. Only students with on-campus work contracts, or participating in service trips, or who have approved break requests from Housing, may live or spend nights in the residence hall during breaks. Any guest without a host may be asked to leave and escorted from the campus.

Hall Meetings
Residence Hall meetings address issues of residential life (such as check-out procedures, event policies, and quiet hours), or campus concerns (such as sexual harassment or security). Students who miss required meetings could be fined $15 or required to perform service to the residential community.

Campus Dining Services

Dining Office, (828) 298-1041
Cow Pie Café Office, (828) 298-1547

You will choose your meal plan through your college enrollment process. To see what meal plan you have opted for, please check your MyWWC enrollment information. Please contact housing if you have any questions regarding your meal plan choice.

The best part of our community
are the people who make it feel like home.

Resident Dining Meal Plans

- **Open Dining**, Unlimited meal swipes in Gladfelter/1 meal swipe per meal period in Cowpie Café, $40.00 in Hoot Loot

- **Open Dining Plus**, Unlimited meal swipes in Gladfelter/1 meal swipe per meal period in Cowpie Café, $130.00 in Hoot Loot
- **Open Dining Premium**, Unlimited meal swipes in Gladfelter/1 meal swipe per meal period in Cowpie Café, $240 in Hoot Loot

Hoot Loot may be used to make purchases at The Owl's Nest Café, our retail coffee shop or to purchase a meal in Gladfelter for your visiting guest or off campus friends. **Additional Hoot Loot may be purchased here.**

Dining Locations

Gladfelter Dining Hall offers Open Dining, where students will have unlimited meal swipes. Gladfelter offers hearty entrees, pizza, a deli bar, made from scratch soups, fresh salad bar focusing on locally grown produce, homemade dressings as well as fresh baked desserts and ice cream for your sweet tooth. Local meats, fresh veggies, vegetarian, vegan, and gluten free options are all a part of what we do.

Cowpie Café is a student-run vegan and vegetarian cafe where the focus is on using the freshest vegetables from our college garden and other locally sourced all-natural ingredients. The student work crew, under our culinary supervision, will be the champions of constructing our healthy, well-balanced meals through a plant-based diet while teaching us how we are connected through the power of food and sustainability. Open for lunch, Monday through Friday and dinner Sunday-Thursday.

The Owls Nest coffee shop is a great place to hang out and enjoy great, locally roasted coffee, drinks, smoothies, healthy snacks, and Fresh Baked Goods. Come use your Hoot Loot, cash, or credit. We are located on the lower floor of Sunderland residence hall. Look out for weekly specials and events. Our hours are Monday through Friday, 8:30am-5pm with extra pop-up events throughout the semester.

Accessing your Meal Plan: You are required to scan and present your WWC student picture id to access your meal plan swipes or Hoot Loot for entry into all dining locations and prior to obtaining any food or beverage service. Meal swipes are non-transferrable, meaning you cannot scan another person in using your meal swipes. However, you can use your Hoot Loot to purchase a meal for another person.

Pictures are to be shown to the register attendant for each entry into dining halls. Scanning through other objects, including but not limited to, phone cases, wallets, purses or blocked from view by any other card type holder are not accepted. Picture id is required at each scan to access your student meal plan.

Use of another student's card is prohibited: Students that violate proper use of student identification or attempt to use another student id to gain access to meals, will be subject to removal from the meal plan, banned from access to the dining halls, and/or disciplinary action through Residence Life.

If you lose your card, you are required to obtain a new student id through the card office, located at Student Services in lower Gladfelter. You will be required to pay for any meals with cash or credit without your student id.

Nights and Weekends Only: If you lose your card on the weekend, Dining Services will accept another form of picture id (state id or license, or valid picture from your MyWWC account) which will be compared to a meal plan listing at the register. You will be required to obtain a new id by the following business day. Failure to present another verifiable picture id, will require payment by cash or credit.

To-Go Meals & Plate Wares: Please limit removal of any dinnerware, silverware or glassware from the Dining Hall. Generally, during your visit to the dining hall, you may consume your food here or take it with you but, generally, not both.

Campus Life Policies

Vice President of Student Engagement and Dean of Students
Dodge House
website

Statement of Community Responsibility

As our mission statement describes, Warren Wilson College is a community. In practical terms, “community" means that we depend on everyone’s consistent use of good judgment and concern for the rights of others. Community requires us to act with honesty, civility, empathy, and integrity. Some actions infringe on the rights of others or directly undermine the kind of community WWC strives to be and those behaviors are prohibited by our college policies. All members of our community are also expected to follow local, state, and federal laws.

The community demands that we each take responsibility for our own behavior and the behavior of those around us. If someone does something that you believe is wrong or inappropriate, we suggest that you talk to them about it if possible. Explain how such behavior affects you and others and suggest alternatives. If that is not effective and/or the behavior creates a dangerous, threatening, or uncomfortable environment for you, the student involved, or others, then report the behavior to a professional staff/faculty member, a student staff member of Residence Life (RA/RD), or a Public Safety officer so that an intervention can take place.

Student Complaints (Grievances) and Appeals

Warren Wilson College is committed to supporting a campus climate that is respectful and supportive of all who work, live, study or participate in activities or events in the campus community. When disagreements arise, the College strongly encourages all members of the community to engage one another informally, in honest and constructive communication.

However, if, after informally seeking a solution to a problem, a student wishes to formally register a complaint or appeal a formal decision, they should follow the processes outlined below, unless otherwise noted in the Student Handbook for the specific office with administrative oversight of the area (i.e., Residence Life, Title IX, Student Conduct, etc.). In the case of a hate/bias incident, students should *not* attempt an informal resolution.

Student Complaint form

For further information and links to relevant forms, please visit this webpage

All student complaints and appeals are routed to the appropriate responsible administrator, who will investigate the situation, seek an equitable solution, and report back to the student in a timely manner.

In general, the following steps make up the process for resolving a student complaint or appeal:

1. Student attempts informal resolution (except in cases of hate/bias)
2. Student submits written complaint
3. Complaint or appeal is routed to the appropriate administrator
4. Administrator contacts student to confirm complaint or appeal
5. Administrator conducts investigation and makes decision
6. Administrator contacts student to communicate decision and options

Formal Complaint

A formal complaint arises when students believe, based on established College policies and procedures, that they have been treated in an inconsistent or arbitrary manner by a College employee and informal methods of resolving the concern remain unaddressed or unsatisfactory.

The formal complaint form is found here: www.warren-wilson.edu/student/complaints-and-appeals

Appeal a Decision

An appeal is a request for review of a College decision based solely on one or more of the following grounds:

1. New information that was not reasonably available at the time the original decision was made and that could materially affect the outcome; or
2. Evidence that the decision was arbitrary, capricious, or inconsistent with established College policy.

Dissatisfaction with a decision, disagreement with the outcome, or repetition of previously submitted information are not grounds for appeal.

Appeals that do not state a valid ground for appeal may be denied without further review. All appeals must be submitted in writing within 10 business days of the original decision and must clearly identify the specific grounds for appeal, a brief written explanation, and/or supporting documentation.

An appeal will be reviewed by the appropriate office, committee, or administrator, whose decision shall be final. No further appeals or reconsideration requests will be accepted absent a legal requirement to do so.

However, if, after informally seeking a solution to a problem, a student wishes to formally register a complaint or appeal a formal decision, they should follow the processes outlined above, unless otherwise noted in the

Student Handbook www.warren-wilson.edu/student/handbook for the specific office with administrative oversight of the area where the complaint/appeal originated (i.e., Residence Life, Title IX, Student Conduct, etc.).

Hate or Biased Incidents

In the case of a complaint that relates to a hate/bias incident, students should not attempt an informal resolution. Warren Wilson College defines a hate or bias-motivated incident as any disruptive conduct (oral, written, graphic, or physical) that is against an individual, or individuals, because of their actual, or perceived race, color, national origin/ancestry, religion, sex, age, disability, sexual orientation, gender identity/expression, veteran and National Guard status, marital status, pregnancy, political affiliation, or arrest/conviction record. If you believe the incident involves criminal conduct, please call Public Safety at (828) 230-4592, in addition to completing the form. All Hate/Bias Incident Reports will be handled by the College's Title IX Coordinator, Equal Opportunity Officer, and Athletic Compliance.

Warren Wilson College adheres to all student grievance and public complaint policy requirements of the U.S. Department of Education and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Information about complaints against the College or against SACSCOC is available on the College website.

Student Conduct Code

Student Engagement
Dodge House

Clery Act Reporting: Campus statistical reporting, based on the Clery Act, on Criminal Offenses, Hate Crimes, Arrests, Disciplinary Actions, and Fire Statistics can be found on the WWC Public Safety website.

Introduction

College is a time of learning, growth, and self-discovery. As students develop their personal values, decision-making skills, and sense of civic responsibility, they will sometimes make choices that do not align with university policies or community expectations. When this occurs, our goal is to create educational opportunities that help students reflect on their decisions, understand the impact of their actions on themselves and others, and develop strategies to make informed, responsible choices in the future.

We work with students to identify and strengthen sources of support—including family members, friends, faculty, staff, medical professionals, and peers—who can encourage their success and help them remain accountable as they navigate challenges and meet community expectations. Because every student and situation is unique, we are committed to a process that is consistent, equitable, and focused on learning and student development.

In the rare instances where a student's behavior causes significant or irreparable harm to another individual or to the campus community, separation from the university may be necessary to protect the well-being and safety of the community.

Goals:

- To provide a procedurally sound and learning centered process where the resolution is fair and consistent with College policy
- To create a process where students learn and develop regardless of the outcome of the Conduct Meeting
- To have educational outcomes that help students become more aware of themselves, their decision making, and their role and responsibilities in the community

Reporting and Resolution of Policy Violations

The nature of the incident under review will determine which College office will oversee the investigation and resolution of the concern.

1. Student Conduct Code, *Student Engagement*
2. College Catalog, *Academic Affairs*
3. Work Program Handbook, *Work Program Office*
4. Residence Life Contract and behavioral expectations as outlined in the WWC Student Life and Housing Guide, *Residence Life and Community Expectations*
5. Title IX and Title VI (federal regulations), *Title IX Coordinator, Equal Opportunity Officer, and Athletics Compliance*
6. NCAA and WWC Athletics Compliance, *Title IX Coordinator, Equal Opportunity Officer, and Athletics Compliance*

Most students choose to attend Warren Wilson College for the invaluable community experience that makes our institution unique. For this reason, we have expectations that our students respect and hold themselves responsible for following campus policies and state/federal laws. The conduct process is meant to facilitate a deeper understanding of individual and community responsibility and personal freedom. Any visitor, community member, or student may submit an informational report to Public Safety, Student Engagement administration, or Residence Life staff. Each incident that is documented is referred to as a "case".

Jurisdiction

The Student Conduct Code and the student conduct process apply to the conduct of individual students and college-affiliated student organizations. Because the Student Conduct Code is based on shared values, it sets a range of expectations for the Warren Wilson College student no matter where or when the conduct may take place.

Therefore, the Student Conduct Code will apply to behaviors that take place on campus, off-campus at college-sponsored events, and may also apply off-campus, when representing the College in any capacity and/or the

Vice President and Dean of Students or their designee determines that the off-campus conduct affects a substantial college interest. A substantial College interest is defined to include:

- Any action that constitutes a criminal offense as defined by North Carolina law. This includes violations of any local, state, or federal law committed in the county where the college is located.
- Any situation where it appears that the student may present a danger or threat to the health or safety of oneself or others.
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder.
- Any situation that is detrimental to the educational interests of the college.

The Student Conduct Code may be applied to conduct that takes place during the time a person is enrolled as a student, including during intra-semester breaks and between semesters. Further, the Student Conduct Code applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. Visitors and guests of Warren Wilson College are also protected by the Student Conduct Code and may initiate grievances for violations of the Student Conduct Code committed by members of the Warren Wilson College community against them.

Additional Information that is Important to Know

Cooperation with Law Enforcement and Student Privacy

Warren Wilson College is committed to supporting students and encouraging them to seek assistance, report misconduct, and participate in College processes without unnecessary concern that information they share will automatically be provided to law enforcement.

As a general practice, the College does not voluntarily disclose information obtained through its administrative or student conduct processes to local, state, or federal law enforcement when doing so could implicate a student in a criminal offense. The College's disciplinary process is separate and independent from the criminal justice system, and participation in a College process does not, by itself, result in a report to law enforcement.

Students retain the right to report crimes, cooperate with law enforcement, or decline to do so, except where otherwise required by law. The decision to make a criminal report generally rests with the individual student.

The College may disclose information to law enforcement when required by applicable law or legal process, including but not limited to:

- Compliance with a subpoena, court order, search warrant, or other lawful legal process;
- Situations involving an immediate or significant threat to the health or safety of an individual or the campus community;
- Circumstances in which disclosure is required by federal, state, or local law; or
- Other circumstances in which the College is legally obligated or authorized to provide information.

Nothing in this policy prevents the College from communicating with law enforcement when necessary to protect the safety of the campus community, fulfill its legal obligations, or comply with applicable law. Students should understand that information they choose to share directly with local, state, or federal law enforcement is at their own discretion, except where reporting is otherwise required by law. The College cannot control how law enforcement uses or investigates information voluntarily provided to it.

Reporting Misconduct: There is no time limit on reporting violations of the Student Conduct Code, as long as the responding student is still enrolled at Warren Wilson College. However, the longer an individual waits to report an alleged violation, the harder it becomes for Warren Wilson College to obtain information and witness statements, and to make a determination regarding alleged violations. Individuals who are aware of misconduct are encouraged to report it as quickly as possible to the Student Engagement Office and/or Public Safety.

Official Communication: The College uses several methods for communicating official information to students and other members of the community. This information may include policy or regulation changes, emergency procedures, academic information, announcements of important events or meetings, notification of conduct actions, or other correspondence from the College. For all students, Warren Wilson email accounts will be the primary means of communication. College faculty and staff may also utilize campus mailboxes, text messages and voice alerts, and the MyWWC portal to communicate important information.

Students are responsible for all information communicated through these media and therefore are encouraged to check them daily.

Parental Notification: The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations.

Where a student is not dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulated health and/or safety risk. The College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

College as a Complainant: As necessary, and when the appropriate evidence is available, Warren Wilson College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

Notification of Outcomes: The outcome of a Conduct Meeting is part of the educational record of the student found responsible for violating the College's behavioral expectations. The educational record should not be mistaken for the Academic Record or transcript released by the Registrar's Office. The educational record is protected from release under federal law (FERPA). However, Warren Wilson College observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse incidents have an absolute right to be informed of the findings and outcomes of a Title IX hearing, in writing, without condition or limitation.
- Complainants in sexual exploitation/sexual harassment of general harassment complaints have a right to be informed of information regarding outcomes that personally identifies and is directly pertinent to them, such as the imposition of a restriction on physical contact between the complainant and the accused student.
- Students who bring any sort of sexual misconduct complaint against faculty or staff may be informed of the outcome and sanction because FERPA does not apply.

Administrative Conduct Meeting, "The Process"

The Administrative Conduct Meeting (Conduct Meeting) process uses a one-on-one meeting structure that focuses on the student as a community member and individual. The conduct experience can and should be an educational experience for the student.

Residence Life professional staff members and, at times, other College staff as designated by the Vice President and Dean of Students or their designee, facilitate Conduct Meetings as Conduct Meeting Facilitators (Facilitator). They are assigned incidents to review that have been documented and will contact the individuals involved via email to arrange a Conduct Meeting.

A Conduct Meeting includes the following elements:

1. The student will read or hear the information report and any additional information gathered that pertains to the Conduct Meeting

2. The student will have the opportunity to add context or additional information to the report that is relevant to the situation under review

3. The Facilitator will ask questions about the situation to get a more complete understanding of the student's level of responsibility

4. The Facilitator uses this meeting, other information gathered from the report and for the Conduct Meeting, including other students involved, to decide if it is more likely than not (preponderance of the evidence) that the student is responsible for violating a policy.

Preponderance of the Evidence is the standard under which alleged conduct violations will be evaluated and means the information would lead a reasonable person to conclude it is *more likely than not* a violation occurred.

If a student fails to attend their Conduct Meeting, the Facilitator may decide to reschedule the meeting or hold

the meeting in the student's absence. Failure to attend a Conduct Meeting may be taken into account in the final decision of the Facilitator.

Following the review of all relevant information, the Facilitator will decide whether a violation of campus policy took place. The finding of "responsible" or "not responsible" will be communicated to the student via email after the Conduct Meeting has taken place. This letter will outline the violation(s) the student is being found responsible, or not responsible, for violating, relevant information pertaining to the finding, and the Conduct Meeting Facilitator's findings and outcomes (as appropriate).

Appeals: If a student decides to appeal the outcome of a Conduct Meeting, the student must submit, in writing, a statement of appeal to the Conduct Meeting Facilitator's direct supervisor within **48 business hours** of the outcome letter being sent to the student.

- Area Coordinators in Residence Life are supervised by the Assistant Dean for Inclusive Excellence and Belonging
- The Assistant Dean for Inclusive Excellence and Community Standards is supervised by the Vice President for Student Engagement and Dean of Students.
- If another College staff member was designated to serve as a Conduct Meeting Facilitator, the appeal will be sent to the Assistant Dean for Inclusive Excellence and Community Standards.

The statement of Appeal must clearly identify the:

- Student's name
- Facilitator's name,
- Date of the Conduct Meeting
- The specific Appeal Criteria they are pursuing, by choosing one or more (below), and carefully explain the reasons why the appeal fits the specific Appeal Criteria.

Appeal Criteria

1. A significant deviation from the stated procedures occurred during the Conduct Meeting process
2. The sanction is grossly disproportionate to the policy violation
3. New information has come to light that was not available at the time of the Conduct Meeting that would change the outcome of the case

Appeal decisions are final. The College reserves the right, in its sole discretion, to take immediate conduct action prior to the conclusion of the Conduct Meeting Process.

Violations of Law

Violations of federal, state, and local laws are incorporated as violations under the Student Conduct Code. When an offense occurs over which the College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal complaints that may arise from the same incident. Should a student withdraw from the College when criminal complaints are made, it is the practice of the College to pursue investigation and resolution of campus conduct matters, should the student return at a later date.

When a student is accused, arrested, or indicted for a violent or drug-related off-campus crime, the College may elect to take action regarding that student for violation of the Student Conduct Code, which incorporates violation of local, state, and federal laws as code infractions.

No Contact Orders

No Contact Orders are issued in writing at the discretion of the Vice President for Student Engagement and Dean of Students or their designee, based on administrative review of a situation involving two or more students or student organizations (student/organizations). A No Contact Order is issued when there is reason to believe that such an Order would be in the best interest of the involved parties and/or the community for promoting civility, safety and well-being. No Contact Orders do not require the approval, agreement, or prior notice to any student/organization involved.

1. A No Contact Order is often, but not always, mutual. Orders most frequently are two-way, preventing communication between student(s) or student organization(s) named in the Order.
2. A No Contact Order can be issued prior to or as a result of a Conduct Meeting, or entirely outside of a conduct process for a specified or unlimited duration of time. No Contact Orders do not become part of a student's or student organization's conduct record unless the student/organization violates the order as determined through the student conduct process, or unless the Order is the result of a conduct outcome.
3. No Contact Orders are not equivalent to court imposed restraining orders and do not guarantee that designated parties will avoid sightings or passing interactions on the campus or in the local community.
4. In some circumstances, a No Contact Order may restrict a student/organization from parts of the campus where the student/organization would not have to engage in required activities. Students who are concerned about personal safety should contact Campus Safety.

No Contact Orders are put in place to prevent communication between one or more Students/Organizations and specifically prohibits:

1. Direct communication through the means of verbal, written, email or other forms of communication;
2. Indirect communication through social media (including online postings and/or personal references;
3. Third party communication to initiate or transmit communication back to the other person.

Human Resources may initiate No Contact Orders between employees and students using procedures and processes managed by Human Resources.

Interim Action

Based on the nature of a student's or student organization's alleged behavior, the Vice President for Student Engagement and Dean of Students or their designee may impose an Interim Action prior to the initiation or completion of the conduct process. An Interim Action may be imposed when it is reasonably determined, based on the information available at the time when the decision is made, to:

- ensure the safety and well-being of members of the College community, including visitors, or others, and/or
- preserve College premises or property or the property of any members of the College community, including visitors, and/o
- prevent disruption of, or interference with, the normal operations or activities of other students and/or the College.

Interim Action may include, but is not limited to, prohibiting the student/organization from being on some or all College property, attending classes, attending or sponsoring programs and activities, and/or using College facilities.

The student or student organization will receive notice of any Interim Action taken via their WWC email address.

The College reserves the right to exercise its authority of Interim Action upon notification that a student is facing criminal investigation and/or complaints.

A student/organization placed on Interim Action may request an Interim Action Review at any time prior to resolution of a student conduct concern by submitting a request in writing to the Vice President for Student Engagement and Dean of Students. The request for review must include a statement from the student/organization explaining why they believe the Interim Action is not warranted. Regardless of the outcome of this meeting, the College may still proceed with scheduling a campus hearing. The Interim Action may be modified, upheld, or reversed, and the student/organization will be notified of this outcome in writing. The outcome of the Interim Action review is final, and any Interim Action will remain in effect until the conclusion of the College's conduct process.

Student Conduct Behavioral Expectations

The College considers the conduct described in the following section as unacceptable for the college community and in opposition to the community's core values. As used in this Student Conduct Code, the behavioral expectations described below are to be interpreted using ordinary, non-legal meanings. The Conduct Meeting Facilitator will determine the applicability of the Student Conduct Code.
Any Student/Organization found to have engaged in or attempted to engage in the following actions, behaviors, or decisions is subject to the outcomes outlined below.

1. **Alcohol Possession and Use**: College funds may never be used to purchase alcohol for student events. Alcohol is not permitted at official work crew functions. In addition:
    a. Consumption and possession of alcohol by students under the age of 21 is not permitted.
    b. Consumption and possession of open containers of alcohol are not permitted in public areas except in cases where an authorized event allows it.

c. Any behavior connected with the use of alcohol that compromises the safety of self or others through violence, harassment, or the use of a vehicle under the influence will be seen as the most serious violations of the alcohol policy.
d. The sale of alcohol to others without an appropriate license is prohibited.
e. A student over the age of 21 that has a roommate/suitemate who is under 21, must ensure that any alcohol in the room is clearly in their direct possession
f. Students who are over the age of 21 may not store alcohol in a common space that is shared with students under 21 years of age.
g. Anyone under the age of 21 may not brew or attempt to brew or possess brewing equipment with the intent of brewing alcoholic beverages.
h. Aiding and abetting an underage person in the sale, purchase, and/or possession of alcohol is prohibited

Public areas where alcohol is not permitted include athletic events, all outdoor spaces such as fields and the pond, residence hall patios, lounges, hallways, porches, and courtyards.

Common source containers of alcohol (kegs, beer balls, etc.) empty or full are permitted on campus only when approved by the Vice President of Student Engagement and Dean of Students or their designee through the event registration process and they are never permitted in residence halls, even if empty.

2. **Attempted violations**: In most circumstances, Warren Wilson College will treat attempts to commit any of the violations listed in the Student Code of Conduct as if those attempts had been completed.

3. **Bullying and Cyberbullying**: Bullying and cyberbullying are repeated and/or severe aggressive behaviors that the student knew or should have known would intimidate, intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

4. **Controlled Substances (Drugs)**: In accordance with North Carolina State laws, the College prohibits the possession, use, manufacture, sale, or delivery of controlled substances on campus.

   Possession of drug paraphernalia is also prohibited on campus. This includes any item typically used to facilitate the use of a controlled substance.

   Controlled substances include all of those listed on Schedules I through V of the Federal Controlled Substances Act. Examples of controlled substances include, but are not limited to marijuana, hallucinogens, opiates, barbiturates, and amphetamines. This also includes prescription medication being used in a manner not consistent with the prescription or by someone other than the person for whom the prescription was written.

   The sale or delivery of a controlled substance is considered a serious drug policy violation. Sale is defined as the exchange of a controlled substance for money, services, or other items of value. Delivery

is defined as obtaining a controlled substance in one location, either on or off-campus, and delivering it to a person(s) in another location.

IMPORTANT: Information about Criminal Drug Convictions and Federal Student Aid:
A person who has been convicted (as an adult) for possession or use of illegal drugs is ineligible for federal aid for one year for a first offense, two years for a second offense, and indefinitely for a third offense.

A person who has been convicted for the sale of illegal drugs is ineligible for federal aid for two years for a first offense and indefinitely for a second offense.

To regain eligibility a student will need to complete a drug rehabilitation program that meets the standards set by Congress and the Department of Education. For more information, call 1-800-FED-AID.

5. **Damage to or Destruction of Property**: Damaging, defacing, abusing, or destroying the property of another, including the College, is strictly prohibited. This includes graffiti.

6. **Disruptive Behavior**: It is against college policy for students to engage in behavior that prevents the normal functioning of the College or significantly interferes with the rights of others to engage in the academic, residential, work, or service programs of the College.

7. **Equal Opportunity, Harassment, and Nondiscrimination**
Please follow this link to access the full policy.

Questions? Contact

Dr. Pam Foster, Title IX Coordinator, Equal Opportunity Officer, Athletic Compliance
TitleIX@warren-wilson.edu
Dodge House
701 Warren Wilson College Road
Swannanoa, NC 28778
(828) 771-3748

For more information, please go to: my.warren-wilson.edu/ICS/Campus_Life/Title_IX.jnz

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally using the following methods:

a. File a report or Formal Complaint with, or give verbal notice to, the Title IX Coordinator.

b. Report online, using the reporting form posted at https://warrenwilsoncollege.formstack.com/forms/complaint_form. Anonymous reports are accepted but can give rise to a need to investigate to determine if the parties can be identified. If not, no further formal action is taken, though measures intended to protect the community may be enacted. Warren Wilson College tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report that does not identify the Complainant.

Because reporting carries no obligation to initiate a formal response, and because Warren Wilson College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows Warren Wilson College to discuss and/or provide supportive measures.

8. **False or Fraudulent Documents:** The creation, distribution, and/or use of false or fraudulent documents including IDs and parking permits is prohibited.

9. **False Reports**: Students are expected to be honest with Public Safety Officers and College faculty and staff when asked questions about student/community incidents and when submitting a report or statement about the same. Warren Wilson College will not tolerate false reporting of incidents. It is a violation of the Student Conduct Code to make an intentionally false report of any policy violation.

10. **Fire Safety Expectations:**
Smoke Detectors: Covering, altering, or otherwise disabling a smoke detector is a violation of this policy. This includes all campus locations and residence hall rooms.

Fires of any type: Having a fire without prior permission on any College grounds be considered a violation of the fire safety policy. And intentionally or recklessly causing a fire that damages college or personal property or causes injury is a violation of this policy.

All fires on College property must be approved in advance by Public Safety to assure compliance with campus and local fire regulations, including periodic burn restrictions issued by the fire service. This includes fire rings at the pond the Village and campfires on college fields. Fires that are present without permission from public safety will usually be extinguished upon discovery. When using grills on campus students should make sure that a burn ban is not in effect by checking the postings regarding fire conditions in Gladfelter, the Public Safety Office, or the Student Engagement Office.

Requirements:

- Permission for a fire must be requested a minimum of 24 hours before the planned fire. If permission is not received prior to lighting the fire, it will be considered a violation of this policy.

- Weather is one of the main determinants in deciding if a fire can be allowed and therefore permission for a fire can be revoked based on changing weather conditions.
- Proper extinguishment equipment, as determined by Public Safety, must be available at the scene of the fire. Public Safety will determine the proper extinguishment equipment based on the size and location of the fire.

Restrictions**:**

- Open flames are prohibited within fifty feet of any building or structure.
- Fires must not be left unattended.

Fire for Dramatic Effect and Special Open Flame: An open flame used for dramatic effect includes candles, incense, oil lamps, Tiki torches, and any similar devices. The chapel and associated buildings on campus are the only buildings that may use candles and incense without permission. Open flames, such as those exhibited when using these devices, are never permitted within a residence hall.

Fire Related Permits: According to North Carolina state law certain open flame activities require a permit from the Campus Fire Marshal for safety reasons. These permits are obtained by contacting Public Safety.

Requirements: For any special open flames, a completed permit request must be filed a minimum of four (4) business days (Monday through Friday, excluding holidays) before the date of the event. If permission is not received prior to lighting the fire, it will be considered a violation of this policy. To obtain a fire permit the person filing the permit request must meet the following requirements:

1. Accurately complete a permit request form.
2. Provide a person(s) to serve as designed fire watchers.
3. All devices must be approved by appropriate or relevant organizations (i.e. NFPA, UL, etc.).
4. Provide appropriate safety equipment as necessary for the event.
5. Satisfy any additional requirements requested by Public Safety.

Special Events and Open Flame - Performance Fire and Fireworks: Any open flame that is not being used for heat, cooking, or light is considered performance fire. (Bonfires and campfires are not performance fires.) Performance fire includes but is not limited to fire spinning, fire dancing, and fire for dramatic effect (including pyrotechnics/fireworks).

Although certain fireworks are now legal in North Carolina, all fireworks are prohibited on campus.

North Carolina state law prohibits fireworks on the grounds of any educational institution.
This includes the entirety of the Warren Wilson College campus.

Discharging fireworks inside a building is strictly prohibited.

North Carolina General Statutes Section 14-269.2 makes it a misdemeanor to possess or use fireworks on any public or private educational campus. Furthermore, under state pyrotechnic regulations, lighting consumer fireworks on a college campus is explicitly illegal unless you have written authorization from the institution.

Requirements: For any performance fire, a complete permit request must be filed a minimum of four (4) business days (Monday through Friday, excluding holidays) before the date of the event. In order to obtain this permit the person filing the permit request must meet the following requirements:

- Have all required permits from the Buncombe County Fire Marshal.
- Provide a photocopy of the permit with the permit request form.
- Notify an officer at Swannanoa Fire Department of the date of the event.
- Have the fuel that is to be used inspected by Public Safety at least one day prior to the event (For information on fuel storage see regulations regarding flammable liquids on campus).
- Accurately complete a permit request form.
- Provide a person(s) to serve as designed fire watchers
- Provide appropriate safety equipment as necessary for the event.
- Satisfy any additional requirements requested by Public Safety.

Restrictions:

- No permits will be issued for the interior of a campus building or for any space within 50ft of a campus building or residence hall.
- No permits will be issued to a person who has violated the college fire safety regulations in the past calendar year. Nor can a person that has violated college fire safety regulations in the past calendar year be listed as a performer.
- No performer or designated fire watcher may be under the influence of drugs or alcohol, violations of this will result in immediate permit revocation.
- No permits will be issued for an event during a burn ban. If a permit is granted and a burn ban is issued the permit will be revoked.

The following will result in permit revocation and constitute a violation of college fire safety policy:

- Providing false information to Public Safety or any other college official while attempting to secure a permit.
- Engaging in unauthorized activity that is not expressly covered by the permit issued will result in the cancellation of all future permits.

- Failure to cooperate with personnel from Warren Wilson Public Safety, the Office of the State Fire Marshall, Swannanoa Fire Department or Buncombe County Sheriff's Office will also result in permit revocation.

Other Fire Safety Policies**:** Failure to immediately evacuate the building and remain outside the building during a fire alarm is prohibited. And,

It is prohibited to give a false alarm of fire, or to break the glass key protector, or to pull the slide, arm, or lever of any station or signal box of any fire alarm system, except in case of fire.

It is also unlawful to willfully misuse or damage a portable fire extinguisher, or in any way willfully interfere with, damage, deface, injure or interfere with the function of any part or portion of any fire alarm, fire-detection, smoke-detection, or fire-extinguishing system.

It is prohibited to disable a door closer. A door closer is a mechanical device that automatically closes a door in a controlled manner after it has been opened. It prevents slamming, ensures security by latching the door shut, and helps maintain climate control and fire safety.

11. **Harassment and Intimidation**: The College finds it unacceptable to engage in any action or course of actions aimed at a specific person or persons in order to threaten, harass or intimidate. This covers all verbal and written communication regardless of medium (telephone, electronic communication, etc.). And,

    Harassment prompted by bias, where a person is targeted in whole or in part because of the person's perceived race, national origin, ancestry, gender, religion, age, disability, sexual orientation, or gender identity is viewed as especially serious.
    Stalking behavior, defined as repetitive, menacing pursuit, following, and/or interference is considered a violation of this policy.

To learn more about harassment and intimidation as relates to sexual misconduct, interpersonal and gender violence, visit the Equal Opportunity, Harassment, and Nondiscrimination Policy

Hate Crimes and Biased Incidents
Hate Crimes: A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the identity (perceived or actual) of the victim including race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and/or disability. Even if the offender was mistaken about the victim's race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, military/veteran status, and/or disability, the offense may still be a hate crime as long as the offender was motivated by bias against that group.

It is important to report any incident that you believe may be criminal and may be motivated by hate or bias. You should make these reports by using the Bias Reporting System or by completing the Bias-Related Incident Reporting Form. You may also make a report directly to the Department of Public Safety at (828)-230-4592 or for resident students, notifying a member of the Residence Life Staff.

Biased Incidents: The Southern Poverty Law Center defines a biased incident as "conduct, speech or expression motivated, in whole or in part, by bias or prejudice. It differs from a hate crime in that no criminal activity is involved." Biased incidents include completed, attempted, or threatened abusive or hostile language and behaviors against persons, property, or an institution that involve a target(s) selected on the basis of the target's actual or perceived status (including race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, military/veteran status, and/or disability) that reasonably is understood to demean, degrade, threaten, or harass. Warren Wilson College will respond to unwelcome, discriminatory conduct that is severe, pervasive, and objectively offensive, and that so undermines and detracts from the target(s) educational experience so that the target(s) is effectively denied equal access to an institution's resources and opportunities. By its very nature, bias will be deemed an aggravating circumstance to any violation of the Code of Student Conduct.

Having and voicing an opinion is protected by freedom of speech. Warren Wilson College is a place for growth and discussion with a primary focus on the positive exchange of ideas. While this value of openness protects individual thought, it does not protect harassment or expressions of bias or hate aimed at individuals that violate the community standards.

12. **Hazardous Activity**: Creation of health and/or safety hazards, including, but not limited to, dangerous pranks, hanging out of or climbing from/on/in windows/balconies/roofs, and reckless driving.

13. **Hazing**: Any intentional, knowing, or reckless act committed by an individual or group against another person or persons in connection with initiation into, affiliation with, participation in, or maintenance of membership in any organization or group that causes, creates a risk of, or is reasonably likely to cause physical injury, emotional harm, psychological harm, humiliation, degradation, intimidation, or substantial stress. ***See full Hazing Prevention policy, p.80.***

At Warren Wilson College, we believe members of our community should not be demeaned or harmed when pursuing work or involvement in campus life.

14. **Lack of Cooperation with a College Official**: Failure to comply with a reasonable request of a Public Safety Officer or a member of the staff, including, but not limited to, Resident Assistants, Senior Resident Assistants, and Area Coordinators.

All students are required to present identification to a college official when it is requested.

Presenting false statements (including false identification) to a staff member requesting information or investigating a situation or to a staff member or board in a conduct hearing is against college policy.

15. **Online Misconduct**: Students are cautioned that behavior conducted online, such as email harassment, can result in a Student Conduct Meeting and a violation of the Student Conduct Code. Students must also be aware that blogs, web pages, Facebook entries, and similar online postings are in the public sphere, and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly go searching for this information but may act when such information is brought to the attention of college officials. The decision of whether or not to pursue a Student Conduct Meeting or other educational intervention will depend on the specific circumstances of the incident as determined by the Assistant Dean for Residence Life and Community Standards.

16. **Physical Abuse or Violence**: Physical abuse or violence of any kind, including assault, directed at another person will not be tolerated in our campus community. To learn more about physical abuse or violence as related to sexual misconduct, interpersonal and gender violence, visit the Equal Opportunity, Harassment, and Nondiscrimination Policy

17. **Smoking**: Promotional advertising, sale, or free sampling of tobacco is prohibited on campus. The sponsorship of any campus event by tobacco-promoting organizations is prohibited.

    Smoking is prohibited:
    a. inside all campus buildings and residence halls by order of Buncombe County law
    b. within 25 feet of any campus building and/or residence hall
    c. within 25 feet of all athletic facilities, including the Alpine Tower, soccer fields, bleachers, and tennis courts
    d. in all campus vehicles
    e. on all parts of the Central Campus (including the pedestrian bridge) that are outside of designated smoking areas. The Central Campus is defined as all property and structures between Warren Wilson College Road and the service road that leads to the Farm.

    On central campus, smoking is allowed in designated smoking areas only. There are three designated smoking areas:
    - Lower Carson parking lot to the right of the HVAC unit
    - Near the gravel parking area on the north end of Bryson Gym
    - Behind the art buildings near the Village Residences
    - Under the pavilion on Sage Circle

18. **Taking of Property/Theft**: It is against college policy to take or use college equipment or possessions without permission. It is a violation of our community standards to use property without permission or willfully take the property of another. This includes not only physical things, but also embezzlement and fraud.

    Warren Wilson College is not responsible for theft or damage to students' possessions. It is strongly recommended that students keep their room/suite/vehicle/etc. locked for security reasons. In addition, we recommend that students obtain coverage under a homeowner or renter's insurance policy for their personal protection.

19. **Unauthorized Use of Space or Equipment**: Unauthorized entry or presence in a college space that is not open for use is prohibited unless specific permission has been given by someone authorized to do so. And,
    a. students are not permitted on the roof of any college building except for work purposes under the supervision of a work crew supervisor.
    b. use of college equipment, including vehicles, is allowed only with specific permission from the responsible college official. This includes computer files and electronic accounts.
    c. unauthorized possession, duplication, or use of college keys is strictly against college policy.
    d. forgery, alteration, or misuse of college documents, records or ID cards is a violation of policy.

20. **Weapons**: North Carolina state law prohibits weapons and fireworks on the grounds of any educational institution, including the entire Warren Wilson campus.

    Discharging fireworks inside a building is prohibited.

    Prohibited items include guns, rifles, dynamite or other explosives, bombs, grenades, mines, bowie knives, dirks, daggers, slingshots, switchblade knives, blackjacks, metal knuckles, fishing or hunting knives, BB guns, stun guns, martial arts weapons, archery equipment, crossbows, or any other weapon not listed above. Pocket and penknives are allowed. Work tools such as large knives, saws, and hatches should remain at work and are not permitted in the residence halls, as they can be used as weapons. North Carolina law also stipulates that weapons cannot be kept in a locked car.

Pilot Policies

Pilot Policies are implemented on a trial basis to allow the College to evaluate their effectiveness and consider feedback before they are formally adopted. The Pilot Policies included in this Student Handbook are effective for the 2026–2027 academic year and are enforceable under the Student Conduct Code.

These policies have been developed in accordance with applicable federal and North Carolina state law, where relevant, and leading practices in higher education. During the 2026–2027 academic year, the College will review the Pilot Policies in consultation with the Student Government Association. If revisions are adopted, the College will notify all students by email and provide a link to the updated policies.

The Pilot Policies for the 2026–2027 academic year are:

- Good Samaritan and Help-Seeking Policy
- Hazing Prevention Policy

Good Samaritan and Help-Seeking Policy

The health, safety and well-being of students and the campus community are of paramount importance. Warren Wilson College encourages all students to seek assistance for themselves or others whenever there is a concern about someone's health, safety, or welfare.

Students may hesitate to seek help because they fear disciplinary consequences for themselves or others. The purpose of this policy is to encourage help-seeking behavior by reducing barriers to requesting emergency assistance. No student should delay or avoid contacting emergency responders, Public Safety, College officials, or other appropriate resources because they are concerned about possible conduct violations.

When a student seeks help in good faith for themselves or another person experiencing, or at risk of experiencing, a medical emergency, mental health crisis, or other situation that threatens a person's health or safety, the College may offer amnesty from student conduct action for minor violations of the Student Code of Conduct that are discovered solely because help was sought. This means that students will not have a finding of responsibility associated with the incident in their educational record. The College's primary response in these situations will be educational and supportive. Students may be required to participate in educational programs, health assessments, or other supportive interventions designed to promote individual well-being and reduce future risk.

This policy applies to:

- The individual seeking assistance;
- The individual receiving assistance; and
- Other individuals who remain at the scene, cooperate with emergency responders or College officials, and provide truthful information.

Examples of conduct that may be covered under this policy include, but are not limited to, underage alcohol consumption or possession, personal use or possession of controlled substances, or other minor conduct violations discovered solely because emergency assistance was requested.

Examples of Help-Seeking

This policy may apply in situations such as:

- A student calls 911 or Public Safety because a friend is experiencing alcohol poisoning after an off-campus gathering. Both the student seeking help and the student receiving medical attention may receive limited immunity for underage alcohol violations discovered as a result of the emergency response.

- A student recognizes that a roommate may be experiencing a drug overdose and immediately contacts emergency medical services. Limited immunity may apply to the student seeking help and the student in need of medical care for personal drug use or possession discovered solely because help was requested.
- A student contacts Public Safety or the Counseling Center because a friend has expressed thoughts of suicide or is experiencing a mental health crisis. If minor alcohol or drug policy violations are discovered during the response, the College will prioritize the student's health and safety over disciplinary action.
- A student accompanies a friend to report a sexual assault or seek medical care following a sexual assault. If it is discovered that one or both students consumed alcohol while underage prior to the incident, the College will not pursue student conduct action for those alcohol-related violations when they are identified solely because help or reporting was sought.
- A student contacts Public Safety after witnessing or learning that another student is experiencing domestic violence, dating violence, or stalking. If minor conduct violations are discovered during the College's response, the focus will remain on protecting those involved and encouraging reporting rather than imposing disciplinary sanctions for unrelated minor violations.
- A student calls for assistance when another student is injured during an unauthorized gathering or event. The College may apply amnesty to encourage prompt medical attention, even if minor policy violations are discovered during the response.

Limitations of the Good Samaritan and Help-Seeking Policy

This policy is intended to encourage students to seek help and is not intended to excuse or shield individuals from responsibility for serious misconduct. Amnesty does not apply to conduct that poses a significant threat to the safety or well-being of others.

This policy generally does **not** provide immunity for conduct such as:

- Sexual assault or other forms of sexual misconduct
- Domestic violence, dating violence, or stalking committed by the individual seeking immunity
- Physical assault or acts of violence
- Hazing, unless otherwise specified in the Hazing Prevention Policy
- Distribution or sale of illegal drugs
- Furnishing alcohol or controlled substances to others in violation of College policy or law
- Weapons violations
- Significant property damage
- Driving under the influence or
- Other serious or repeated violations of College policy.

The College reserves the right to determine, on a case-by-case basis, whether this policy applies based on the specific facts and circumstances of each situation.

Hazing Prevention Policy

All students are encouraged to report hazing through the College's Student Complaint Form

Emergency assistance is available by calling 911 or WWC Public Safety: (828) 230-4592

The Stop Campus Hazing Act (federal) and North Carolina's Harrison's Law affirm the importance of hazing prevention in college and university communities. In support of these laws and our community's commitment to student safety, dignity, and wellbeing, Warren Wilson College prohibits hazing by any student, work crew, student organization, athletic team, or affiliated group, whether recognized or unrecognized by the College.

The College is committed to fostering a campus culture grounded in respect, inclusion, accountability, and healthy group membership practices. Hazing undermines these values and will not be tolerated under any circumstances.

At Warren Wilson College, we believe members of our community should not be harmed or demeaned when working or pursuing involvement in campus life.

This policy establishes expectations regarding prohibited conduct, reporting obligations, the College's response procedures, prevention education, and accountability measures.

Scope of the WWC Hazing Policy

This policy applies to:

- all currently enrolled students
- student organizations
- work crews
- athletic teams
- religious or spiritual clubs
- academic, social, performance, and service organizations
- recognized and unrecognized student groups
- alumni, volunteers, coaches, advisors, or affiliates participating in student organization activities
- conduct occurring on or off campus when connected to the College or a student organization

This policy applies regardless of:

- a student's willingness to participate in hazing
- consent for the hazing activity has been given
- the location of the conduct
- whether the conduct is described as a training, tradition, rite of passage, bonding activity, or initiation practice.

Definition of Hazing: Hazing is defined as any intentional, knowing, or reckless act committed by an individual or group against another person or persons in connection with initiation into, affiliation with, participation in, or maintenance of membership in any organization or group that causes, creates a risk of, or is reasonably likely to cause physical injury, emotional harm, psychological harm, humiliation, degradation, intimidation, or substantial stress.

Consent by an individual subjected to hazing will not constitute a defense to a violation of this policy.

Examples of Hazing (Prohibited Conduct)

Hazing can look like a lot of things. Some examples include:

Physical Harm or Risk

- forced or coerced drinking or drug use
- sleep deprivation
- forced or coerced workouts or excessive physical activity
- hitting, paddling, tackling, or physical intimidation
- being forced or coerced to eat or drink unpleasant substances
- exposure to cold, heat, or unsafe environments

Humiliation or Degrading Treatment

- being yelled at, insulted, or called names
- being forced to wear embarrassing clothing
- being forced to perform skits, chants, or acts meant to shame someone
- being singled out for ridicule or "tests"
- being forced to do chores or errands as a condition of membership

Coercion, Threats, or Control

- pressure to participate "or else"
- threats of losing membership, housing, friendships, or status
- being required to keep secrets about group activities
- being isolated and/or told to avoid friends, roommates, or campus support systems

Sexual Misconduct or Harassment

- any unwanted sexual act or pressure
- forced or coerced nudity or sexualized behavior
- "traditions" involving sexual humiliation or harassment

Psychological or Emotional Harm

- intimidation, harassment, or bullying

- "loyalty tests"
- activities designed to break someone down emotionally
- forced or coerced confession, interrogation, or public embarrassment

Illegal or Dangerous Activity

- forced trespassing or vandalism
- kidnapping or transporting someone without consent
- forced pranks involving risk to people or property

What Hazing Is NOT

Not all challenging experiences are hazing

Appropriate team-building may include

- leadership training
- retreats with voluntary participation and safe structure
- group service projects
- rehearsals, practices, or performance expectations tied to legitimate skill-building
- shared responsibilities that apply to all members equally

Prohibited Organizational Practices

Organizations and groups at Warren Wilson College may not:

- permit or condone hazing activities
- require participation in activities inconsistent with this policy
- encourage secrecy regarding membership activities
- retaliate against individuals who report concerns, or
- fail to intervene when hazing is known or reasonably suspected.

Organizational leaders may be held accountable for acts committed by members when such conduct is connected to the organization.

Duty to Report Hazing Incidents

Students, employees, advisors, coaches, and student organization leaders are strongly encouraged to report known or suspected hazing.

Reports may be made to

- the Vice President for Student Engagement and Dean of Students Office
- Public Safety
- Athletics administration
- or through the College's Student Complaint Form.

Emergency situations involving immediate risk to health or safety should be directed to:

- 911 and/or
- Public Safety, (828) 230-4592 (On call 24/7)

The College may investigate reports received from any source, including anonymous reports.

Amnesty for Reporting Hazing and Seeking Assistance

The College recognizes that students may hesitate to seek assistance due to concerns regarding personal conduct violations, including alcohol consumption. Accordingly, the College may extend limited amnesty to individuals who:

- report hazing in good faith
- seek medical assistance for another person or
- participate honestly in an investigation

Amnesty does not preclude action in cases involving:

- violence
- sexual misconduct
- distribution of controlled substances
- or other serious misconduct

Hazing - Retaliation is Prohibited

Retaliation against any individual who reports hazing, participates in an investigation, or cooperate with College processes is strictly prohibited.

Retaliation includes intimidation, threats, coercion, harassment, discrimination, social exclusion, or adverse action related to an individual's participation in the reporting or investigation process.

Allegations of retaliation will be investigated separately and may result in additional disciplinary action.

College Response and Investigation of Hazing Incidents

Upon receipt of a hazing report, the College may:

- conduct an initial assessment of safety concerns
- implement interim protective measures
- initiate an investigation
- interview involved parties and witnesses
- review physical, electronic, photographic, or social media evidence
- notify organizational leadership or advisors
- refer matters to law enforcement when appropriate.

Investigations will be conducted in a manner consistent with College procedures and principles of fairness, equity, and student safety.

The College reserves the right to take immediate action when necessary to protect the campus community.

Interim Measures for Hazing

Pending the outcome of an investigation, the College may impose interim restrictions or protective measures, including but not limited to:

- temporary suspension of organizational activities
- restrictions on recruitment or intake
- no-contact directives
- removal from leadership positions
- housing or participation restrictions
- educational or supervisory requirements

Sanctions for Hazing Violations

Violations of this policy may result in Student Conduct action against individuals and/or organizations.

Possible **Individual** Sanctions

- warning
- educational sanctions
- probation
- loss of privileges
- removal from leadership positions
- suspension
- expulsion

Possible **Organizational** Sanctions

- educational requirements
- probationary status
- suspension of activities
- social restrictions
- loss of College recognition
- revocation of organizational privileges
- dissolution of the organization

The College may also refer matters to law enforcement when conduct potentially violates criminal law.

Persons who cause physical injury by hazing, or who aid or abet others in physical injury by hazing, are also subject to arrest and criminal liability under North Carolina law.

Transparency and Recordkeeping

Consistent with the requirements of the Stop Campus Hazing Act and applicable laws, the College will maintain and publish information concerning student organizations found responsible for hazing violations.

Published information may include:

- the organization name
- the nature of the violation
- dates of findings
- sanctions imposed, and
- the status of organizational recognition, consistent with applicable privacy laws.

The College may maintain a campus hazing transparency report or similar public record.

Prevention and Education

The College will provide education and prevention programming designed to:

- increase awareness of hazing risks
- promote healthy organizational culture
- educate students regarding reporting responsibilities
- support bystander intervention, and
- assist organizations in developing safe membership practices

Training may be required for:

- Work Crew supervisors
- student organization leaders
- athletic teams
- advisors and coaches

Student Conduct Findings and Outcomes

'**Findings**' refer to the determination of whether a student is 'responsible' or 'not responsible' for violating student conduct behavioral expectations or College policies.

'**Outcomes**' refer to the educational activities, actions or restrictions that are put in place after a student has been found responsible. Outcomes are intended to contribute to students' moral and ethical decision-making and to change behaviors.

If a Student/Organization does not meet community expectations, the student conduct process may determine that the Student/Organization should no longer share in the privilege of participating in the College community. Suspension or Expulsion during a term will not result in a refund of tuition, housing, dining, or other charges.

The nature of the finding(s) and specific circumstances involved in the incident will be considered when determining the outcome of a Student Conduct Meeting. Outcomes are issued on a case-by-case basis and are dependent upon factors including, but not limited to, the nature and severity of the finding(s), the presence of mitigating or aggravating circumstances, whether the Student/Organization has had a prior conduct finding, and the disciplinary status of the Student/Organization.

The College facilitates learning through its Student Conduct process by providing tools and resources to assist students in learning from their experiences to make better decisions in the future. The College believes in supporting Students/Organizations while facilitating reflection on their behaviors, decisions, and actions.

Below is a list of potential conduct outcomes which may be issued when a student is found responsible for a violation of Campus or Residence Life policies. This is not an all-encompassing list of outcomes. Individual Facilitators reserve the right to create specific outcomes as needed for the educational experience of participating students.

a. **Warning**: A written notice that a student has violated college rules. It will serve as a reminder regarding the policy and will be considered in any future violations.

b. **Alcohol or Other Drug Intervention:** Includes completion of an online educational program or assignment designed to prompt reflection on substance use issues, participation in campus programs, or meeting with a counselor to examine personal choices around substance use.

c. **Alcohol or Other Drug Assessment**: Requires that a student visit an approved practitioner to have a complete use assessment, sign a release so that Counseling staff can receive the results and then follow recommendations made as a result of the assessment. The student will need to cover the expenses associated with the assessment and treatment as well as ensure they have transportation to the provider.

d. **Campus Engagement:** Involves attendance at a specified number of College events chosen from an approved list and submission of a written reflection on these events.

e. **Conduct Probation**: Designates a stated period of time during which further violation of College rules could result in suspension. While on conduct probation a student may not serve in certain campus leadership positions, represent the College in various ways including through participation in intercollegiate athletics and may not hold a break period work contract. Students on probation are not eligible to participate in break service trips.

f. **Fines**: Payment due of a specified amount of money.

g. **Housing Restriction**: A designated period of time during which housing choices may be restricted, the student may not be in residence halls during break periods and a further violation of college policy could result in the loss of housing.

h. **Housing Suspension**: A designated period of time during which a student cannot visit or live in any college residence hall. This includes presence in any residence hall's space including the lobby, common areas, laundry room, porches, lounges and student rooms. This sanction ordinarily precludes participation in the Work Program. If a student wishes to return to college housing following a suspension they will return and be on housing restriction for at least one semester.

i. **Room Re-Assignment**: A student's housing assignment changed as a result of conflict or violation of community living standards.

j. **Restitution**: Repaying a violated party through payment or labor.

k. **Restriction of Privileges**: Includes not being able to participate in specified campus activities or not being able to visit certain areas on campus.

l. **Suspension:** Involves a period of time during which a student is ineligible for enrollment. A student may apply for reinstatement at the end of this period by going to www.warren-wilson.edu/admission/readmission/. The College may require conditions for return to support the student's success. A student returning to the College, following a suspension, will be on Conduct Probation for at least one academic semester, and may be required to live off campus.

   A suspended student is not permitted on college property unless the Vice President for Student Engagement and Dean of Students (or their designee) provides permission in advance of the student's presence on campus. Permission may be requested by emailing **studentengagement@warren-wilson.edu at least 3-business days** prior to the planned arrival on campus. Permission will be provided in writing via email and may be restricted by time, date, and location. This will remain in place until the student is readmitted. Suspended students who come to campus without this permission may be expelled."

m. **Expulsion:** A permanent severance of the relationship between the student and WWC. A student who has been expelled is subject to legal prosecution for trespassing if he or she should appear on college property or at an official function of the college without permission.

Public Safety

Location: First floor of the Ogg Administrative Building
Non-Emergency Email: publicsafety@warren-wilson.edu
Public Safety (24/7): (828) 230-4592
Emergency/Immediate Danger: Dial 911 first. Then call Public Safety

Warren Wilson College's Department of Public Safety provides 24/7 campus security, emergency response, and safety escorts. The team works closely with local law enforcement to maintain a secure environment and can be reached anytime by calling (828) 230-4592.

Services Provided

- Walking Escorts: Available 24/7 upon request for any student or visitor walking across campus or to parking lots.
- Emergency Blue Light Phones: Located throughout campus parking lots for immediate connection to Public Safety.
- Parking Permits: Available to all students (including first-year) and included with tuition.
- Lost and Found: Centralized at the Public Safety office.

The goal of Public Safety is to maintain a safe environment for the Warren Wilson College community and guests. The department is specifically responsible for securing buildings and college properties, patrolling the campus, enforcing campus rules and motor vehicle regulations, assisting with traffic and crowd control at college-sponsored or conference events, responding to calls for emergency assistance, and providing crime and fire prevention education.

Safety is everyone's responsibility.
If you see something, say something.
What would a caring bystander do? Be that bystander.

Crime

Public Safety does not have the authority to arrest, but restraint may be used to prevent someone from hurting her/himself or another person. Public Safety cooperates fully with state and local police agencies. As the liaison between the campus and the police, Public Safety encourages and assists students and staff in reporting crimes to the appropriate law-enforcement agency.

The cooperation of all students, staff, and campus residents is also necessary to ensure a safe environment. **Students must show their ID card when requested by Public Safety**. Although it is expected that students

will have their campus ID card with them at all times, if a student does not have their ID card on their person when requested by Public Safety, they must at least identify themselves by name in that case. All members of the campus community (students, staff, and campus residents) are asked to be certain that their own rooms, offices, homes, vehicles, and belongings are secure and that buildings are not made accessible to unauthorized people.

The campus, including the student center, athletic facilities, and residence halls, is open only to WWC students, staff, and their guests. Any other person who wishes to enter or use College facilities must have permission from the person in charge of the facility.

Please report all suspicious behavior and all crimes to Public Safety. Public Safety (Emergency or Service calls: (828) 230-4592) is located on the first floor of the Ogg Administration Building.

In an **EMERGENCY** (a life-threatening situation), call Public Safety, (828) 230-4592. Depending on the situation, it may be necessary to call 911 as well. Blue light emergency phones are located in the parking lots of Kittredge/Holden, DeVries, the Ballfield Residence Halls, and lower Spidel lot.

These phones are connected to Public Safety. Public Safety, part of the Student Life Division, sponsors programs and distributes information about crime prevention and campus security throughout the school year and during Orientation.

Timely notice of violent crimes reported to Public Safety or to the local police will be given to the campus community by e-mail or by text message. As part of the Campus Sex Crimes Prevention Act, the North Carolina Sex Offender and Public Protection Registry was established. A list of registered sex offenders can be found at this website

The Jeanne Clery Act
The Jeanne Clery Act requires colleges to publish yearly security reports which include campus crime statistics for the past three years and specific campus security policy disclosures. The complete Warren Wilson College security report can be found on its web site at the Warren Wilson College website. The Public Safety Office will provide upon request a hard copy of all campus crime statistics as reported to the United States Department of Education. If an individual requires such a copy, he/she should call the Assistant Director of Public Safety at (828) 771-3029. Warren Wilson's crime statistics and those of other U.S. colleges can also be found at the United States Department of Education's web site.

Fire Safety

Fire Alarm Protocols
What to do in case of a fire alarm:

- Sound Alarm (if not already sounding)
- Evacuate

- Call 911
- Call Public Safety

When a fire alarm goes off everyone must immediately evacuate the building and remain outside until given permission to re-enter by an official from the Swannanoa Fire Department. The fire department must be called regardless of the cause of the alarm (even if the cause is known or inconsequential). Only an officer from the Swannanoa Fire Dept. can silence and/or reset the fire alarm.

> If you are found in the Residence Hall after a fire alarm has sounded and everyone has evacuated, there may be a $100 fine.

By State law and County code, all roadways on Warren Wilson College campus are considered fire lanes. This means you should not park on a campus road! Please only park in designated parking areas. All campus roads are considered fire lanes and parking citations will be issued for fire lane violations. (Do not park on campus streets!)

Fire Safety Violations: According to North Carolina General Statute 14-286

> It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the slide, arm, or lever of any station or signal box of any fire alarm system, except in case of fire, or willfully misuse or damage a portable fire extinguisher, or in any way willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire-detection, smoke-detection, or fire-extinguishing system.

This includes actions such as:

- Damaging, covering, or in any manner disabling a fire detection device in any manner.
- Damage to fire panels, fire doors, fire escapes, fire alarms, etc.

IMPORTANT: Violations of fire safety laws will result in a $250 fine for Warren Wilson College and referral to Student Conduct for review. It may also result in criminal charges brought by the County Fire Marshal's Office.

Fireworks

Though certain fireworks are now legal in North Carolina, fireworks are not allowed on campus. Use of fireworks on campus will result in a student conduct review.

Wildlife

Warren Wilson is a rural campus. Copperheads, rattlesnakes, snapping turtles, and black bears share our campus. To protect the bears, and us, campus residents are asked to minimize activities that encourage negative bear-human encounters:

- Keep garbage in bear-proof containers if left outside.
- Do not keep compost piles near Residence Halls; take down bird feeders (especially suet) during all but the coldest winter months.
- **NEVER** feed a bear.

Motor Vehicles and Parking

In furthering our commitment to the environment, Warren Wilson is taking steps to limit the presence of cars and parking lots on our beautiful campus. This policy was created by students and is being implemented primarily by students. We hope to have your support. We hope also that an increasing number of students in the years ahead will voluntarily make the decision to leave cars at home or sell them all together, a proud sacrifice in the name of community and the environment.

Operating a motor vehicle on campus is a privilege, and it is necessary for every driver to comply with the rules and regulations governing motor vehicle use as established by the College. The College makes every effort to provide protection for on-campus vehicles but does not assume responsibility for loss or damage. Public Safety has specific authority to enforce the following rules and regulations, which apply to all students, staff, and visitors. Regulations can also be found on the WWC website.

Vehicle Registration - Students

A permit is valid for one academic year. Permits must be visibly displayed on their vehicle.

In the event that the student acquires a new or different vehicle, thereby needing another permit, they must register at myWWC.

Residential Students: Must obtain a parking permit from Public Safety

Day Students: May obtain a parking permit from Public Safety

Motorcycles: Permits must be visibly displayed on their vehicle.

Staff: All staff-owned vehicles operated on campus must display a parking permit on their vehicle. Permits for staff are available at no cost at the Public Safety Office.

Visitors: All overnight (1 A.M. to 7 A.M.) visitors are required to display a Visitor Parking Pass, available at the Public Safety Office or Conference Leaders. Call (828) 230-4592 for a parking pass. There is no charge for visitor passes.

Regulations

For students attending class or other events on campus, parking is prohibited along Warren Wilson Rd. in the area from the Service Road to the Swannanoa River Bridge.

- All campus roads are designated as fire lanes.
- The maximum speed limit on campus (defined as all land owned by the College) is 14 miles per hour.
- Pedestrians have the right-of-way at all times.
- Parking is allowed only in areas designated for parking. Vehicles parked in areas other than those designated for parking are subject to receive a citation, towed at the College's discretion, at the owner's expense and /or booted. To be legally parked, a vehicle must display a parking sticker or Visitor's Pass.
- Students may park only in designated student parking areas. There is no student parking on the core campus ever except in Kittredge lot.
    - Spaces next to Sunderland and Jensen are not open to students for parking.
        - Students parked in these spaces may receive a fine.
    - The Area Coordinator parking space next to Villages B is not for student parking
    - Students parked in Residence Life spaces, Resident Director, and Area Coordinator parking spaces may receive a fine.
        - The space being vacant is not an excuse.
- Do not park in fire lanes, in handicapped spaces, or on Sage Circle.
    - Again, all campus roads are designated fire lanes. Do not park on the roads.
    - Public Safety will issue tickets or tow/Boot. “Other people do it” is not an acceptable excuse.
- By State law and County code, all roadways on Warren Wilson College campus are considered fire lanes. Please park in designated parking areas only. Citations will be issued or cars will be towed for fire lane violations.
- Motor vehicle rules are in effect 24 hours a day, 365 days a year.
- Abandoned, unlicensed, derelict, and/or inoperable/unsafe vehicles may be removed from campus at the College's discretion, at the owner's expense.
- False information – The giving of false information to obtain a parking permit may result in loss of parking privilege.

Areas where students can park:

- Kittredge parking lot
- From upper DeVries Gym north to the soccer field
- Lower gym-tennis court parking lot
- Front and rear of Shepard
- South-side of DeVries Gym

- Ballfield parking lot

Areas where students can park after hours to use on core campus:

- Gravel Lot Below Spidel from 6pm to 6am
- Kittredge Lot at anytime

The following acts in violation of this policy will result in a ticket being issued and/or towing:

- Parking permit improperly displayed
- Parking sticker displayed on an unauthorized vehicle
- Falsifying, altering, or reproducing a parking permit
- Parking in any unauthorized area
- Blocking driveway or walkway
- Parking on grass
- Double parking
- Obstructing a Fire Lane (immediate towing is authorized upon discovery)
- Parking in Handicap spaces without a Handicap Placard

Penalties / Citations

The following fines will be imposed for violations:

- Speeding - $100
- No Parking Permit - $75
- Parked in a Fire Lane - $150
- Parked in a handicap space without proper permit - $150
- Car taking up more than one space - $75
- Parking where prohibited - $75
- Off Road Driving (including pastures, fields, athletic fields, beyond barriers, across lawns) - $75
- Driving wrong way on one-way street - $75
- Driving without state or campus license - $75
- Reckless Driving - $100
- Driving under the influence - $100.00 & referral to Conduct Board
- Accidents (preventable while driving a college-owned vehicle) - $100
- Leaving the scene of an accident - $100
- Failure to stop for a STOP sign (vehicles and bicycles) - $100
- Blocking driveways or walkways - $75

Appeals

Citation appeals will be considered if submitted via MyWWC within 10 days.

After the 10-day appeal period, all citations will be final. There will be no further appeals or changes to parking citations balance. If you fail to appeal in the 10-day period you are responsible for the total citation balance and any other penalties that may have accrued.

Towing

If you have received five (5) parking citations in the current academic year and following summer, upon the sixth and any following citations your vehicle will be towed at the owner's expense. The total citation count for the current academic year / summer does not include any citations that have been voided due to successful appeal.

Towing will occur whether or not any of the fines stemming from previous citations have been paid. Changing vehicles does not in any way reset the cumulative citation total, as parking citations remain the responsibility of the person bringing the vehicle to campus.

After being towed three times, you will lose parking privileges on campus for the rest of the academic year.

The parking citation and towing incident totals both reset with the beginning of each academic year.

Emergency Conditions

During emergency conditions regulations may change. Roadways must be kept clear for emergency vehicles. Roadways must be kept clear for emergency vehicles when conditions include ice and snow. Sledding and sliding will not be permitted in roadways needed for emergency access.

Accidents

All accidents on campus must be reported immediately to the Public Safety Office, and the involved parties must fill out an Accident Report. If you leave the scene of the accident before Public Safety responds, there is a $100 fine. In that case, should local or State law enforcement become involved, there may be legal consequences as well.

Large Vehicles

Due to limited parking on campus, no vehicle larger than a standard, full-size pick-up truck or van will be permitted to park on college property. The exceptions to this will be visiting school buses for athletic events and tour buses.

College Vehicles

Motorpool, Ext. 3082 Facilities Management
http://www.warren-wilson.edu/~motorpool/

Transportation to Off Campus Locations

Shuttle Service for Basic Errands: Depending on student availability, the Facilities Crew provides shuttle service to nearby grocery stores and Target. The Shuttle Schedule will begin the second week of classes and will occur weekly while school is in session. The regular schedule will be announced via email and will be first-come first-serve for shuttle services. The Facilities Crew is unable to take students to off-campus jobs, internships, classes at UNCA, or non-academic related events and does not provide individualized transportation.

Medical Transportation: Transportation may be available for necessary in-person medical and counseling appointments in the Swannanoa and Asheville area. Requests for this service should be submitted at least one week before your appointment by emailing MedicalTransport@Warren-Wilson.edu. Medical transportation is not an emergency service. Requests require approval from the Director of the Health Center and are subject to Health Center Crew availability; therefore, transportation cannot be guaranteed. For information about eligible appointments, assistance navigating medical transportation, or to submit a transportation request, please email MedicalTransport@Warren-Wilson.edu.

Information About Airport Shuttles: Students are encouraged to utilize the Rideshare section of the Student Information Board to coordinate with other students for rides to the airport. Ground transportation providers within the Asheville area can be used such as Greyhound, as well as apps like Uber and Lyft.

Student Drivers of WWC Vehicles: Student drivers must possess a valid U.S. driver's license and receive their campus license following their completion of an approved Defensive Driver Training course. For additional information regarding the use of campus vehicles, please refer to the Vehicle Policy. If you are interested in obtaining your Campus Licensure, please contact Public Safety for instructions.

WWC Student Handbook Surprise!

Warren Wilson College is one of the nation's federally recognized Work Colleges, where every residential student participates in meaningful campus work as an essential part of their education. Attending a Work College offers many advantages, including lower college costs, valuable work experience, and the personal and professional growth that comes from balancing academics, work responsibilities, and extracurricular interests.

→ Be the first student to email **agoldstein@warren-wilson.edu** *after 8:00 a.m. on the first day of Fall 2026 classes* with the names of the **nine colleges in the Work Colleges Consortium** and your **Work Crew will win a free pizza party!** (This Surprise will remain active until claimed.)

Campus Support Programs and Services

Campus Communications

Student-L: Student email addresses are subscribed to the Student-l email list at the beginning of each academic year. Student-l is an email list designated for official communications from Student Engagement, SGA, accounting and other administrative offices. Please go to this document for more information about this in the Campus Wide Listserv policy: Listserv Policy

Campus News and Press Interactions

The Director of Communications is the primary liaison for official communications from the College. Members of the media are not permitted on the College campus without the expressed permission of the Director of Communications or Director of Marketing. While on campus, the media will be accompanied by the Director of Communications. Students are encouraged to contact the Director of Communications for help pitching stories to the press.

Warren Wilson College General Photo, Video and Audio Guidelines

By submitting an application to; participating in any activity on the property of or any activity or program sponsored by; or entering into an employment agreement with Warren Wilson College, as an employee, student or visitor, you give the College and each of its designated representatives the unrestricted right and license to use, including, but not limited to, your image, likeness, name, voice, comments or other proprietary or public rights, in whole or in part, in any media whatsoever, in any photographs, video and/or audio recordings, broadcasts or in any advertisement or promotion, without payment.

General Restriction Guidelines

As a private institution, Warren Wilson College's expressed written permission, granted by the Director of Communications or the Director of Marketing, is mandatory for all photography, video and/or audio recording by any persons, companies and/or organizations on all College-owned property. This includes members of the media, professional videographers and/or photographers and/or filmmakers, representatives for outside companies and/or organizations holding events, including, but not limited to, weddings. Students, parents, guests, campus educators and alumni may take personal, non-commercial, photos, provided they are only used for this purpose, and do not inhibit operations of Warren Wilson College.

Notice regarding minors participating in campus events

A release must be signed by the minor's legal guardian before any image, likeness, name, voice, comments or other proprietary or public rights, in whole or in part, may be used in any media whatsoever, in any photographs, video and/or audio recordings, broadcasts or in any advertisement or promotion. This must be one of the Warren Wilson College releases, and any other release does not count toward this requirement.

Please contact the Director of Communications or the Director of Marketing to acquire the release.

Information and Technology Services (ITS)

IT User Services
Bannerman Technology Center
helpdesk@warren-wilson.edu
(828) 771-3094

Information Technology Services provides computing, networking, and classroom support to the Warren Wilson community. During academic semesters the ITS Helpdesk generally operates Monday–Friday, 8 a.m.–5 p.m.; hours during breaks vary.

Student Accounts

All active students are assigned accounts including Google Workspace for Education (email, Calendar, Drive) and Microsoft 365, along with network and printer credentials. To reset a forgotten password, visit **reset.warren-wilson.edu** or contact ITS.

Never share your password with anyone, in person or in response to a message. Be wary of links or attachments that claim to involve your account, require you to log in, are unexpected, or come from an unrecognized address. *When in doubt, seek us out.*

Students on official leave of absence with the Registrar's Office retain their accounts until their relationship with the College concludes by withdrawing or by returning and graduating. Students not on official leave may have accounts suspended if they do not enroll for the upcoming semester. Graduating students will have a forward rule configured so that mail to their WWC address is forwarded to the personal address on file. Account services may be modified or discontinued at any time at the discretion of the institution.

Information Security & Resource Use

All students are bound by the College's **Information Security & Resource Use Policy**, the full and authoritative text of which is published on the ITS policy page (linked from MyWWC). Using any College technology resource or account constitutes acceptance of that policy; each user is personally responsible for their acts or omissions under it. The points below summarize key provisions but do not replace the full policy.

Account and device security

- You are responsible for protecting your account(s) from unauthorized use; never share your password or let another person use your account.
- Use a strong, unique password not reused on other systems, and comply with current multi-factor authentication requirements.
- Log off or lock your sessions whenever you step away, and store and transmit credentials securely.

- Report any suspected breach, lost device, or phishing attempt to ITS immediately.

Acceptable use

- College computing and network resources are provided for educational, instructional, research, and College-related purposes. Commercial or for-profit use is prohibited without written approval from the President or designee and ITS.
- Resources may not be used to store, transmit, or receive material that is discriminatory or harassing; derogatory to any individual or group; obscene, sexually explicit, or pornographic; defamatory or threatening; in violation of a software license; or otherwise illegal or contrary to College policy.
- Do not attempt to circumvent system security, guess passwords, or gain unauthorized access to any local or network resource. Endpoint protections (antivirus, security policy, permissions, configurations) may not be disabled or altered.

Copyright and file sharing: Comply with all copyright laws and software licensing agreements. Downloading, storing, streaming, or sharing copyrighted material (including via torrents or other peer-to-peer transmission) without a license violates federal law and College policy, and may expose you to prosecution by the copyright holder and to College discipline. More information: copyright.gov/title17.

Data storage and retention: Store College and coursework data only in approved locations such as your WWC Google Workspace account. Be aware that personal Google **My Drive** content is tied to your individual account and is subject to deletion upon separation from the College; it should not be relied upon for anything the College needs to retain long-term. Sensitive or institutional data must be handled only as permitted by the full policy and with ITS approval. Please consult with your work crew manager or relevant supervisor to ascertain proper file storage locations. Do not share institutional operational files out of your personal **My Drive** – Instead, transfer ownership to a staff member or place in a relevant **Shared Drive**.

Personal use on campus: The College recognizes that residential students use College connectivity for personal purposes. Personal use is permitted, but compliance with all federal and state laws and the Student Code of Conduct is still required.

Network

The campus network gives priority to academic use and is available in all buildings, including residence halls. Students use their WWC accounts to access campus WiFi; wired ports may be activated on request subject to availability. Set-up instructions are provided at Orientation and at **wifi.warren-wilson.edu**. Personally owned wireless access points, switches, routers, network printers, or similar devices are not permitted on the campus network and are a violation of policy. The owner of a device connected to the network is responsible for all traffic to and from that device and may not use it to extend network access to others.

Artificial Intelligence (AI) Use

Students are expected to use generative AI tools ethically and transparently, and in accordance with the supervisor-, course- and instructor-specific guidance. Unless otherwise stated in the syllabus or by the instructor, use of generative AI for class assignments should be presumed to be not allowed. Permitted use of AI varies by work crew, staff position, course and assignment; when in doubt, ask your instructor or supervisor before using an AI tool, and follow all academic integrity expectations in the College Catalog. Do not enter sensitive, confidential, or another person's personal information into AI tools that are not approved by the College.

Privacy and Monitoring

All networks, network traffic, and College computer systems, including individual workstations, are subject to review for compliance with College policies. Students should not assume that information created, stored, or transmitted on College systems is private. Monitoring and disclosure are governed by the full Information Security & Resource Use Policy and applicable law.

Digital Conduct

Behavior conducted online — including harassment, intimidation, or stalking by electronic means — is subject to College conduct action. Online harassment and bias-related conduct are addressed under the Student Code of Conduct (see Harassment and Intimidation and Hate Crimes and Bias Policy).

Computer Labs and Equipment

Computing labs operate in various academic buildings; services and hours vary with academic use. Take proper care of equipment in all College computing facilities and report malfunctions to staff or ITS. Do not move, repair, reconfigure, or attach external devices to lab systems. Food and drink are not permitted in public computing facilities unless stated otherwise.

Sanctions for IT Policy Violations

Violation of College technology policy may result in revocation of access privileges, a student conduct meeting with outcomes up to termination of the violator's relationship with the College. Depending on the nature of the violation, policy infractions may also lead to criminal or civil prosecution. It is important to understand that the College may cooperate with government and civil authorities and disclose relevant records in such matters.

Mail (sending & receiving) and Services

Director of Events, Mail and Print Services, (828) 771-2012

Office	Operating Hours
Mailroom Window	8:00am - 4:30pm M-F
Print Shop	9:30am - 3:30pm M-F
I.D. Booth	9:30am - 3:30pm M-F

UPS delivers to campus weekdays around 10:00 A.M. Pre-paid packages may be dropped off at the Campus Post Office package window for pick-up.

Federal Express and other courier services deliver to the Campus Mail Room at various times during the day. Pre-paid packages may be dropped off at the Campus Post Office package window for pick-up.

Print Shop: Special requests from the Print Shop require a 14-digit campus billing code and are not used for personal printing. We strive to satisfy any desktop publishing, copying, printing, and binding needs of WWC in an effective and timely manner within the confines of our equipment and time.

Student's Campus Shipping Address

Student Name, CPO-# (assigned Campus Post Office student box number)
Warren Wilson College
701 Warren Wilson Road
Swannanoa, NC 28778

Ellison Library and Pew Learning Center

Text us at (828) 581-9515
Website

The **Ellison Library and Pew Learning Center** includes several resources for students.

At Ellison Library and Pew Learning Center the library serves as the academic and intellectual hub of Warren Wilson College. It houses not only the Ellison Library collection but also learning and research support services, including research assistance, archives, media resources, and specialized labs.

Key features include:

- Access to books, journals, databases, and interlibrary loan services.

- Research appointments with librarians and subject-specific research guides.
- The Sound Lab, archives, digital repository, and media resources.
- A 24/7 study space known as the Cole Room, equipped with computers, printing, seating, and study areas.
- Support for student learning through collaboration, information literacy, and academic research.

The library's mission emphasizes inquiry, discovery, research skills, collaboration, and inclusive learning. It serves as a central gathering place for students, faculty, and staff.

For library services, hours, and research tools, see: Pew Learning Center & Ellison Library

Center for Experiential Learning and Careers

The central hub for the college's core applied learning model, which combines classroom theory with hands-on practice, civic engagement, and career preparation. The CELC integrates four foundational pillars of the WWC education to ensure every student graduates with a standout resume.

The Work Program

The Warren Wilson College Work Program is a core component of the student experience, providing meaningful work opportunities that foster career readiness, transferable skills, and connections between academics, community engagement, and hands-on learning. All degree-seeking students participate in the Work Program as a graduation requirement, with expectations, policies, and program requirements outlined in the Work Program Handbook.

- To see The Work Program's full Student Handbook section, including student resources, policies and expectations go here or in mywwc.

Careers & Internships

While career readiness is intentionally built into the fabric of the college, The Career & Internship Office is a resource for students seeking additional support as they prepare for internships and post-graduation work. We aim to help students pursue meaningful work and meaningful lives. An outline of resources and appointment scheduling links can be found on myWWC's Careers & Internships page.

- To see Careers and Internships' full Student Handbook section, go here.

Community Engagement

All Warren Wilson students are expected to fulfill a campus community engagement commitment through completion of multiple community-engaged courses and optional additional experiences such as community-

engaged internships, capstones, or crew work. The Warren Wilson College Community Engagement Office's staff and crew facilitate these experiences, aiming to provide meaningful, ethical, participatory, and community-driven experiences to students through mutually beneficial relationships with non-profit community partners.

- To see Community Engagement's full Student Handbook section, go here.

Global Engagement

The mission of the Global Engagement Office (GEO) at Warren Wilson College is "to increase global and intercultural understanding of civic identity in the campus community through study abroad programming, learning opportunities, and international student and scholar services." The result is a culturally diverse community of students who are equipped to excel in multicultural environments that demand cultural competence and a strong sense of global citizenship.

- To see Global Engagement's full Student Handbook section, go here.

For further details regarding the department, team contacts, and program requirements, visit the Warren Wilson College **CELC** Page.

Financial Aid and Student Accounts

Office of Financial Aid
Laursen 1st floor
Phone: (828) 771-2082
Fax: (828) 771-2030
finaid@warren-wilson.edu

Financial Aid Portal

Office of Student Accounts
Second Floor of Ogg, room 204 *The door nearest to the Exit*
Phone: (828) 771-2062
studentaccounts@warren-wilson.edu

Accounting Office

Tuition, food and housing and other student fees are charged to each student's account by the semester. Students may view their accounts at any time by logging into MyWWC and choosing the Billing & Aid link. On the left, choose Student Account. View the balance on the account by selecting '**Generate a Course and Fee Statement**'. This provides the most accurate details of your account including your offered financial

package and awarded work contract. You can make a payment by credit/debit card or e-check by clicking My Account Balances and entering the amount you want to pay, as the amount listed in My Account Balances does not include your awarded work contract amount. Students may grant access to parents to view and make payment on accounts by completing the FERPA form.

Financial Aid Programs

Warren Wilson College participates in all federal aid programs (Pell Grant, Supplemental Educational Opportunity Grant, Federal Direct Loans, and Federal Work Study) as well as North Carolina state aid programs. This federal and state assistance is supplemented by substantial aid from College institutional sources. A student must be making Satisfactory Academic Progress to continue receiving any type of financial aid.

See below section on Satisfactory Academic Progress or visit the Financial Aid Office if you have any questions.

Tuition and Other Charges

The information below is provided to help you estimate your charges for the upcoming year and explain billing and payment policies at WWC. After Fall registration and billing are completed, view your account on MyWWC to see your actual charges. Accepted Financial Aid offers will be credited to your account with **pending aid**. If you anticipate receiving Aid, then you must complete the Financial Aid process for the credits to appear on your account. If you have questions about the billing process, email studentaccounts@warren-wilson.edu. For Financial Aid questions including scholarships, grants, and loan, email **finaid@warren-wilson.edu**.

Academic Year 2026-2027	Residential Student		Off Campus (Day) Student	
Charges	**Fall 2026**	**Spring 2027**	**Fall 2026**	**Spring 2027**
Full-Time Tuition (12-18 credits per semester)	$13,135	$13,135	$13,135	$13,135
Student Comprehensive Fees	$286	$286	$286	$286
Technology Fee	$165	$165	$165	$165
Health Fee	$59	$59	$59	$59
Transportation Fee	$52	$0	$0	$0
Food and Housing (Open Dining with $40 Flex per semester)	$6,927	$6,927	$0	$0
NC Sales Tax on Meal Plans	$131	$131	$0	$0
Day Student Fee	$0	$0	$500.00	$500.00
Estimated total basic charges per semester for continuing student++	**$20,761**	**$20,709**	**$14,145**	**$14,145**
New/Transfer/Readmit Security Deposit	$400.00	$0	$400.00	$0
Estimated total basic charges per semester for readmitted students++	**$21,161**	**$20,709**	**$14,545**	**$14,145**
New/Transfer student Orientation Fee	$400.00	$0	$400.00	$0
Estimated total basic charges per semester for new/transfer students++	**$21,561**	**$20,709**	**$14,945**	**$14,145**

Academic Year 2026-2027	Residential Student		Off Campus (Day) Student	
Charges	**Fall 2026**	**Spring 2027**	**Fall 2026**	**Spring 2027**
Mandatory Health insurance charged in full at the beginning of Fall semester. Students starting in the Spring are charged the spring portion. The charge may be waived for self-insured who complete online waiver before the deadline.	$2,076	$1,208	$2,076	$1,208
Additional Charge for Plus Meal plan-total $130 Flex per semester	$90.00	$90.00	$0	$0
Additional Charge for Premium Meal plan-total $240 Flex per semester	$200.00	$200.00	$0	$0
Private room fee (limited availability, Price listed for Villages, other Residence Halls are $2,500)	$1,500.00	$1,500.00	$0	$0
Credits over 18	$548 per credit			
Course/Lab fees	Various: Based on course registration. Charges are added to the students' account after the Add/Drop period of each semester's term.			

++**Estimated charges-other fees may apply, view your student account online.** Charges are finalized on the last drop/add day each Semester and will not be reversed beyond this point. Additional information concerning college charges, fees, fines, refunds, and payment policy is available on the Student Accounts' webpage at MyWWC.

To *estimate* payment due: Take total basic charges amount from table above; New/Transfer/Readmit students, subtract the $300 deposit you paid. If you have received a Financial Aid offer, subtract only the semester's accepted awards from the semester total charges and add in any meal plan upgrade, insurance, overload fees, etc., if applicable. WWC only bills one semester at a time.

Housing charges are based on double occupancy for the regular academic period of the semester. Students on campus during breaks (for academic reasons) will be charged an additional amount for food and housing.

Private rooms are an additional $1,500 - $2,500 **per semester** depending on the residence hall assignment. Due to the limited number of available private rooms, advance billing is not generally available. **Payment must be made at the time the request for a private room is granted.**

Open Meal Plan provides open dining service at Gladfelter and meals at Cowpie, along with $40 flexible spending dollars for use at Gladfelter, the Owls' Nest and Cowpie. The Plus and Premium meal plans add additional flex spending dollars as described below. NC sales tax will also be charged on meal plans, per state law.

Food and Housing Options (ALL students living on campus are required to be on a meal plan)

Double Occupancy **Room** with **Open** meal plan - open plan with $40 flexible declining balance per semester - $6,927

Double Occupancy **Room** with **Plus** meal plan - open plan with $130 flexible declining balance per semester - $7,017

Double Occupancy **Room** with **Premium** meal plan- open plan with $240 flexible declining balance per semester - $7,127

Awarded Work Contract: The awarded work contract for resident students is paid directly to the student's account monthly (as earned) for hours worked, recorded, submitted and approved on a timecard in accordance with WPO guidelines. A student is allowed to defer initial payment for the semester for the amount of the work contract awarded. The student is **responsible** to pay the full balance due on the account whether or not they have completed the work contract at the end of each semester.

State Prepaid Tuition or College Savings Plans: Documentation of the payment amount that will be made to your account by a third party state prepaid tuition or college savings plan (e.g. a 529 Plan or Florida Prepaid), should be sent to the Student Accounts Office by mail or email studentaccounts@warren-wilson.edu, to request a promissory note for the balance due. Contact the third party early to authorize disbursement to Warren Wilson College early. If the approved payment does not arrive, for whatever reason, the balance due must be paid immediately to keep the account in good standing.

Outside Scholarships: If you have received an outside scholarship, send a copy of the award letter to the Financial Aid and the Student Accounts Office as soon as possible. If the funds will not arrive by the initial due date, an approved promissory note will need to be initiated by the student prior to the semester's payment deadline.

Fees

Student Accounts
Second Floor of Ogg, room 204
(828) 771-2062
studentaccounts@warren-wilson.edu

website

Students should consult the student handbook regarding other fines/fees (i.e. residence hall fines, parking fines, library fines, etc.). Some classes (art, music, canoeing, etc.) require an additional fee to cover costs above regular tuition charges. Those charges will be listed as a course fee and that information is located in the College Catalog.

Change of Status Fee: Students moving from off to on campus or on to off campus during the semester will be charged a $100.00 administrative fee.

Collection and Billing Policies: The following guidelines and procedures will be utilized in the establishment and collection of all student obligations to the College.

Due Dates: The due dates for payment of fees, tuition, food and housing are as follows:

Fall – July 1 New Students / July 15 Returning Students
Spring – December 15
Summer – May 15, subject to change

Payment must be made in full for the Semester (or an approved payment plan must be in place) within 30 days of the due date.

Late payment fee will be assessed on accounts that are past due.

Monthly Payment Plan: Payment plan must be in place by payment due date. Payment may be made in interest-free monthly installments by arranging a contractual agreement with Nelnet online at www.CampusCommerce.com or by phone at (800) 609-8056. Credit card convenience fees apply. Enrollment fee and first month's payment or down payment must be made for the payment plan to be approved. For more information about payment options, visit http://www.warren-wilson.edu/student/student-accounts/payment.

MyWWC: Student charges can be viewed on the student portal MyWWC. Billing statements may be generated and printed at Student Account, under Billing & Aid and selecting Generate a Course and Fee Statement.

Billing notifications will be sent to students' WWC email address. Students are expected to login to MyWWC to view the bill and arrange payment. Students are responsible for checking email for electronic bill notifications and making payment on time.

It is the student's responsibility to view the account on a regular basis to prevent any problems with their account and to monitor their WWC email for billing notifications.

If a student sets up an authorized user in MyWWC, that person will also have access to view and pay the student account. View, accept, and decline your financial aid awards and loan eligibility on the Financial Aid Portal.

Billing Charges: Students receive notice of library charges, parking tickets, and other fines from the originating source (i.e. library, Public Safety office, housing, etc.). At this point, the student has 10 days to respond to the charge. If the student does not respond, the charge is turned over to the Accounting Office.

The Accounting Office cannot change/remove these fines. Questions must be directed to the Office assessing the fine.

Payment and Penalties

To register for classes, a student must agree to pay in a timely manner all financial obligations to Warren Wilson College which are incurred during the entire tenure of enrollment at Warren Wilson College and in accordance with published policies of Warren Wilson College. This agreement covers payment of tuition, and where applicable, food and housing or day student fees, and any other fees like course fees and materials, fines or charges in accordance with policies established by the college.

Failure to pay will result in the following charges and penalties:

- If payment in full is not made or arranged with an approved payment plan within 30 days of the due date, a late payment fee will be assessed on the account (The fee will be 5% of the account balance and will cap at $200).
- If payment is not made or arranged prior to the start of classes or check-in to campus housing (whichever is earlier), students are not able to return to campus or check-in to campus housing and registration may be dropped.
- If the payment plan defaults during the semester, registration may be dropped.
- Failure to remit required payments will prevent release of diploma, graduation, registration, and Warren Wilson College may utilize all legal avenues available to pursue delinquent payments, including cost of collection efforts (within guidelines of North Carolina State Law).
- Payment Plans contracted through Nelnet are subject to enrollment fees and returned payment fees.
- There will be a $25 fine for each returned check and e-check. After 3 returned checks, payment must be made by credit card, cash, or money order.

Forfeiture of Fees: Incoming students will automatically forfeit their deposit should they decide not to attend Warren Wilson College.

Special Circumstances: We realize that a student may find themselves in special circumstances that preclude payment of a financial obligation by the due date. Such a student may email the Student Accounts Manager for a Promissory Note for the balance with a clear plan on how the balance will be paid. The request will go to the Controller for approval. They will provide an approval of a promissory note for a reasonable period unless the student has a history of unnecessary financial delinquencies or no means of paying with a new payment contract. The student will be responsible for normal late payment fees and interest charges.

Appeals Process: A student may appeal any fine, fee, charge, or denial of deferment in writing to the Controller, who will consult with the President and/or appropriate staff member(s) and will provide a written final decision within 10 days.

Initial Security Deposit: Each new/transfer student will be charged a $400 Security Deposit for the initial semester of enrollment. The College will retain this deposit until the student formally withdraws or graduates from the College. The College, at its option, may deduct from this deposit any past due financial charges, fines, fees or other obligations to Warren Wilson College incurred by the student.

The College may increase the total amount required for this deposit if the student demonstrates an unwillingness to fulfill financial obligations or if the student has a history of unnecessary financial delinquencies. The College will return to the student, upon graduation or withdrawal, any remaining deposit funds. Refunds will generally be made within 60 days of graduation or official withdrawal date.

NOTE: Other charges you may experience are the costs of a course and lab fees, late registration fee, parking fines, late payment fee, etc. You will purchase your textbooks, as you need them. The costs, dependent upon your academic major and class schedule, could average $425 per semester.

Your personal expenses for entertainment, transportation home over breaks will vary with your lifestyle and distance. An average cost is estimated at $1,800 per semester.

Be prepared to buy your books by the second day of classes.
Do not depend upon financial aid to pay for books or personal expenses.

Funds from banks, donors and government agencies will be received by the College at different times throughout the semester. Refunds due to overpayment on account are not available until all funds have been received. This delay in receiving funds creates delays of refunding overpayments.

Institutional Withdrawal and Reduction of Charges

The Warren Wilson College withdrawal and refund policy is established to provide equitable treatment to finances of both the student and the college. Since Warren Wilson College makes financial commitments on behalf of each student at the time of enrollment, those costs will be shared with the student as explained in the following policies.

The college operates on a traditional semester basis (minimum of 15 weeks). Academic credit is awarded by the semester. Tuition, room, board, and fees are charged by the semester. Financial aid is awarded and posted to the student account by the semester (not the "term"). A minimum of 12 attempted (registered) credits is determined to be full-time and will be charged at the full-time rate.

- If a student lives in a residence hall, the student is required to be full-time and will be charged for a minimum of 12 credits; however, a student's aid will be adjusted if they fail to register full-time.

- If a student's aid package is based upon the student attending Warren Wilson College full-time, the student is required to **register**, **attend**, and **complete** a minimum of 12 credits.
- If a student registers for 12 credits, begins attendance in all courses but fails to complete those 12 credits due to an **official withdrawal** from the college, the student's aid status will be evaluated and determined by the college's "Satisfactory Academic Progress Policies."
- If a student registers for 12 credits but fails to begin attendance in all or part of those courses prior to an official withdrawal from the college, the student's federal and state aid will be recalculated to three-quarter, half-time, or less-than-half-time. The withdrawal calculation will then be processed based upon the student's reduced aid package (costs will not be reduced).
- The student is particularly vulnerable to financial issues if they are registered for Term 2 or Term 4 courses that make the student full-time (minimum 12 credits) and the student withdraws prior to beginning attendance in those Term 2 or Term 4 courses.
- Students are not responsible for the balance of the semester charges and required/applicable fees if the college receives a written notice of withdrawal **before** the first day of classes begins. If for *any reason* enrollment is canceled on the first day of classes or after classes begin, the tuition and room and board charges for the semester will be reduced depending upon the period of time the student has been enrolled. Fees are **not** refundable. Financial Aid will be reviewed and adjusted/reduced according to federal Return to Title IV guidelines if withdrawal occurs before 60% of the semester has been completed. Federal guidelines for calculating the return of financial aid are different from the tuition reduction of charges policy, so a return of any financial aid funds may result in a balance due to Warren Wilson College.

Reduction of Charges Policy (will be in effect for each semester)

- Tuition, fees, room/board: **100% reduction of charges** if withdrawal is **before the first day of classes***

- After first day of classes, but before the end of week seven, tuition, room and board* charges will be reduced as follows:
  - **90%** reduction of charges if withdrawal is before the end of the **first week** of classes
  - **80%** reduction of charges if withdrawal is before the end of **week 2**
  - **70%** reduction of charges if withdrawal is before the end of **week 3**
  - **60%** reduction of charges if withdrawal is before the end of **week 4**
  - **50%** reduction of charges if withdrawal is before the end of **week 5**
  - **40%** reduction of charges if withdrawal is before the end of **week 6**
  - **30%** reduction of charges if withdrawal is before the end of **week 7**
  - **No reduction** of charges for tuition, room and board, or NC meal tax for withdrawals **after the end of week 7**

*For residential students, the withdrawal date for reduction of charge purposes is the date the student is officially checked out of student housing or the last day of attendance, whichever is later.

*For residential students who have checked in early and elect to leave prior to the first day of classes, they will be assessed a $500 fee.

- Work credits are paid to the student account as earned.
- Fees are **not** prorated or reduced

Institutional Withdrawal Policy

Refer to the College Catalog for all Withdrawal policy information.

Return of Federal Funds (R2T4)

The treatment of Title IV funds is governed by the Higher Education Amendments of 1998, Section 484B 34 CFR 668.22 (Return of Federal Funds). The Law requires the college to determine the amount of aid a student earned based upon the length of time the student is enrolled during a payment period (semester). If a student completes 60% or less of the semester, the percentage of the period completed is the percentage of aid earned. Refer to the pro-ration calculation as an example. If a student completes at least one day beyond the first 60% of the semester, the student will have earned 100% of the aid disbursed. Eligibility for late disbursements will be considered on a case-by-case basis. Exceptions are "unofficial withdrawals" as described on the previous page. (Work earnings are excluded from these calculations. The student will be paid for actual hours worked.)

Software provided by the Department of Education is used to determine your "earned" versus "unearned" federal aid based on your official withdrawal date.

Financial Aid returned must be allocated in the following order"

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Graduate PLUS Loans
- Federal Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

Students who have acquired any Federal Student Loan while enrolled must complete the required exit counseling on www.studentaid.gov when a student graduates, drops below half time attendance, or withdrawals from the institution at any time.

Return of State Funds

(Only applies to these state funding programs: NC/VT/others if applicable). Awards made by a state will be refunded back to that state as directed by that state's policy. Most are consistent with the same process as "Return of Federal Funds". North Carolina provides us with their own policy and refund calculation worksheet.

State-funded grants are provided to assist students with the cost of attendance on the assumption that the students will attend college for the entire term for which the funds are awarded. When a student withdraws before the end of the term, an institution must determine how much, if any, State grant funds must be returned. The amount an institution must return depends on when the student withdraws. Changes in eligibility if a student reduced his or her original number of enrolled credit hours are addressed in specific program rules. Institutions are required to calculate the amount of funds it must return, when a student withdraws prior to or on the 35% point of the term, via the CFI Grant System. In completing the calculation, the "last date of attendance" is determined consistent with Title IV regulations for a Return of Title IV Funds. "Term" means the academic period for which the State funds are awarded.

- If a student's last date of attendance can be verified and is prior to or on the 35% point of the term, the State grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).
- If the last date of attendance occurs after the 35% point of the term, the State grant award is considered 100% earned and no State grant repayment is due. State grant repayment formula: Known last date of attendance, prior to or on the 35% point of the term.

Return of All Other Funds

This same earned and unearned percentage will be used for the remainder of a student's institutional financial aid.

- This includes merit aid, need-based aid, institutional scholarships, and institutional tuition programs including NC Free Tuition Plan and the MilePost One tuition scholarship.
- NC Free Tuition Plan and MilePost One scholarships will cover the students tuition up until the date of withdrawal. Funds will be prorated to cover the tuition only reduction of charges. Any balance remaining will be the responsibility of the student.
- Any remaining unearned non-federal aid will be returned to WWC institutional and/or private/outside donor funds - in that order.
- Any designated outside scholarships (civic club, church, etc.) will be handled as instructed by the donor. If there are no special instructions, designated outside scholarships will be applied towards any remaining balance due to Warren Wilson College or refunded to the donor.
- Alternative educational bank loans and VA Chapter 33 benefits may also be applied towards any remaining balance due to the college. Any remaining alternative loan funds held by WWC after direct costs have been paid will be returned to the borrower's lender as a prepayment.

Spring awards cannot be applied towards fall charges. VA Chapter 33 funds that create a credit on the student's account will be refunded to the student (VA recipient). The VA recipient will be responsible for repaying, if necessary, any unearned veteran funds to Veteran Affairs. Questions regarding VA benefits should be directed to the Financial Aid Office.

Federal, state, and institutional financial aid policies are subject to change as necessary for WWC to remain in compliance with federal and state regulations.

For the most updated policy information please visit our website: www.warren-wilson.edu/finaid

Satisfactory Academic Progress (SAP) Standards

Students receiving Title IV Federal Aid, need-based state grants, and/or institutional aid (including work) are required to make *Satisfactory Academic Progress (referred to as "SAP")* toward a degree or certificate in order to maintain eligibility for financial aid. Warren Wilson College also applies the same "progress" standards to our institutional aid (need-based scholarships, honor/merit scholarships, international grants, etc.) for all students. SAP is evaluated for all students on a semester basis. In reviewing students' progress, these standards are applicable regardless of whether financial aid has previously been received. For the purpose of administering financial aid, WWC defines an undergraduate academic year as two 15-week semesters during which undergraduate students complete a minimum of twelve (12) credit hours per semester (full-time). Please keep in mind, if you earn only 24 credits each year, this is fewer than the number needed to progress in classification: freshman to sophomore.

This policy may be amended whenever federal and state laws and regulations are changed. This policy will be included in the college catalog and other appropriate college publications. The most up to date policy will also be provided to each financial aid recipient on the college web site at www.warren-wilson.edu/finaid

Students are required to maintain Satisfactory Academic Progress (SAP) and remain in academic good standing to continue to be eligible for financial assistance. Students who are applying for financial assistance are expected to be enrolled full time each semester during the academic year. *Students enrolled less than full time must notify the WWC Financial Aid Office*. Students enrolled less than full time will be subject to reductions in financial assistance. Full-time enrollment is defined as enrollment in 12 credit hours or more.

Please note that all institutional aid programs require students to be enrolled full time.

Federal Regulations require the College's Satisfactory Academic Progress to include the following:

Quantitative Measure: To remain in good academic standing and retain eligibility for financial aid, students must successfully earn at least ***67% of all hours attempted***, including Pass/Fail courses, repeated courses, incompletes, and courses dropped after the last day to drop a course without penalty (as published in the academic calendar).

(Example: 36 Attempted hours x 67% = 24 Earned hours)

Qualitative Measure: Students must maintain the following minimum cumulative grade point average (GPA) on all attempted hours:

For hours attempted of:	A minimum GPA must be maintained of:
fewer than 28	1.60
at least 28 but fewer than 60	1.70
at least 60 but fewer than 92	1.80
92 or more	1.96

Maximum Time Frame:

Institutional Aid Programs: Warren Wilson College programs are structured to be completed in four years; therefore, our *non-transfer* students are allowed eight semesters (or until degree requirements are met, whichever is earlier) of eligibility for institutional programs. *Transfer* students have four semesters (or until degree requirements are met, whichever is earlier) of eligibility for institutional aid programs. All aid programs are subject to the financial aid terms and conditions of the award.

Students who enrolled at Warren Wilson prior to the 2022-2023 academic year:

Federal regulations allow up to 150% of the normal time required to complete a degree program. At Warren Wilson College, it takes 128 credit hours to receive a degree; therefore, students are allowed up to 192 attempted hours (to include all transfer hours attempted) to be considered for federal financial aid. The maximum time frame restrictions include all hours attempted regardless of whether financial aid was received or not.

Effective for the 2022-2023 academic year and after:

Warren Wilson will require 120 credit hours to receive a degree therefore, the maximum timeframe (150%) for receiving federal financial aid will be 180 attempted hours.

It is imperative for students who receive federal direct student loans to recognize that there is a maximum aggregate amount that students may borrow over their undergraduate career. Students who have received federal loans and who have been enrolled for more than four years/eight semesters (the time normally associated with finishing degree requirements) may be ineligible for further student loans**.**

Special Grading Notes

1. Grades of F, W, NC (No Credit), or INC (Incomplete) are not considered satisfactory completion of a course, and therefore are not considered *earned* hours. They will, however, count as attempted hours.
2. An "INC" grade can become acceptable as earned hours only if the course requirements are completed within the timeframe prescribed by the College and the student receives a passing letter grade.
3. For courses taken as P/F (Pass/Fail), if a grade of Pass is received, it will be counted as attempted and earned hours, but it will not impact GPA. A grade of Fail will count as attempted hours and will impact GPA.
4. All transfer credit accepted by Warren Wilson College will be counted as attempted and earned hours but will not be factored into the cumulative GPA calculation.
5. While grades of W, INC, and NC do count in the quantitative measure of progress for the earned versus attempted hour ratio, these grades will not be factored into the qualitative measure for maintaining a minimum acceptable grade point average.

Transfer Students: Transfer students are evaluated based on the number of hours accepted by Warren Wilson College. Once transfer credit has been evaluated by the Registrar's Office and the student has been classified, that student will then fall under the same quantitative and qualitative requirements discussed previously based on the student's classification.

The maximum time frames for eligibility for federal financial aid also apply to transfer students based on the number of credits accepted by Warren Wilson College.

Less than Full-Time Enrollment: Students who enroll less than full time will be eligible for federal assistance only and will not be eligible for assistance from institutional resources. The quantitative Satisfactory Academic Progress for less than full-time attendance is measured on a percentage basis compared to full-time standards. A student attending less than full-time will still be required to maintain the same cumulative grade point average based on total hours attempted.

Electives: Only courses that apply to the student's degree plan may be considered in determining their enrollment status in application for financial assistance. Courses taken outside the student's major

requirements, or courses taken as "fill-ins" to maintain a certain level of enrollment, will not be considered as enrolled hours for eligibility purposes.

Repeating Courses: Students who receive a passing grade in a course (D- or higher) may repeat that course only *one time.* If students enroll for a course that they have already repeated once where a grade of D- or higher was received, they cannot be considered for financial assistance for any ensuing repeats.

SAP Status

Re-establishing Financial Aid Eligibility

The Financial Aid Office will notify students of their failure to meet the standards of this policy after each semester is completed and grades are finalized by the Registrar's Office. Each student is responsible for knowing their own status, so if you are unsure of your SAP status, reach out to Financial Aid. If a student is not making SAP, they will be placed on Financial Aid Warning for the following semester. Students who fail to meet the minimum requirements at the end of the Financial Aid Warning semester will be placed on Financial Aid Suspension. At that time, they will lose eligibility for financial aid until such time that the minimum SAP requirements have been met or an appeal has been approved. All students placed on Financial Aid Suspension as a result of the failure to meet these SAP standards have the right to appeal through the Financial Aid Office.

- **Financial Aid Warning** is when the student has failed to meet the minimum SAP requirements. The student has one (1) semester to meet the minimum SAP requirements. Students will be notified by the Financial Aid Office if they are placed on Financial Aid Warning at the end of each semester. Students may receive federal, state, and institutional funds during their Warning period. However, students who fail to meet the minimum SAP requirements at the end of the warning period will be placed on Financial Aid Suspension.

- **Financial Aid Suspension** is when a student fails to meet the SAP requirements after their warning semester. Students will not receive federal, state, or institutional funds during their suspension period until they submit all documentation required for an appeal and the appeal is approved.

  Students may receive a maximum of two Financial Aid Suspensions (non-consecutively) during their academic career at Warren Wilson College. After the second suspension, students will no longer be eligible for federal, state, or institutional financial aid.

Exceptions to this standard must be approved by the Director of Financial Aid. An appeal will include a written detailed statement from the student with attached documentation to support their appeal AND an academic plan processed and signed by the student and the Academic Support Office. Other documentation may be requested on a case-by-case basis, based on the student's detailed statement. If a student's appeal is approved, they will be placed on probation until SAP is evaluated at the end of the probationary period.

SAP Appeal Process

Students must complete and submit to the SAP Appeals Committee the Satisfactory Academic Progress Appeal, which includes a written statement explaining why the student failed to make satisfactory progress and what has changed in their situation that will allow them to now meet the minimum requirements. Any supportive documents or statements should also be submitted that will provide the Appeals Committee with any information pertinent to their review. Appeals must be based on injury or illness; death in the family; or other special circumstances. The Committee will review the request and all documentation to determine if a semester of *Financial Aid Probation* is warranted. Students will be notified by email of the Appeal Committee's decision. Please note that if approved, only one semester of financial aid eligibility can be offered. The student must meet the minimum standards of Satisfactory Academic Progress by the end of the approved semester to retain eligibility. If the student does not improve the deficiencies within that semester, the student will no longer be eligible for financial aid from Warren Wilson College until the minimum requirements are met. A second appeal will not be accepted if denied.

Satisfactory Academic Progress (SAP) Academic Plan: Student must complete and submit the Satisfactory Academic Progress Academic Plan as part of the SAP Appeal. Students must contact the Academic Support Office to set up an appointment to develop their academic plan for meeting the minimum standards of academic progress. This Academic Plan will have strict conditions the student must follow for the student to retain their eligibility for financial assistance.

The Academic Plan and the student's performance must be evaluated at the end of each semester.

Failure to meet the conditions of the Academic Plan will automatically terminate the student's eligibility for financial aid without opportunity for appeal.

It is imperative that students understand that failure to submit a successful appeal or an approved Academic Plan to the Appeals Committee will mean that no further financial aid will be awarded to the student for future semesters of enrollment.

It is necessary to take immediate action upon receipt of the notification that the student is not making Satisfactory Academic Progress.

For the WWC Financial Aid Office to process your appeal and finalize your financial aid if your appeal is approved, please follow the deadlines for the 2026-2027 academic year below:

FALL 2026 SAP Appeal Deadline: August 13th, 2026
(For students who did not meet SAP in Spring 2026)

SPRING 2027 SAP Appeal Deadline: January 13th, 2027
(For students who did not meet SAP in Fall 2026)

Financial Aid Terms and Conditions

- Financial Aid offers with the most recent date supersede any previous financial aid offer. This Includes all forms of Institutional Aid including, but not limited to Merit Aid, Need-Based Aid, Institutional Grants and Scholarships.
- Aid programs are awarded for a full academic year but are distributed equally on a semester basis. Students who attend less than a full academic year cannot receive the full year's award in one semester.
- Merit-based aid is awarded for a total of 8 semesters of continuous enrollment. If a student is not continuously enrolled, they must appeal to the Financial Aid Office for merit and need-based aid. Students who are eligible for the Milepost One Scholarship, NC Free Tuition Plan, Tuition Exchange, or the college's tuition remission programs are not eligible to receive merit-based aid.
- The awarding of additional merit-based or talent-based institutional aid after receiving your need-based award may result in a reduction of institutional need-based aid previously awarded. Warren Wilson designates the work award towards a student's tuition charges only. Merit-based aid, need-based aid and other financial aid programs of the college will go towards the students' overall charges. Students may not exceed the direct cost of attendance due to an outside benefit counted as estimated financial assistance.
- Students who change residency from on-campus to off-campus will have Warren Wilson institutional aid adjusted by 25 percent. This includes the following: Merit Aid, Need-Based Aid, and Institutional Scholarships awarded. Unless approved by the Work Program office the student will no longer have eligibility for work funding. Students who change residency from off-campus to on-campus will be re-evaluated for need-based aid. A student's merit-based aid will remain if the student continues to meet the Financial Aid Satisfactory Academic Progress policy.
- WWC need-based funding is based on the FAFSA information from year to year and based on financial need. The actual amount awarded varies from year to year based on available funds; awarding policies for that year; and student eligibility from the results of filing the annual Free Application for Federal Student Aid (FAFSA).
- Financial Aid recipients must be making Satisfactory Academic Progress (SAP) and be in good academic standing with the college. Students who change their enrollment status (full time to part time) or withdraw from the college may not meet the standards of the Satisfactory Academic Progress Policy and could forfeit future financial aid. For more information on Satisfactory Academic Progress please check with the Financial Aid Office.
- Periodically throughout the year, Warren Wilson College may evaluate a student's eligibility for named endowed scholarships which are awarded as recognition for your abilities and achievements based on the donor's instructions. These scholarships have been provided to assist the College in providing financial assistance to students. As a result, these endowed scholarships may replace current Warren Wilson College funds already included in your award and therefore will not increase your award total. The Financial Aid office reserves the right to reallocate funding on a student's financial aid offer to help fund our NC Free Tuition Plan and Milepost One Scholarship programs. This means the Milepost One or NC Free funding can be allocated to endowments funds without notice.

- Eligibility for the NC Free Tuition Plan and The Milepost One Scholarship is based on your admission as a first-time, full-time, undergraduate student. Any student who is not continuously enrolled (including part-time students, withdrawal from WWC, or a student who Exits the College) will need to appeal to the Financial Aid office to receive the NC Free Tuition Plan or the Milepost One Scholarship upon return to full-time enrollment.
- Change in a student or parent/spouse financial, marital, or academic status; changes of academic program; change of residence (on-campus to off-campus); or failure to comply with program guidelines and regulations could result in a revision to or cancellation of your Financial Aid offer.
- Students receiving Warren Wilson College-funded aid programs must be enrolled full-time (12 hours per semester for undergraduates). Audit courses do not count toward full-time hours. Overload fees (18 credit hours or more) accrued are not covered by financial aid.
- Students withdrawing from the college during any given semester will be subject to a Return to Title IV federal reduction. Students who do not complete 60% of the semester will see a reduction in financial aid. Please see the Withdrawal and Reduction of Charges Policy online.
- The total amount of gift aid (grants, scholarships, tuition benefits, VA benefits) from all sources (institutional, state, federal, and outside/private) may not exceed the total of direct costs (i.e., tuition & fees and food and housing for residential students; or tuition & fees for off-campus commuting students) plus books & supplies.
- Federal and state awards are contingent upon fund appropriations by the federal or state government their receipt by the College. Federal and State funding and are subject to change during the academic year.
- State funding requires verification of a student's residency and level of minimum enrollment. Residency is determined by the State of North Carolina. Students must complete the Residency Determination online at ncresidency.cfnc.org to be eligible. If this requirement is not met within the first 45 days of the semester, the student will no longer be eligible to receive State funding.
- Students receiving North Carolina Need Based Funds are encouraged to remain "on pace" towards a degree. Students are strongly encouraged to be enrolled full time in 15 credit hours (full time plus) each semester to receive the maximum amount of funding. If a student is not enrolled in 15 credit hours, the North Carolina Need Based Funds are reduced based on the payment schedule. Students who are on the NC Free Tuition Plan, financial aid for the program is based on being enrolled 15 credit hours each semester.
- Financial aid funds will not officially be posted to the student's account until after the drop/add period of each semester and term where final enrollment has been established. North Carolina need-based Scholarship is based on term enrollment. Aid disbursement can be delayed based on enrollment status in term courses.
- Students must notify the Financial Aid Office of other financial assistance to be used to meet the cost of education at Warren Wilson College that is not listed on your Financial Aid offer. The receipt of other assistance may result in an adjustment to this aid offer according to federal and state regulations as well as institutional policies.

Merit Scholarship Renewal Policy

Warren Wilson College awards merit scholarships at the time of admission to qualified incoming first-year and transfer students only. These scholarships are available for renewal for up to four years or eight consecutive semesters and as long as the student remains full- time each semester to progress toward earning their degree. Students who exceed an undergraduate degree timeframe of four years or eight consecutive semesters should speak with the Financial Aid Office regarding renewal until their degree is completed.

Merit scholarships are renewed as long as the student maintains full-time enrollment, maintains Satisfactory Academic Progress, and does not go on academic probation. Warren Wilson College defines full-time as 12 hours each semester.

Revision of your Merit Scholarship if students are placed on academic probation: The Financial Aid Office will review the student's grades and full-time status from the Academic Affairs office each semester. If a student is placed on academic probation in any given semester, the student will lose their merit scholarship for that semester. During this continued mid-year evaluation, these students will be informed by email and/or on their Net Partner account of our required standards and the status of their merit scholarship. These students will also be referred by the Financial Aid Office to the Academic Support Office for further consultation to help the student remain full-time and stay off academic probation. Students who are placed on academic warning should note this may eventually affect their merit scholarship renewal if their academic performance does not improve. A student must appeal to the Financial Aid Office to earn their full merit or portion of scholarship back once they are removed from academic probation.

Revision of your Merit Scholarship if you are not making SAP (Satisfactory Academic Progress): The Financial Aid Office reviews progress for every student after each semester. If a student is not making SAP and is placed on Financial Aid Warning, no aid is reduced or revised during your FA Warning semester. If during your FA Warning semester, you do not make SAP, you will be placed on FA Suspension, in which you will be required to submit an appeal with documentation and an academic plan developed by you and the Academic Support Office. If an appeal is successfully approved the student will be placed on probation. If the student does not make SAP during the FA probation semester, then the student will lose all aid eligibility; federal, state, and institutional.

Appeal Process: If a student wishes to appeal merit funding or be considered for their merit scholarships to be redetermined, the student must notify the Financial Aid Office and complete the scholarship appeal form. A required email/letter from the Registrar will be requested by the Financial Aid Office to document when the student will be graduating. Even if a student is part-time during that last semester, our office will calculate the part-time amount the student can receive in their merit scholarships to help the student graduate. The formula used will be; total merit scholarship amount for one semester divided by 12 hours (full-time); that amount is then multiplied by the total hours the student must complete in order to receive their degree. For example, if a student is in 6 hours and only has this remaining to graduate, the student will be eligible to receive the equivalent of 6 hours their merit scholarship amount.

Warren Wilson Need-Based Grant Renewal

The packaging policy for need-based aid renewals are designed to bring a more consistent process to all cohorts and grade levels, which were awarded in various ways due to annual policies. Students are required to file a FAFSA each year to be considered for WWC need-based aid. Not all students will be eligible for WWC need-based grants. This policy is subject to change based on the yearly funding levels and institutional budgeting.

Objectives:

- To be equitable and consistent with our returning students.
- Students will keep their merit (if they meet merit guidelines).

Process:

- Note this policy does not impact the merit award component of a financial aid offer.
- Unless the student meets the EFC Calculation below, returning students WWC Grant will carry from year to year based on continuous enrollment. If a student's EFC exceeds $25,000 a loss of eligibility will occur. Students can appeal this decision with the WWC Financial Aid Office.
- The established need level is determined after all other aid is awarded; ie: Pell, NC NBS, Work, FSEOG, Sub Loan, Unsub Loan.
- Students who receive the Milepost One Scholarship or the NC Free Tuition Plan will not be eligible for a WWC Need Based Grant. Exceptions will only be considered if a student becomes ineligible for our scholarships programs. Students can be considered for a WWC Grant if eligibility requirements for a WWC Grant are met based on the students current year FAFSA.

Questions regarding eligibility for the WWC Grant should be addressed to the Financial Aid Office by phone or text at 828.771.2082 or by email at finaid@warren-wilson.edu.

Statement of Electronic Process and Electronic Consent from Students

By logging into and accessing financial aid records on their Financial Aid Portal account, students agree and specifically consent to the use of electronic records. Specifically, the electronic processes to which they are consenting include (but are not limited to):

- Electronic funds transfer of loan funds to their student account
- Use of electronic mail to provide notice that any loan from the direct loan program has been disbursed to their account
- Use of electronic mail to notify of award notification(s)
- Use of electronic mail to notify them that additional information must be submitted to the Financial Aid Office and the use of the Financial Aid Portal to access additional documentation requests
- Access to student consumer information at warren-wilson.edu/finaid
- Electronic mail to exchange information concerning your financial aid records

Students may rescind this authorization at any time and/or request paper copies of any information communicated electronically by contacting the Financial Aid Office at Warren Wilson College at 828.771.2082, by email at finaid@warren-wilson.edu, or in person at the Financial Aid Office (first floor of Laursen Building).

Students also authorize the financial aid staff to obtain information concerning your educational program and financial circumstances as needed to process your application and you authorize the release of information, including need analysis data and the amount of any award(s) to agencies, individuals, or organizations involved in providing funds for your education.

Students understand that they are responsible for all charges, including any initially covered by financial aid. If upon review of supporting items, it is determined that the student is not eligible for financial aid or if the student is not eligible for the amounts originally estimated, the student will be responsible for any balance due if financial aid awards are adjusted due to these changes.

Students also understand and agree that they must report any changes in financial circumstances, enrollment status, or additional financial aid to the Financial Aid Office. They also agree to comply with all institutional policies as well as federal and state regulations. They also understand that reported changes may result in revisions to your aid offer. Students understand that the college may withhold or cancel financial aid if any of the requested information is not submitted or presents a conflict of information.

For further details, please visit the Warren Wilson College Financial Aid Office web page: www.warren-wilson.edu/finaid