

# SUMMER ACADEMIC PROGRAM

## 2024 Fees and Expenses

Fee	Residential	Non-Residential
Tuition	\$2,300 per course	\$2,300 per course
Student Service Fee	NA	NA
Student Health Fee	NA	NA
Campus Housing Varies by type	\$175-\$245 per week	NA
Food service (Board)	NA	NA
Total	\$2300 per course	\$2300 per course

Washington College offers regular courses during the summer, in two four-week sessions—Session 1, from late May to late June, and Session 2, from late June to late July. Courses meet five days a week for three-hour sessions. See the Academic Calendar (<https://catalog.washcoll.edu/catalog/general-information/academic-calendar/>) for date information.

## Maximum Credits

Students may take a maximum of two courses (8 credits) in the summer program each year and a maximum of 4 credits in one module. Students seeking an exception to this policy may petition the Dean of Academic Achievement and Success.

## Billing and Payment Policies

### Tuition, Fees, Room, Board, and Financial Aid

Payment for tuition, fees, room, and board is due one month prior to each summer session. At the beginning of the Summer Term, pending financial aid is allowed as a credit to the student's account, and is counted as payment until the second Friday in June for Session 1 and the second Friday in July for Session 2. Students who have not completed all necessary paperwork to finalize pending aid by that time are required to pay in full. If financial aid is later reinstated, the student will be given a full refund of any credit balance. This refund is available by contacting the Business Office. Students who have not paid in full, or who have not made satisfactory arrangements to pay in full using financial aid, by the due date for the semester, will not be considered as having met their financial obligation. A late payment fee will apply, and the student may be removed from class and housing assignments if payment arrangements are not made by the due date. Tuition fees for the Summer Term are not eligible for tuition waivers or "More Able" rates.

### Late Fee

The amount of the late payment fee is \$200. A late fee is charged when a student: has not paid their account in full or made payment arrangements by the officially posted due date for the Summer Term; or has financial aid cancelled, in any manner. Until this obligation has been met, students may not return to campus, attend classes, or obtain keys or a college ID card. Students may also be removed from class and housing arrangements. All students are required to complete and submit to the Business Office an Information Release/Responsibility Form. This form serves as consent for Business Office personnel to discuss questions regarding the student's account with the indicated parties. Only those persons listed may be given information regarding the student's account.

All new students must e-sign the Financial Responsibility Agreement.

## Other Student Charges

The Business Office bills each month for fines incurred by the student. These include parking violations, Library fines, Honor Board fines, dorm damages and other assessed charges. Parents/guardians should first discuss questionable charges with the student and/or appropriate department head, before calling the Business Office. Students are notified in writing when any fines are levied. Dorm damages are assessed after moving out and are billed within two weeks of the end of the session. All charges are due upon receipt of the monthly Student Statement of Account. Any charge that is outstanding for more than 30 days may result in grades not being sent, transcripts of academic credit not being issued, a diploma not being issued, and pre-registration for subsequent semesters may be delayed. Students may view their student account through the Washington College Web site using Student Self-Service.

## Payments

Washington College Business Office accepts cash, cashier's checks, traveler's checks, wire transfers, and money orders in payment of student accounts. Wire transfer information can be obtained by calling the Accounts Receivable Specialist in the Business Office (410-778-7736). Personal checks are also accepted, unless there has been a previous incident of payment by check that was returned for non-sufficient funds. Once a non-sufficient funds check has been returned to a student's account, future payments must be made using another acceptable form of payment. Post-dated checks are not acceptable. Credit card payment for student account balances may only be made via the Student Self-Service on the Washington

College Web site, there is a convenience fee for this service. E-Check payment can be made via Student Self-Service on the Washington College Web site, there is no fee for this service.

Personal checks submitted for payments on student accounts should have the student's college ID number written on the face of the check.

DeWar tuition refund insurance and Official Payments tuition installment payment plans are not available for the Summer Term.

## Withdrawals and Refunds

Tuition refunds or credits for summer courses will be allowed only if the student withdraws by deadline listed on the Academic Calendar (<https://catalog.washcoll.edu/catalog/general-information/academic-calendar/>).

Students who withdraw from the College during a summer session are responsible for all nonrefundable amounts. If it is a disciplinary withdrawal, the College makes no refund of any kind.

Residence hall spaces are assigned for each session; therefore, no refunds or credits for rooms are given for withdrawing during a Module. Board refunds or credits are determined on a pro-rated basis.

## Registration

Matriculating students, entering first-year students, transfer, dual-enrollment, and non-matriculating students register for summer courses in the spring.

## Registration Holds

Prior to the registration period, students will find specific registration information and instructions available on the Summer Term web page (<https://www.washcoll.edu/academics/summer-term/>). These instructions remind the student to complete several tasks prior to the start of registration, including a review of any active holds in Self-Service. Student holds may include a "no registration" hold from the Business Office, Health Services, the Provost's Office, or Student Affairs. Any of these holds will prevent registration for new courses until the hold is lifted by the originating office.

## Drop/Add

After the initial registration period, students may make changes to their course registrations via Self-Service according to the dates listed in the Academic Calendar (<https://catalog.washcoll.edu/catalog/general-information/academic-calendar/>).

Students who do not attend the first class meeting may be dropped from the course by the instructor. Students wishing to enroll in a course at or after the first meeting are admitted only at the discretion of the instructor, who will generally defer to the order of students on the waitlist for the course.

## Withdrawal from Courses

Students may withdraw from one or more summer courses without academic penalty until the deadline listed in the Academic Calendar (<https://catalog.washcoll.edu/catalog/general-information/academic-calendar/>). A "W" grade is listed on the transcript. Students seeking to Withdraw from a course (as distinct from withdrawal from the College) must first discuss it with the Dean of Academic Achievement and Student Success.

If faculty determine a student has committed an academic violation, the faculty member can instruct the Registrar's Office to put a hold on a student's record to prevent the student from withdrawing from that course. The instructor should notify the student of the placement of a withdrawal hold. The student should consult with the instructor of the course regarding the student's continued attendance. If the faculty member decides later in the Module to allow the student to withdraw, the faculty member communicates the change to the Registrar's Office. If the withdraw hold remains, the faculty member can submit a letter grade for the student consistent with the faculty member's course policy at the end of the Summer Module.

## Pass/Fail and Auditing

Summer courses may not be taken pass-fail or as audits.

## Summer Evaluation and Grading Policies

### Attendance

It is the responsibility of students at Washington College to attend promptly each class meeting scheduled in every course in which they enroll. Given the compressed nature of summer courses, this is especially true for summer courses. Students on probation are expected to attend all classes without exception and should contact the Dean of Student Achievement and Success about any absences that are truly unavoidable. A faculty member's attendance policy may include failure of the course for excessive absences. Students are encouraged to ask their professors about any attendance policies that are not clear to them.

Members of the faculty are under no obligation to accept any student who misses the first day of class. Faculty have the right to drop from a course any student who does not attend on the first day of classes. Students who cannot attend on the first day but would like to remain in the course must contact their instructors before the first day of class.

A student who is repeatedly absent, or whose attendance continues to be unsatisfactory following a warning from the instructor, will be reported by his or her instructor to either the Registrar's Office or the Dean for Student Achievement & Success.

When an instructor is more than ten minutes late to a class, the students may leave without penalty.

## **Regular Examinations**

Instructors may give quizzes and tests with sufficient frequency to enable students to accurately measure their level of work in a course as the Module proceeds. This rule applies with special force to first-year and sophomore courses.

## **Final Examinations**

Normally, examinations are given at the end of a course as well as at other points during the Module. Summer Final Exams are conducted by the faculty in the final days of the class duration.

The duration of final examinations should not exceed two- and one-half hours. Exams may be in-person or online/take-home, at the discretion of the faculty member.

Other provisions (Waitlists, Making up Work, Grading System, Incompletes, Failed Courses, Repeating Courses): as per provisions for all courses at the college, as specified elsewhere in this catalog.

## **Medical Withdrawal**

A student who requests a Summer medical withdrawal must present to Health Services or Counseling Services evidence of a documented medical diagnosis that prevents them from completing course requirements. Health or Counseling Services advises the Dean of Student Achievement and Success and the Office of Student Affairs whether the student qualifies for a medical withdrawal. A student may be required to withdraw if their medical condition presents a risk to themselves or others. In either case, Health or Counseling Services advises the student, the Dean of Student Achievement and Success, and the Office of Student Affairs, in writing, what the student must do to return to the College after treatment of the medical condition. The Dean of Student Achievement and Success helps the student contact the Office of Financial Aid, the Business Office, the Office of Student Affairs, and the Registrar's Office and informs the faculty the student has withdrawn.

A student who is withdrawn for medical reasons is not allowed to reside on campus, attend classes, participate in student social life or other campus activities, or use Washington College facilities. If the withdrawn student wishes to be on campus for a short visit as a guest, the student must submit a written request to the Associate Vice President for Student Affairs two weeks prior to the date that the student wants to visit.

## **Leave of Absence**

Due to the compressed nature of the summer schedule, students may not take Leaves of Absence during summer courses.