

OPERATIONAL POLICIES AT DALKEITH HOUSE

Academic Policies and Procedures

Basic Considerations: Both students and faculty have the common interest of seeing that our academic credentials remain excellent. The Scots operate "top flight" schools, and The University of Edinburgh ranks among an elite few of the world's great universities.

Class Attendance Policy for Fall and Spring Semesters

The WIS program has had a compulsory attendance policy since its inception in 1986. The compulsory attendance policy was built into the program to emphasize that the classroom experience is the central component of this academic study program, just as it would be on the home campus. There has been an ongoing concern that some students and/or faculty might see the program primarily as an opportunity to travel in Europe rather than as an integral part of the overall academic degree program. While travel is an important component of the experience in Scotland, there are a number of opportunities for travel such as day field trips, long weekends, and a one-week break, which are built into the semester's schedule.

The attendance policy below is designed to help maintain the academic integrity of the program. The participating campuses contribute considerable sums of money each year to subsidize the WIS program so students can study abroad at a reasonable cost. If the home campus faculty and administrators lose confidence in the academic integrity of the program, this support could be withdrawn in future years. We hope that all students and faculty will respect this policy and understand why it is necessary to insure the continuation of this learning experience.

Absences: Class attendance and participation is expected. Excessive absence from class will result in the following grade reductions:

- 3rd absence (2nd for British courses that meet once per week): final grade lowered one full letter grade.
- 4th absence (3rd for British courses that meet once per week): final grade lowered two full letter grades.
- 5th absence (4th for British courses that meet once per week): final grade lowered three full letter grades.

More absences than above: final grade is F.

Students who arrive ten or more minutes late will be counted as absent. Students who leave class early or after a break will be counted as absent.

Individual faculty members are not permitted to make exceptions to this policy, so please do not ask them

Enforcement: Each faculty member is required to keep an accurate attendance record on each student during the semester. Students who miss more than the allowable number of classes will automatically have their final grade reduced according to the schedule above unless they provide the Resident Director with the required documentation to show they were ill or injured.

Final Exams: All students are required to take their final exams when scheduled. Students who miss a scheduled exam without written documentation from a health professional of a medical illness or injury will not be permitted to make up the exam and will receive a grade of F on the exam.

Exceptions and Appeals Process: No exception to the policy on attendance will be made by any individual faculty member. Students who believe an exception is warranted, due to unusual circumstances beyond their control, may file a written request with the Resident Director clearly explaining the reasons for the exception. Exceptions may be approved only by unanimous consent of the Resident Director and the entire teaching faculty.

Dalkeith House Guidelines and Rules (Revised Spring 2000)

The following are the basic guidelines and rules that will apply during your stay at Dalkeith. In some cases they are based on UW System regulations and, in others, they reflect contractual agreements with our hosts. These rules will help create a positive living and academic environment for all of us.

Please stay on the public trails when on the estate grounds. Our lease is for the House and our access to the estate is at the invitation of the Duke of Buccleuch. At all times, please respect this beautiful property.

Please respect the privacy of Jim Smith, the caretaker, and his family who live in the flat attached to the House. The basement passageway leading to the caretaker's home should not be used by WIS participants.

The WIS program is self-supporting with regard to the cost of furnishings, equipment, etc. Should damage occur to House property due to negligence, the involved parties will be held responsible or the costs will be shared equally by all WIS participants' damage deposits when the individual(s) responsible is (are) not identified.

DALKEITH HOUSE IS A NO SMOKING FACILITY. Due to fire hazards, this is a no smoking facility. The fine for the first offense is £20 and it is automatically doubled for each further offense. If you smoke outside of the House, you are expected to pick up your cigarette butts and dispose of them in a fire-safe manner. Burning of incense, candles, etc., is also prohibited and is subject to the same £20 fine.

Fire escape routes are posted throughout the building. Please educate yourself as to the quickest exit points. In case of a fire, all residents should report to the front courtyard. Regular fire drills will be conducted.

Moving fire extinguishers, discharging them, or in any other way interfering with their potential use in case of an emergency, puts the entire House in severe risk. Therefore, any such action will result in a £100 fine plus the cost of recharging the extinguisher and repairing damages. Responsibility for such an incident will be cause for disciplinary action, which could lead to dismissal from the program. An individual who intentionally causes a fire in the House will be fined £200 and be subject to immediate dismissal from the WIS program.

Anyone possessing illegal drugs, or using illegal drugs, will be dismissed from the WIS program.

Responsible behavior by everyone is expected at all times. Inappropriate behavior including alcohol misuse will not be tolerated on the WIS program.

The only way security for residents and our belongings can be maintained is if the outer door code remains private. This is not to be shared with ANY nonresidents.

VISITATION POLICY: Because of the cooperative living arrangement in Dalkeith House, we cannot permit overnight visits by visitors other than those staying in the guest rooms. Day visitors are to be restricted to the ground floor public areas and the basement recreation areas of the House and must be accompanied by their host at all times. Only one visitor per student is permitted at any one time. Please sign your visitor in and out, using the visitor register in the mailroom.

Some areas of the House are locked off for safety reasons. WIS participants should not attempt to enter these areas under any circumstances.

Due to fire hazard, do not place anything on the heaters or use the heaters for drying areas. Please keep beds and furniture 6-12 inches away from any heating unit to provide adequate ventilation. Please refrain from sitting on the heaters as this damages them beyond repair.

So that everyone may have full use of the public areas, please leave all furnishings in these rooms. If you need light bulbs, lamps, chairs, etc., please see the staff.

TELEPHONE POLICY: All calls should be taken at one of the three pay phones provided for your personal use. The Resident Director's office number is to be used only in emergency situations. Please advise your friends and family to direct their calls to the pay phones. Please be courteous and helpful to others in receiving calls from home.

There will be no food allowed in any areas of the House except in the Servery, the Dining Room, Willie's Café, the Armory, and the Cavern.

In general, please be respectful of others. Please be especially quiet after midnight. The library, the computer lab and third floor study room are reserved for quiet study at all times.

Quiet Hours: 1:00 p.m. to 9:00 a.m. Sunday evenings-Friday mornings, Friday and Saturday evenings; 1:00 a.m. to 10:00 a.m. Saturday and Sunday mornings.

Please remember that these guidelines and rules are in place to provide the best possible environment for all of us. Our mutual cooperation will ensure that everyone's Dalkeith experience will be a positive one!

THESE ARE THE BASIC RULES FOR DALKEITH HOUSE. HOWEVER, THEY ARE SUBJECT TO MODIFICATION. ADDITIONAL RULES MAY BE ESTABLISHED BY THE CURRENT RESIDENT DIRECTOR.