



# Policies and Procedures

## Rights and Responsibilities

Every student enrolled at Wesleyan College has certain rights and responsibilities as a member of the Wesleyan College community. These rights and responsibilities are intended to promote the educational mission of the college and encourage respect for the rights of others. Through their voluntary attendance at Wesleyan College, students agree to comply with College regulations, stated here and elsewhere and as enacted by College officials. Legal or parental representation is not permissible in College proceedings, students are required to represent themselves.

1. The right to organize one's personal life and behavior and to pursue individual activities including freedom of movement. This includes the right to organize and join approved student organizations that promote the well being of the Wesleyan College student body. Student organizations have the responsibility to be open to all students and follow all guidelines outlined in this handbook.

2. The right to freedom from personal force, violence, threats, personal abuse, and discriminatory or sexual harassment either as individuals or groups within the College community. Each student has the responsibility to refrain from the use of force against a person or group, the forcible interference with another person's freedom of movement, or personal abuse of another person.

3. The right to carry on individual or organized activity which expresses grievances so long as the activity is carried out within the parameters of the *The Wesleyanne* and does not disrupt the regular and essential operation of Wesleyan College.

4. The right to be protected from unauthorized search and seizure and to have the privacy of their personal information maintained in accordance with state and federal laws. Students have the responsibility to preserve the rights of privacy of other individuals, groups, the neighboring community, and College as well as respect the confidentiality of personal information about members of the College community.

5. The right to recommend changes in College policy through their Student Government Association and in conjunction with Student Affairs.

6. The right to earn an education in an environment conducive to learning.

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7. The responsibility to serve on various faculty and administrative committees and ensure that the student viewpoint is accurately represented during such meetings.
8. The right to be protected by standards of justice and fairness in any proceedings with the College in accordance with *The Wesleyanne*.
9. The responsibility to observe all duly established College, local, state and federal laws. Being a student at Wesleyan College does not affect in any way the jurisdiction of courts and other civil authorities over any college student. Membership in the College community does not provide a privileged or immune status from the laws and regulations that other residents of the state of Georgia must obey.
10. The right of Official Student Publications to maintain their publications as vehicles for free inquiry and free expression in the Wesleyan College community. The responsibility of official student publications is to produce a publication based upon professional standards of accuracy, quality, objectivity and fair play. Publications are bound by the canons of responsible journalism, such as avoidance of libel, indecency, profanity, undocumented allegation, attacks on personal integrity, and the techniques of harassment or innuendo. Additionally, all college-published editors and financed student publications shall explicitly state on the editorial page that the opinions are not necessarily representative of Wesleyan College or its student body.
11. The responsibility to attend all judicial meetings when required to do so. Failure of the respondent to appear at a scheduled judicial meeting will result in the hearing being held in her absence and the student forfeiting her right to further appeal.
12. The responsibility to participate actively in training and educational opportunities tied to campus leadership roles.
13. The responsibility to refrain from actions which deny other members of the College community their rights as described.

### **Honor Code**

The Honor Code is the foundation upon which life in the Wesleyan College community is built. It is based upon the idea that individual freedom is a right founded upon responsibility. A student is expected to tell the truth, respect others and their property, and maintain academic integrity and honesty in all areas of college life. If a student violates a principle of the Honor Code at any time, the student is honor-bound to self report. Likewise, if a student is aware that a fellow student has violated an honor principle, the student is honor-bound to ask the violator to self report or notify an appropriate college administrator in addition to reporting the violation to the Honor Council. Maintaining these principles of honor is the ideal toward which we strive. Our Honor Code is not destroyed by infractions of the rules; it is damaged when violations are tolerated.

Membership in the College community involves establishing and maintaining these broad honor principles. It is understood that by becoming a student at Wesleyan, an individual signifies acceptance of the Honor Code and all policies and procedures set forth in *The Wesleyanne*, elsewhere, and as enacted by College Officials.

### **Honor Pledge**

As a member of the Wesleyan College student body, I will uphold the Honor Code, strive for personal honesty and integrity in all areas of my life, and fulfill my responsibility for maintaining the Honor Code in the college community.

*Every student is required to sign the Honor Pledge upon entrance to the College and/or entrance to the residence halls.*

## **Honor Code**

**Academic honesty is integral to the Honor Code.**

### **A. Plagiarism and Citation**

#### **1. Plagiarism**

The use of the words or ideas of another's as one's own without acknowledgment of their source constitutes plagiarism; plagiarism is not only dishonest, but also illegal.

#### **2. Citation**

a. Correct forms of citation include direct quotation, paraphrase, summary, or a combination thereof, all combined with full supporting documentation.

b. Full supporting documentation includes the author's full name, the title of the work, the title of the volume in which the work may be found, the place of publication, the publisher, the year of publication, the volume number if applicable, and the relevant page numbers. Format of a citation should follow instructor's specification.

### **B. Examinations and tests**

All examinations and tests are administered under the Honor Code.

**Social honesty is integral to the Honor Code.**

### **Community Living**

Life on campus and in the residence halls brings certain rights and privileges as well as the responsibility of consideration for other students. Rules and regulations concerning the operation of the residence halls and apartments are stated in the Residence Life Guidelines section of *The Wesleyanne*. Regulations are incorporated into the Wesleyan Honor Code which students are sworn to uphold.

## **Judicial Boards**

The College supports two judicial boards to handle infractions of the Honor Code including College or Residence Life policy violations. Infractions will be heard by the appropriate judicial board or handled administratively as deemed appropriate. The two judicial boards include Honor Council and the Civitas Board. Descriptions of the functions of each board as well as information regarding reporting violations, hearing procedures, rights of the accused, sanctions, and appeal processes are listed below. Any questions related to the judicial boards or Honor Code should be directed to the Assistant Dean of Students.

### **Council on Judicial Affairs (CJA)**

CJA oversees the judicial process of the Student Government Association. CJA also coordinates activities to educate about and promote the Honor Code. All violations must be reported to the chancellor of Honor Council or the Honor Council e-mail address: [CJA@wesleyancollege.edu](mailto:CJA@wesleyancollege.edu).

CJA also serves the College in the capacity of Honor Council. Honor Council is charged with deciding issues of academic and social honesty and integrity, and honor system social conduct violations. In addition, Honor Council reserves the right to hear any case which is deemed to be a violation of the Honor Code regardless of whether or not it can be classified in one of the above categories. The members of Honor Council include the President of CJA, who serves as Chancellor, the Judicial Secretary-Treasurer, the Judicial Clerk, two representatives from each class, two representatives from the Off-Campus & Encore Student League (OCESL) and the Assistant Dean of Student as the advisor.

**Procedures for Action**

1. Students are highly encouraged to self report. Honor Council will take this into consideration.
2. A hearing will be held to hear accounts of the incident by both the accuser and accused. If the accused does not attend the hearing, it will be held in her absence and the student will forfeit her right to appeal.
3. Honor Council will deliberate, decide on a verdict and sanction.
4. Students will be notified in writing of the hearing outcome.
5. Appeals can be made to the Vice President of Enrollment Services and Student Affairs at which time they can be upheld, amended, returned to Honor Council to be heard, or referred to the Student-Faculty Judicial Board. All appeal decisions are considered final.

**Reporting a Violation**

1. Any member of the faculty, administration, staff, or student community should, when possible, confront a student for an honor offense at the time of the offense. If unable to confront the student at the time of the offense, the violation should be reported to the appropriate college faculty or staff members who will then notify the accused of the alleged charge.
2. The accused has 24 hours from that time to report the incident by e-mailing [cja@wesleyancollege.edu](mailto:cja@wesleyancollege.edu)
3. The accuser will report the charges to the Chancellor of Honor Council or Assistant Dean of Students.
4. The Judicial Secretary will notify the accused in writing of the charges, the procedures, and the date and time of the hearing at least 48 hours before the scheduled hearing. In emergency situations, 48 hours may not be provided.
5. The Chancellor and Assistant Dean of Students can discuss cases of academic dishonesty with the professor prior to an Honor Council hearing.
6. Cases will be heard as soon as possible after the accused has been officially notified of the charges, with the exception of extenuating circumstances.
7. If charges are brought during the week of final exams, Honor Council will make every effort to hear the case before the end of the semester. If this is not possible, the case will be held over until the next semester.
8. Charges over the summer will be heard at the beginning of fall semester.

**Accused Student Information**

A student who has been accused of an Honor Council violation:

- Will have the case heard without undue delay.
- Will receive written notice of the charges, procedures, and date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of extenuating circumstances.
- May testify or remain silent.
- May question the accuser and/or any witnesses appearing against the student.
- Can present witnesses and/or evidence on own behalf.
- May be present at the accuser's case presentation.
- May appeal to the Vice President for Enrollment Services and Student Affairs, only when in attendance at initial hearing.

**Hearing Procedures**

1. The accused will be called into the Honor Council room at which time the Judicial Clerk will explain the hearing procedure and state the student's name and the charges being brought against her. The accused will be informed that the proceedings will be tape recorded to insure accuracy and for appeal purposes.
2. The accused will be reminded that she is bound by the Honor Code and is required to tell the truth and given the opportunity to present her case.

3. The accuser will be asked to present her or his account of the incident and to present any witnesses about any matter logically relevant to the charge against the student. The accused has the right to be present during this testimony and can question the accuser or any witnesses without being questioned.
  4. After the accuser presents all testimony, the accused has the right to present a defense and to offer testimony and that of any witnesses (maximum of 3).
  5. The Chancellor may limit unproductively long, repetitive, or irrelevant questioning.
  6. After the case has been presented, the Council will hold confidential deliberations. A decision will be rendered and the accused will be notified in writing within twenty-four (24) hours of the conclusion of the hearing, typically via campus mail to campus mailboxes. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).
- Note:** Students are required to represent themselves. Legal or parental representation is not permissible in Honor Council proceedings or appeal hearings.

#### **Possible Sanctions**

The following are possible sanctions available to Honor Council; others may be used if deemed appropriate by the board.

**Campus/ Community Service-** Performing relevant services for the college or off-campus agencies.

**Demerits** - A notation that becomes a part of the student's permanent college record. The accumulation of 10 will be grounds for a recommendation for suspension or removal to the Assistant Dean of Students.

**Educational Endeavor** – Completing educational projects relevant to the violation.

**Fines** – Honor Council may assess fines (up to \$100) which are appropriate for the violation.

**Non-Academic Probation** - A period of time, as determined by Honor Council, during which another Honor Code violation will be subject to further penalty. When a student is placed on non-academic probation, if the student comes before Honor Council again during the probationary period, any previous violations will be taken into account when assessing a sanction.

**Restrictions** - The withholding of participation in certain college activities, elected or appointed offices, limiting residence hall visitation privileges, etc.

**Removal from the Residence Halls** – Removal from the residence halls, with loss of residence hall visitation privileges. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester.

A student may be considered for readmission to the residence halls if outlined at the time of removal. The Director of Residence Life may consider readmission.

**Removal from the College** – Removal from the College, with loss of visitation privileges for on-campus and College sponsored events. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester. A student may be considered for readmission if outlined at the time of removal. The Vice President for Enrollment Services and Student Affairs may consider readmission.

**Suspension** - The immediate or deferred exclusion from classes, residence halls, and other privileges (as set forth in the notice of suspension) for a period of time (one semester minimum) at the end of which the student may be considered for readmission by the Vice President for Enrollment Services and Student Affairs. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester. To become part of students permanent college record.

**Warning** - A written statement to the individual that the individual has violated a college regulation or policy and that repetition of the same offense or any other violation may be cause for more severe disciplinary action. All previous violations will be taken into account when assessing a sanction if a student comes before Honor Council again during the probationary period.

#### **Appeals**

A formal, typed appeal must be presented to the Vice President for Enrollment Services and Student Affairs, within 72 hours after the notification of the sanction has been delivered to the student. Appeals will not be accepted in cases where the student has not attended her Honor Council hearing. The student must state the reasons for the appeal and present evidence to support the claim, the verdict (responsible or not responsible), the sanction, or both. The Vice President reserves the authority to uphold or amend the sanction or to have Honor Council rehear cases when deemed appropriate or make a referral to the Student/Faculty Judicial Board based on the grounds for appeals as listed. In the case of student appeals, the action taken will be administered but can be reversed after the appeal has been heard. Appeal decisions are final.

#### **Grounds for Appeal**

The following are the only grounds for appeal regarding Honor Council cases

- Evidence was not available at the time of the Honor Council decision, but is now available and is directly related to the case.
- The Honor Council did not follow proper procedure.
- The sanction is extreme in relation to the violation.

#### **Confidentiality**

The Honor Council, Assistant Dean of Students, the Vice President for Enrollment Services and Student Affairs, and Student-Faculty Judicial Board will maintain confidentiality related to cases and all surrounding circumstances. Hearings are open to relevant parties only as designated by the Assistant Dean of Students. All college judicial cases are confidential. Cases, students involved, outcomes, or any related circumstances will not be discussed. Exceptions include relevant persons associated with the case on a need to know basis as defined by the designated College official. Accusers may inquire as to whether or not cases have been processed by Honor Council, however verdicts remain confidential.

#### **Records**

Copies of the official correspondence related to all cases will be placed in the student's permanent file by the Assistant Dean of Students in Student Affairs. Student files are kept confidential and released only with an official request (see the FERPA section for more information regarding privacy rights).

#### **Student-Faculty Judicial Board**

The Student-Faculty Judicial Board hears appeals from Honor Council and makes necessary recommendations on those appeals to that body. Committee members include the Assistant Dean of Students as Chair, Director of Student Activities, Director of Residence Life, the Vice Presidents of the four classes, and faculty representatives elected by the faculty.

The Chancellor and Secretary-Treasurer of Honor Council serve as ex-officio members. The Chancellor of Honor Council represents the Honor Council in presenting the appeal. The Student-Faculty Judicial Board follows the same hearing procedures as Honor Council.

### **Civitas Board**

The Civitas Board seeks to uphold the Mission of the College and the values of the United Methodist Church. It promotes a community of social integrity, respect, responsibility, and a quality of life that is conducive to the learning environment. The Board is intended to hear cases of general social incidents related to community values that do not fall under Honor Council. The Board is comprised of student representatives from the Student Recreation Council, Council on Religious Concerns, Council on Judicial Affairs, and Campus Activities Board. Each student organization selects one representative. In the absence of a selected representative, the President of the respective student organization will serve. Other members of the Board include the Director of Student Activities, the Director of Residence Life and the Assistant Dean of Students as Chair of the Board. Each member of the Board, including the Chair, participates with voice and vote. The Director of Residence Life will serve as Chair in the absence of the Assistant Dean of Students. The Civitas Board seeks to promote community values and protect each individual student's rights. The Board has jurisdiction over incidents including, but not limited to those related to inappropriate dress, failure to attend requested meetings, use of profanity or vulgarity, sexually explicit or indecent conduct, disorderly conduct, invasion of privacy, public displays of indecent material, reckless behavior, disruptive student assemblies, destruction of property, and demeaning acts relating to race, religion, ethnicity, gender or sexual orientation.

The information for Civitas Board in regards to: general procedures, accused student information, procedures for reporting incidents, hearing procedure, appeal procedures, confidentiality, records and reaching a verdict is the same as those involved with the Honor Council.

### **Sanctions**

The following sanctions have been put in place for violations heard by the Civitas Board. These guidelines represent the minimum sanctions that a student will receive if she is found responsible. This does not prevent the Board from imposing additional sanctions in keeping in line with the context and nature of the violation. In addition, if the situation or violation is deemed severe enough, the Board can move immediately to the second or third offense sanctions. Student becomes ineligible to hold any elected or appointed campus office for the remainder of the year.

#### **1st offense**

- \$25 fine

#### **2nd offense**

- \$50 fine
- 10 hours campus/community service to be completed within 6 weeks of the penalty, excluding summer and College breaks.

#### **3rd or any subsequent offenses**

- \$100 fine
- 20 hours campus/community service to be completed within 8 weeks of the penalty, excluding summer and College breaks.
- Student becomes ineligible to hold any elected or appointed campus office for the remainder of the year. In the case of damage or destruction to property, penalties will automatically include the replacement or repair cost associated with the damage.

### **Student Complaint Process**

Wesleyan College representatives (faculty and staff) and students should always strive to work well together. Occasionally, however, we recognize that difficult situations may occur between students and staff or faculty. Students are encouraged to discuss these difficulties directly with the person involved.

All efforts should be made on the part of both Wesleyan College representatives and students to resolve issues informally. However, if the issues cannot be resolved informally with the parties involved, the student may submit a written complaint by following the formal complaint process:

1. The student complainant may file a written complaint with the direct supervisor of the staff or faculty member involved within ten (10) working days of discussing the matter with such staff or faculty member.
2. The complaint shall be investigated and processed by the supervisor, who shall determine a resolution within ten (10) working days of receipt of the written complaint and shall notify all involved parties in writing.
3. If the resolution is not satisfactory to the complainant, the complainant may appeal the decision to the Vice-President with oversight of the staff or faculty member involved in the complaint. The decision of the Vice-President shall be conclusive, and no further appeals shall be authorized.

Written complaints may be addressed to the President of the College only when the complaint is directly related to acts or omissions of a Vice-President (excluding appeal decisions made by the Vice-President). A written complaint must include the following:

1. A statement describing the complaint in the clearest possible terms.
2. A clear and concise written description of the evidence upon which the complaint is based. Materials and documentation used to support a complainant's concerns should be limited and directly related to the reported situation.
3. A description of the action taken to this point.
4. Signature of student complainant.

This process should be followed for all complaints except for grade appeals (which should follow the grade appeal process) and complaints of harassment (which should follow the harassment complaint process handled by the Vice-President for Enrollment Services and Student Affairs).



## Statements of Policy

### **Accommodation Policy (for students with disabilities)**

No student with a disability is, on the basis of the disability, excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any program, employment, or activity at Wesleyan College. Therefore, Wesleyan recognizes that students with disabilities may need accommodations in order to benefit from the instruction or activities that are offered. In order to provide reasonable accommodations, as directed by the Americans with Disabilities Act (ADA) and the Rehabilitation Act (Section 504), both students and faculty and staff share responsibility in the process.

The student must inform the College of her documented disability and if any accommodations are required. To verify the disability, students must provide current (within three years) documentation from a qualified professional. The faculty or staff member, working in conjunction with the Academic Center, will provide reasonable accommodations to the student's learning or accessibility needs. In order to provide reasonable accommodations, advanced notice to the Academic Center is required. Students also have the responsibility of identifying themselves and their needs to each professor during the first week of classes each semester with a form obtained from the Director of the Academic Center.

### **Records and Privacy Policies (FERPA)**

#### **Family Educational Rights and Privacy Act**

Wesleyan College recognizes the privacy rights of students with regard to their education records in compliance with the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA), commonly called the Buckley Amendment. As it states, after a student becomes 18, or attends a post-secondary educational institution, all rights of the parents are transferred to the student. All students in attendance at Wesleyan will be deemed emancipated and parents will not have the authority to inspect and review the education records of their student unless:

1. The student gives written consent to release information.
2. The parents provide evidence that the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

Under this policy, students will be notified of grades, academic warnings, probationary status, and dismissal. Transcripts of records and other information from student files will not be disclosed without prior written consent of the student.

Students currently or previously enrolled have the right to inspect, disclose, and review their education records upon written request to the appropriate record custodian. An education record is any record (in handwriting, print, tapes, film, or other medium) maintained by Wesleyan College or an agent of Wesleyan College which is directly related to the student. Exceptions are:

1. A personal record kept by an administrator, faculty member, or staff member in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker. A temporary substitute means an individual that performs on a temporary basis the duties of the record maker, not an individual that permanently succeeds the record maker.
2. An employment record of an individual, whose employment is not contingent on enrollment as a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by a unit of Wesleyan College solely for law enforcement purposes are revealed only to law enforcement agencies in the same jurisdiction. The unit does not have access to education records maintained by Wesleyan College.

4. Records maintained by Health Services, Counseling Services, or Student Affairs (e.g. medical, psychological, counseling records) used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumnae records that contain information about a student after that student is no longer in attendance at Wesleyan College and do not relate to the person as a student.
6. Disciplinary records that contain information regarding judicial matters, summons, sanctions, and/or policy violations.
7. The Vice President for Enrollment Services and Student Affairs, the Assistant Dean of Students or their designee reserve the right to contact a student's parents in the event of problems associated with judicial matters, psychological concerns, health-related problems, or other areas covered under the Student Affairs umbrella.

**Disclosure of Education Records**

Wesleyan College will disclose information from a student's education records only with the written consent of the student, EXCEPT:

1. To school officials who have a legitimate educational interest in the records. The definition of a school official is:
  - a) a person employed by Wesleyan College in an administrative, supervisory, academic or research, or support staff position,
  - b) a person elected to the Board of Trustees,
  - c) a person employed by or under contract to Wesleyan College to perform a special task, such as an attorney or auditor.

The definition of a legitimate educational interest is:

- a) performing a task in his or her position or by a contract agreement,
  - b) performing a task related to a student's education,
  - c) performing a task related to the discipline of a student. The determination as to whether an official of the College requesting access to a student's education record has a legitimate educational interest in that record will be made by the official responsible for the custody of the record.
2. To officials of other schools, upon request, in which a student seeks or intends to enroll.
  3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
  6. To organizations conducting certain studies for or on behalf of Wesleyan College.
  7. To accrediting organizations to carry out their functions.
  8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
  9. To comply with a judicial order or a lawfully issued subpoena. The College will make a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith, except where a subpoena is issued by a federal grand jury or for a law enforcement purpose and the court or other issuing agency orders the College not to disclose the existence or contents of the subpoena.
  10. To appropriate parties in a health or safety emergency.
  11. To an alleged victim of any crime of violence as the result of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime. Student records released by the College, whether by student authorization or by exceptions as stated, are released under the express condition that the

receiving party or agency not re-disclose the record to a third party or agency without the written consent of the student.

#### **Procedure to Inspect Education Records**

Students should submit to the record custodian a written request that identifies as precisely as possible the record or records they wish to inspect. The request must be signed and dated by the student. The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to the student. The student will examine the record in the office in which the records are maintained and may not remove any item of information from the record file.

#### **Right of Wesleyan College to Refuse Access**

Wesleyan College reserves the right to refuse to permit a student to inspect the following records:

1. The financial records and statements of the student's parents or any information contained therein.
2. Letters and statements of recommendation for which the student has waived the right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Wesleyan College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

#### **Right of Wesleyan College to Refuse to Provide Copies**

Wesleyan College reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any one of the following situations:

1. The student has an unpaid financial obligation to Wesleyan College.
2. The student has failed to return College property.
2. There is an unresolved disciplinary action against the student.
3. The student lives within commuting distance of Wesleyan College.

#### **Fees for Copies of Records**

The fee for copies of transcripts, as published in the Wesleyan College Catalogue, is \$5.00. The fee for photocopies of records other than transcripts is \$.50 per page plus labor for copying at the rate of \$6.00 per hour and postage, if applicable. The College reserves the right to make reasonable increases in copy fees by giving notice in the college catalogue.

#### **Record of Requests for Disclosure**

Wesleyan College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The parents or eligible student may review the record.

The record of disclosure will be retained as long as the educational record to which it refers is maintained by the College. Disclosure of Directory information and disclosure of other information to authorized Wesleyan personnel are not covered by this record-keeping requirement.

#### **Directory Information**

Wesleyan College designates the following items as Directory Information: the student's name, permanent address, permanent telephone listing, e-mail address, date and place of birth, sex, major field(s) of study of the student, dates of

attendance at Wesleyan, full-time vs. parttime status of attendance at Wesleyan, class (year in school), degree(s), date degree(s) awarded, participation in officially recognized activities and sports including weight and height of members of athletic teams, awards and honors, most recent previous school attended, and photograph. Directory Information is not considered confidential and will be released to outside parties upon request unless the student specifies in writing no later than two weeks after registration each semester (or two days after registration in each short term) that certain information is not to be released. Directory Information will not be published on any basis for general off-campus distribution or for commercial purposes.

The College reserves the right to publish a Student Directory each year that may be distributed to current students, faculty and staff. Students who do not wish to be included in the Student Directory must inform Student Affairs in writing no later than two weeks after registration for the fall term. In addition, the College releases announcements of students' activities and achievements to the press. Students who do not wish this information released about themselves, even for public relations purposes, should notify the departments of the Registrar, Public Relations, and Student Affairs.

#### **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the official in charge of the record to amend it. In so doing, the student should identify the part of the record to be changed and specify why it is inaccurate, misleading or in violation of privacy. This particular provision does not apply to questions of merit in the awarding of grades by instructors, only to questions of accuracy in recording.
2. Wesleyan College may or may not comply with the request. If it decides not to comply, Wesleyan College will notify the student of the decision and advise of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of rights.
3. Upon the student's written request to the President, Wesleyan College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing committee of disinterested parties, appointed by the President; however, the hearing committee may be officials of the institution. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Wesleyan College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Wesleyan College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education record as long as the contested portion is maintained. If Wesleyan College discloses the contested portion of the record, it will also disclose the statement.
8. If Wesleyan College decides that the information is inaccurate, misleading, or in violation of the student's right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

**Right to Waive**

A student may waive the right of access to confidential recommendations placed in college files.

**Grades/Warning/Dismissal**

Grades are available online; academic warning and letters of dismissal will be sent to students at their home addresses.

**Conditions for Non-Release**

Wesleyan College reserves the right to withhold copies of transcripts, or diploma for any student whose financial obligations to the College have not been satisfactorily discharged. This stipulation does not in any way abrogate the student's right to personally examine or inspect such records.

**Destruction of Records**

It is the College's policy periodically to review and destroy certain educational records. Policies dealing with each type of record may be ascertained from the offices responsible.

**Notification of Students**

The printing of this policy statement in *The Wesleyan* will constitute annual public notice to students of their privacy rights as addressed by this policy. Copies of this policy will be available in the offices responsible. Complaints concerning the College's failure to comply with FERPA may be addressed to the U.S. Department of Education.

**Notification of Parents**

In any serious matter involving the student's welfare, the college reserves the right to notify the parents, except in the case of:

1. Married students
2. Students who are legally declared financially independent

**Student Academic Grievance Procedure**

Students have protections through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. If a student has a grievance concerning a grade, the student should first discuss the matter with the faculty member giving the grade. If the matter is not resolved in conference with that person, the student may appeal first to the Chair of the Department and then to the Divisional Chair. Further appeals can be directed to the Vice President for Academic Affairs, and ultimately to the President. The student must be prepared to present evidence to substantiate any grievance.

The following is a list of the types of records that the college maintains, their location, and their custodians.

TYPES	LOCATION	CUSTODIAN
Academic Records	Willet Library Storage or Office of Records and Registration Academic Affairs	Registrar Vice President for Academic Affairs
Admission Records* <small>*The Admission Office maintains admission records for only a short period of time after the student's matriculation before they are transferred to the Office of Records and Registration.</small>	Office of Records and Registration Office of Admissions	Registrar Vice President for Enrollment Services and Student Affairs
Alumnae Records	Candler Alumnae Building	Director of Alumnae Affairs
Business Records	Business Office	Business Office Manager
Counseling Records	Counseling Services	Director of Counseling Services
Disciplinary Records	Student Affairs	Vice President for Enrollment Services and Student Affairs
Financial Aid Records	Financial Aid	Director of Financial Aid
Health Records	Health Services	Director of Health Services
Occasional Records (Education records not included among those listed, such as correspondence, committee minutes, etc.)	The appropriate College official will collect such available records and either direct the student to their location, or otherwise, when deemed appropriate, make them available for inspection and review.	The College staff person that maintains such occasional system records.
Progress Records	Academic Affairs Faculty Offices (various departments) Records and Registration	Vice President for Academic Affairs, Dean of the College Instructors and Faculty Advisors Records and Registration Director of the Academic Center
Student Records, Placement Files, Psychometric Measures, Student Directory	Student Affairs Academic Affairs	Vice President for Enrollment Services and Student Affairs, Director of Residence Life and Judicial Services, Coordinator of Student Activities and Orientation, Director of Career Development, Director of Testing

### **Harassment Policy**

Wesleyan College is committed to providing its students, staff, and faculty the opportunity to pursue excellence in their curricular, co-curricular, and professional endeavors. This can only exist when each member of the College community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance. The College is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy, and for refraining from conduct that violates this policy.

Under this policy harassment includes, but is not limited to: verbal abuse or Threats Directed Toward Any Member of the College Community- including, but not limited to, derogatory, sexist or racist remarks; defamation of character; communication of threat (verbal, written, electronic, or via telephone); or any other behavior which puts a member of the College community in a state of fear or anxiety.

**Sexual Harassment** - whether between people of different sexes or the same sex, is defined to include, but is not limited to unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

- Submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an educational program;
- Rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise by submission to sexual advances or covert. The suggestion or advance need not be direct or explicit. It can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. It can range from unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people to serious physical abuses such as sexual assault and rape.

Depending on the circumstances, these behaviors may include: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes, flirtations, innuendoes, advances, or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive insulting, or obscene comments, or gestures; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment or educational effect. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

Sexual harassment is unlawful and impedes the realization of the College's mission of distinction in education, scholarship and service. Sexual harassment violates the dignity of individuals and will not be tolerated. Fundamental to the College's purpose is the free and open exchange of ideas. It is not, therefore, the College's purpose in promulgating this policy, to inhibit free speech or the free communication of ideas by members of the academic community.

### **Consensual Relationships**

Consensual romantic and sexual relationships between supervisor and employee or between faculty and student are strongly discouraged. In the event of an allegation

of sexual harassment, the College will be less than sympathetic to a defense based on consent when the facts establish that a professional power differential existed within the relationship. These relationships may be subject to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students and employees. Further, such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship. It is misconduct, subject to disciplinary action, for a college employee, incident to any instructional, research, administrative or other college employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he or she has an amorous relationship. It is misconduct, subject to disciplinary action, for a college employee to engage in sexual activity with any enrolled student of the institution, other than his or her spouse, who is a minor below the age of 18 years. An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (i) have a sexual union or (ii) engage in a romantic partnering or courtship that may or may not have been consummated sexually. Evaluate or supervise means to assess, determine or influence (i) one's academic performance, progress or potential or (ii) one's entitlement to or eligibility for any institutionally conferred right, benefit or opportunity, or to oversee, manage or direct one's academic or other institutionally prescribed activities.

#### **Reporting**

Any member of the College community who feels that he or she has been the subject of harassment by any other member of the community (or who has reason to believe that someone else has been the subject of harassment) should promptly advise the offender that his or her behavior is unwelcome, and shall immediately notify the appropriate administrator. Students should report harassment to the Vice President for Enrollment Services and Student Affairs. Staff and Faculty should report incidents to their Vice President, if they are not comfortable reporting an incident of harassment to the appropriate administrator have the option of reporting the incident to the Director of Human Resources. In all cases, if the alleged offender is the person to whom the violation should be reported, that person should be bypassed and the violation reported to the Director of Human Resources or the President of the College.

#### **Investigation**

Any reported allegations of harassment will be investigated promptly. The investigation may include interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. Because of the College's legal and ethical obligations to address harassment and related retaliation when it occurs, the College, in certain situations may exercise its right to initiate an investigation into harassment or retaliation even if the alleged subject is unwilling to pursue the claim or believes that the claim has been satisfactorily resolved.

#### **Confidentiality**

Confidentiality will be maintained throughout the entire investigatory process except to the extent that disclosure is required to conduct an adequate investigation and take any required corrective measures. Reports generated as a result of the investigation of a complaint shall be maintained as confidential except as to any management representatives who need knowledge of the contents of the report in order to evaluate and/or carry out its recommendations.

#### **Retaliation**

Retaliation against an individual who makes a report of alleged harassment or assists in providing information relevant to a claim of harassment, is a serious

violation of this policy. Acts of retaliation shall be reported immediately and will be handled appropriately.

#### **Procedures**

A written complaint should be filed with the Vice President for Enrollment Services and Student Affairs within a reasonable time after the alleged harassment, but not later than thirty (30) days. If after investigation the Vice President for Enrollment Services and Student Affairs concludes that there is reasonable cause to believe that harassment has occurred, she/he shall determine a course of action or refer the matter to a hearing committee constituted by the Vice President for Enrollment Services and Student Affairs consisting of three members chosen from among members of the President's Cabinet, the Chair and Vice Chair of the Faculty Council, and the Chancellor of the Student Honor Council. The Vice President for Enrollment Services and Student Affairs shall be Chairperson of the hearing committee with voice and vote. The committee shall convene a hearing before which the complainant and alleged harasser shall be entitled to appear along with an advisor of their choice from within the College Community. The Vice President for Enrollment Services and Student Affairs shall keep a record of the proceedings. The findings and recommendations of the committee shall be presented to the President of the College.

#### **Corrective Measures**

When it has been determined that harassment has occurred, steps will be taken to ensure that the harassment is stopped immediately. Corrective measures consistent with the severity of the offense will be imposed by the President of the College or her designee, and may include sanctions. Sanctions imposed on the harasser may range from a verbal reprimand up to and including dismissal from the College. The President is not bound by any recommendation of the hearing committee with respect to any corrective measures which the President deems appropriate. With prior notice, a record of such sanctions will become part of the student's academic records. The complainant will be informed of the corrective measures taken. Sanctions may also be imposed on an administrative official or supervisor who fails to respond to a complaint of harassment in a manner consistent with the provisions of this policy and associated procedures.

#### **False Allegations**

Allegations of harassment are of the utmost seriousness. They should never be made casually and without cause. This policy shall not be used to bring groundless and malicious charges against students, faculty members or employees. Failure to prove a claim of harassment is not equivalent to a false allegation. Sanctions may be imposed for making false accusations of harassment. Bringing groundless and malicious charges may also result in legal liability for the person filing the charges. At any time during the investigation process, the accused may provide evidence that the charges are groundless and malicious.

#### **Record Keeping**

Any person conducting an investigation shall maintain a written record of all witness interviews, consent provided, evidence gathered, and the outcome of the investigation. Records of such investigation will not be maintained in student files unless part of formal corrective action. Investigatory records will be maintained by the Registrar in accordance with records retention schedules. Upon filing of a complaint outside the College, information gathered in the course of the internal investigation may be disclosed to the investigating agency.

### **Nondiscrimination Policy**

\* Wesleyan College is committed to maintaining a diverse, academically talented, and well-rounded community of learners in an atmosphere of mutual respect and appreciation of differences.

\* Wesleyan College, as an undergraduate educational institution for women, admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students at the College without regard to race, color, national and ethnic origin, age, religion, creed, sexual orientation, disability, or marital status. The College does not discriminate on the basis of sex against its students in the administration of its educational programs or activities, scholarship and loan programs, and athletic and other college administered programs.

\*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Wesleyan will be based on merit, qualifications, and abilities. Wesleyan does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.

\*Wesleyan will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of the college's educational programs or activities and employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

### **Removal/ Suspension from College**

Students can be removed or suspended from the college for:

- A. Violations of the Honor Code
- B. Creating a nuisance or disruption of College life
- C. Health or psychological reasons
- D. Academic related reasons
- E. Non-payment of fees
- F. Residence hall violations
- G. Other specific cases as outlined in *The Wesleyanne*.

Removal or suspension of students can also occur as the result of proceedings related to the College Hazing, Harassment, or Computer and Information Resources Policies. For more information, please see these sections as listed in *The Wesleyanne*.

In line with the educational nature of hearings and preliminary appeals, students are required to represent themselves. Legal, parental, or other attendance or representation is not permissible in proceedings or appeal hearings. Students who have been suspended or removed from the College may not return to campus or attend any on or off campus College sponsored events. Action is effective immediately upon the decision. Students who are removed must leave the campus within 48 hours (the Vice President for Enrollment Services and Student Affairs can make exceptions). In case of student appeals, the action taken will be administered but can be reversed after the appeal has been heard. An individual found in violation of this policy will be escorted off campus by the Campus Police or removed from the College activity. In addition, the individual may be prosecuted for criminal trespass.

## **Departmental Policies**

### **Academic Policies**

For more information concerning academic policies and procedures, please refer to the *College Catalogue*.

### **Academic Advising**

The academic advising program at Wesleyan plays a very important role in the career of the student. The first-year student is assigned a faculty advisor in the fall semester. These advisors are trained to aid the student in planning her academic program and in exploring various career options. A student is encouraged to declare a major after the first semester of the first year and must declare by the end of the sophomore year. International students must declare a major upon entry into the College. Advisors are available to assist the student in arranging her program, but responsibility for acquainting herself with regulations and fulfilling all requirements for degrees rests with the individual student.

#### **First Year Advising**

The first year student is assigned a faculty advisor upon entry into the College. First Year advisors are also instructors of the First Year Integrative Seminar (FIS101) partnered with a professional staff member from Student Affairs. This advising team is trained to work with the unique needs of the First Year student. The Director of First Year Advising is Jeri Crowell, who also serves as the Director of the Academic Center. She is the coordinator of the program and is available for consultation.

#### **Mission Statement:**

The first-year advising program at Wesleyan assists the student in clarifying and articulating her educational, personal and career goals. Through advising the student becomes more self-aware, reflective, and purposeful in planning her education.

### **Academic Probation**

At the end of the semester, a student is automatically placed on probation if her cumulative grade point ratio is less than 1.7 for first-year students; less than 1.9 for sophomores; and less than 2.0 for juniors and seniors.

When a student is placed on academic probation, the Dean of the College gives notice of the fact to the student. It is understood to constitute a serious warning that the continuation of a comparable level of achievement may result in dismissal. Students under such probation cannot hold office in college organizations or engage in other extracurricular activities which interfere with academic work. A student will be removed from probation when the cumulative grade point average is high enough to justify such action. The primary responsibility of a student on probation is improvement of academic work. For that reason, a student on probation should not be absent from any class without an acceptable excuse.

### **Attendance**

Students are expected to be regular and punctual in attending classes, laboratories, private lessons, and college convocations.

Students are responsible for all absences from class.

### **Convocation**

The Wesleyan Convocation Series is designed to enhance the broad liberal arts education offered to Wesleyan College students. Convocation programs enrich the student's college experience by bringing speakers and programs that extend learning beyond the classroom, foster a sense of community, and provide opportunities for intellectual and cultural development. Fall Convocation represents the official opening of the school year. Faculty and seniors process in academic regalia.

All full-time students are required to attend ten of the convocations offered per semester. A fine of \$10.00 per convocation will be imposed for students failing to attend the required number of convocations. Attendance is checked through the completion of an attendance card or sign-in sheets distributed by Mortar Board

members. In cases of students leaving during the course of a semester, convocations and their fines will be pro-rated in accordance with the date of departure and charged to the student account.

### **Course Credit**

Credit is granted on the basis of semester hours and each course will have a value of one to nine semester hours. One hundred twenty semester hours are required for graduation.

### **Credit and Grading System**

To qualify for graduation, a student must complete at least 120 semester hours and have a cumulative grade point average of 2.0 or better, and a grade point average of 2.0 in her major.

Letter grades are used. They are interpreted below with a statement in the right-hand column as to the number of quality points per credit hour assigned to each letter grade.

**A:** The grade A is reserved for work that is of exceptional quality and shows unusual insight, initiative, and understanding. 4 points

**B:** The grade B is awarded for work that is of superior quality and is consistently above the average. 3 points

**C:** The grade C indicates average performance. It is an acceptable and respectable grade. 2 points

**D:** The grade D is the lowest passing grade and indicates work below average. 1 point

**E:** The grade E indicates conditional failure with permission to re-take the final exam. The student may not earn a grade higher than D upon removal of the E grade.

**F:** The grade F indicates absolute failure. 0 points

**CR:** Passing work in a non-graded course taken for hourly credit (not computed in GPA)

**NC:** No credit in non-graded course taken for hourly credit (not computed in GPA)

**S:** Satisfactory in work taken without hourly credit (not computed in GPA)

**U:** Unsatisfactory in work taken without hourly credit (not computed in GPA)

**I:** Incomplete (not computed in GPA)

**W:** Withdrawal (not computed in GPA). A student may withdraw from a class with the approval of the Dean of the College up to three weeks past the mid-semester date in the Fall and Spring semesters and one week past this point in May and Summer terms. Students who withdraw from a class must do so through the Office of Records and Registration, Tate 120. Students who stop attending class and do not withdraw by the deadline receive a grade of E.

#### **Comments:**

Plus and minus grade designations are not used at Wesleyan.

The minimum passing grade is D while the grade F indicates failure.

The grade of I is given only when a student has been absent from the final work in a course due to illness or other causes acceptable to the instructor and to the Dean of the College. Permission from the instructor and from the Dean of the College must be requested and given before an I may be recorded. The procedure is as follows:

Except in cases of emergency, the student should consult with the instructor concerning the

In cases of emergency (defined as unexpected occurrences such as accidents or sudden illness) when there is no opportunity for a consultation or a written request, the instructor may assign an incomplete grade for the student.

I grades and E grades must be removed by the date given in the Wesleyan College Catalogue. It is the same date that the drop/take period ends. The Dean will notify the student prior to this time of the fact that grades of 'Incomplete' and 'Conditional Failure' which have not been made up by the end of the drop/take period of the following term will automatically revert to a grade of 'F'. A copy of this letter will be mailed to the instructor of the course as well.

Students assume full responsibility for completing all the requirements to remove a grade of 'Incomplete' including turning work into the instructor according to the approved plan so that the instructor has sufficient time to evaluate such work and assign a grade. Credit hours earned in courses accepted for transfer to Wesleyan College from other accredited institutions are included in the transfer student's cumulative credit hours earned. Grades earned in courses accepted for transfer credit are not reflected in a student's Wesleyan cumulative grade point average.

For senior honors, grades accepted for transfer of credit to Wesleyan will be computed in the cumulative GPA.

### **Credit By Examination**

Wesleyan College participates in a program that awards credit for the successful completion of selected standardized examinations. Credit by examination and exemption of courses are possible through the Advanced Placement, the College Level Examination Programs of the College Entrance Examination Board, and the International Baccalaureate Program. For credit to be awarded, a minimum score is required on the CLEP General and Subject examinations, on the Advanced Placement examinations, and on the International Baccalaureate higher level examinations. Specific minimum scores may be obtained from the Registrar of the College. A student may also exempt courses by taking departmental examinations.

Thirty semester hours is the maximum amount of credit a student may receive by exemption through CLEP, Advanced Placement, International Baccalaureate, or departmental examination (course challenge).

### **Credit for Summer Work**

The student who wishes to attend another college or university for a summer session should secure from the Office of Records and Registration a summer school request form prior to April 1. The student should meet with her academic advisor to determine the course(s) she wishes to take and how the course(s) relate to her academic program at Wesleyan College. The completed summer school request form and a copy of the course description(s) should be taken to the Registrar for determination of course equivalency prior to the student's departure in the spring semester.

The student is responsible for having an official copy of her summer transcript sent to the Registrar of Wesleyan College no later than September 1 following the summer session.

The maximum number of semester hour credits allowed in transfer from another college or university summer session may not exceed in semester hours the number of weeks of the summer session. Grades below C may not be transferred to Wesleyan for credit.

### **Credit/No Credit**

A student may elect up to a maximum of 18 semester hours on the basis of CREDIT/NO CREDIT grading during her tenure at Wesleyan College. This option may not be exercised in the first semester of the first year. After that semester, no more than five semester hours per term may be elected on the CREDIT /NO CREDIT option. The only parts of a student's major work that can be taken on

CREDIT/ NO CREDIT grading are directed independent studies and field studies. The student teaching block (EDU 490S) and Oak Ridge National Laboratories internship are special cases that must be taken CREDIT/NO CREDIT and are not subject to the five-hour limitation. CREDIT/NO CREDIT grading is the student's option (except in EDU 490S, AMS 440, and field studies/internships); however, CREDIT/ NO CREDIT grade option may not be exercised or modified after the drop/take period. Except in courses requiring CREDIT/NO CREDIT grading (student teaching, internships, and AMS 440), students should exercise great caution in choosing this option. Opting for CREDIT/NO CREDIT grading disqualifies a student for Senior Honors, and may be looked upon with disfavor by some graduate and professional schools.

### Dismissal

After two semesters of full-time attendance or when she has attempted 29 hours, a student may be excluded from the College if her grade point average for the year has fallen below 1.5. (First-year students who have made a grade point average of 2.0 for the second semester will be excepted from this rule.) After four semesters of full-time attendance or when she has attempted 59 hours, a student may be excluded from the College if her cumulative grade point average has fallen below 1.7; or after 6 semesters of full-time attendance or when the student has attempted 89 hours if the cumulative grade point average is below 1.85. No student will be excluded who has not been placed on academic probation at some time. If in the semester immediately preceding the time of possible exclusion she has made at least a 2.0 average as a first-year student or sophomore or 2.5 as a junior, the student will not be excluded. A student may also be excluded after two consecutive semesters on academic probation.

Exclusion is understood to mean exclusion for at least the following semester. The student may apply for readmission after that time. Exclusion does not imply that the student is morally delinquent or has seriously violated any College law, but that by reason of inadequate preparation, inattention to duty, or irregular attendance, she is not profiting by her attendance at Wesleyan College. A student may be dismissed at any time for other than academic reasons as explained in Honor Code section of *The Wesleyanne*.

### Examinations

#### Final Examinations

All students are required to be present. Absence from an examination for any cause other than that approved by the Dean of the College will result in failure in the course. A professor may exempt from the final examination a senior in her final semester if she has an A average on all other work in the course.

#### Examinations for the Removal of I and E Grades

Examinations for the removal of I and E grades are held on the dates specified on the college calendar and must be completed no later than the end of the drop/take period of the next term. It is the responsibility of the student to make arrangements for the examination. **A student failing to complete all required work and tests shall be regarded as having failed in the course, and a grade of F will be recorded.**

#### Special Examinations

A student who for unavoidable reasons misses a regularly scheduled examination may appeal to her professor for permission to take a special examination. The examination must be taken at the time specified by the instructor.

#### Reading Day

No classes are held on Reading Day, which is the day preceding the beginning of

final examinations. This day is reserved for study.

Request for Changes of Exam Day

Petitions, in writing, for an examination period change based on the following guidelines must be presented to a professor two weeks prior to Reading Day:

Two exams scheduled for the same examination period.

Examinations scheduled in three consecutive exam periods.

An excess of two days between the last exam and the one preceding it.

Transportation difficulties related to financial or family problems.

Family emergencies.

The final decision remains with the individual professor.

### First-Year Seminar

All full-time, first-year students entering Wesleyan in the fall semester are required to take FIS 101 that semester and FIS 102 in the following spring semester. Students who do not successfully complete FIS 101 must take ENG 101 to fulfill this general education requirement. Students who do not successfully complete FIS 102 must take ENG 111, ENG 217, ENG 270, OR HUM 260. Students who transfer to Wesleyan with 29 semester hours or fewer (excluding advanced placement, CLEP, I.B., or joint enrollment credit) must also take FIS 101 and FIS 102. Encore students are required to take FIS 101 or CSS 101; evening students are required to take CSS 101 and ENG 111, ENG 217, ENG 270, OR HUM 260. For a description of FIS 101, FIS 102, CSS 101, and transfer regulations, please refer to the *College Catalogue*.

### Foreign Language Placement Policy

Any student who has not taken a particular foreign language in high school or is not a native speaker of that foreign language may begin studying that language at the 101 level without taking a placement examination. All incoming students with prior background (any prior instruction in high school) in a foreign language must take the language placement exam. Placement decisions will be made by the foreign language faculty on the basis of the examination and the high school transcript. All students, including upper-level students who wish to take a language course as an elective, must have the instructor's permission before enrolling in any foreign language course. If the student cannot acceptably do the work in the course into which she is placed, she may, on the recommendation of the instructor, go back to an earlier course even after Drop/Take and earn credit.

Students are urged to take courses in a foreign language in sequence, fall/spring or spring/fall, without skipping a semester.

International students whose native tongue is not English may be exempt from the foreign language proficiency requirement. **Determination that the native language of the student is not English will be made by the Dean of the College and the Registrar.**

No academic credit (semester hours) will be awarded for any foreign language course taken below the level of placement except as follows: Students who place above proficiency level may earn credit for foreign language courses at or above the intermediate level by passing the appropriate departmental challenge exam(s).

### Grade Appeals

Appeals for a change of grade must be initiated within twenty working days after the last day of class in a semester or term. Appeals received after twenty working days will not be honored. The appeal process is as follows.

1. The student should petition the instructor in writing, citing her reasons for the grade appeal. The student should keep a copy of the letter for her personal records.

2. If, after the instructor's review, the grade dispute remains unresolved, the student should consult with the department chair and submit a copy of the appeal. The faculty member should also submit a written response to the department chair.
3. The department chair will attempt to resolve the dispute between the instructor and the student and may consult with other persons who have relevant information.
4. If the grade dispute is with the department chair, the student will meet with the division chair and the department chair. The department chair (or division chair) will prepare a memorandum for the record, giving the substance of the conversations during the meeting. The student may receive a copy upon request.

If all efforts to resolve the grade appeal at the departmental level fail, the student should consult with the division chair and submit a copy of the appeal. The division chair will attempt to resolve the dispute and may consult with other persons who have relevant information.

If the grade dispute is with the division chair, the student will meet with the division chair and the Dean of the College. The Dean will prepare a memorandum for the record, giving the substance of the conversations during the meeting. The student may receive a copy upon request.

If all efforts to resolve the grade appeal at the divisional level fail, the student may petition the Dean of the College to review the appeal. If the Dean determines the need for a review committee to examine the issues of the grade appeal, the committee shall consist of three faculty members – one from the instructor's department and two from academic divisions other than that of the instructor. The committee, if appointed, will advise the Dean of the College regarding the grade under appeal.

If the grade appeal is unresolved at the level of the Dean of the College, the student may petition the President of the College to review the appeal.

If the Dean of the College did not appoint a committee the President may, at her discretion, appoint a review committee composed of faculty as described in item 3. The committee, if appointed, will review the case and advise the President. The President will render a final decision.

Should a grade change result from the appeal, it is the responsibility of the decision-maker at the level of resolution (instructor, department chair, division chair, Dean, or President) to file, in writing, an authorization for grade change with the Registrar of the College. Said authorization should be submitted to the Office of Records and Registration within five working days of the decision. A copy of the grade change shall become a part of the student's permanent file.

No change of grade may be made later than one semester (or term) following the semester in which the grade was received.

### **Graduation**

Each student must file an application for diploma with the Registrar of the College no later than September 15th of the academic year in which she expects to complete degree requirements. Degrees are conferred at the end of spring semester of each academic year and, in special cases, in August with the prior approval of the Dean and faculty.

Only students who have completed all degree requirements, have been certified by the Registrar, approved by the Dean and faculty, and have met all obligations to the College may participate in the commencement ceremony. Students who complete degree requirements in August may participate in the commencement ceremony the next year. Attendance at graduation is required. A student may graduate

in absentia only with the written permission of the Dean of the College.

Each student's diploma will bear her legal name at the point of her graduation. If her name has changed since her admission to the College, the student must submit a court order or other document indicating a legal change of name to the Registrar of the College no later than February 1st prior to graduation in May, or June 1st prior to completion in August.

Hooders are to be currently enrolled students at the College or Wesleyan Alumnae and are required to wear ALL white; all seniors, faculty, and appropriate administrators are dressed in academic regalia. Seniors may purchase their caps, gowns, and hoods at the beginning of the fall semester. Seniors are required to dress in approved regalia to participate in opening convocation, Honor's Day, baccalaureate, and commencement.

### **Independent Study**

To make possible the college ideal of individual development, independent study opportunity, under faculty supervision, is made available in each academic area. Variable credit is permitted with a maximum of six semester hours in one field of study. To guarantee quality, the special approval of the division chair of the area concerned is required.

### **Library Policies**

#### **Reserves**

Faculty will frequently leave supplemental readings on RESERVE in the Library. RESERVE loan periods are established by the individual faculty member and may be IN LIBRARY USE ONLY; IN LIBRARY USE with OVERNIGHT permitted during the last 30 minutes that the Library is open; or THREE DAY. A photocopier is available. Copies are ten cents per page. Fines for most overdue RESERVE items accrue at a rate of twenty-five cents per hour. A Wesleyan campus ID is required to use RESERVE materials, even if it's only within the Library.

#### **Loan Periods for Wesleyan Students**

The standard loan period for students is three weeks with two renewals allowed (if no one else is waiting for an item). Some items circulate for one week, including juvenile materials, scores, and audio cassettes. Other specific items such as periodicals, videos, and listening room recordings do not circulate. A campus ID is used to check out materials. Students can check due dates and renew their own items online at the Library website. Wesleyan students with a current campus ID also have limited borrowing privileges at Mercer University and Macon State College.

#### **Fines**

The loan period for regular circulating items is three weeks. After three weeks, items become overdue. There is a three week grace period after an item becomes overdue. Once the item is more than three weeks overdue, the patron will be charged a replacement fee. If the item is returned, that fee is reduced to \$5.00. Reserve items and those items with a one week loan period do not enjoy the same grace period and should be returned promptly. A block will be placed on a student's Wesleyan account if all obligations to the Library, including fines and replacement fees for lost or mutilated materials, are not satisfied.

#### **Interlibrary Loan**

Interlibrary loan (ILL) allows students, faculty, and staff to access items available in libraries nationwide. Article and book request forms are available online at the Library's website. Before submitting requests, please be sure to check that the needed items are not available locally. Items requested via ILL usually arrive within two weeks but may take longer than three weeks.

**Food**

Room 104 on the first floor of the Library is a lounge for students, staff, and faculty and it is the only area in the Library where food is permitted. Food and beverages are not permitted in other areas of the Library.

**Carrels**

Individual study carrels may be reserved for student use during the semester. Ask at the front desk for a reservation form.

**Numbering of Courses**

Single numbers indicate one-semester courses. Courses planned primarily for first-year students and sophomores are numbered 100 to 299; for juniors and seniors, 300 to 499. Graduate courses are numbered at the 500-level or higher. Subject codes are indicated by the letters following each subject: e.g., biology (BIO). The letter 'S' indicates a speech-intensive course.

**Registration**

Students must register on or before the registration dates listed in the college calendar for the fall and spring semesters and for other terms posted each year. No student may be admitted to class until her registration has been completed and her fees paid. The last day to enter the College and the last day to drop or add a class are the same. Special situations of late admission will be considered by the Admission Committee. Traditional students without health forms on file, without insurance, and without current immunization and screening will not be allowed to register for classes (see the Health Services section for more information). Students in attendance in any term who plan to continue in the next term are required to register during the early registration period in the fall and spring semesters. A regularly enrolled student may register to audit a class provided it is not a studio or laboratory course. A student's audit status must be declared no later than the last day for schedule changes without penalty. Class attendance policy for the auditing student will be the same as required for the student taking the course for credit.

**Repeating a Course**

A student may repeat a course to improve her GPA only when she has first made a D or F in the course. Whether a course is repeated once or more than once, each grade will count in the computation of the cumulative grade point average. Course credit earned in the case of repeated courses is counted only one time.

**Transcript of Record**

One official transcript of record is furnished by the College free of charge; for each additional transcript there is a fee of \$5.00. Signed requests for transcripts should be submitted in writing by the student to the Office of Records and Registration and should state the name under which the applicant was registered, her Social Security number, the years of attendance, and the name and address of the institution or office to which the record should be sent. Requests for transcripts will be processed within 10 working days. For fees related to expedited requests, please refer to the *College Catalogue*. Wesleyan reserves the right to withhold the transcript of any student who is past due or delinquent on her loan obligation to the College, is delinquent or has defaulted on federal student loans, owes the College money from current or previous enrollment, has failed to submit official transcripts from previous high school or college attendance, or any other administrative holds.

**Tutorials**

If it should become necessary for a listed course to be taught individually by the tutorial method, a course number will appear in the record followed by a T, as 309T.

## **Withdrawal**

### **Voluntary Withdrawal and Readmission**

Students who find it necessary to withdraw from the College during the regular academic year must file with the Registrar of the College a withdrawal request form requesting administrative approval for such action. Voluntary withdrawal is considered official by the College only upon receipt of said request. Honorable dismissal is granted only if all financial obligations to the College are satisfactorily cleared. A residence hall student should also notify the Director of Residence Life of her intention to withdraw. A student who, having withdrawn from the College, wishes to return after a lapse of time may not be automatically readmitted but must re-apply and be approved by the Admissions Committee. Students readmitted come under the general regulations and major requirements in effect at the time of their readmission. See "Refund Policy" and "Adjustment of Charges" in the *College Catalogue*.

### **Medical Withdrawal**

If a student leaves the College for medical reasons and wishes to return, she must reapply to the Office of Admission. A full report from her physician must be sent to the college physician for evaluation, and a personal interview may be required before an application for readmission is considered. Certification by the college physician does not automatically guarantee readmission. The Admissions Committee will also take into consideration the student's college record. See "Refund Policy" and "Adjustment of Charges" in the *College Catalogue*.

### **Mandatory Medical Withdrawal**

The College may require mandatory medical withdrawal of any student who, in the opinion of the College physician and/or the Director of Student Counseling Services, has an illness or condition that might endanger or be damaging to the health or welfare of the student or any member of the college community, or whose illness or condition is such that it cannot be effectively treated or managed while the student is a member of the college community. The procedure for readmission is the same as for medical withdrawal. See "Refund Policy" and "Adjustment of Charges" in the *College Catalogue*.

## **Workload**

It is recommended that a student take between 12 and 15 semester hours during the fall and spring semesters. Permission must be given by the Dean of the College to take more than 17 semester hours or fewer than 12 semester hours in a regular term. The maximum number of hours for which a first-year student may register is 17 semester hours; the maximum for advanced students is 19 semester hours. International students are required to maintain a minimum of 12 semester hours for the entire semester.

Students who wish to take more than 17 semester hours must have maintained a grade point ratio of at least 2.6 on the work of the preceding semester and must have the approval of the Dean of the College. For overload fee, please refer to the *College Catalogue*.

A student with 27 or fewer semester hours may not register for a 300- or 400-level course without special permission.

## Computer Information Resources

### Use of Computer and Information Resources Policy

Before a student receives access to the network and its related resources (Internet, e-mail, printing, and Student system) they must understand and agree to the College's network policy. This policy provides guidelines for network etiquette and acceptable uses of the College's technology resources. It also provides information about the appropriate use of copyrighted materials (written, video and audio). The College's network policy is distributed to all incoming students and can be downloaded from the College's website or Intranet at <http://WESNET>.

If you have questions about the level of service provided, you may contact the Director of Computer and Information Resources by email at: [kul-shafer@wesleyancollege.edu](mailto:kul-shafer@wesleyancollege.edu) or telephone at: 478-757-5125.

### Wesleyan College Intellectual Property Policy

Wesleyan College recognizes that students, in their scholarly pursuit of knowledge, may be engaged in the creation of new knowledge, or "intellectual property." The term "intellectual property" refers to inventions, creations, new processes, innovations, and tangible research materials—that is, all copyrightable or patentable works, and the patents and copyrights that reserve rights to them. Individual students or student organizations that are or may be engaged in the creation of intellectual property should be certain that the faculty advisor or sponsor is fully informed of all developments. The faculty advisor or sponsor will then report fully to the Vice President for Academic Affairs/Dean of the College as described in Wesleyan College's Intellectual Property and Technology Transfer Policy.

A full copy of the Policy is available at: <http://wesnet.wesleyancollege.edu/policies/2004PolicyIntellectualProperty.php>

## Residence Life

As a residential student at Wesleyan College, you are the most important part of Residence Life. Please be aware that in a residential community, everything that you do has an impact on others residing around you. It is important that you are respectful and considerate of others in order for your residential community to be a success. All students in the community have rights as well as responsibilities. All residential students are required to know and follow all college policies and procedures including residence hall guidelines at all times. These policies have been implemented for your benefit and protection and also help the Residence Life staff provide and maintain the best possible environment for our communities. As a student, you are bound by the honor code to uphold these policies.

### Residence Life Services

**Bicycle racks** – Bicycle racks are provided for the following residence halls and apartments: Banks, Wortham, Corn South Apartments, and Jones.

**Cable** - Basic cable television access is provided in each residence hall and apartment room. Students may contract directly with Cox Cable for additional service.

**Campus Police** - The residence halls and apartments are monitored on a regular basis by Campus Police officers. Campus Police is available 24 hours a day, 7 days a week, to assist students with a variety of issues. Campus Police also offers an escort service for students needing to walk across campus during the evening and late night hours. Campus Police can be reached at 757-5145.

**Computer ports** – Computer ports are provided in each residence hall and apartment room. These ports provide students with access to a worldwide computer network for the purposes of academic work and communication.

**Dimensions** - Dimensions of each room and window vary depending on each residence hall and apartment building. Slight variations within each hall occur due to room placement. Average dimensions can be obtained in the Office of Residence Life.

**Housekeeping/Trash Removal** - Basic housekeeping services are provided in all residence halls and the apartments and for all hallways, lobbies, lounges, public or community restrooms and all public areas. Students are responsible for the cleanliness of their rooms and bathrooms. Trash should be discarded in the appropriate trash receptacles only.

**Insect and Pest Control** - The College has a contract for pest control in the residence halls and apartments, which includes spraying on a regular basis and in emergency and special circumstances. Students can help reduce pest problems by sealing and storing all food items and bagging all trash. If your room needs additional pest control between routine sprayings, please ask a staff member to complete a maintenance request since the state law mandates that all residents must stay out of the room for four hours. If special extermination procedures are needed, it will be done so at the student's expense.

**Insurance** - The College is not an insurer of students' personal property. Students are encouraged to determine whether their parent's property insurance extends to students' personal belongings while at Wesleyan College. If not sufficient, students should consider purchasing a personal effects insurance policy.

**Irons and ironing boards** - Irons and boards are provided in designated areas of each residence hall for the students' convenience. Students may not iron in their rooms due to the potential risk of fire.

**Kitchen facilities** - Kitchen facilities including microwaves, stoves, ovens, refrigerators, and sinks are available in all of the residence halls. Students may not cook in their residence hall rooms due to the potential risk of fire. See **Kitchen Policy** for more information.

**Laundry Facilities - Residence Halls** - Coin operated washers and dryers are provided for students in a central location in all residence halls. Only resident students are permitted to use the facilities. Reimbursements for money lost in laundry machines can be obtained through the Business Office. **Apartments** - Washers and dryers are provided in each individual apartment in both Corn North and Corn South Apartments. Any service related problems related to washers or dryers should be reported through a Residence Life staff member.

**Telephone** - Local telephone service can be set up directly with BellSouth where a variety of options and packages are available if desired by a student.

Each residence hall room is equipped with two telephone lines. Designated private rooms and individual rooms in apartments are equipped with one line.

Students must contact BellSouth directly to connect, disconnect or change any telephone services. Students can access BellSouth at 780-BELL (2355). It is the responsibility of the student to select and arrange for the long-distance service or calling card plan of their choice.

**Televisions VCR/DVD Player** - Residence Life provides one television and one DVD/VCR player in a common area of each residence hall. Service problems should be to a Residence Life staff member.

**Vacuums** - Residence Life provides one vacuum per residence hall or apartment building for student use. Vacuums can be checked out from an RA. Students must leave their student ID with the RA in order to check out a vacuum. When a student checks out a vacuum she is responsible for any damage incurred to the vacuum while it is signed out in her name. Students must empty and clean the vacuum after each use.

**Vending** - For the convenience of our students, vending machines (snack and beverage) are located in the residence halls. Vending for the apartments is located on

the first floor of Corn North. Service problems should be reported to an RA. Reimbursements for money lost in vending machines can be obtained in the Business Office.

### **Access to Residence Halls and Apartments**

In order to provide a safe and secure residential environment, all residence hall and apartment buildings are locked 24-hours a day. Students are issued keys by Residence Life staff at check-in and are required to return the keys to Residence Life staff upon checkout. Students are not permitted to use their key to enter a residence hall in which they do not reside and may not loan their key to anyone at any time. Each residence hall and apartment building has several designated entrances that can be opened only by the room key of a student living in that particular building. Propping open doors compromises the safety of everyone in the residence hall and is considered a residence hall violation. A fine and/or additional sanction may be imposed depending on the circumstances of the situation. Continually propping open residence hall or apartment doors can result in a student's removal from campus housing by the Director of Residence Life with no refund of fees and full payment of room and board required. Pounding on residence hall or apartment building doors creates a distraction for students living in the hall and is not permitted.

### **Access to Student Rooms by College Staff**

College staff reserve the right to enter a student's room at any time to make periodic inspections of residential facilities or when acting in an official capacity on behalf of the College. This applies regardless of whether or not a student is present at the time of entry. If staff should enter a room and notice in plain sight evidence of a violation of College policy, the staff may take that evidence and refer the incident to the appropriate judicial board. If an item is taken when a resident is not in the room, she will be promptly notified.

### **Alcohol Policy**

For complete policy, see the Campus Policies section.

### **Babysitting/Children Staying Overnight**

Babysitting in the residence halls or apartments is strongly discouraged but allowed on a limited basis, provided it does not occur on a regular and continual basis, and does not become a nuisance to other students on a floor or building. Children must vacate Wesleyan's residential facilities in accordance with visitation hours. If babysitting causes a problem in any way, Residence Life staff can elect to end babysitting privileges. Children are **not** to be left unattended at any time. Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment.

### **Balconies and Porches**

In an effort to be sensitive to the campus community, and for property value reasons, students are not allowed to hang articles from balconies, porches or rails of the residence halls or apartment buildings. No inappropriate furniture or personal belongings are allowed in these areas. Students will be asked to remove belongings immediately. For personal safety reasons, students are prohibited from sitting on the ledges of porches, balconies, or railings. For the protection and safety of all students, objects are not to be thrown over or off of balconies, porches or rails. Students caught throwing objects off balconies, etc. are subject to removal from the residence halls with no refund of fees and full payment of room and board required. In order to respect the rights of others and to keep noise to a minimum, students should refrain from gathering in groups on balconies, etc.

### **Bicycles**

For complete policy, see the Campus Policies section.

### **Break Housing (Semester)**

Each year the Wesleyan College residence halls and apartment buildings close for the Semester Break in December. These dates are published in the College Catalog and *The Wesleyanne*.

We encourage students to make travel arrangements that coincide with the College breaks. However, we also understand that extenuating circumstances may arise requiring a student to stay late, return early, or remain on campus during a break period. If a student has special circumstances requiring that she stay late, return early, or remain on campus during a break period she should follow the Semester Break Housing procedure listed below.

1. The student should contact the Director of Residence Life as soon as possible to discuss the special circumstances and request permission to stay late or return early however, requests must be submitted in writing at least two weeks prior to the beginning or ending date of a break date.

2. The Director of Residence Life will review the request and notify the student if an exception has been granted.

3. Students who need housing during the semester break will be charged a daily or break rate in order to cover the cost of utilities not normally used during this period.

Students remaining on campus during a break period will be required to follow all College and residence hall policies and regulations during their stay. In addition they will be required to sign an early arrival/late stay guideline sheet outlining additional rules for the break period.

For safety and security reasons, in addition to a decrease in staff coverage and minimizing the use of utilities during break periods students may be consolidated to designated locations or may not be able to stay in their regular residence hall rooms or apartments.

### **Candles and Incense**

Candles and incense are prohibited in the residence halls and apartment buildings. These objects present extremely dangerous fire hazards and may also produce an odor, which could disturb other residents. Any candles or incense found in the residence halls or apartments will be removed by residence hall staff and the student will be fined \$10 upon the first offense. Upon the first or subsequent violations, additional consequences may be imposed.

### **Check-in**

Upon the beginning of each academic year, every student must check-in to her residence hall or apartment with a Residence Life Staff member. The check-in process requires reviewing and signing the room/apartment condition form that lists the condition of the room at check-in. Each student is responsible for making sure that the room/apartment condition form is thorough and lists all current damages in the room. Students must follow the same check-in procedure during the summer months if applicable.

### **Check-out**

Before a student vacates her residence hall room or apartment, she must make an appointment with her RA to officially check-out of her room at least 24 hours prior to her desired departure. The RA will compare the room/apartment condition form filled out at the beginning of the year, to the condition of the room at check-out. Any differences or discrepancies will be noted on the room/apartment condition form. The student will be billed for any damages incurred in the room.

Students must follow the same check-out procedure during the summer months. Failure to sign up for a check-out time, failure to attend a scheduled appointment, or failure to vacate the residence hall by the designated time will result in a minimum \$25 fine being charged to the student's account. Other fine information related to checkout is listed in the closedown procedures distributed to residents prior to hall closings. Any items left in student rooms will be discarded and the resident (s) may be charged a minimum cleaning fee of \$25.

Students who check out during the year due to withdrawal must check out by 5 P.M. on the day of scheduled check out. If the withdrawn student does not check out by the designated time, the student may be escorted off of the campus by Campus Police and may be denied visitation privileges in the future.

### **Cleanliness/Health and Safety Inspections**

For health and safety reasons residence halls and apartment rooms must be kept in a reasonable state of cleanliness at all times, and all trash must be disposed of in the proper receptacles. Residence Life staff will conduct periodic health and safety inspections at least once per semester. Students will be given at least 24 hours notice prior to these inspections (via flyers or emails). Students living in rooms not complying with health and safety standards will be given 24 hours to correct the problem at which time if the problem has not been corrected, the student(s) will be fined \$25 for non-compliance and will still be required to fix the issue. If a policy violation is in plain sight during a health and safety inspection, Residence Life staff may confiscate any unauthorized item(s). Additional sanctions may be imposed or a referral to Honor Council could be considered. Continued violations of health and safety inspections may result in a student's removal from the residence halls by the Director of Residence Life with no refund of fees and full payment of room and board required.

### **Closed Study Hours**

Reasonable quiet should be maintained in all residence halls and apartments at all times. Reasonable quiet is defined as the state in which noise does not carry from one area of the residence hall to another. This includes hallways, stairwells, restrooms, as well as individual rooms.

A sign indicating closed study hour(s) on any room door must be respected at all times. This sign means no admittance except for emergency situations. Quiet hours will be established by each building at the beginning of fall semester at a residence hall meeting. One warning may be given for noise violations before the student is asked to turn herself in to Honor Council.

### **Conduct Toward Residence Life Staff**

Students must be respectful of Residence Life Staff members. Abusive language or intimidating behavior of any kind will not be tolerated. Students who feel that they have been treated inappropriately by a Residence Life staff member should report such incidents to the Director of Residence Life (for complete policy regarding conduct toward college officials, see the Campus Policies section).

### **Credit Hours**

Residential students are required to be full time students or taking a minimum of 12 credit hours. Students taking fewer than 12 credit hours per semester must have the approval of the Director of Residence Life to live in campus housing.

### **Darts and Dartboards**

Darts and dartboards are not allowed in College residence halls or apartments due to the serious safety hazards they present.

**Deposit (Housing)**

All students are required to have a \$150 housing deposit on file with the Business Office in order to reside in on-campus housing. Students may request return of their housing deposit from the Business Office upon the completion or withdraw from Wesleyan College.

**Drugs**

If a staff member (Director of Residence Life or other professional Student Affairs staff) has reason to suspect drugs are present in a student's room the staff member may conduct a search of the student's room. This applies whether or not student is present at time of entry. The staff member will call Campus Police as a back up. The staff member will conduct a visual search of the room as well as a search of any closets, cabinets, drawers, dressers, refrigerators or any other closed areas. If drugs are found to be present in any amount the evidence will be turned over to Campus Police who may then send the evidence to the appropriate agency for processing (for complete policy, see the Campus Policies section).

**Electrical Appliances**

Due to the overloading of circuits, no electrical equipment other than small appliances may be used in residence hall rooms. Electrical appliances with heating coils or exposed heating elements are **not** permitted.

**Authorized Appliances** - Electrical appliances must be UL approved and in good working order. Electrical surge protectors are highly recommended for use in residence hall rooms. The following appliances are approved for use in residence hall rooms: Coffee maker with automatic shut-off, refrigerator (not to exceed 4.3 cubic feet), vacuum cleaner, alarm clock, clock radio, desk lamp (halogen lamps are not permitted due to the potential risk of fire), hair dryer, curling iron, hot air popcorn popper, stereo, fan, television, VCR/DVD player, computer.

**Unauthorized Appliances** - The following appliances are **not** approved for use in residence hall rooms: halogen lamps, microwave, toaster, toaster oven, electric skillet, fryer, grill, hot plate, hot pot, sandwich maker, waffle maker, hot oil popcorn popper, extension cords, space heaters, multi-plug outlet without surge protector, percolator coffee maker, coffee maker without automatic shut-off, waterbed, etc. If an appliance has an open eye burner or exposed heating element, it is not allowed. The RAs in each building have discretion to declare appliances to be unauthorized that are not on this list. Students are not allowed to store any flammable or combustible materials such as propane, charcoal, paint or lighter fluid in any living area. Students will be required to immediately remove the unauthorized appliance and a fine of \$25 will be assessed. Additional sanctions may be imposed if necessary.

**Exam Week**

Exam week begins at 7:00 p.m. the evening before Reading Day. All rules will be in effect during the week of examinations and 24-hour quiet hours will be enforced. Failure to comply with Exam Week regulations will be considered an Honor Code violation. Exam Week violations do not require a warning.

**Residence Hall/Apartment Usage Guidelines**

For facility usage guidelines for all campus facilities, please see the Campus Policies section.

**Porches/Balconies/Breezeways**

No tape on glass parts of doors  
No crepe paper on pillars or marble  
No spray painting allowed  
No candles

No chalking

Signs may not be hung from porches or balconies without prior permission from the Director of Residence Life

#### **Hallways**

Bulletin boards must be used to post flyers and notices

No tape on glass parts of doors or windows

No tape or chalk on carpet

No candles

Decorations for special events such as Homecoming, Senior Skip, etc. must be removed and cleaned within 24 hours of the end of the event or fines will be imposed.

#### **Lounges**

May be used by students, faculty and staff

Outside groups may use only during summer months

Furniture may not be removed

Furniture may be moved to accommodate event, but must be put back in original location at the conclusion of event.

Walls may be decorated for special events – only masking tape is allowed on walls – no other adhesives

#### **Fighting**

For complete policy, see the Campus Policies section.

#### **Fines**

All residence hall policy violation fines are to be submitted directly to the Director of Residence Life and may not be placed on student accounts.

#### **Fire Safety**

Wesleyan College fire and safety regulations are set to concur with state laws. Regulations are determined through consultation with the Macon/Bibb County Fire Department. All fire equipment, other than individual portable extinguishers, may only be used by authorized personnel and in emergencies. Tampering with College fire safety equipment is prohibited. Tampering with a smoke detector or alarm in any manner is prohibited. There is a minimum \$100 fine for pulling a false alarm or tampering with fire equipment. Tampering with a smoke detector or alarm in any manner is prohibited.

Any time a fire alarm sounds in a residence hall or apartment building it is mandatory for all students to evacuate the building. If an alarm sounds, students should follow the guidelines set forth below.

1. Evacuate the building as quickly as possible in an orderly manner
2. Close and lock residence hall or apartment room doors before exiting the building
3. Take a coat, blanket or adequate cover and shoes in case you need to remain outside for an extended period of time

Each residence hall and apartment building has a designated meeting spot at least 50 feet away from the building (meeting spots listed below). The Resident Advisors or their designee will call roll at the meeting spot. No student may re-enter the building until instructed to do so by a Campus Police or Residence Life staff member. Failure to exit the building when a fire alarm sounds will result in a \$100 fine.

#### **Designated Meeting Spots:**

**Banks Hall:** Outside the Wortham Hall door facing Banks

**Hightower Hall:** Parking lot between Hightower and Jones

**Jones Hall:** Circle in front of Jones

**Persons:** Fountain

**Wortham:** Outside the Banks Hall door facing Wortham

**Corn Hall/South Apartments:** Parking lot between Taylor Hall and Corn Hall

### **Grills**

Grills, hibachis, and any other device used for cooking over an open flame are prohibited from use in all residence hall and apartment facilities, as well as all balcony and porch areas. Students found violating this policy will be asked to remove the device immediately and fined \$50. Additional sanctions may be imposed if necessary.

### **Guest Housing**

#### **Female guests**

Female guests may stay in the residence halls with their Wesleyan guest up to three consecutive nights free of charge with a completed guest registration form. Female guests must be registered with the Residence Life staff according to the guest registration procedure.

#### **Elizabeth Turner Corn Hall (Townhouse)**

This facility is available to parents of current students, parents of prospective students, and guests of the college, and is reserved through advanced registration with the Campus Events Coordinator. Guest occupancy shall not exceed more than seven consecutive days by any one party without special permission from the Director of Residence Life.

#### **Male Guests**

##### **First Floor Jones Hall**

Limited facilities for male guests of students are available on campus. Guest occupancy is restricted to a stay of no more than three consecutive days without special permission from the Director of Residence Life.

#### **Reserving guest spaces**

Wesleyan College students can reserve guest housing by:

1. Contacting the Campus Events Coordinator (for townhouse) and Director of Residence Life (for Jones Hall) to reserve the room at least **one week** prior to the desired check-in date.
2. Guestroom assignments will be made on an availability, first-come, first-served basis.
3. The room charge must be paid at the time of registration. Jones rooms: charges are \$15 per night, per room. Townhouse: for rates contact the Campus Events Coordinator.
4. Reservations must be canceled at least 24 hours in advance to avoid room charges.
5. Checkout time is 11 a.m.
6. Wesleyan College hosts will pick-up the key from the Director of Residence Life for Jones and the Campus Events Coordinator for the townhouse prior to their guest arriving and will check out by returning their key to Student Affairs (Jones) or Campus Events Coordinator (townhouse) immediately following their departure. Hosts will be charged \$25 for missing keys, or keys not returned.

Wesleyan College assumes no responsibility for personal property that is lost or stolen. Visitors must observe all College rules while on campus. Guests must be escorted by the Wesleyan College host at all times when outside of their room.

Anyone failing to comply with these guidelines will forfeit guest-housing privileges on campus and may be referred to Honor Council. Wesleyan students will be held responsible for the conduct of their guests and are responsible for any damage to college property caused by their guest.

### **Hall Closings**

Following final examinations at the end of each semester, a student is required to vacate her residence hall room or apartment within 24 hours of her last exam or the designated hall closing time, whichever comes first. Any extenuating circumstances preventing a student from leaving at the designated time, must be made according to the exception policy designated at the end of the semester, additional fees will be charged for late stays. At the conclusion of spring semester, students participating in commencement exercises may remain in their campus residence with permission until 7:00 p.m. on the day of commencement. All other students must vacate their rooms within 24 hours of their last exam, or by 10 a.m. the day following the last day of exams. Any student who has not vacated her room by the time of hall closing will be fined a minimum of \$25 per day she has not vacated.

### **Hall Meetings**

At the beginning of each semester, each residence hall and apartment building will have a mandatory hall meeting. During this meeting residents will discuss and set community standards (i.e. quiet hours). At this time the RAs will also present important information regarding the regulations and policies governing campus living. Other mandatory hall or floor meetings may be scheduled throughout the semester as the need arises. Students will be given at least 24 hours advance notice prior to a scheduled hall or floor meeting. Absences from mandatory hall meetings will be approved only for extenuating circumstances and if requested at least 24 hours in advance. If the student fails to notify the RA or misses the scheduled meeting without an approved absence, a \$10 fine will be assessed.

### **Keys**

Students will be issued a key to their residence hall room or apartment upon check-in. **Room keys must not be loaned to anyone for any reason.** Room keys are the property of Wesleyan College and may not be duplicated. Due to safety reasons, if a student loses her key she must notify the Department of Residence Life immediately. If she needs a temporary key until she can locate hers, she may check out a loaner key from Student Affairs. If the student cannot find her room key within 3 days, she will be charged a \$25 for the key replacement and lock change for room keys and a \$150 fee for an outside door key. If a student loses her key or does not turn in a Wesleyan College key upon check-out, that student will be fined \$25 for a room key and \$150 for outside door lock replacement and lock change.

### **Kitchen Policy**

Students must use extreme caution when cooking in the residence hall kitchens. Students must never leave cooking food unattended. It is the responsibility of the resident to completely clean the kitchen after each use. If kitchens are not kept clean or kitchen privileges are abused, the kitchen may be closed temporarily at the discretion of the RA.

- Do not leave food unattended while using the stove, oven, or microwave. While in use, the stove, oven, and/or microwave cannot be left unattended at any time. Violations of this of this policy will result in a \$100 fine.
- No personal belongings can be kept in the kitchen (other than food in the refrigerator/freezer). If personal items are found in the kitchen unattended, they will be disposed of immediately without notification. This includes, but is not limited to: clean or dirty dishes, food, appliances, etc.
- All food stored in the community refrigerator/freezer must be labeled with name and date item was placed in the refrigerator/freezer. Food can be left for up to two weeks. If not labeled or removed after two weeks, food will be disposed of without notice. Under no circumstances should someone remove items belonging to someone else without specific permission.

- After each use the kitchen must be cleaned thoroughly for respect and sanitation purposes. This includes the stove, microwave, refrigerator, walls, floor, sink, etc. Violations will result in a minimum \$25 fine.

Consequences for violating the above mentioned policies will result in the individual penalties as listed. If persons cannot be determined, a three strike policy will be implemented which will result in the closing of the kitchen. At any time violations may result in a referral to Honor Council or individual loss of kitchen privileges.

### **Lock-outs**

It is important that students keep track of their room keys. If a student locks herself out of her room, she should contact her RA or another RA in the building. If she is unable to locate an RA in her building and it is during normal working hours on a business day (8:30 am – 5:00 pm, Monday through Friday), she should go to Student Affairs to check out a loaner key. (All loaner keys should be returned within 3 days, please see “Key Policy” for more information) If it is after working hours, on the weekend, or during a College holiday, the student should contact the RA on duty by calling the Residence Life duty phone at 478-461-7787/478-461-7788. **Students should not contact Campus Police to let her into her room.** Students will have three lockouts per semester, to be kept track of by Residence Life staff. After the third lockout, the student will be assessed a fine of \$25 per lockout.

### **Lofts**

Due to potential safety risks, lofts are not permitted in residence hall or apartment rooms.

### **Maintenance**

Routine maintenance problems should be reported to the RA through the maintenance request procedure. Maintenance emergencies (i.e. overflowing toilet, electrical problems, door lock problems, etc.) should be reported immediately in person to your RA or Campus Police officer if an RA is not available. If it is during normal working hours please contact Student Affairs in order to report the problem, if after hours please utilize the RA on-call. Your RA will then contact the appropriate Physical Plant personnel. Physical Plant and Residence Life staff reserves the right to enter a student’s room for any requested or necessary maintenance.

### **Occupancy**

Most residence hall rooms are designated as double occupancy rooms. Students must either declare a private room at the additional cost of \$500/semester or have a roommate. If a student does not have a roommate and resides in a double occupancy room, she will automatically be charged the private room fee.

### **Pets**

For health reasons, sanitary concerns and space constraints, pets (with the exception of fish) are **not** permitted in the residence halls or apartments. Fish aquariums cannot exceed 10 gallons and must be cleaned on a regular basis to prevent odor. Stray animals (or animals that no one claims but are being housed or fed by several students) should be reported to Campus Police. A violation of the pet policy will result in a \$50 fine and immediate removal of the animal. Additional sanctions may be imposed if necessary.

### **Pregnancy Policy**

A student who is pregnant may live in the residence halls up to the start of her sixth month of pregnancy provided she has met with the Director of Health Services and has supplied the name and phone number of her physician or obstetrician and remains in good health as deemed by the Director of Health Services. Once a student has entered her sixth month, she will no longer be allowed to live on campus

due to health, safety, and liability concerns. The student may continue her classes as a day student.

### **Removal from Campus Housing**

Students can be removed from campus housing as deemed necessary by the Assistant Dean of Students. Examples include, but are not limited to, the following: multiple minor rule infractions, disrespect to staff, physical violence, vandalism, possession of illegal substance(s), and possession of weapons of any kind. Students who are removed from campus housing receive no refund of fees and must pay in full all tuition, room and board charges. Students will be given a deadline for removal and if they have not vacated their campus residence by the designated deadline the student will be escorted off campus by Campus Police and may be denied visitation privileges in the future.

### **Residence Agreement**

New and returning students will not be permitted to move into campus housing until they have been cleared by the Business Office, Financial Aid Office and Health Services.

### **Residence Hall Space**

Assignments guarantee space (not specific rooms) within the residence halls. The Department of Residence Life reserves the right to assign students to other spaces, rooms, or halls, when to do so appears to be in the best interest of individuals or groups of students, or when it determines that a student is not actually residing in her assigned space. Residence contracts are for entire academic year. Please see residency requirements for additional information.

### **Residency Requirement**

Wesleyan College believes in the value of the College community and the importance of both the curricular and co-curricular life of students. Therefore, residence hall living is considered an important part of the total education process at Wesleyan College. All full-time traditional undergraduate students are required to live on campus during their enrollment at Wesleyan.

The Director of Residence Life must approve any change in resident status. Appeals should be made to the Assistant Dean of Students. Fifth year seniors (those who have completed 8 full time semesters at Wesleyan College) and students whose immediate family members are local residents may be exceptions to the residency policy. Documentation includes proof from the Registrar's office for those claiming 5th year senior privileges and copies of state issued identification for immediate family members for students claiming residency within the local area. All individuals desiring to live off campus and request an exception to the residency policy must contact the Director of Residence Life for further information by July 1 (Fall Semester) or December 1 (Spring Semester), requests will not be accepted after this time. Any student receiving financial aid through the college must notify the Director of Financial Aid when a request is made for change in resident status as financial aid may be affected. If living off campus without permission, the student will be charged the full room and board rate.

### **Roofs**

Students are not allowed on the roofs of any residence hall or apartment buildings due to the danger to personal safety.

### **Room Assignments/Room Selection**

Students participate in a room selection process each year during the spring semester. Sign-up order is assigned based on number of earned credit hours as of previous

semester. There are a limited number of private rooms available per building which are granted based on greater number of credit hours earned. If a student does not receive her first choice for room selection, she may elect to be placed on a waiting list in the event that space becomes available in the future. Information regarding the room selection process is distributed to students via campus mail, email, and/or floor meetings during the spring semester.

### **Room Changes and Consolidation Policy**

Students are allowed to make room changes at the designated room-change period, which takes place at the beginning of each semester. Students desiring to move into a new room must follow procedures as directed by the Director of Residence Life. The student requesting a room change is the student who is expected to move. **Any student making an improper room change will be fined a \$25 improper checkout fee, and may have to return to the appropriate assigned room.**

After the room-change period, all room-change requests will be considered on an individual basis and granted by the Director of Residence Life only after all other attempts to create a suitable living environment have been exhausted. After designated room-change periods, students without roommates are in the consolidation process and have the following options: 1) choose a roommate; 2) choose to remain in a private room and pay the private room fee of \$500/semester; or 3) accept a change of assignment. Fees will not be pro-rated for room changes that occur after 6 weeks into the semester.

The Office of Residence Life reserves the right to make a room change at any time it is deemed to be in the best interest of the student(s) involved. If the room change is not completed by the specified date, the student is subject to a \$25 per day fine for each day past the deadline.

### **Roommate(s)/Suitemate(s) Conduct**

Your enjoyment of life in the residence halls and apartments will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate(s), suitemate(s), and your neighbors. To be a mature adult is to accept responsibility for the welfare of others. Each resident is encouraged to establish a contract with her roommate(s) and suitemate(s) to ensure that the interests of all are considered. The RAs can assist with this process and are available for assistance in settling conflicts.

Basic conduct of roommate( s)/suitemate(s) include the following:

- A clean living area.
- Respect of roommate(s) and suitemate(s) personal belongings.
- Reading and studying while free from undue interference in one's room.
- Unreasonable noise and other distractions inhibit the exercise of this right.
- Sleep without undue disturbance from noise, roommate(s) and/or suitemate (s), guests, etc.
- Free access to one's room and facilities without pressure from roommate(s) and/or suitemate(s).
- Personal privacy.
- The right to be free from fear or intimidation and physical or emotional harm.
- The privilege to have guests during open visitation hours with the permission of the roommate. Guests are to respect the rights of the hostess' roommate(s) and/or suitemate(s) and other hall residents at all times.

### **Rooms Not In Use**

Students are prohibited from storing any belongings in an empty room in the

residence hall or apartment. Empty rooms must remain clean and available for room changes and emergency housing situations. Students found in violation of this policy will be fined \$25 and required to remove belongings immediately. Additional sanctions may be imposed if necessary.

### **Room Personalization**

We encourage students to create a comfortable living environment in their room. Residents are not permitted to paint or make any other alteration to any surface within the living space provided to them by the college. Residents may look to the following guidelines when decorating their room.

#### **Decorations**

Flame retardant materials are strongly encouraged when purchasing your comforter and window treatments. Items may not be attached to the ceiling (i.e. nets, flags, sheets, etc.). Live Christmas trees are not permitted in any residence hall room or apartment. Decorative lights with low heat bulbs and flame-retardant materials may be used to decorate. Dry erase boards or other message boards may be hung on residence hall doors but students must refrain from posting material that would be considered offensive to others. Material displayed in visible areas is subject to the approval of the Residence Life staff. If deemed unacceptable, the student will be required to remove the unacceptable materials immediately.

#### **Furniture**

Feel free to arrange the furniture provided by the College in your residence hall room or apartment to your liking. You may add your own furniture to the room, but College furniture must remain in your room at all times and cannot be placed in storage. Upon check-out, all furniture must be put back together and arranged as found upon check-in. Fines will be assessed upon room inspection or checkout for any missing, broken, or damaged furniture. Residence hall and apartment lounge furnishings are provided for the use and comfort of everyone living in the building. This furniture must remain in these areas at all times. If a student moves furniture out of these areas and into a residence hall room or other location, the student will be fined \$50. Additional sanctions may be imposed if necessary. Cinder blocks are not to be used to elevate beds or other furnishings provided by the College. Waterbeds are not permitted in the residence halls or apartments.

#### **Nails**

Students are permitted to use four-penny nails to hang posters and pictures on the walls. No more than 10 nails are permitted per wall. If more nails or other materials are used, students will be charged for damages at the end of the year upon checkout. If nails are present in walls after check-out students may be charged additional fees for removal.

### **Searches and Entry by College Officials**

The College reserves the right for appropriate officials to search individual rooms, suites, apartments, buildings or any area when there is a reasonable suspicion that a policy violation or illegal activity is taking place. The College reserves the right to conduct a search as necessary whether or not a student is present in the room. If a search produces evidence of a policy violation or illegal activity, the resident(s) of the room will be referred to the appropriate College judicial board, administrative procedure, or law enforcement agency. College personnel may also enter a room to conduct routine, requested, or emergency maintenance procedures.

#### **Searches after a fire alarm**

It may be necessary to conduct a search immediately following the activation of a fire alarm. If illegal items are discovered during fire safety checks of the building, these illegal items will be confiscated and the appropriate action/fine will be assessed. Any item confiscated during a Residence Life search, which represents a violation of policy, will **not** be returned to the student. **Severe Weather**

All students should be aware of and prepared for hazardous weather conditions including tropical storms, hurricanes, tornadoes, snow, sleet and ice. If severe weather conditions should occur, the Residence Life staff will call hall or floor meetings to advise students of further necessary actions (i.e. evacuation, consolidation to a safe place, etc.). Students are required to follow the instructions of the College staff in such cases.

#### **Emergency Siren**

If the state emergency siren sounds at any time other than the regularly scheduled monthly test, on the last Wednesday of the month at 11:00 a.m., students should immediately go to the interior hallways of the lowest floor of their residence hall or apartment building and wait for further instruction from a Residence Life staff member or other College official. Students should stay away from windows and exterior doors. Regularly scheduled drills may be conducted as deemed necessary. Failure to leave the building upon alarm sounding will result in a \$100 fine.

#### **Smoke Detectors/Alarms**

Smoke detectors/alarms are provided in each residence hall room and apartment and are maintained by Physical Plant. If you hear an intermittent beep from a smoke alarm, it means the battery is low. **Do not remove the battery or attempt to change the battery!** Please report the problem to your RA to be repaired. Your RA will be sure Physical Plant is notified and a new battery is installed. Decorative items (i.e. banners, posters, etc.) are **not** permitted to be hung from, or over, smoke detectors or sprinklers.

#### **Smoking**

For the complete policy, see the Campus Policies section.

#### **Solicitation**

Wesleyan College does not allow door-to-door solicitation of products or services in the residence halls or apartment buildings (*for complete policy, see the Campus Policies section*).

#### **Storage**

Due to space limitations and regulations governing fire safety, students may not utilize College facilities for storage. Storage may be available in a limited quantity for students use during the summer break. If storage is offered, fees and guidelines will be determined by the Director of Residence Life to be given to any students interested.

#### **Summer Housing**

Students living in campus housing during the summer months are required to adhere to all Residence Life policies and guidelines stated in the student handbook. Students failing to comply will be subject to sanctions imposed by residence hall staff.

#### **Sunbathing**

For complete policy, see the Campus Policies section.

#### **Vandalism and Common Damages**

Destructive behavior of any kind is not tolerated in the residence halls or apartment buildings. Students can be held responsible for damages individually or in a group. Students who participate in acts of vandalism are subject to removal from campus housing with no refund of fees and full payment of room and board required. When vandalism or damage occurs on a floor or to any part of a residence hall or apartment building, Residence Life staff will make every effort to determine who is responsible. If the person(s) responsible is identified, the student(s) will be

sanctioned according to the nature of the vandalism. In the event that the individual(s) responsible cannot be determined, the residents of the area will be notified of the vandalism or damage and will be given a specified period of time in which to report any information regarding the incident. If this fails to yield any information about the person(s) responsible for the vandalism or damage, a minimum fine or total cost of the repair or replacement value of the vandalism or damage will be split equally among the residents of the affected area.

### **Violations**

Students who violate any residence hall policy are bound by the Honor Code to turn themselves in to the Chancellor of Honor Council. If a student does not turn herself in, any witness to the violation should report the offense to the appropriate judicial board (refer to the Honor Code section).

### **Visitation**

Wesleyan College recognizes that visitation is an important privilege offered to the students. However, with this privilege comes responsibility. Visitation of guests, whether male or female, must not interfere with a roommate, suitemate, or apartment-mate's right to privacy, study time, sleep, etc. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate, suitemate, apartment-mates, or of any other resident. Students may have guests in their room or apartment only with approval from their roommate or apartment-mates according to the guidelines outlined below.

### **Conduct**

The resident with whom the guest is staying is responsible for the actions and conduct of her guest at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and policies.

### **Escort**

A Wesleyan College student must escort her guest at all times. In addition, guests may not be left alone in a residence hall or apartment for any period of time. It is the responsibility of every Wesleyan student to inform unescorted guests that they must leave the building and notify Campus Police of this behavior.

### **Overnight Guests**

Out of respect as well as for safety reasons, a resident must request and receive approval to host an overnight guest 24 hours in advance from her roommate, suitemate or apartment-mates. Approval of guests with less than 24 hours notice will be approved on a case by case basis with an extenuating circumstance only. After gaining approval, the resident must register the guest with a Residence Life staff member according to the guest registration procedure. Failure to gain approval or to register the guest, will result in the guest being asked to leave and referral of the resident host for judicial action. Each overnight guest may stay for a maximum of three consecutive nights, when visitation is permitted, and may not spend more than four nights on campus per month without special permission from the RA. Students are not permitted to have more than one overnight guest without special permission from their RA or the Department of Residence Life. All other guest policies must be followed at all times for the duration of the guest's stay. In extenuating circumstances regarding visitors, please seek assistance from your RA.

### **Overnight Guest Registration Policy**

In order to ensure the highest safety standards as possible in addition to respecting the rights of a roommate, suitemate/ s, apartment-mates and the entire residential community, the following overnight guest registration policy must be followed by all residents at all times.

Overnight guests include both male and female guests remaining in the residence hall or apartments past 12:00 a.m. (midnight), Sundays through Thursdays and 2:00 a.m. on Fridays and Saturdays (or on the night prior to a day when classes are

not in session, i.e. college holiday, excluding the beginning of each semester, finals week, and extended breaks more than four days in length when overnight guest registration must begin at 12:00 a.m.). Overnight male guest visitation must follow the male visitation guidelines. Residents must register their guests at least 24 hours prior to the desired overnight stay with their Resident Advisor or the Department of Residence Life if the RA is not available.

In order to register a guest, a student must fill out a Guest Registration Form, which can be obtained from an RA or the Department of Residence Life. The Guest Registration Form includes Wesleyan host information, guest information, in addition to signatures from a roommate and suitemate/s or apartment-mates. Permission must be granted from a roommate, suitemate/s, and apartment-mates which is indicated by signatures on the registration form.

For identification purposes, a copy of the Guest Registration Form must be carried with the guest at **all times** while on campus.

### **Visitation - Male**

Male visitation is defined as those times a resident may have male guests in her room, apartment, in the public areas of the residential spaces, or around campus. Specific visitation plans describe the maximum hours during which male guests may visit. Within these plans, all guidelines listed in the visitation policy must be followed and the desires and concerns of the roommate, suitemate, apartment-mate, or other residents are of most importance and govern what are acceptable and unacceptable visitation privileges. The College reserves the right to limit or discontinue male visitation privileges if deemed necessary.

#### **Male Visitation Options**

Male visitation options apply to individual residence halls and apartments accordingly:

**Plan A** Wortham Hall, Banks Hall, & Persons Hall

**Plan B** Hightower Hall & Jones Hall in accordance with guest registration policies

**Plan C** Corn North Hall & Corn South Hall in accordance with guest registration policies

**Plan A** – Open visitation hours (i.e. hours when male guests may enter the residence halls) are from 10:00 am – midnight, Sunday through Thursday, and 10:00 am – 2:00 am on Friday and Saturday. All guests must be registered, according to the overnight guest registration policy, on the night prior to a day when classes are not in session (i.e. college holiday), visitation hours are from 10:00 am to 2:00 am (excluding the beginning of each semester, finals week, and extended breaks more than four days in length when visitation is until midnight).

**Plan B** - Open visitation hours (i.e. hours when male guests may enter the residence halls) are from 10:00 am – midnight, Sunday through Thursday, and open visitation beginning at 10:00 am on Friday and ending at midnight on Sunday. On the night prior to a day when classes are not in session (i.e. college holiday), visitation hours are open (excluding the beginning of each semester, finals week, and extended breaks more than four days in length when visitation is until midnight) in accordance with guest registration policies.

**Plan C** – Twenty-four hour visitation is permitted in accordance with guest registration policies.

### **Windows**

In an effort to be sensitive to the Wesleyan community, objects are not permitted to be hung from the inside of windows of which are visible on the outside. Objects are not to be thrown from windows of the residence halls or apartments.

### **Weapons**

For complete policy, see the Campus Policies section.

## **Campus Policies**

### **AIDS / Bloodborne Pathogens Statement**

Medical evidence indicates that HIV (AIDS virus) is not transmitted by casual contact, thus no risks should exist for transmission in the normal academic setting. No HIV-positive student (whether symptomatic or not) will be restricted from any area of the College unless the student's condition poses a serious health threat to the college community or interferes with her ability to meet academic requirements.

### **Alcohol Policy**

Wesleyan College recognizes the social problems inherent in the misuse of alcohol and discourages consumption of alcohol as being contrary to the educational purposes of the College. The following regulations apply:

- A. No alcoholic beverages may be kept or consumed on the premises of Wesleyan College; including but not limited to vehicles, residence halls, academic buildings, etc.
- B. If a student has access to, or knowledge of, alcohol on the premises of Wesleyan College, she is in violation of the alcohol policy.
- C. Alcohol containers are not permitted to be used for decorative or utility purposes.
- D. Disorderly conduct, reckless behavior, or any other disruption or disturbance to campus life due to intoxication is a violation of the College alcohol policy.
- E. When off campus, students are responsible at all times for complying with Georgia laws governing possession and use of alcoholic beverages. For off-campus student events sponsored by the College, no alcoholic beverages may be served or consumed.

### **Bicycles**

Bicycles may not be kept in hallways, study parlors, storage rooms, or any undesignated areas. Covered racks are available on the porches of Banks, Persons, and Wortham Halls. All bicycles must be removed at the end of the spring semester. The college does not provide storage for bicycles during the summer. Any bicycle left after spring semester will be considered abandoned and disposed of permanently.

### **Campus Access**

One of the main entrances and exits on Forsyth Road is open 24 hours a day. The two road gates on Tucker Road and the remaining road entrance on Forsyth Road are locked and secured at 10 p.m. and opened at 6 a.m. daily. Campus Police is responsible for the operation of all gates.

### **Chalking Policy**

Given the historic nature of the college and its facilities, chalking is not permitted. The Department of Student Activities is happy to work with college clubs and organizations to identify ways to publicize events and make announcements.

### **Conduct toward College Officials**

Students must be respectful to College faculty, staff, and other officials at all times. Abusive language or intimidating behavior of any kind will not be tolerated. Students may be removed from the College or residence halls for inappropriate conduct with no refund of fees and full payment of room and board required. Students

who feel that they have been treated inappropriately by a college official should report such incidents to the Assistant Dean of Students or to the Vice President of Enrollment Services and Student Affairs or follow the student complaint process.

### **Damage/Destruction of Property**

The college reserves the right to bill any currently or previously enrolled student for damage or destruction of college property. The student will be billed for the actual cost of repair or replacement and labor. Any current student who takes part in or has knowledge of damage or destruction of college property should self-report to the Assistant Dean of Students who, depending on the value of the item/area in question, will refer the student to Honor Council.

### **Drug Policy**

The illegal use or possession of any stimulant, depressant, narcotic, or hallucinogen, illegal substances or similar agents or prescription drugs not prescribed specifically to that individual is strictly prohibited on the Wesleyan College campus. The production, selling, bartering, exchanging, or giving away of any drug is also prohibited. State and federal laws also govern the use of drugs. When off campus, students are responsible at all times for complying with state and federal laws governing possession and use of drugs. The administration of the college has a no tolerance policy regarding the possession and use of illicit drugs or prescription drugs not prescribed for that student's use and will take serious disciplinary action up to and including removal from the college of the student involved. Possible criminal action may also be taken.

### **Emergency Procedures**

In the event of an emergency, Campus Police should be contacted immediately at 757-5145. In the case of no answer, busy signal, or lack of power Campus Police can be contacted at (478) 960-7969. Campus Police is available 24 hours a day, 7 days a week, including holidays. Emergencies consisting of life and death situations, fire, missing persons, and intruders should be reported immediately. In the case of a life-threatening situation, the first person aware of the situation will dial 911 and then contact Campus Police. During the academic year, Resident Advisors (RAs) are on call during the hours of 5 pm and 8:30 am during the week and 24 hours a day during the weekends and college holidays to assist students. The RAs on call have cellular phones and can be reached at 478-461-7787 or 478-461-7788. A Student Affairs administrator is also on call when the college is open. Campus Police or the RA will notify the Student Affairs administrator on call when a life-threatening situation occurs on campus. A parent or guardian will be contacted only when appropriate and necessary.

### **Facility Usage Guidelines**

The purpose of these guidelines is to assure the proper use of our educational facilities by our faculty, staff, students and community. All campus events should be consistent and enhance the educational mission of our college and its strong Methodist affiliation. Care should be taken to always preserve our historic campus and the many pieces of antique furniture and objects of art. This care also includes the personal safety and security of all those attending these events. All questions concerning the rental use of our campus facilities should be directed to the Campus Events Coordinator in the Olive Swann Porter Building, ext. 5272

### **General Campus Guidelines**

- No tape, staples, pushpins, crepe paper or spraying of water on walls, moldings or doors
- No candles

- No alcohol is permitted on campus
- Do not move furniture around unless approved by Campus Events Coordinator
- Anderson Cabin**
- Cabin available to students, faculty, staff and guests of the College
- Key deposit required
- Names of students spending the night must be listed on reservation form
- Turn off utilities before leaving
- Cabin must be cleaned, trash removed and doors locked before departure
- All students and guests must adhere to the Wesleyan College visitation policy
- Students are required to abide by all College policies and regulations
- Candler Alumnae Building-Benson Room**
- May be used for lecture, recitals, trustee meetings and campus visit programs
- 70 wood chairs
- Piano cannot be moved
- No items placed on piano or antique display cabinets
- Candler Alumnae Building - Oval Hall**
- No more than 125 can be accommodated with food service and no more than 200 for other events
- North Apartment – Elizabeth Turner Corn Hall (Overnight Rentals/ Parents and females)**
- Overnight stay limited to campus visitors and guests (one week advance notice required)
- Can accommodate up to 4 overnight guests
- Guests must follow all college and residence hall policies
- Olive Swann Porter Student Life Center - Anderson Dining Hall & Hurdle Cafe'**
- 300 maximum number dining hall; 100 maximum number café
- OSP - Burden Parlor (Limited Usage)**
- 25 maximum number — over 25 must have approval of event coordinator (3 tables maximum)
- Piano cannot be moved
- No items placed on piano
- OSP - Manget Room**
- 60–80 maximum number depending on set up
- Piano cannot be moved
- No items placed on piano
- OSP - Trice Conference Room**
- Using room divider, seat 24 on each side; divider removed and chairs only, seats 80
- OSP - Trice Student Recreation Room**
- 30 maximum number seated.
- Television and pool table cannot be removed from the room
- All VCR's and other equipment must be reserved separately
- Porter Fine Arts Building - Auditorium**
- 1,129 seats, theater style (802 downstairs, 327 balcony)
- No food or beverage allowed in auditorium (lobby only)
- No cameras or tape recorders allowed in auditorium without prior approval
- Porter Fine Arts Building - Studio Theatre and Classrooms**
- Contact the Theatre Department if interested in using these spaces
- Porter Field and Mathews Athletic Complex**
- Contact the Athletics Department if interested in using these spaces
- Porter Gymnasium - Swimming Pool**
- Contact the Athletics Department if interested in using these spaces

**Residence Halls/Apartments**

See Residence Life Guidelines for complete policy.

**Peyton Anderson Amphitheatre**

- 160 maximum seated
- If equipment assistance needed, please contact Computer Services

**Fighting**

Aggressive behavior including verbal, written, and physical threats or altercations are expressly prohibited on campus or at college sponsored off-campus events. Students involved in acts of fighting may be required to change residence hall rooms, residence halls, removed from campus housing or suspended from Wesleyan College with no refund of fees and full payment required.

**Food Service**

Food Service on campus is provided through Aramark. All residential students are required to purchase a board plan, which is a part of your residence hall fee. Twenty meals (no Saturday breakfast) are served per week. Ten meal plans are available to apartment residents only. Wesleyan College does not grant exemptions from meal plans. Students with a diagnosed medical condition that specifically requires a special diet should notify Student Affairs and work with Aramark to accommodate their needs. Non-boarding students may eat in the Anderson Dining Hall by purchasing their meals through the cashier. Students may have guests for meals any time and should pay for the meal through the dining hall cashier. Due to health code regulations, students may not take food, other than one piece of fruit and one serving of dessert out of the dining hall. In addition, all china, silverware, glasses and trays must remain in the dining hall area.

**ID Cards**

All Wesleyan College students are required to obtain and carry their ID card in order to take advantage of various campus services and for identification purposes. Student ID cards are made during summer and fall orientation and on a regular schedule throughout the academic year in the Office of Student Affairs in Huckabee Hall. Your student ID, with its magnetic stripe and barcode, is encoded with your student data. This data entitles you to: check out books from the library, access to the dining hall, ride campus transportation, and cash a personal check in the Business Office.

*It is imperative that you carry your Wesleyan ID Card with you at all times.* The Wesleyan College ID card is non-transferable. Any student who uses another person's ID card or allows her ID card to be used by someone else is subject to disciplinary action. Found or damaged Wesleyan ID cards should be returned immediately to the Student Affairs Office in Huckabee Hall. The cost for replacing a Wesleyan ID card is not covered in any student fees and cost for replacing an ID card is \$10.00 and must be paid when the replacement card is issued. All lost or stolen ID cards must be reported to the Office of Student Affairs.

**Insurance****Health**

Wesleyan College requires all traditional students to have hospital/accident insurance or other health care coverage such as Peachcare or Medicaid. At the beginning of each academic year or enrollment, students must provide proof of health insurance or other coverage for the entire year. A copy of the insurance card (with expiration date) or a letter from the insurance company is required to verify dates of coverage.

Students who are covered under a HMO, POS, or other insurance policy that does not provide coverage in Macon will be required to purchase another policy that

provides coverage in Macon. All traditional students must provide proof of insurance or other health care coverage before they will be permitted to register for classes or move on to campus. Students who have not provided proof of insurance or other health care coverage within 5 days after the first day of classes will be withdrawn from their courses.

Wesleyan College reserves the right to bill the student for health insurance if a student has not provided proof of coverage within 5 days after the first day of classes, or has a lapse of coverage. The health insurance fee is non-refundable after purchase; therefore, charges will not be removed if the student purchases insurance at a later date.

#### Property

The College is not an insurer of students' personal property. Students are encouraged to determine whether their parents' property insurance extends to students' personal effects while at Wesleyan. If not sufficient, students should consider a personal property insurance policy. Information can be obtained in the Office of Residence Life.

#### **Pep Rallies**

Student pep rallies may be held from 8 a.m. to 7 p.m. and from 10 p.m. to 12 a.m. Closed student hours will be maintained in the Residence Halls during pep rallies. Campus Police will enforce time restrictions and notify the Director of Student Activities who will assess fines of \$50 per infraction to the class or classes that violate time restrictions. Pep rallies are called by the Senior Class President.

In addition to adhering to all campus policies, Wesleyan women will be held accountable for any disorderly conduct or reckless behavior that occurs during a pep rally called by the Class President. In order to maintain the good-natured spirit of this Wesleyan tradition, students must practice appropriate, safe behavior in and around the fountain and surrounding areas. Students shall be empowered to hold their sisters accountable and relate any disturbances to Honor Council

#### **Publicity Policy**

To publicize events, happenings, or sisterhood promotions and activities both on and off campus (i.e., flyers, posters, etc.), contact the Director for Student Activities and the SGA Communications Chair. Any student organization sponsoring an event must complete a Student Event Clearance Form found in the public folders in Outlook or in the Student Activities office. This form will allow student Event Chairs to list types of publicity both on and off campus. The Director for Student Activities must review all notices and will coordinate with other College events. On-campus publicity must be posted on designated bulletin boards in the residence halls and campus buildings.

Failure to receive approval before publicizing or posting flyers or banners in an unapproved or non-designated space will result in the removal of the publicity. It is the responsibility of the person or organization posting the flyers or doing the publicity to remove the item(s) in a reasonable amount of time following the conclusion of the event. Publicity will be removed in the case of outdated or unapproved information.

Students cannot publish or distribute material that is offensive. Offensive is defined as material that meets any of the following criteria:

- A. The average person, applying contemporary community standards, would find the material obscene.
- B. The publication depicts or describes sexual conduct.
- C. The work, taken as a whole, lacks serious informative, literary, artistic, political, or scientific value.

- D. The publication or material contains libelous statements and/or disregard for the truth.
- E. The material causes a disruption of college life.
- F. The material includes references to alcohol or the use of alcohol.

The Director for Student Activities is responsible for overseeing the publicity policy and can take appropriate action for violations.

### **Residency Requirement**

Wesleyan College believes in the value of the College community and the importance of both the curricular and co-curricular life of students. Therefore, residence hall living is considered an important part of the total education process at Wesleyan College. All full-time traditional undergraduate students are required to live on campus during their enrollment at Wesleyan.

The Director of Residence Life must approve any change in resident status. Appeals should be made to the Assistant Dean of Students. Fifth year seniors (those who have completed 8 full time semesters at Wesleyan College) and students whose immediate family members are local residents may be exceptions to the residency policy. Documentation includes proof from the registrar's office for those claiming 5th year senior privileges and copies of state issued identification for immediate family members for students claiming residency within the local area. All individuals desiring to live off campus and request an exception to the residency policy must contact the Director of Residence Life for further information by July 1 (Fall Semester) or December 1 (Spring Semester), requests will not be accepted after this time. Any student receiving financial aid through the college must notify the Director of Financial Aid when a request is made for change in resident status as financial aid may be affected. If living off campus without permission, the student will be charged the full room and board rate.

### **Shopping Cart Policy**

Due to aesthetics, shopping carts (of any kind) are not permitted to be left on campus for any amount of time. Bringing shopping carts onto campus is strongly discouraged, but if in necessity, carts can only remain on campus for no more than 30 minutes. Those who bring carts on campus are responsible for returning them to their rightful owner immediately after use. Violations of this policy will result in a \$25 fine on the first offense. Subsequent offenses will result in additional fines and referral to Honor Council.

### **Smoking Policy**

In order to promote a health and safety conscious environment on the Wesleyan College campus, smoking is not permitted inside any campus buildings. Designated smoking areas are provided outside each building for those students, faculty, and staff who wish to smoke.

**Apartments (Corn North and Corn South Apts.):** 1st floor porch facing the grassy quad between buildings

**Banks Hall:** 1st floor porch facing Hightower

**Hightower Hall:** 1st floor porch facing Banks

**Jones Hall:** 1st floor porch facing Wortham, back patio (facing the lake)

**Persons Hall:** Street level porch facing Candler

**Wortham Hall:** 1st floor porch facing Jones Designated Smoking Areas

### **Academic and Administrative Buildings**

**Candler:** Rear of the building (away from doorway)

**Library:** Rear of the building (away from doorway)

**Murphey Art Building:** Side of building closest to the parking lot

**Olive Swann Porter:** Rear of the building (away from doorways)

**Porter Fine Arts:** Rear of the building (away from steps and doorways)

**Tate Hall:** East Side

**Taylor Hall:** West Side

Designated smoking areas are subject to change with prior notification. Ashtrays are provided in most designated smoking areas. Cigarette butts must be discarded in an appropriate receptacle. In addition, trash should not be discarded in the ashtrays unless they are specifically designed as both an ashtray and a trash can. Signs indicating the smoking areas are posted outside Tate and Taylor Halls.

For students, violations of this will result in a \$25 fine on the first offense. Subsequent offenses will result in additional fine and/or referral to Honor Council.

Faculty and staff violations of the smoking policy will be the jurisdiction of the Campus Police with notification to immediate supervisor.

### **Soliciting Policy**

Soliciting by individual students or student organizations is prohibited on- or off-campus without the permission of the Director of Student Activities in conjunction with the Office of Student Affairs. Soliciting by agents of business firms is prohibited except in rare instances approved by the Director of Student Activities. Entrance to the residence halls and/or door to door solicitation is strictly prohibited.

### **Sunbathing**

Students may sunbathe in the following designated areas only: grassy quad between Corn North & Corn South Apartments and Jones Hall Back Patio. Students are prohibited from sunbathing in all other areas of campus and violations are subject to action by the College Civitas Board.

### **Transportation and Parking Policies**

While all students may have cars on campus, students must abide by the parking and traffic regulations set forth by the college which will be enforced by Campus Police. If a student intends to have a car on campus:

1. All cars must be registered with the Campus Police Office and a Wesleyan parking decal must be displayed. Parking decals are free of charge. Student parking spaces are not reserved, but are available on a first come, first served basis. All students without a parking decal will be ticketed.
2. The College is not responsible for personal injury, damage to vehicles, vandalism, or theft of a vehicle or its contents.
3. Student parking on campus is indicated by white lined spaces. Purple lined spaces are reserved for faculty and staff. Visitor and handicapped spaces are clearly marked as such.
4. The campus speed limit is 15 m.p.h.
5. Driving or parking in areas other than the street and designated parking spots are prohibited. No parking is permitted next to yellow curbs. At no time should vehicles be left anywhere other than a designated parking space.

Campus police will issue tickets for parking violations. Cars will be ticketed, and may be towed at the owner's expense. Students violating campus traffic regulations are subject to being ticketed and fined as follows:

- a. Failure to display Wesleyan parking decal: \$10.
- b. Parking in restricted spaces: \$10.
- c. Parking or leaving vehicles unattended in a place other than a designated parking space, including but not limited to sidewalk, thoroughfare, yellow curb: \$20
- d. Driving the wrong way on a one way street, sidewalks, or areas other than the street or parking lots: \$20.
- e. Speeding: \$50.

- f. The third and all subsequent parking tickets received by a student in a given year will result in a \$100 fine per ticket.

Parking and Traffic fines are placed on the student's account. Students can pay fines in the Business Office. Appeals: Student Parking ticket appeals must be made within 15 days of receipt of ticket. Appeals must be made to the Honor Council. See the Campus Police website for more information and appeal forms.

Personal transportation is the responsibility of the student. For liability reasons, College faculty and staff cannot transport students except in cases of emergencies.

### Van Usage

Wesleyan College has two 15-passenger vans that can be reserved by student organizations, faculty and staff at a rate of 45 cents per mile. The green van (older van) cannot leave the city of Macon. As part of Wesleyan's insurance policy the following restrictions apply for drivers:

- Drivers must be at least 21 years of age and possess a valid U.S. drivers license.
- Drivers must submit a Wesleyan Driver Application and a Key Safety Points form (both available through Physical Plant or under Campus Forms on the Outlook public folders) to Physical Plant.
- Drivers must pass a background check of their driving record.
- Drivers must follow all state and U.S. driving laws.
- Drivers must be students, staff or faculty members of Wesleyan College who meet the above requirements. Authorized students may only drive when accompanied by a qualified faculty or staff driver. To accompany a student driver, the faculty or staff driver must be in either the same vehicle or traveling in another vehicle within visual contact. **Note:** Students who are paid by Wesleyan College and may serve in a staff capacity (such as Resident Advisors or student assistants) are not considered staff for the purposes of driving and still must be accompanied.

### Weapons

Possession of firearms, fireworks, and other dangerous weapons on campus is strictly prohibited. Any student possessing a firearm and/or other dangerous weapons may be assessed a penalty of a minimum \$100.00 fine up to removal from the College with no refund of fees and full payment of room and board required. Possession of fireworks is illegal in the state of Georgia. Shooting fireworks on campus may result in a \$100 fine up to removal from the residence halls with no refund of fees and full payment of room and board required.

