

Wesleyanne
Student
Handbook
2016-2017

Wesleyanne Student Handbook

Table of Contents

Welcome from the Vice President for Student Affairs, Dean of Students	2
Chapter One- College and Community Information	3
Chapter Two- Division of Student Affairs and Student Service Offices	8
Chapter Three- College Policies and Procedures	15
Chapter Four- Residence Life Policies and Procedures	57
Chapter Five- Computer Information Resources	82
Chapter Six- Honor Code and Judicial Procedures	84
Chapter Seven- Appendix	92

History of the Wesleyanne

The College's student handbook underwent a transformation in 2003, combining all student policies and procedures into one handbook, with a new name voted on by the student body. The new title, *The Wesleyanne*, signifies that this handbook is a guide to help Wesleyan College Students become the ideal Wesleyanne.

Jurisdiction and Administration

The Wesleyanne is published by the Division of Student Affairs. Policies and fees set forth in *The Wesleyanne* are subject to change with notification to the student body. The handbook is updated on a yearly basis and provides current information on college policies and regulations. *The Wesleyanne* is under the jurisdiction of the Wesleyan College Board of Trustees and is administered and interpreted by Student Affairs. All students are responsible for following the policies herein.

Electronic Student Handbook Policy

In keeping with Wesleyan College's commitment to sustainable living and practices, electronic communication is considered an official form of college communication. Therefore, the *Wesleyanne Student Handbook* is published electronically only.

Published electronically July 1, 2016, by the Division of Student Affairs, and published on the Wesleyan College Website and Portal.

WELCOME FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS, DEAN OF STUDENTS

I hope you will find *The Wesleyanne* beneficial to you as a Wesleyan student. It has been developed to serve as a source of information about the College and to aid you in making the best possible decisions based on accurate and timely information. *The Wesleyanne* contains policies, procedures and guidelines regarding general student conduct. You will also find information about various clubs and organizations the College offers. As a member of our community, you will discover many opportunities for your personal growth, intellectual enrichment, and emotional, cultural and social development. I encourage you to get involved in the many opportunities at Wesleyan College. This involvement can provide a rich source of new friendships, new ideas and skills, and an enlightened understanding of yourself and others. On behalf of the Division of Student Affairs, best wishes for a successful and rewarding educational experience at Wesleyan. If any Student Affairs staff member or I can be of assistance to you, please contact us.

Patricia M. Gibbs
Vice President for Student Affairs, Dean of Students

STUDENT HANDBOOK OVERVIEW

The *Wesleyanne: Student Handbook* is intended to be a quick reference guide for students seeking more information about College policies and procedures pertaining to out-of-class activities. Please note the policies contained in this Handbook are subject to change at the College's discretion without direct notice. Additionally, although the on-line version of this Handbook may be updated throughout the academic year, no warranty is made that it contains the most updated policies at any given time. Students are encouraged to seek clarification from the appropriate administrator for guidance on questions pertaining to the College policies. Every effort is made to ensure the accuracy of the information contained in this document, the College nor can any of its representatives be held liable for any inaccuracies or omissions. This Handbook remains in effect for one academic year and is revised and edited yearly.

CHAPTER ONE- COLLEGE AND COMMUNITY INFORMATION

<i>Vision of the College</i>	3
<i>Mission of the College</i>	3
<i>Values of the College</i>	3
<i>Nondiscrimination Policy</i>	5
<i>History of Wesleyan College</i>	6
<i>Macon, Georgia</i>	6
<i>College Leadership</i>	7

VISION OF THE COLLEGE

Forever first for women’s education – striving for excellence, grounded in faith, and engaged with the world.

MISSION OF THE COLLEGE

Founded in 1836 as the first college in the world for women, Wesleyan College offers an education that leads to lifelong intellectual, personal, and professional growth. The Wesleyan experience has four cornerstones:

Academics. Wesleyan is committed to academic excellence in the liberal arts, the fine arts, and professional fields of study. We foster a diverse and inclusive academic community where we learn from each other. Wesleyan teaches students how to learn and adapt quickly, preparing them for the world of work and giving them skills to thrive in a complex, rapidly changing world.

Women. Wesleyan takes seriously our role as a pioneer in women’s education. We believe the world needs more women who lead and serve. A Wesleyan education asks women to dream big and helps them realize those dreams.

Faith. Wesleyan is proud our long relationship with the United Methodist Church and the diverse faiths that make up our community today. We believe a firm grasp of enduring spiritual values is basic to the Wesleyan way of learning and living. We help each student explore her calling as she asks and answers deep questions about herself and her engagement with the world.

Community. Wesleyan values each member of our community as an individual and in relationship to the whole. Our diversity is among our greatest strengths. We care for each other as an inclusive community. We serve the larger community around us. We send students out into the world prepared to succeed.

VALUES OF THE COLLEGE

We believe that real education is a lifelong endeavor, fueled by curiosity, challenge, and discovery. Providing a solid foundation for a lifetime of learning and growth, the Wesleyan experience is based upon these shared values that guide us daily:

- Academic excellence and critical thinking, personal honesty, civility, and integrity
- Pride in teaching, learning, and working together
- Appreciation for our traditions, and the hope we offer a divided world
- Spirituality in the search for purpose and understanding
- Responsible citizenship and ethical leadership in service to others
- Celebration of our differences and the opportunities they present as a powerful force for understanding, innovation, and social justice
- Meaningful work that begins at Wesleyan and builds to a fulfilling career
- Belief in the arts as integral to a fully realized life
- Physical, social, and emotional wellness
- Laughter, humor, and joyful enthusiasm for life

Wesleyan College had made a commitment to sustainability on campus. The college is dedicated to changing all of its activities in order to be more sustainable. Wesleyan College is committed to becoming a model for resource conservation, waste reduction and recycling, sustainability education and community engagement.

“Global warming is a defining challenge of our time. Human activities are largely responsible for the problem, and working together humans have the capacity to solve the problem. That means taking serious action today to stop adding global warming pollution to the atmosphere. Wesleyan College is committed to leading the way”

- Ruth A. Knox, President of Wesleyan College, 2007

STATEMENT OF NONDISCRIMINATION

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 admits qualified students regardless of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, pregnancy, status with regard to public assistance, veteran status and sex* to all rights, privileges, programs and activities generally accorded to or made available to students at the college.

Wesleyan College does not discriminate on the basis of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, genetic information, marital status, pregnancy, status with regard to public assistance, gender identity, gender expression, sex, veteran status or any other category protected by applicable law in its educational policies, programs, activities and employment.

Additional information regarding compliance with this statement can be found in Wesleyan's Policy for Resolving Complaints of Discrimination and Harassment and Wesleyan's Title IX Policy against Sexual Assault and Harassment. Individuals who have questions or concerns regarding potential discrimination may also contact the following staff:

*Questions or concerns about discrimination based on **race, creed, color, ethnicity, national origin, religion, marital status, or veteran status** should be addressed to:*

*Patricia M. Gibbs
Title IX Coordinator
Vice President for Student Affairs
Olive Swann Porter (OSP)
(478) 757-5216
pgibbs@wesleyancollege.edu*

*Questions or concerns about discrimination based on **disability, pregnancy, and genetic information** should be addressed to:*

*Christy Henry
Assistant Dean for Academic Resources
Olive Swann Porter (OSP),
Academic Center
(478) 757-5219
chenry@wesleyancollege.edu*

*Questions or concerns about discrimination based on **gender, sexual orientation, gender identity, gender expression, sexual harassment, or sexual assault/violence** should be addressed to:*

*Patricia M. Gibbs
Title IX Coordinator
Vice President for Student Affairs
Olive Swann Porter (OSP)
(478) 757-5216
pgibbs@wesleyancollege.edu*

**Wesleyan College does not admit men to its baccalaureate programs, in accordance with Title IX.*

HISTORY OF WESLEYAN COLLEGE

At Wesleyan, *First for Women* isn't just a catchphrase. It's a way of life. Chartered as the Georgia Female College on December 23, 1836, Wesleyan is the world's oldest women's college. The College was founded through the efforts of a group of Macon citizens and the Georgia Conference of the Methodist Episcopal Church, as evidence of their concern for the education of women. Classes began January 7, 1839 with 90 women; our first baccalaureate degree was awarded on July 16, 1840.

In 1843, the Georgia Conference of the Methodist Church assumed responsibility for the College and by an act of the state legislature changed its name to Wesleyan Female College. In 1917, the "Female" was eliminated from the title, and the school assumed its present name of Wesleyan College. Today, the College continues its affiliation with the United Methodist Church and, in 1993, Wesleyan was designated a historic landmark by the church.

In 1858, Wesleyan's trustees adopted a resolution that the faculty should have a meeting with the alumnae at the next commencement. An organizational meeting of the alumnae took place on July 11, 1859, at Macon's Mulberry Street Methodist Church, thus establishing the very first alumnae association of a degree-granting college.

Earlier in the decade, Wesleyan had become the birthplace of the first two Greek societies for women, the Adelphean Society in 1851 (now Alpha Delta Pi) and the Philomathean Society in 1852 (now Phi Mu). Today, instead of sororities, Wesleyan shares in sisterhood, so depending on your year, you will be a Green Knight, Pirate, Purple Knight, or Golden Heart.

In 1928, Wesleyan moved the liberal arts college from its original College Street site to the present Rivoli campus. The historic College Street building continued to house the School of Fine Arts, which consisted of the Conservatory of Music and the departments of art, theatre, and speech. In 1953, the School of Fine Arts was also moved to the Rivoli campus.

Wesleyan offers two undergraduate degrees: the Bachelor of Arts and the Bachelor of Science in Nursing. Majors and concentrations are available in more than thirty areas of study. A dual degree in engineering is offered in cooperation with the Georgia Institute of Technology, Auburn University, and Mercer University. Research and technology are integrated throughout the liberal arts curriculum. With ninety-five percent of faculty engaged in research in their fields, Wesleyan students often have opportunities to collaborate with their professors on these projects.

Wesleyan is committed to fulfilling its special mission as a women's college in curriculum and in student life. But Wesleyan isn't just a women's college. It's a community of learners and doers—women who have big plans for the future and refuse to limit themselves. Wesleyan has a long tradition of service to the community and two-thirds of our students remain actively engaged in community service.

MACON, GEORGIA

Macon, Georgia located in the center of the state about an hour south of Atlanta. According to the City of Macon/Bibb County Government website, there are approximately 155,000 residents. A town rich in heritage and tradition, many musical artists launched their careers in Macon: Little Richard, James Brown, Otis Redding and the Allman Brothers Band, among others. There are several historical sites available for touring, including the restored Douglas Theater, Grand Opera House, Hay House, and the Cannonball House. Outdoor enthusiasts will enjoy Lake Tobesofkee, which offers relaxing, boating, camping and the like. For more information, please view the Macon and Bibb County Convention and Visitors Bureau at: www.maconga.org.

COLLEGE LEADERSHIP

President of the College

Ruth A. Knox

Location: Tate Hall

Phone: 478-757-5211

Provost/ Vice President for Academic Affairs

Vivia Fowler

Location: Tate Hall

Phone: 478-757-5228

Vice President for Student Affairs/ Dean of Students

Patricia M. Gibbs

Location: Huckabee Hall

Phone: 478-757-5216

Vice President for Business and Finance

Dawn Nash

Location: Tate Hall

Phone: 478-757-5121

Vice President for Institutional Advancement

Andrea Williford

Location: Candler Hall

Phone: 478-757-5170

CHAPTER TWO- DIVISION OF STUDENT AFFAIRS AND STUDENT SERVICE OFFICES

<i>Vision for Student Affairs</i>	8
<i>Student Affairs Mission Statement</i>	8
<i>Vice President, Dean of Students: Patricia M. Gibbs</i>	9
<i>Student Affairs Division Offices and Student Service Offices</i>	10
<i>Academic Center</i>	10
<i>Athletics</i>	10
<i>Campus Ministry</i>	11
<i>Campus Police</i>	11
<i>Career Development</i>	11
<i>Equestrian Center</i>	12
<i>Food Service (Aramark)</i>	12
<i>Health Services</i>	12
<i>International Student Services</i>	13
<i>Mathews Fitness Center</i>	13
<i>Residence Life and Judicial Affairs</i>	14
<i>Student Activities and Orientation</i>	14
<i>Student Counseling Services</i>	14

VISION FOR STUDENT AFFAIRS

First for Women - Student Affairs engages our students in a holistic experience, preparing women to change the world.

STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs is committed to the continued development of a living and learning environment that enriches students' lives within and beyond the classroom experience. We provide opportunities that encourage students to reach their potential academically, socially, emotionally, physically, spiritually, and professionally. In our commitment to advancing the mission of the College, we actively collaborate with members of our community to provide students with skills to achieve personal excellence and to navigate the world successfully.

VICE PRESIDENT, DEAN OF STUDENTS: PATRICIA M. GIBBS

Location: Olive Swann Porter

Phone: 478-757-5216

Fax: 478-757- 4027

The Vice President for Student Affairs, Dean of Students oversees the Division of Student Affairs is responsible for the overall quality of campus life. The Vice President is available to assist students with problems and concerns. The Vice President recommends students to serve on various College committees, including Trustee committees, as well as other leadership and scholarship opportunities.

In addition to the day-to-day operation of Student Affairs, The Vice President also oversees the areas of

- Athletics
- Campus Ministry
- Campus Police
- Career Development
- Counseling Services
- Equestrian Center
- Food Service
- Health Services
- Diversity, Inclusion and International Student Services
- Judicial Affairs
- Leadership Programs
- Mathews Athletic Center
- Orientation
- Residence Life
- Student Activities

To ensure a supportive and respectful living and learning environment, the Vice President, or a designee has the authority to remove a student from the residence halls, place a student on College probation, or remove any student from the College for conduct that creates a nuisance or is disruptive to the College community. The Vice President or a designee reserves the right to contact parents in the event of problems associated with judicial matters, psychiatric concerns, health-related problems, or other areas covered under the Student Affairs Division. Other areas of authority and responsibility are listed in specific sections of *The Wesleyanne*.

The Vice President for Student Affairs, Dean of Students, has the right to remove or suspend students from the college for:

1. Violations of the Honor Code
2. Creating a nuisance or disruption of College life
3. Health or psychological reasons
4. Academic related reasons
5. Non-payment of fees
6. Residence hall violations
7. 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 Student Affairs, Dean of Students 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.

STUDENT AFFAIRS DIVISION OFFICES AND STUDENT SERVICE OFFICES

The following is a list of the departments and student service offices located on the Wesleyan College campus. This list is intended to guide and direct students. For information on additional service offices, please refer to the phone list in the Appendix of the *Wesleyanne Student Handbook*.

ASSISTANT DEAN OF STUDENTS FOR DIVERSITY, INCLUSION AND INTERNATIONAL STUDENT SERVICES

Assistant Dean of Students: Tonya Parker

Location: Olive Swann Porter, 1st Floor

Phone: 478 757- 4028

The Assistant Dean of Students for Diversity and Inclusion has a primary focus on supporting students from diverse populations. The Assistant Dean offers programs, resources and guidance that facilitates the transition to college for multicultural, international students and supports their progress through graduation. Focusing on advocacy, leadership, identity development, spiritual growth and service learning, the Assistant Dean connects to campus resources and provides guidance and support as needed. The Assistant Dean of Students also serves as the Advisor to the Council on Judicial Affairs

ACADEMIC CENTER

Director: Christy Henry, Assistant Dean of Academic Resources

LaTasha Andre, Director of Student Success

Location: The Learning Commons, Olive Swann Porter Building, Ground Floor

Phone: 478-757-5219

The Academic Center is designed to assist students in attaining their academic goals through programming, counseling and tutoring services. Group workshops and individual sessions are held throughout the academic year in addition to special topic seminars that provide students with information about academic and personal success. Peer tutoring is a free resource provided to all students and is available by individual appointment and in group sessions. The Academic Center is open 24 hours a day/7 days a week for student use. Students find the Academic Center useful for individual or group studying, computer and printer use, and SmartBoard access. Contact the Director of Student Success for questions regarding Academic Center Services.

ATHLETICS

Director: Patricia M. Gibbs

Location: Porter Gym

Phone: 478-757-5216

Fax: 478-757-2486

Wesleyan is a member of the National Collegiate Athletic Association (NCAA), Division III, USA South Athletic Conference, and the Intercollegiate Horse Show Association (ISHA). Wesleyan students have the opportunity to compete against other colleges and universities in soccer, basketball, volleyball, tennis, softball, and equestrian. The Athletics Director administers the intercollegiate athletics program. Coaches have experience in playing, coaching, and training for each sport. Selection for participation in intercollegiate activities is based on interest, skill, dedication, academic soundness, and good physical health. Participants must provide proof of personal health insurance (copy of insurance card), and a current (conducted by a nurse practitioner or physician within 1 year) physical examination that states the student is medically cleared to participate.

CAMPUS MINISTRY

Director: Debra Williams

Location: Pierce Chapel (lower level)

Phone: 478-757-2820

The Director of Campus Ministry oversees programming related to the spiritual life of campus, helping students to grow in their faith and discern their life purpose. Seeking to create and sustain a vibrant and diverse community of faith, the Director works closely with the Wesleyan Disciples, Campus Ministry Assistants, and the Council on Religious Unity to plan opportunities for campus wide spiritual engagement.

CAMPUS POLICE

Chief of Campus Police: Lionel Doss

Location: Chief's Office, Olive Swan Porter Building, Bottom Floor, Student Leadership Suites;
Police Office, Olive Swan Porter Building, Second Floor

Office Phone: Police, 478-757-5138; Chief, 478-757-2038

Emergency Phone: 478-757-5145 (should be called first)

Emergency Cell Phone: 478-960-7969

The Wesleyan Police Department provides 24-hour, 365 days a year service. Students, faculty, staff, and visitors are encouraged to report all incidents of crime and emergencies to the Wesleyan Police as soon as possible. The officers are state certified police officers who have been authorized by the State of Georgia to exercise all law enforcement powers, including the power of arrest, and authorized by the governing body of the College to have jurisdiction over the College campus. Campus Police may be contacted from any on-campus phone by calling 5145. Campus phones are located outside of each residence hall. Officers will provide night time escort service on campus for students. Police escorts may be requested by calling 478-757-5145. The officers may summon assistance from other local authorities such as law enforcement agencies, medical personnel, and the fire department as required. College administrators will be notified by police officers as necessary. The Wesleyan Police Department crime statistic report can be found on the college website under campus safety. All property found should be turned in to the Campus Police office, and all lost or stolen property should be reported to the Campus Police immediately. The College is not responsible for stolen or lost articles.

CAREER DEVELOPMENT

Director: Sarah Schanck

Assistant Director: Chelsea Flieger

Location: Olive Swann Porter, 2nd floor

Phone: 478-757-5224

The Office of Career Development coordinates career services and implements and administers activities related to the From Here to Career initiative. Students are highly encouraged to pursue a four-year approach to career exploration and preparation. The Career Development Office provides a number of resources including one-on-one career advising, career development workshops, seminars and convocations, career assessments such as the Focus2 as well as a library that contains information about careers, job search preparation, employment opportunities and graduate schools. Students are encouraged to approach their career development with a liberal arts mindset assisted by faculty and staff members.

The Office of Career Development's services include resume, CV, and cover letter review, interview preparation, job and graduate school search guidance, internship planning, professional networking advice and opportunities and advising for career and major exploration. The Career Development team also implements the internship paperwork process for Wesleyan. The College's Internship Program provides students with an opportunity to participate in credit bearing internships and is a significant component of Wesleyan's overall academic curriculum. Through the Internship Program, students are able to relate theory to actual practice and gain valuable work experience while continuing their academic studies.

Detailed information regarding the services and resources provided by the Career Development Office can be found on the Wesleyan College website and the Wesleyan Portal.

EQUESTRIAN CENTER

Barn Manager: Laura Murphy

Location: Nancy Ellis Knox Equestrian Center

Phone: 478-757-5103

The Wesleyan College Equestrian Center can stable up to 24 horses, owned by the college for lessons and team training. Some stalls are available for students wishing to board their own horse. The equestrian program offers instruction in hunter seat equitation and western horsemanship, as well as participation in and hosting of, local and intercollegiate competitions.

FOOD SERVICE (ARAMARK)

Director: Kristie Robinson

Location: Anderson Dining Hall and Hurdle Café, Olive Swann Porter Building

Phone: 478-757-5270

Anderson Dining Hall hours of operation are posted outside of dining hall and on Aramark's website at <http://www.wesleyandining.com>. The hours of operation are:

	Monday-Friday	Friday	Saturday	Sunday
Breakfast	7:30 am – 9:30 am	7:30 am – 9:30 am		7:30 am – 9:30am
Lunch	11:15 am – 1:00 pm	11:15 am – 1:00 pm	11:00 am – 12:00 pm BRUNCH	12:00 pm – 1:00 pm BRUNCH
Dinner	4:30 pm – 6:30 pm	4:30 pm – 5:45 pm	5:00 pm – 5:45 pm	5:00 pm – 5:45 pm

ARAMARK operates food service at Wesleyan College; a full-time manager is in charge of preparing and serving 20 meals a week. Residential students are required to be on one of two meal plans, based on your housing assignment. These are excellent plans that provide well-balanced nutritious meals. In the case of special needs or medically prescribed diets, the food service manager will arrange for special menus. Students who commute to campus can purchase meal plans in blocks of 25 or 50 meals.

Wesleyan College endeavors to maintain a high quality of food service; therefore, we have in place several regulations.

1. Patrons may eat all they want while dining in the dining hall; however, no food should be taken out of the dining area. Exceptions: ice cream, a cookie, one piece of whole fruit or items designated as specific "take out" items.
2. If a meal is needed for a sick student, a request form for a take-out meal must be submitted with signature of the Director of Residents Life or their designee.
3. No college owned utensils- plates, glasses, or other items may be taken from the dining hall.
4. Beverages may be taken out in paper or plastic containers (not to exceed 16oz.)
5. No patron is to allow a non-paying person to enter the dining hall. Individual guests may purchase meals and are welcome to join us in the dining hall.

These rules are not meant to be limiting in any way to a student who lives on campus- they are for all members of the Wesleyan community, to help eliminate waste and manage unnecessary costs.

HEALTH SERVICES

Director: Mary Berndt

Location: Olive Swann Porter, 1st floor

Phone: 478- 757- 4025

Nurse Practitioner Hours: Monday thru Friday 9:00 - 11:30 am & 1:30 - 3:00 pm (subject to change)

Physician Hours: designated Friday afternoons by appointment only

All full-time students are eligible to utilize Health Services. The Director of Health Services is a nurse practitioner with designated clinic and office hours during the academic year and limited summer hours. A physician is available by appointment at designated times during the academic year only.

The Health Services staff provide treatment of common illnesses and minor injuries, physical examinations, diagnostic testing, medications, medical supplies, and health education. Students may be referred off campus for additional diagnostic testing or physician evaluation.

When Health Services is closed, medical treatment is available at the nearby Navicent Health Urgent Center on Zebulon Road or CVS Pharmacy Minute Clinic. Coliseum Northside Hospital and Navicent Health emergency rooms are available for life-threatening emergencies. Students will be responsible for the cost of all off-campus services (not covered by their insurance).

All new students must provide documentation of required immunizations or verification of immunity. New students are also required to have a PPD tuberculosis test, done within 6 months prior to college enrollment. Any student with a positive PPD must have documentation of a negative chest x-ray. All new students are required to have documentation of a physical examination, done within 6 months prior to college enrollment. All students must provide the required medical documents prior to moving into the residence halls or attending classes.

Full-time students and all residential students are required to have verification of adequate health insurance or other health coverage for the calendar year, starting August 1. The health insurance policy must include coverage for accidental injury and hospitalization in Macon, Georgia, as well as other minimum required benefits. A waiver, verifying adequate health insurance, or AIG insurance enrollment must be done annually before August 1. Students who do not obtain an approved waiver before the deadline will have the non-refundable AIG health insurance annual premium charged to their college account.

INTERNATIONAL STUDENT SERVICES

Director: Tonya Parker

Location: Olive Swann Porter, 1st Floor

Phone: 478-757-4023

International Student Services provides resources designed to promote the academic and social success of international students. The Coordinator of International Student Services helps to educate international students on their legal rights and obligations as well as facilitate compliance with government regulations for non-resident alien students, acting as the Designated School Official. The Director also organizes and implements International Student Orientation.

MATHEWS FITNESS CENTER

Director: Kathy Malone

Location: Mathews Fitness Center

Phone: 478-757-5251

The Mathews Fitness Center is a multi-purpose building that serves students, faculty, staff and community members. The facility offers an aerobics studio, weight-training facility, cardio equipment, treadmills, ellipticals and stationary bikes. The center provides weekly yoga, Pilates, cycle Reebok, cardio and strength training classes. The schedule of classes changes regularly to meet the needs of students and is posted on the college website.

Hours

Monday-Friday: 7am-9pm

Saturday: 9am-6pm

Sunday: 12pm-6pm

RESIDENCE LIFE

Director: Emily Jarvis

Location: Olive Swann Porter, 2nd floor

Phone: 478-757-5215

The Department of Residence Life at Wesleyan College has established a co-curricular environment that both complements and enhances the academic program. Living on campus provides students with valuable learning opportunities outside of the classroom. Wesleyan is committed to making the time students reside on campus a significant part of their overall educational experience.

Wesleyan College is a residential campus, which means all full-time traditional undergraduate students are required to live on campus during their enrollment. A variety of student-housing options are available in our residence hall and apartment facilities that prove to be comfortable and accommodating. There are five traditional residence hall communities that have both suite style and community bath options. In the residence halls, most rooms are equipped for double occupancy, but a limited number of private room options are available. Our apartment communities offer private rooms and private baths in an apartment style setting.

The Residence Life staff is comprised of various staff members available to meet student needs. A Resident Advisor (RA) resides on each floor in the traditional residence halls and in each apartment building. RAs are undergraduate Wesleyan College students who are trained to meet the various needs of our students. Full-time professional staff members are also available to students. Please refer to the Residence Life Policies section for residential services and policies.

STUDENT ACTIVITIES AND ORIENTATION

Director: Ashley Tomlin

Location: Olive Swann Porter, 1st floor

Phone: 478-757-5257

The Director of Student Activities serves as a resource for all clubs, groups and student organizations, advising them regarding all regulations and procedures as stated in *The Wesleyanne*. In addition, the Director oversees all student organizations' budgets and the disbursement of funds associated with these accounts. The Director also coordinates all major campus events with the assistance of the Campus Activities Board (CAB). In addition, the Director is also the advisor for the Student Government Association (SGA).

The Director is also responsible for summer, fall and spring orientations, which includes components to assist students with transitioning into college. Selection, training and supervision of the Orientation Leaders (OLs) are facilitated by the Director. Students are encouraged to participate in planned social activities in order to become acquainted with the academic program and co-curricular opportunities available at the College.

STUDENT COUNSELING SERVICES

Director: Jamie Thames, LPC

Location: Olive Swann Porter, 2nd floor

Phone: 478-757-4024

Lifeline: 478-741-1355 24-hour Crisis Line

Student Counseling Services (SCS) provides services designed to promote the academic, personal, and social growth of students. The college years are filled with exciting and challenging times for students. It is normal, even expected, that students will encounter difficult or stressful events. However, when students use the resources available to them, there is a much greater chance of success and overall sense of well-being. SCS offers individual and general support services by a qualified mental health professional. Appointments may be made via telephone call, email, or simply stopping by Huckabee Hall. In addition, Lifeline (478-741-1355) is an anonymous counseling service accessible 24 hours a day, 7 days a week. Students in need of long term support will be referred to an appropriate provider.

CHAPTER THREE- COLLEGE POLICIES AND PROCEDURES

<i>Academic Probation</i>	17
<i>Aggressive Behavior</i>	17
<i>AIDS / Blood borne Pathogens Statement</i>	17
<i>Air Condition and Heating Policy</i>	17
<i>Alcohol Policy</i>	17
<i>Bicycles</i>	19
<i>Bullying and Intimidation</i>	19
<i>Campus Access</i>	19
<i>Chalking Policy</i>	20
<i>Conduct toward College Officials</i>	20
<i>Convocation- Cultural Enrichment Opportunities</i>	20
<i>Damage/Destruction of Property</i>	21
<i>Disability Resources</i>	21
<i>Drug Policy</i>	22
<i>Email</i>	22
<i>Emergency Procedures</i>	22
<i>Fireworks</i>	26
<i>Food Service (Aramark)</i>	27
<i>Hate Crimes</i>	27
<i>Hazing Policy</i>	27
<i>Helping Hand Fund</i>	28
<i>Hoverboard Policy</i>	28
<i>ID Cards</i>	28
<i>Insurance</i>	29
<i>Litter Policy</i>	29
<i>Notification of Parents</i>	29
<i>Painting Policy</i>	29

<i>Parking Policies</i>	30
<i>Pep Rallies</i>	31
<i>Posted Materials Policy</i>	31
<i>Records and Privacy Policies (FERPA)</i>	31
<i>Recycling</i>	36
<i>Removal / Suspension from College</i>	37
<i>Service Animals</i>	37
<i>Sexual Harassment, Assault and Misconduct</i>	38
<i>Resolving Complaints of Harassment, Sexual Assault and Sexual Harassment</i>	46
<i>Shopping Cart Policy</i>	52
<i>Smoking Policy</i>	52
<i>Soliciting Policy</i>	53
<i>Student Academic Grievance Procedure</i>	53
<i>Student Clubs and Organizations</i>	53
<i>Student Complaint Process</i>	53
<i>Student Rights and Responsibilities</i>	54
<i>Sunbathing</i>	55
<i>Voter Registration and Policy</i>	55
<i>Weapons on Campus</i>	55
<i>Wesleyan College Complaint Process</i>	56

ACADEMIC PROBATION

At the end of the semester a student is automatically placed on probation for the next semester if her cumulative grade point average is below a 2.00. When a student is placed on academic probation, the Provost of the College gives notice of the fact to the students. The primary responsibility of a student on probation is improvement of academic work. She is expected to take advantage of the following support systems: her advisor, the Writing Center, and the Academic Center. A student on probation should not be absent from any class. A student will be removed from probation when she attains a cumulative grade point average of a 2.00 or higher. *(Taken from the 2016–2017 Wesleyan Academic Catalogue)*

It is the mission of Student Affairs to support the academic endeavors of every student on campus and to support the academic mission of Wesleyan College. Students on academic probation should focus on their school work first before any other obligation. Therefore, any student placed on academic probation will be prohibited from participating in any student organization, campus activity or organization events. This includes but is not limited to: LINKS, STUNT, Homecoming, Athletics, individual organization events. Additionally, students on probation are not permitted to hold an officer position on any campus board or organization nor are they allowed to serve as a Resident Advisor or Information Technology Assistant.

AGGRESSIVE BEHAVIOR

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 aggressive behavior will result in, but not limited to, the following consequences: change residence hall rooms, residence halls, be removed from campus housing or suspended from Wesleyan College with no refund of fees and full payment required.

AIDS / BLOOD BORNE 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. For more information about AIDS or other blood borne pathogens, consult the Director of Health Services.

AIR CONDITION AND HEATING POLICY

The policy aims to reduce overall energy consumption and help preserve the environment. This policy was set in accordance with the recommendations of the American Society of Heating and Refrigeration Engineers. This policy is endorsed by the Sustainability Committee and Cabinet.

Students residing in the residence halls have a set point to cool your space to 75 degrees. In a season requiring heat, your set point will be 70 degrees. This policy applies to classrooms and all other college spaces.

In the event you experience concerns with the operation of the heating and cooling unit servicing your room, you should place a work order with Physical Plant.

Tampering with the cooling/heating unit is prohibited. If a student is found to have tampered with the equipment they will be subject to a fine and may be sent to Honor Council for further action.

ALCOHOL POLICY

Wesleyan College seeks to ensure that any alcohol consumption that occurs on its campus or at college sponsored events is undertaken in an atmosphere that promotes social and legal responsibility. The educational purposes of the college remain as the foremost goal of Wesleyan College; with responsible consumption of alcohol, the educational purpose of the college will remain intact. The goal of this and all Wesleyan policies is to insure that our students are provided for with the tools and guidelines needed to become sound decision makers, responsible citizens, and key contributors to Wesleyan College and beyond.

GENERAL PROVISIONS

1. Consistent with Georgia law, only those Wesleyan students and their guests who are 21 years of age or older are permitted to consume alcohol on the Wesleyan campus or at Wesleyan sponsored events.

2. Any person purchasing, possessing or consuming alcohol on Wesleyan's campus and at college-sponsored events at which alcohol consumption is permitted must comply with applicable Georgia laws and Wesleyan College policies.
3. Wesleyan students must uphold the Honor Code at all times and are responsible for guests and guest behavior at all times. Disorderly conduct, reckless behavior, or any other disruption or disturbance to campus life due to intoxication is a violation of the College policy.
4. Anyone in violation of these policies is in violation of the Honor Code and subject to the Honor Council. Students who violate any aspect of the alcohol policy will be immediately placed on social probation for the academic year, banned from events where alcohol is served for the academic year and subject to additional sanctions from Honor Council.
5. Students may not drink alcoholic beverages in any area of the campus except designated areas at campus-wide events.
6. Those who choose to consume alcohol must use it in a responsible manner that will not interfere with the rights of others or be detrimental to themselves, those around them, or Wesleyan as a whole.

ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS

The possession and consumption of alcohol in the Wesleyan College Residence Halls is permitted only as set forth below:

1. Designated Areas:
 - a. Alcohol storage, possession and consumption is permitted in only those residence halls, or portions thereof, that are designated as such by the Wesleyan College Administration, which has the exclusive authority to make such designations and to proscribe rules regarding such storage, possession and consumption. The Administration also has the sole discretion to revoke or modify such designations.
 - b. The Administration has designated the North and South Apartments as designated residence halls in which alcohol may be stored, possessed and/or consumed. With respect to this designation:
 - i. Alcohol may not be stored, possessed or consumed in any apartment in which one or more of the apartment mates are under 21 years of age.
 - ii. Alcohol consumption is prohibited within the apartment public lounges or on the apartment porches.
 - iii. Alcohol cannot be stored in the common refrigerators but may be stored in personal refrigerators within individual bedrooms.
 - iv. Guests, including other Wesleyan students, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms of the apartments after all other apartment mates have agreed to allow guests to drink in the apartment. This agreement will be stated in writing and signed by each apartment resident at the beginning of each academic year. This agreement may be revoked at any time by the parties to the agreement and may be overridden by the Administration at any time. Should a conflict occur the apartment residents will be required to participate in a mediation process with the Director of Residence Life and the Vice President for Student Affairs, Dean of Students.
 - v. Residents are permitted to have no more than 3 guests per resident within a given apartment when alcohol is being consumed.
 - vi. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall or room.
 - c. Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Banks, Wortham, Persons, Hightower and Jones residence halls.
2. Wesleyan students are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.
3. Each resident is permitted to possess no more than 72 oz. in a designated area. Kegs are prohibited from designated areas.
4. Alcohol must be stored within personal rooms and personal refrigerators.
5. The College reserves the right to search any designated area (including personal living areas) at any time to ensure resident safety and compliance with the alcohol policy and other college policies.

6. Alcohol containers are not permitted to be used for decorative or utility purposes.

ON/OFF CAMPUS EVENT POLICIES

1. Only CAB and SGA are permitted to request to host campus/college sponsored events at which alcohol can be consumed. In order for alcohol consumption at an event, either on or off campus, to be officially sanctioned by the College and the Office of Student Activities, an event registration form must be completed by the President of CAB or SGA and submitted to the Director of Student Activities no later than **two months** prior to the date of the scheduled event. Requests will be reviewed within one week of submission.
2. Alcoholic beverages may only be served to students of legal age.
3. Nonalcoholic beverages and food must be served at all events at which alcohol consumption is permitted.

BICYCLES

Members of the Wesleyan community who bring a bicycle to campus must register it with the Department of Residence Life. During registration, a bike decal will be issued which must be affixed to the down tube of the bike, facing up, closest to the crank. Bikes without a decal will be removed from campus.

Bicycle owners must store their bicycles at an approved bicycle racks only and are encouraged to use a lock at all times. Bicycle racks are located in the Academic and Residential areas. Bikes may not be stored in the stairwells, hallways, offices or lounges as this is a fire hazard. Additionally, bikes may not be chained to light poles, buildings or porch railings. Any bikes found not appropriately chained to a bike rack will be removed. Bicycle owners may leave their bike chained to a bicycle rack during the fall, winter and spring breaks. However, bicycle owners who are not enrolled/working for the college during the summer semester must remove their bicycle from campus at the conclusion of the spring semester. The college does not provide storage for bicycles during the summer. Bikes remaining on campus at the conclusion of the spring semester (regardless of location and registration status) will be removed and donated.

BULLYING AND INTIMIDATION

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts directed at another student or students that is severe, or considered severe by the victim or others in authority, persistent, or pervasive and that has the intended effect of doing any of the following:

1. substantially interfering with a student's education;
2. creating a threatening environment; or
3. substantially disrupting the orderly operation of the College. Bullying is prohibited, and participating in such acts will result in disciplinary action.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. Intimidation is prohibited and will result in disciplinary action.

Any student involved in bullying will be in violation of the Honor Code and at risk for suspension or expulsion from the College. Any student who feels they are being bullied should follow the reporting procedures listed below.

REPORTING

Any member of the Wesleyan Community who feels they have been subjected to bullying by another member of our community (or believe someone else has been the subject of bullying) should report the behavior to the Vice President for Student Affairs, Dean of Students.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be in violation of retaliation as described within this handbook and will be subject to disciplinary action.

CAMPUS ACCESS

The main entrance and exit on Forsyth Road is open 24 hours a day. The two road gates on Tucker Road and the two remaining road entrances on Forsyth Road are locked and secured at designated times. Campus Police is responsible for the operation of all gates and will publish the schedule at the beginning of each semester.

CHALKING POLICY

Given the historic nature of the college and its facilities, chalking is not permitted. The Student Affairs Staff is happy to work with students, 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 subject to, but not limited to, a sanction which may include removal from the College or residence halls with no refund of fees and full payment of tuition, room and board required. Students who feel that they have been treated inappropriately by a college official should report such incidents to the Vice President for Student Affairs or follow the student redress process.

CONVOCATION- CULTURAL ENRICHMENT OPPORTUNITIES

The Wesleyan Convocation Series contributes to a strong academic atmosphere for students, faculty, and staff by bringing to the campus outstanding scholars and performers in varied areas and providing opportunities for meaningful community service. In addition to providing enrichment beyond classroom experiences, convocations also serve the purpose of providing a time for the entire campus community to meet together.

CLARIFICATION OF CONVOCATION POLICY

Convocations contribute to the campus's academic atmosphere. This implies that events must foster student learning by complementing the curriculum, supporting the College's mission in terms of service, or contributing to the identity of the college community as a whole.

DEFINITION OF ALL-CAMPUS CONVOCATIONS

1. Ceremonial occasions celebrating the life and accomplishments of the Wesleyan Community (Opening Convocation and Honor Day Convocation, for example) are All-Campus convocations.
2. Endowed lecture and lecture series (such as the Lamar Lecture Series, the Belk Lecture, and the Carnes Lecture) Constitute All-Campus convocations.
3. Additional events will be considered for the All-Campus designation under the following circumstances:
 - a. Sufficient slots remain on a semester's schedule to accommodate events other than those listed above (see "Procedures and Student Requirements" below)
 - b. An event supports the academic program and mission of the college
 - c. An event's topic or appeal extends to the interests and concerns of the Wesleyan community at large.

DEFINITION OF SPECTRUM CONVOCATIONS

1. Like All-Campus convocations, Spectrum convocations contribute to the campus's academic atmosphere. Spectrum events must go beyond a conversation among students to include expertise not available within the general student population (faculty, staff, community members, etc.).
2. Spectrum convocations must be organized with a clear academic goal in mind.
3. Spectrum events must be open to all students. Club meetings and events designed for smaller groups of students (a class, for instance) are not appropriate for a Spectrum convocation.

PROCEDURES AND STUDENT REQUIREMENTS

1. To ensure that convocations fulfill their goal of providing gathering time for the Wesleyan community and to avoid diluting the population at each event, Wesleyan College shall offer no more than 40 convocations (All-Campus and Spectrum) per semester, of which no more than six shall be designated All-Campus.
2. Applications for All-Campus convocations must be submitted no later than two weeks before the end of classes of the previous semester. Applications will be reviewed, funding awarded, and a convocation calendar formulated at a meeting of the Programs and Exhibitions Committee before the beginning of each semester so that All-Campus convocations for that semester can be publicized. If a potential sponsor wishes to ass an All-Campus event after the convocation calendar is published, the Programs and Exhibitions Committee will consider the request only if the event could not be planned by the due date, if the event is of extraordinary merit, and/or if the proposed convocation would substitute for another on the convocation schedule.
3. Applications for Spectrum convocations will be considered on a rolling basis until the designated number of convocation slots for a semester (4) has been reached. Applications for Spectrum convocations must be submitted no later than 30 days before

the proposed event. The number of Spectrum convocations may exceed the designated number per semester only if an event is of extraordinary merit and/or it substitutes for another on the convocation schedule.

4. All full-time, day students must attend a minimum of 8 convocations per semester, at least 3 of which are All-Campus convocations. Students studying abroad and Student Teachers are exempt for the semester during which they pursue these activities.
5. A student may count no more than two events in a single series (films, lectures, workshops, etc.) as convocation credit.
6. To earn convocation credit, students must be present for the entire event. Furthermore, students must behave professionally during the event. Activities (such as texting or talking on cell phones) that distract others and signal disrespect for speakers/presenters and audience will not be tolerated. Lack of adherence to these guidelines constitutes an Honor Code Violation, and the student will not receive convocation credit for the event.
7. Students who do not attend the required number of convocations will be fined at the end of each semester.
8. Ant material purchased with funds from the Programs and Exhibitions Committee budget are the property of Wesleyan College and should be housed where they are accessible to the College community.
9. Student Groups wishing to sponsor a convocation must obtain their faculty sponsor's approval prior to submitting the convocation requests.

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 student who takes part in or has knowledge of damage or destruction of college property should self-report to the Vice President for Student Affairs who, depending on the value of the item/area in question, may refer the student to Honor Council.

DISABILITY RESOURCES

DIRECTOR OF DISABILITY RESOURCES

Director: Christy Henry, Assistant Dean for Academic Resources

Location: Academic Center, Olive Swann Porter Building, Ground Floor

Phone: 478-757-5219

Wesleyan College is committed to equal education and full participation for all students. Disability Resources, located within the Academic Center on the ground floor of the Olive Swann Porter Building, is committed to supporting students with disabilities. The Assistant Dean of Academic Resources serves as the Coordinator of Disability Resources and oversees the implementation of disability related programs and services.

If a student with a disability wishes to receive an accommodation, it is the responsibility of the student to inform the Coordinator of Disability Resources and request an accommodation by completing the Disability Services Request Form. The student must provide current documentation from a qualified licensed professional as soon as possible prior to when accommodations are desired. The documentation should include the specific diagnosis attributing to the disability, how the diagnosis was determined, and effects the disability will have on the student's collegiate life. Students may request a Wesleyan College Disability Services Verification Form on which a licensed professional can provide this information.

If the submitted documentation meets the requirements, the Coordinator of Disability Resources will approve reasonable accommodations and notify the student of this approval. If the documentation does not meet the requirements, the Coordinator of Disability Resources will inform the student that additional information or contact with the medical professional is required. Once approval of the accommodation request has been obtained from the Coordinator of Disability Resources, the student is expected to identify herself and present the documentation provided by Disability Resources to the appropriate staff or faculty member as soon as possible. The student is then expected to meet with the appropriate staff or faculty member to determine how accommodations will be administered. The student will then return the paperwork to Disability Resources in order to finalize the accommodations.

Accommodations that decrease the integrity of a course or program or cause an undue burden will not be approved. Accommodations will not be granted retro-actively. Accommodations will be determined on an individual basis according to specific student needs. To continue to be considered for academic accommodations, a student must request services each semester. Other accommodation requests must be made annually.

Any individual who feels that she has been denied reasonable accommodations, access, or been discriminated against on the basis of a disability, should file a complaint using the College's Student Complaint Process which can be found in the *Wesleyanne: Student Handbook*.

DRUG POLICY

The illegal use or possession of any stimulant, depressant, narcotic, 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. Possible criminal action may also be taken.

EMAIL

Email is the official mode of communication for important campus messages. Students are expected to check their official @wesleyancollege.edu email account daily for important messages. Students must take responsibility for all electronic communication distributed via email. Failure to check an @wesleyancollege.edu email account or failure to read an electronic message distributed via email are not tolerated as excuses for missed information. All Wesleyan students are a member of the "Wesleyan Student" electronic distribution group administered via campus email. Students may elect to join additional groups as they desire (i.e. Student News, Internships, etc.) but they may not be removed from "Wesleyan Students".

EMERGENCY PROCEDURES

During an emergency, immediate and appropriate action is required of every member of the Wesleyan Community in order to prevent harm to others and ourselves. To ensure that an effective response occurs, everyone on campus will need to be familiar with the emergency guidelines contained in this document.

As a member of the campus community, you are instructed to follow the guidelines below. Simultaneously, other offices on campus will be performing separate emergency duties to help control the situation. The Office of Campus Police will be trying to contain the emergency if possible, notifying Macon-Bibb Police, Fire Department, Georgia Emergency Management Agency, or other emergency assistance if needed. Physical Plant will be shutting down systems as necessary or delivering equipment needed to assist with the emergency. The Emergency Response Team will be communicating either by phone, e-mail, or in an emergency headquarters-meeting place (dependent upon the type of emergency) to oversee response by the resources available. Dependent upon the needs of the moment, other departments may be responding by doing things such as bringing phone service back or cleaning up/preventing a chemical spill, etc.

Being familiar with these guidelines before an emergency occurs will greatly enhance your safety during a crisis by ensuring your appropriate and rapid response. Such an automatic response by the Wesleyan Community will allow emergency personnel to respond directly to the crisis at hand, possibly resolving it more quickly and effectively than would otherwise be possible.

To make our campus a more secure location it is recommended that you keep your Wesleyan ID with you at all times.

FIRE

Every time a fire alarm goes off, *all* building occupants must exit the building, unless they have been notified prior to the event that it is not necessary to evacuate (as in testing of the alarms, etc.).

Upon hearing the fire alarm:

Everyone will exit the building quickly and in an orderly fashion, assisting those who may need assistance. Whenever possible, employees will help maintain an approximate head count of those from their offices, classrooms, or meeting place. Upon reaching the exterior gathering location, (*see list below*) employees will ensure that those under their jurisdiction or care do NOT re-enter the building until notified they may do so by emergency personnel. If there are injuries, Wesleyan College employees should notify Campus Police as soon as possible after reaching the exterior gathering location. If an employee or student suspects that someone remains in the building, Campus Police should be alerted to this fact immediately.

If you are unable to exit the building, go to the safest location of the building for fire (usually in a stairwell and identified as such by signage) and wait for emergency personnel to assist you in exiting the building.

While exiting the building:

- Do not use elevators.
- Attempt to maintain a calm and orderly exit.
- Do not prop doors open.

Campus Fire Safety Locations: Emergency Assembly Area

Candler – Grassy area in front of Candler

Equestrian Center – Parking lot in front of Center

Huckabee – Parking Lot behind OSP

Library – Grassy area in front of Candler Building

Mathews Fitness Center – Parking lot away from Center

Munroe – Flag Pole

Murphy – Parking Lot C in rear of Porter Fine Arts

Olive Swann Porter – Flag Pole

Physical Plant – Porter parking lot

Porter Auditorium – Grassy area in front of PFA - sundial

Porter Gym – Grassy area between Porter Gym and Taylor Hall

Tate – Flag Pole

Taylor – Flag Pole

Pierce Chapel – Grassy area by Hightower Hall

Residential Fire Safety Locations: Emergency Assembly Area

Banks Hall: Opposite side of fountain

Hightower Hall: Front of Huckabee Hall

Jones Hall: Upper driveway away from Front Entrance

Persons: Opposite side of fountain

Wortham: Opposite side of fountain

Corn Hall/South Apartments: Parking Lot A on the corner of Forsyth Rd and Tucker Rd.

TORNADO

Upon notification of a tornado warning:

All persons will proceed to a tornado safety location inside their buildings, assisting those that need assistance, and ensuring that those under their jurisdiction also go to the safety location. Whenever possible, employees will maintain an approximate head count of the persons from their areas. All building occupants are to remain in the safety location until the Tornado Warning has expired or until notified that the danger has passed.

A Tornado Safety Location is one that:

- Has no windows
- Is on the lowest possible floor of a building
- Has no exterior walls

Campus Tornado Safety Locations: Emergency Assembly Area

Candler – 1st floor hallway left of lobby (women's bathroom side)

Equestrian Center – Bathroom in center of building, with warning and advisement got to Mathew's

Huckabee – Behind front desk, close partition doors

Library – Basement or 1st floor in middle of room away from windows

Mathews Fitness Center – In stairwells, stay on ground level

Munroe – 1st floor hallway away from lobby and stairwells, close classroom door.
Murphy – central hallways away from doors and windows.
Olive Swann Porter – Trice Room
Physical Plant – Murphy Building – central hallways away from doors and windows
Porter Auditorium – Lower level of building in classrooms in center of building
Porter Gym – Men’s locker room basement area, enter from Pioneer Lounge
Tate – Hallway on lowest level of building away from stairwells, close classroom doors
Taylor – Hallway on lowest level of building away from stairwells, close classroom doors
Pierce Chapel - Lower level restrooms, out of the hallway

Residential Tornado Safety Locations: Emergency Assembly Area

Banks – Laundry room.
Corn Apartments – 1st floor hallway away from lobby and stairwells, close emergency doors at stairwells.
Hightower – Basement level in middle of hallway away from stairwells and laundry room.
Jones – Basement level in middle of hallway, away from stairwells and laundry room.
Persons – 1st floor hallways away from stairwells, close all room doors.
Wortham – Laundry room.

ACTIVE SHOOTER OR CRIMINAL ON OR NEAR CAMPUS

Upon notification of a criminal on or near campus:

The offices notified (via the voice over speaker system) will alert all classrooms and offices on their floor if safe to do so. Individuals should gather in an area/room of their building not easily accessed from the outside, preferably behind a locked door, staying away from windows and extinguishing lights. Do NOT exit a safe location until notified that the emergency is over. If, during the lockdown, a student or employee enters the building, they may be let into one of the locked rooms if the situation is such that it is safe to do so. Should a Wesleyan Community member enter a building during a lockdown and be unable to enter the locked rooms, he/she should find an unoccupied room, lock it if possible, and remain there until the situation is resolved.

UNSTABLE PERSON OR HOSTAGE SITUATION

Upon notification of an unstable person or hostage situation on campus:

Persons near the situation will quietly leave the area, notifying Campus Police and others nearby, if possible. If not, lock yourself in a room and stay low. Persons in the same room as the unstable person should remain calm and try to keep the unstable person as calm as possible. Should the situation escalate, other floors or offices may be notified to evacuate the building quietly. In this instance, building occupants should remain in the location indicated by Campus Police until further notice. The rest of campus will be notified not to enter the building in which the emergency is taking place.

If possible, have the following information ready when you call Campus Police to notify them of the situation:

- The number of unstable persons/hostage takers present
- Who is in the room/office/floor with the unstable person/hostage taker
- The actions/attitude of unstable person/hostage taker
- Exact last known location of unstable person/hostage taker

SUSPICIOUS PARCEL OR SUBSTANCE

The individual discovering the package or substance should immediately contact Campus Police. If you come in contact with the package, wash hands for 30 seconds with soap and warm water. If Campus Police requires a building evacuation, all building occupants should remain outside until notified otherwise.

Persons who were in the immediate vicinity of the parcel/substance should remain separated from the rest of the occupants.

Campus Police/Emergency Personnel will possibly need to know:

- Who was in the room with the parcel/substance
- Who touched the parcel/substance
- Was the package opened and, if so, what happened when it was opened

EARTHQUAKE

Should an earthquake occur, building occupants should get under a piece of sturdy furniture or in a doorway, if possible. Occupants should stay away from windows and glass as much as possible. If the building is stable, remain where you are until notified otherwise by Campus Police or Emergency Services Personnel as aftershocks will occur. Persons outside when an earthquake occurs should move to an open area away from electrical wires, tall structures, etc. After the first wave has passed, all people outside, or who judge their building to have become unstable, should go to the Campus Quad if there is a clear pathway there.

BOMB OR BOMB THREAT

The person receiving the bomb threat should begin the evacuation process by telling his/her co-workers/students/visitors to quietly exit the building, with the evacuating employees notifying other offices/people as they exit, sending one person to report the situation to Campus Police as quickly as possible. Building occupants should exit the building as quickly and quietly as possible without touching anything that is not necessary to touch in order to get out of the building.

- All cell phones should be turned off.
- Elevators should not be used.

Occupants should then proceed to the exterior safety location (see fire safety locations), without reentering the building until told they may do so by Campus Police. No one may enter the building until emergency personnel have declared the building safe. Employees are responsible for ensuring that everyone in their areas evacuate the building and for notifying emergency personnel if anyone remains in the building.

CHEMICAL OR BIOLOGICAL TERRORIST EVENT

Enter the building nearest to you, proceeding to the center of the building. If possible, turn off heating/air conditioning unit. Remain inside until notified that the crisis is over by emergency personnel. Individuals who work or study at Wesleyan are encouraged to keep their Wesleyan College identification card with them at all times and to consult the Federal Emergency Management Agency website at www.fema.org to determine any additional steps they may wish to take for their own safety and comfort. These include:

- Making prior arrangements with friends and family for a meeting place in the event of an interruption in communications
- Storing non-perishable food and bottled water in an amount that will last three days to keep in your office/residence
- Keeping any medications or personal supplies you need on your person.

CHEMICAL SPILL OR CONTAMINATION

Upon notification that a chemical spill or contamination has occurred, evacuate the building, following any specific information given by emergency personnel (such as avoiding an exit that may be blocked by the spill) and assisting disabled persons as necessary. Go to the outdoor gathering location (listed under fire) and remain there until given further instructions by emergency personnel. If you are aware of anyone who is still in the building after the evacuation or been injured by the chemical, report it to the emergency personnel immediately.

PROTEST

If a non-violent protest is occurring on or near campus, no action other than paying extra attention to your surroundings is necessary. If a protest on or near campus, starts to get violent, all persons nearby should enter a building and stay inside, away from windows, and remain inside until Macon-Bibb Police and Campus Police has resolved the situation.

EXPLOSION OR AIRCRAFT CRASH

In the event of an explosion or aircraft crash on campus, all persons in the vicinity should evacuate the buildings and area near the explosion as quickly as possible and go to an area on the opposite end of campus to avoid any possible toxic fumes released by the explosion. Notify emergency personnel of any injured or missing persons. Remain away from the site of the explosion until notified by emergency personnel that it is safe to return.

MISSING PERSON

The term "missing student" is defined as any Wesleyan College student residing in a facility owned or operated by the College who is reported missing from her residence. Whenever a Wesleyan College student is believed missing, the College will initiate steps to locate her or to determine why the student has not been seen. Students are under no obligation to notify the College of plans to spend time away from their residences; however, if circumstances indicate that an investigation is warranted, concerned parties should contact Student Affairs or the Wesleyan Police Department. Upon notification, both Departments will make inquiries within the College and beyond.

If the College determines that the circumstances of the missing student require a police investigation, the Wesleyan Police or Student Affairs will notify the local police department. If the local police department determines that the student should be classified as a missing person, they will initiate their own investigation. The College will support their investigation by providing whatever technical support is appropriate, including notices, photos, schedules, and any other information relevant to the search for the missing student.

PANDEMIC

In the case of a pandemic, the College will follow recommendations of the CDC and the local Health Department. Communication to students, faculty and staff will be sent via e-mail, college website and the text alert system.

EVACUATION

In the case of a building evacuation, please use the fire safety locations listed above. Building evacuations are rare, but require full cooperation of all building occupants. Any notification of evacuation will be given by a member of the Emergency Team or Campus Police.

MISCELLANEOUS INFORMATION

In instances such as widespread food poisoning, power outage or water loss on campus no formal general response is required other than following the instructions given in the campus-wide notification.

EMERGENCY TEAM MEMBERS

Patty Gibbs, Vice President for Student Affairs, Dean of Students

Lionel Doss, Chief of Campus Police

Kevin Ulshafer, Director of Computer and Information Resources

Mary Ann Howard, Director of Communications

James Fleenor, Director of Physical Plant

Emily Jarvis, Director of Residence Life

Jamie Thames, Director of Student Counseling Services

Mary Berndt, Director of Health Service

FIREWORKS

Possession of fireworks and other dangerous materials on campus is strictly prohibited. Shooting fireworks on campus will result in a \$100 fine up to removal from the College with no refund of fees and full payment of room and board required.

FOOD SERVICE (ARAMARK)

Director: Kristie Robinson

Location: Anderson Dining Hall and Hurdle Café, Olive Swann Porter Building

Phone: 478-757-5270

Anderson Dining Hall hours of operation are posted outside of dining hall and on Aramark's website at <http://www.wesleyandining.com>. The hours of operation are:

	Monday-Friday	Friday	Saturday	Sunday
Breakfast	7:30 am – 9:30 am	7:30 am – 9:30 am		7:30 am – 9:30am
Lunch	11:15 am – 1:00 pm	11:15 am – 1:00 pm	11:00 am – 12:00 pm BRUNCH	12:00 pm – 1:00 pm
Dinner	4:30 pm – 6:30 pm	4:30 pm – 5:45 pm	5:00 pm – 5:45 pm BRUNCH	5:00 pm – 5:45 pm

ARAMARK operates food service at Wesleyan College; a full-time manager is in charge of preparing and serving 20 meals a week. Residential students are required to be on one of two meal plans, based on your housing assignment. These are excellent plans that provide well-balanced nutritious meals. In the case of special needs or medically prescribed diets, the food service manager will arrange for special menus.

Wesleyan College endeavors to maintain a high quality of food service; therefore, we have in place several regulations.

1. Patrons may eat all they want while dining in the dining hall; however, no food should be taken out of the dining area. Exceptions: ice cream, a cookie, one piece of whole fruit or items designated as specific “take out” items.
2. If a meal is needed for a sick student, a request form for a take-out meal must be submitted with signature of the Director of Residents Life or their designee.
3. No college owned utensils- plates, glasses, or other items may be taken from the dining hall.
4. Beverages may be taken out in paper or plastic containers (not to exceed 16oz.)
5. No patron is to allow a non-paying person to enter the dining hall. Individual guests may purchase meals and are welcome to join us in the dining hall.

These rules are not meant to be limiting in any way to a student who lives on campus- they are for all members of the Wesleyan community, to help eliminate waste and manage unnecessary costs.

HATE CRIMES

Wesleyan College is a Hate Crime free campus. We as a community do not tolerate acts against another human being or our property.

A Hate Crime is considered an offense to a person or property, intimidating that person because of his or her race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin.

Hate crimes encompasses not only violence against people or groups, but also crimes against property, like arson or vandalism, particularly those directed against community centers or houses of worship.

Hate crimes can occur, but are not limited to, any of the following ways:

- Intimidating or threatening behavior putting a person in fear of imminent physical harm (assault, threats to commit certain crimes); or
- A physical attack (assault and battery, as well as other violent crimes such as murder, manslaughter, and rape); or
- Damage to property (arson, vandalism)

Should any member of our campus community experience any such action against themselves or others they should report the situation immediately to Campus Police or to the Vice President for Student Affairs, Dean of Students.

HAZING POLICY

Hazing in any form, with respect to any college activity, is prohibited. Hazing means to subject a student to any activity which endangers or is likely to endanger the physical, mental or emotional health of the student or to produce mental or physical discomfort, fear or

stressful situations, embarrassment, harassment, or ridicule, **regardless of a student's willingness to participate in such activity.**

Hazing may include, but is not limited to the following, whether conducted on or off campus:

- the use of alcohol;
- paddling in any form;
- creation of excessive fatigue;
- physical or psychological shocks;
- quests;
- treasure hunts, scavenger hunts, road trips;
- wearing of apparel in public which is conspicuous and/or not normally in good taste;
- wearing full facial masks or completely covering the face with paint;
- pouring food or any substance on a student;
- spraying water on a student;
- tattooing or piercing the body;
- placing food or other items in students mouths and/or causing students to swallow or gag;
- engaging in public stunts and buffoonery;
- morally degrading or humiliating games and activities;
- any other similar or related activities which are not consistent with the policies and regulations of Wesleyan College.

Any student who engages in hazing will be reported to the proper authorities for criminal prosecution under Official Code of Georgia § 16-5-61, the violation of which shall be punished as a misdemeanor of a high and aggravate nature.

In addition, and notwithstanding any criminal prosecution, such student will be fined (minimum \$100), suspended, or removed from the College by the Vice President for Student Affairs with an appeal to the President of the College. Other restrictions are at the discretion of the Vice President for Student Affairs, Dean of Students and may include the loss of privileges such as the ability to hold campus office or representative positions, the loss of the ability to receive any College honors, and the loss of College financial aid.

HELPING HAND FUND

Student Affairs manages the Helping Hand Fund, which was established by small financial gifts to Wesleyan and assists students in emergency financial situations. The purpose of the fund is to serve as a no-interest bridge loan for students who find themselves in a short term financial bind. Loans are limited to \$50 or less, for up to one-month maximum, and students may utilize the fund no more than one time per semester. To apply for a Helping Hand Fund loan, the student should visit Student Affairs. In the event that the fund is not repaid by the due date, students will be put on registration/transcript hold and will accrue interest on the loan about until it is paid in full. In this case, the student forfeits further borrowing privileges.

HOVER BOARD POLICY

Due to fire and campus safety concerns, Wesleyan College prohibits the use and/or storage of self-balancing scooters, more popularly known as hover boards. Hover boards include self-balancing scooters, battery-operated scooters, and hands-free segways.

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 fall orientation and on a regular schedule throughout the academic year in the Office of Student Affairs in Olive Swann Porter (OSP). 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 persons' 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 OSP or Campus Police. 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. A student must comply when asked to produce a student ID card for identification purposes by a Campus Police Officer or College Administrator.

INSURANCE

MEDICAL INSURANCE

Full-time students, and all residential students, must have verification of adequate health insurance or other health coverage for the entire calendar year, starting August 1. The health insurance policy must include coverage in Macon, Georgia for accidental injury, hospitalization, and other required benefits. Students who are covered by PPO or HMO insurance plans or Medicaid should confirm that they have coverage in Macon.

Wesleyan College partners with an independent insurance company, AIG, to provide health insurance at a reasonable cost. For the convenience of our students, the cost of the annual policy is billed to the student college account. Students who want to purchase health insurance must enroll on the AIG website at <http://www.studentinsurance.com/Schools/GA/Wesleyan/>.

Students who already have health insurance must verify current coverage by completing an approved waiver on the AIG website at <http://www.studentinsurance.com/Schools/GA/Wesleyan/> prior to the designated deadline at the beginning of fall semester each year. Students who do not have insurance that meets the minimum requirements or do not obtain an approved waiver before the designated deadline will have the non-refundable AIG health insurance charged to their college account.

PROPERTY INSURANCE

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. Damage sustained to personal property while living in the residence halls is not covered by the college.

LITTER POLICY

Wesleyan College prides itself on the beauty of our historic campus and grounds. Members of the Wesleyan community are strongly encouraged to dispose of any trash, waste or disposables into the appropriate trash receptacle. When applicable, recyclable materials should be disposed of into the appropriate recycling container. Students who fail to place trash into its appropriate receptacle, will be fined \$25 per offense. Repeated violations will be referred to Honor Council.

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

PAINTING POLICY

The college encourages creativity via painting crafts, gifts, signs, sisterhood activities, etc. It also acknowledges painting items may have the unintentional results of paint overspray on various surfaces. Therefore, painting items is prohibited in the stairwells, on walkways, hallways, lounges, roads, parking lots, patios, etc. Painting items is limited to natural grassy areas away from buildings. When painting in these approved areas you are required to have cardboard or other material to catch the paint overspray and preserve the grass. Students should talk with a member of Physical Plant or Student Affairs to discuss approved areas for painting, prior to painting any object.

PARKING POLICIES

All students are permitted to have a car on campus. Students must abide by the parking and traffic regulations set forth by the college which will be enforced by Wesleyan 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 vehicle decal must be displayed. Vehicle decals are free of charge. All students without a vehicle decal will be ticketed. Vehicle decals are necessary when parking your vehicle on campus. Student parking spaces are not reserved, but are available on a first come, first served basis. Decals are available in the Office of Student Affairs, located in OSP.
2. The College is not responsible for personal injury, damage to vehicles, vandalism, or theft of a vehicle or its contents.
3. The only reserved parking on campus is in Visitor and Handicapped spaces which are clearly marked. Students should not be parking in those spaces. General parking on campus is open to all students, faculty and staff.
4. If students, faculty or staff members drive a different car on campus other than their registered vehicle, and it is a temporary arrangement, they must inform Campus Police so they can be issued a temporary parking dashboard pass. This pass is to remain visible on the dashboard of the car for the duration of time the car will be on campus. The temporary parking passes will be dated for the period of time needed.
5. If students, faculty or staff members are going to have visitors parking vehicles on campus, they should contact Campus Police for instructions.
6. If students, faculty or staff members need to park in an unauthorized area, temporarily, they need to contact Campus Police for authorization, and instructions. If Campus Police observe cars parked in unauthorized areas, and they have not been informed or given approval, the vehicles will be ticketed.
7. All parking in the Quad should be authorized by Campus Police. There is no area of the Quad that should be assumed to be authorized for parking, and is only temporary as directed by Campus Police. Temporary parking is only allowed in the roundabouts on each end of the quad. The two-way lane should not be blocked.
8. The campus speed limit is 15 m.p.h.
9. Driving is restricted to campus streets. Parking is permitted in designated parking spots only. No parking is permitted next to yellow curbs.

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

1. Parking in Handicapped Zone (No Permit): \$150
2. No parking decal displayed: \$25
3. Parking in an unauthorized area: \$25
4. Parking on sidewalk: \$50
5. Blocking fire lane: \$100
6. Blocking fire hydrant: \$100
7. Blocking handicapped ramp: \$100
8. Stopping sign violation: \$50
9. Driving too fast for conditions \$50
10. Failure to yield right of way: \$50
11. Improper backing (Accident): \$50
12. Leaving scene of accident \$150
13. Reckless driving: \$150
14. Obstructing an Officer in performance of his or her duties: \$150

Parking and Traffic fines are placed on the student's account. Students can pay fines in the Business Office. Multiple violations may result in referral to Honor Council for additional consequences.

PARKING APPEALS

Students wishing to appeal a parking ticket must do so within 10 business days of receipt of ticket. Appeals must be made to the Honor Council. See the Campus Police website, or Student Affairs for more information and appeal forms.

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 study 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. 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.

POSTED MATERIALS POLICY

To publicize events, happenings, or sisterhood promotions and activities both on and off campus (i.e., flyers, posters, etc.), the Director for Student Activities must review and stamp these items before they can be posted. On-campus publicity must be posted on designated bulletin boards in campus buildings. Flyers should not be placed on glass windows and doors. Additionally, any publicity to be placed in the residence halls must be given to the Director of Residence Life for proper placement. Students may not post approved flyers in the residence halls. 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.

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. The Director for Student Activities must review all notices.

Students cannot publish or distribute material that is offensive. Offensive is defined as material that meets any of the following criteria, or material that is deemed unacceptable by college officials:

1. The average person, applying contemporary community standards, would find the material obscene.
2. The publication depicts or describes sexual conduct.
3. The work, taken as a whole, lacks serious informative, literary, artistic, political, or scientific value.
4. The publication or material contains libelous statements and/or disregard for the truth.
5. The material causes a disruption of college life.
6. 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.

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 daughters unless:

1. the student gives written consent to release information, or
2. the parents provide evidence that the student is a dependent as defines in Section 152 of the Internal Revenue Code of 1986.

Under this policy, students will be notified of grades (online), academic warnings, probationary status, and dismissal. Transcripts and other information from student files will not be disclosed without the prior written consent of the student, except as herein provided.

RIGHT OF ACCESS

Students currently enrolled or previously enrolled have the right to inspect and review their education records upon written request to the appropriate record custodian.

EDUCATION RECORDS

An education record is any record maintained by Wesleyan College or an agent of Wesleyan College which is directly related to the student, **EXCEPT:**

1. A personal record kept by an administrator, a faculty member, or a staff member if it is kept 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 of the record. (Temporary substitute means an individual who performs on a temporary basis the duties of the individual who made the record and not an individual who permanently succeeds the maker of the record in his/her position.)
2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by a unit of Wesleyan College if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by Wesleyan College.
4. Records maintained by the Health Center, the Director of Counseling or the Office of Student Affairs (e.g. medical, psychological, counseling records) if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumnae records which contain information about a student after she is no longer in attendance at Wesleyan College and which 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 Student Affairs, Dean of Students or her 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.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

Admission Records

Admission Office (Huckabee Hall)

Custodian: Executive Director for Enrollment

Cumulative Academic Records

Registrar's Office (Tate Hall)

Custodian: Registrar

Health Records

Health Center (Olive Swann Porter)

Custodian: Director of Health Services

Financial Aid Records

Office of Financial Aid (Tate Hall)

Custodian: Director of Financial Aid

Business Records

Business Office (Tate Hall)

Custodian: Vice-President for Fiscal Affairs

Student Affairs Records, Placement Files, Psychometric Measures
Office of Student Affairs (Olive Swann Porter)

Custodian: Vice-President for Student Affairs, Dean of Students

Progress Records

Registrar's Office (Tate Hall)

Custodian: Registrar

Degree Audit/Academic Advising

Registrar's Office (Tate Hall)

Academic Center (Olive Swann Porter)

Custodian: Registrar

Custodian: Assistant Dean for Academic Resources

Disciplinary Records

Office of Student Affairs (Olive Swann Porter)

Office of the Provost (Tate Hall)

Custodian: Vice-President for Student Affairs, Dean of Students

Custodian: Provost and Vice-President for Academic Affairs

Occasional Records – (Education records not included among those listed, such as correspondence, committee minutes, *et cetera*).

The appropriate college official will collect such available records and either direct the student to their location, or otherwise make them available for inspection and review: Custodian: The College staff person who maintains such occasional systems records.

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. 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.

A school official has a legitimate educational interest if the official 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 educational record has a legitimate educational interest in that record shall be made by the official responsible for the custody of the record.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
 3. To the following individuals:
 - the Attorney General of the United States,
 - the Comptroller General,
 - the Secretary of the United States Department of Education,
 - the Veterans Administration,

- the Department of Defense representatives obtaining, among other things, student information for recruiting purposes under the Solomon Amendment (10 USC § 983),
 - and to certain officials of 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 or local 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 or a non-forcible sex offense, or the alleged victims next of kin (if the victim dies as a result of the crime or offense) of the final results of an institutional disciplinary proceeding dealing with that crime or offense.
 12. To others as may be defined under FERPA.

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 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 which identifies as precisely as possible the record or records she wishes 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 which relate to her.

The student will examine her record in the office in which the records are maintained; she may not remove any item of information from her 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 statement of the student's parents or any information contained therein.
2. Letters and statement of recommendation for which the student has waived her right of access, or which were placed in file before January, 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. 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 transcripts requested through Parchment is \$5.25 for electronic copies and \$10.25 for paper copies, and notice of such is published in the *Wesleyan College Catalogue* and on the College website. Additional charges will be incurred for expedited delivery and delivery outside the United States. The fee for transcripts requested through the Registrar's Office is \$12 for a paper transcript. The fee for copies of records other than transcripts shall be 50 cents 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 annual notice.

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 record may be reviewed by the parents or eligible student.

The record of disclosure shall 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, major field(s) of study of the student, dates of attendance at Wesleyan, full-time vs. part-time status of attendance at Wesleyan, class (year in school), 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 occasionally publishes a Student Directory made available to current students, faculty and staff. Students who do not wish to be included in a Student Directory must inform the Office of Student Affairs in writing no later than three weeks after Registration Day of 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 offices of the Registrar, Communications, 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 he or she wants changed and specify why he or she believes it is inaccurate, misleading or in violation of his/ her right to 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 comply with the request or it may decide not to comply. If it decides not to comply, Wesleyan College will notify the student of the decision and advise the student of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of his/ her 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 shall 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 of privacy, it will notify the student that he or she has a 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 records 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 his/ her right of access to confidential recommendations placed in his/ her files.

GRADES/WARNING/DISMISSAL

Academic warning and letters of dismissal will be sent to students at their home addresses; grades are accessible online via *Wes Portal*.

CONDITIONS FOR NON-RELEASE

Wesleyan College reserves the right to withhold copies of transcripts, or diploma, of any student who is past due or delinquent on her loan obligations to the College, is delinquent or has defaulted on federal student loans, owes the College money from previous enrollment, has failed to submit official transcripts from previous high school or college attendance, has failed to secure proper immunization as required by the Health Services of the College, or has not completed Honor Council sanctions. 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 may be ascertained from the offices responsible.

NOTIFICATION OF STUDENTS

The printing of this policy statement in the *Student Handbook* shall constitute annual public notice to students of their privacy rights as addressed by this policy. Copies of this policy shall be available in the offices responsible and on WesPortal. Complaints concerning the College's failure to comply with FERPA may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

RECYCLING

Wesleyan College is committed to supporting the waste reduction efforts and minimization of the college's carbon footprint. As such, the college is guided by the principles of the College Sustainability Committee and commitment to the American College and University Presidents' Climate Commitment. Wesleyan College has put forth several efforts in recycling, waste management and responsible purchasing the guide the actions of the college community. Detailed information on sustainability at Wesleyan can be found in specific policies as listed in the *Wesleyanne Student Handbook*.

BOTTLED WATER POLICY

In an effort to reduce the consumption of single-use bottled water containers on the Wesleyan College campus, the College has adopted the general policy that no College funds shall be used to purchase bottled water in single-use containers.

Purpose

As a signatory to the Association of College and University Presidents' Climate Commitment (ACUPCC), Wesleyan College is committed to reducing its environmental impact by all reasonable means. Use of plastic water bottles constitutes a major source of landfill mass and a major drain on energy and financial resources.* Restricting the use of bottled water is a simple and practical way in which the College can reduce its carbon footprint while realizing significant monetary savings. This Bottled Water Policy supports other initiatives such as the Responsible Purchasing Policy in promoting sustainable environmental practices at Wesleyan.

Scope

With respect to bottled water in single-use plastic or glass containers on the Wesleyan College campus, this policy precludes:

- Purchase with College funds
- Distribution at College events and meetings
- Sale on campus by any group associated with the College
- Sale by the Campus Store.

To the extent possible while accommodating the terms of existing contracts with vendors, the College also will limit the sale of bottled water in vending machines on the Wesleyan campus.

The College will promote the sale and use of reusable individual water containers and/or supply washable or recyclable cups for water consumption, as appropriate, for all College-sponsored functions.

Wesleyan College is committed to maintaining the highest standards of hospitality and will offer reasonable alternatives to single-use bottled water to our campus community and guests. While the College encourages individuals and groups using the Wesleyan campus to adhere to the practices outlined in this policy, the policy does not preclude individual members of the College community or outside groups from purchasing and using bottled water on campus. The policy also does not preclude outside groups from using, distributing, or selling bottled water on campus, e.g. at the Wesleyan Market or at group meetings or events.

*Source:

In the U.S. alone an estimated 40 billion plastic water bottles end up in landfills each year. Water bottle production requires 17 million barrels of oil annually – enough to heat 190,000 homes. Single-serving bottled water also costs as much as 1000 times more than potable tap water. Bottled water statistics were obtained from <http://www.treehugger.com>

REMOVAL / SUSPENSION FROM COLLEGE

The Vice President for Student Affairs, Dean of Students, has the right to remove or suspend students from the college for:

1. Violations of the Honor Code
2. Creating a nuisance or disruption of College life
3. Health or psychological reasons
4. Academic related reasons
5. Non-payment of fees
6. Residence hall violations
7. 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 Student Affairs, Dean of Students 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.

SERVICE ANIMALS

In compliance with applicable law, Wesleyan College allows service animals in all areas where the general public is permitted when the animal is accompanied by the individual with a disability who indicates the service animal is trained to provide, and does provide, a

specific service to them that is directly related to their disability. A service animal is defined as any dog* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disability Act (ADA) regulations at 28 CFR 35.104. Service dogs are working animals, not pets. The work or tasks performed by a service animal must be directly related to the disabled student’s disability.

A dog is not a service dog if its mere presence benefits the individual with a disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

*Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136 (i) a miniature horse may qualify as a service animal.

Students who wish to bring a service animal to campus are strongly encouraged to partner with Disability Services. Students residing on campus must complete the Service Animal Registration Form and Service Animal Contract.

Individuals outside of Disability Services will not ask about the nature or extent of a person’s disability, require medical documentation require a special identification card or training document for the dog or ask that the dog demonstrate its ability to perform the work or task. Individuals may make two inquiries to determine whether an animal qualifies as a service animal when it is readily apparent that an animal is trained to do work or perform a task for an individual with a disability including:

- a. If the animal is required because of a disability
- b. What work or task the animal has been trained to perform.

GUIDANCE ON PUBLIC ETIQUETTE WITH SERVICE ANIMALS

It is okay to ask someone if he/she would like assistance if there seems to be confusion, however, faculty, staff, students, visitors and members of the general public should avoid the following:

- Do not ask the person for documentation of their disability and/or their service animal's training.
- If it is not obvious, you may ask the person if it is a trained service animal required because of a disability and/or what task the dog has been trained to perform.
- Speak to the person, not the animal.
- Do not talk to, aim distracting or rude noises at the animal.
- Do not touch the service animal without asking for, and receiving, permission.
- Do not offer food to the service animal.
- Do not ask personal questions about the handler's disability, or otherwise intrude on her privacy.
- Don't be offended if the handler does not wish to chat about the service animal.
- Do not separate the handler from her service animal
- Never make assumptions about the individual’s intelligence, feelings or capabilities.
- Non-service animals visiting campus must not be permitted to interfere with service animals.

For the complete detailed policy on Service Animals, including information on competing disabilities, animal handling, emergency response and waste disposal, please see the “Disabilities Services” section of the Wesnet Tab on the Portal.

SEXUAL HARASSMENT, ASSAULT AND MISCONDUCT

A. INTRODUCTION

Title IX is a federal law that mandates that colleges and universities create an environment free from sexual discrimination and harassment for all community members. Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment, gender-based harassment, sexual violence, sexual assault, other forms of sexual misconduct, stalking, and intimate partner violence.

Title IX provides that “no person in the United States shall, on the basis of sex*, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

This policy applies to all forms of sexual and gender-based harassment, sexual misconduct, sexual violence, stalking, and intimate-partner violence.

*Wesleyan College does not admit men to its baccalaureate programs, in accordance with Title IX.

B. STATEMENT OF INTENT

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 and recognizes that all who work and learn at the College are responsible for ensuring that the community is free from discrimination based on sex or gender, including sexual harassment, sexual assault, sexual violence and other forms of sexual misconduct, stalking, and intimate-partner violence. These behaviors threaten our learning, living, and work environments and will not be tolerated.

This policy prohibits all forms of sexual assault and harassment committed against any Wesleyan community member of any gender, gender identity, gender expression, or sexual orientation. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature. This policy further prohibits a broad continuum of behaviors, including sexual harassment, sexual assault, sexual exploitation, sexual violence, physical assault, bullying, intimidation and retaliation, stalking, and indecent exposure.

The College's response will be overseen by the Title IX Coordinator Patricia Gibbs, who is available by telephone at 478-757-5216, email at pgibbs@wesleyancollege.edu, or in person in Olive Swann Porter (OSP).

The College will respond according to the severity or pervasiveness of the offense and the threat it poses to the community. The College will investigate any complaint involving a potential violation of this policy, regardless of where the event occurred, in accordance with the procedures set forth in the Policy for Resolving Complaints of Discrimination and Harassment. Individuals who are found responsible for violating this policy may face disciplinary sanctions up to and including expulsion and/or termination of employment. Because behavior that violates this policy may also be a violation of law, any individual who has been subjected to sexual assault or harassment is also encouraged to consider criminal or civil legal options. An individual may also file a complaint with the U.S. Department of Education's Office for Civil Rights.

The College encourages all community members to take reasonable and prudent actions to prevent or stop acts of sexual assault or harassment. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who choose to take these actions will be supported by the College and protected from retaliation.

The College is committed to fostering a climate free from sexual assault and harassment through clear and effective policies, a coordinated education and prevention program, easily accessible mechanisms for reporting, and prompt and equitable procedures for resolution of complaints.

Wesleyan College is an institution that strives to achieve its mission as a liberal arts college by the free, open, and civil exchange of ideas. The application of this policy will strive to consider how best to preserve that free, open, and civil exchange of ideas. Ideas, creativity, and free expression thrive and can only exist for the entire community in an atmosphere free of sexual discrimination and harassment.

The College reviews the Title IX Policy against Sexual Assault and Harassment on an annual basis in order to capture evolving legal requirements and improve the delivery of services based on a review of each year's experience by the Title IX coordinator and assessment team.

Specific policies regarding discrimination, harassment, bullying, hate crimes and sexual violence are found in the *Wesleyanne: Student Handbook*.

C. DEFINITIONS

1. Sexual Harassment

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any aspect of a College program or activity;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Sexual harassment can take many forms. It may include:

- may be blatant and intentional and involve an overt action, a threat of reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- may be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- may be committed by a stranger, an acquaintance, or someone with whom the individual alleging a violation of this policy (Complainant) has an intimate or sexual relationship.
- may be committed by or against an individual or may be a result of the actions of an organization or group.
- may occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.
- may occur in the classroom, in the workplace, in residential settings, over electronic media (including the internet, telephone, and text), or in any other setting.
- may be a one-time event or part of a pattern of behavior.
- may be committed in the presence of others or when the parties are alone.
- may affect the Complainant and/or third parties who witness or observe harassment type and severity. Key determining factors are that the behavior is unwelcome, is gender-based, and is reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct.

2. Sexual Assault

Sexual assault, including molestation, is defined as having sexual intercourse or sexual contact with another individual without consent, including:

- by the use or threat of force or coercion;
- without effective consent; or
- where that individual is incapacitated.

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

3. Sexual Exploitation

Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

- observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- prostituting another individual;
- exposing one's genitals in non-consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

4. Physical Assault

Physical assault is a purposeful action meant to hurt another person. Examples include, but are not limited to, kicking, punching, hitting with or throwing an object, or biting. When these acts occur in the context of intimate-partner violence, or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Policy for Resolving Complaints of Discrimination and Harassment.

5. Bullying and Intimidation

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts directed at another student or students that is severe, persistent, or pervasive and that has the intended effect of doing any of the following:

- (i) substantially interfering with a student's education;
- (ii) creating a threatening environment; or
- (iii) substantially disrupting the orderly operation of the College.

Bullying is prohibited, and participating in such acts will result in disciplinary action.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. Intimidation is prohibited and will result in disciplinary action. Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be in violation of retaliation as described within this handbook and will be subject to disciplinary action.

When bullying or intimidation occurs in the context of intimate-partner relationship, or when the behavior is perpetrated on the basis of sex or gender, the matter will be resolved under the Policy for Resolving Complaints of Discrimination and Harassment.

6. Stalking

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following:

- place the person in reasonable fear of bodily injury; or
- reasonably cause substantial emotional distress to the person.

Examples of stalking include:

- unwelcome and repeated visual or physical proximity to a person;
- repeated oral or written threats;
- extortion of money or valuables;
- unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on online bulletin boards;
- unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
- sending/posting unwelcome/unsolicited messages with an assumed identity; or
- implicitly threatening physical contact;
- or any combination of these behaviors directed toward an individual person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

When stalking occurs in the context of an intimate-partner relationship, or when the behavior is perpetrated on the basis of sex or gender, the matter will be resolved under the Policy for Resolving Complaints of Discrimination and Harassment.

7. Indecent Exposure

A person commits *indecent exposure* if that person exposes her/his genitals in any public place or in any place where there are present other persons under circumstances in which one knows or should know that this conduct is likely to offend, affront, or alarm.

8. Consent

Consent is the agreement to engage in specific sexual contact, which may be given by verbal agreement or active and willing participation in the sexual activity. Consent to sexual contact or any specific sexual act cannot be given if an individual is incapacitated or impaired because of a physical or mental condition or the ingestion of drugs or alcohol, or under the age of 16. Silence, previous sexual relationships, current relationships, or the use of alcohol and/or drugs is not an indication of consent. The use of force, threat of force, threat of immediate or future harm, or use of physical intimidation to secure compliance with sexual activity is evidence of lack of consent. Consent may be initially given, but it may be revoked at any point, either verbally, through physical resistance, or by losing consciousness. Failure to cease sexual contact promptly in response to a withdrawal of consent constitutes prohibited nonconsensual sexual contact. “No” or any other negative statement or acts/physical gestures supporting the desire to cease contact in response to sexual contact or an invitation to sexual contact will be regarded as a denial of consent to such sexual contact.

9. Dating Violence

Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

10. Domestic Violence

Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

11. Relationships between Students and Wesleyan Employees.

Wesleyan prohibits intimate relationships between employees and students. Wesleyan will not tolerate the corruption of professional standards, authority and duties by such relationships. This may be grounds for the employee’s dismissal from Wesleyan.

D. REPORTING

The College encourages all community members to report sexual assault and harassment in order to achieve a campus environment that maximizes its community members' academic pursuits and positive feelings of community. The College will respond to any information it receives, whether from a Complainant or third party or anonymously against a named respondent.

The College is committed to providing a variety of welcoming and accessible means of reporting sexual misconduct so that all instances of sexual assault or harassment will be reported. All Wesleyan community members, even those who are not obligated by the College's Title IX Policy against Sexual Assault and Harassment, are strongly encouraged to report information regarding any incident of sexual assault or harassment to the Title IX coordinator. The Title IX coordinator is specifically charged with coordinating the initial assessment, initiating the investigation, and responding to allegations of sexual assault or harassment to stop the harassing conduct, address its effects, and prevent its recurrence.

The Title IX coordinator, working with the Title IX team, will ensure that the College responds to all reports in a timely, effective, and consistent manner and treats each individual with dignity and respect. The Title IX team consists of the Title IX coordinator, director of human resources, chief of police, and judicial affairs officer and others, as applicable. The Title IX Coordinator, along with the Title IX team, is charged with coordinating the review, investigation, and resolution of all reports to ensure consistent responsiveness, and the integrated provision of interim measures to support the individuals involved and to protect the College community. The College is committed to using a consistent and informed response to create a culture of accountability. The Title IX team is positioned to provide seamless support, assess individual and campus safety, and effectively respond to allegations of sexual assault and harassment.

Additionally, when the College becomes aware of allegations of sexual assault or harassment, it will take prompt and effective action to address immediate concerns. This action may include an initial assessment of safety and well-being, interim provisions for immediate protection and support for a Complainant. Such measures may include issuing a "cease all contact" directive the respondent, changes to the Complainant's living, learning or work environments, limit the access the respondent has to such environments, or providing academic support as appropriate.

1. Campus Reporting Options

The College recognizes that a student or employee may choose to report sexual assault or harassment to any employee of the College. For example, a student may choose to confide in the Dean of Students, a resident advisor, a faculty member, or a coach. An employee may choose to confide in a supervisor or colleague. **Under this policy, any employee, other than those deemed confidential by law, who receives a report of sexual assault or harassment is required to share the report with the Title IX coordinator.**

To enable the College to respond to all reports in a prompt and equitable manner, the College encourages all individuals to directly report any alleged incident that is a violation of this policy to the Title IX Coordinator or the Director of Human Resources, as set forth below.

Title IX Coordinator

Patty Gibbs
Olive Swann Porter
478-757-5216
pgibbs@wesleyancollege.edu

Complaints under this policy involving a faculty member or employee may also be reported to the Director of Human Resources as set forth below. The Title IX Coordinator and Director of Human Resources will work together to respond in a prompt and equitable manner to complaints involving a faculty member or employee.

Director of Human Resources

Meagon Davis
Tate Hall
478-757-3803
mdavis@wesleyancollege.edu

The Title IX Coordinator has designated the following individuals to serve as Deputy Title IX Coordinators. These individuals assist the Title IX coordinator in investigating complaints of sexual harassment and assault and any other matters relating to Title IX at the College. Students may report a violation of this policy to either of the Deputy Title IX Coordinators.

Deputy Title IX Coordinator

Christy Henry
OSP – Academic Center
478-757-5219
chenry@wesleyancollege.edu

2. Confidential Reporting Options

Any reports of a potential violation of this policy made to the individuals listed below shall remain confidential unless the victim specifically indicates they would like the matter referred to the Title IX coordinator for further investigation.

Director of Student Counseling Services

Jamie Thames
Olive Swann Porter
478 757 4024
jthames@wesleyancollege.edu

Director of Health Services

Mary Berndt
Olive Swann Porter
478-757-4025
mberndt@wesleyancollege.edu

Director of Campus Ministry

Debra Williams
Pierce Chapel
478-757-2820
dwilliams@wesleyancollege.edu

3. Reports to Law Enforcement

The College encourages Complainants to pursue criminal action for incidents of sexual assault or harassment that may also be crimes under Georgia criminal statutes. Reports to law enforcement may be made to local law enforcement agencies or the Campus Police Department at 478 757-5145 or 478 960-7969.

The College will assist a Complainant, at the Complainant’s request, in contacting local law enforcement and will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

Except where the Complainant is less than 18 years old, the College will generally respect a Complainant’s choice whether or not to report an incident to local law enforcement, unless the College determines that there is an overriding issue with respect to the safety or welfare of the College community. Where a report involves suspected abuse of a minor less than 18, the College is required by state law to notify law enforcement and/or the Georgia Department of Public Welfare division of Child Welfare Services.

The College’s policy, definitions, and burden of proof in substantiating a violation of this policy may differ from Georgia criminal law.

A Complainant may seek resolution through the College’s complaint process as outlined in the Policy for Resolving Complaints of Discrimination and Harassment may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement’s determination whether or not to prosecute a respondent, nor the outcome of any criminal prosecution, are determinative of whether sexual assault or harassment has occurred under this policy. Proceedings under the College’s Title IX Policy against Sexual Assault and Harassment may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

4. Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual assault or harassment. An individual may report the incident without disclosing one’s name, identifying the respondent, or requesting any action. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may affect the College’s ability to respond or take further action.

Individuals are encouraged to complete the Discrimination, Harassment and Title IX Complaint Form, which can be found at <https://wesportal.wesleyancollege.edu/ICS/WesNet/> a copy may also be obtained in Huckabee Hall.

E. INVESTIGATIONS

1. The Investigation Process

Any reported allegations of sexual harassment, violence or misconduct will be investigated promptly in accordance with the Policy for Resolving Complaints of Discrimination and Harassment. In all instances, the College, not the Complainant, will bear the responsibility for investigating and taking appropriate action, including the decision to seek disciplinary action against a respondent.

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 of the complaint. 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. The investigation shall proceed in a timely manner and every effort will be made to conclude the investigation within 60 days of receipt of the complaint by the Title IX Coordinator.

2. Confidentiality of the Investigation Process

The College will use its best efforts to keep the complaint and investigation process confidential and not disseminate information concerning the complaint beyond those who have a need to know. Reports generated as a result of the investigation of a complaint shall be maintained as confidential except as to any College faculty or staff member who need knowledge of the contents of the report in order to evaluate and/or carry out its recommendations. However, any individual involved in this process needs to understand that information collected through the Grievance and Investigation Process may be subpoenaed in a criminal and/or a civil proceeding.

3. Record Keeping of the Investigation Process

Any person conducting an investigation shall maintain a written record of all witness interviews, 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 Title IX Coordinator 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.

F. RESPONSE TO SUBSTANTIATED TITLE IX COMPLAINTS

1. Process for Implementing Disciplinary Actions

A Title IX assessment or investigation that is found to be substantiated will result in an appropriate resolution and/or disciplinary action against a respondent as outlined in the Policy for Resolving Complaints of Discrimination and Harassment.

2. Corrective Measures

When it has been determined harassment has occurred, steps will be taken to ensure the harassment is stopped immediately. Corrective measures consistent with the severity of the offense will be imposed by the College, and may include sanctions. Sanctions imposed on the harasser may range from a reprimand up to and including dismissal from the College, as outlined in the Policy for Resolving Complaints of Discrimination and Harassment. 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. In the case of an employee the information will be kept in their personnel record. 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.

G. RETALIATION

Retaliation against an individual who makes a report of alleged sexual assault or harassment or assists in providing information relevant to a claim of sexual assault or harassment, is a serious violation of this policy. The College will not tolerate retaliation. Retaliation can take many forms, including continued abuse or violence, threats, and intimidation. Any individual or group of individuals, not just a

Complainant or respondent, can engage in retaliation. Retaliation should be reported promptly to the Title IX coordinator for investigation, which may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

RESOLVING COMPLAINTS OF HARASSMENT, SEXUAL ASSAULT AND SEXUAL HARASSMENT

A. PURPOSE AND SCOPE

Wesleyan does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, gender, sexual orientation, gender identity, gender expression, genetic information, familial status, marital status, pregnancy, age, disability status or veteran status. This policy applies to students, employees and applicants with respect to participation in any program, benefit, activity or student/employment opportunity offered by Wesleyan, except Wesleyan College does not admit men to its baccalaureate programs, in accordance with Title IX.

This policy applies to all complaints of discrimination and/or harassment, whether the parties are students, recognized student organizations, employees, campus visitors, persons participating in campus activities, or persons conducting business with the College. Every member of the Wesleyan community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student has a responsibility to conduct themselves in accordance with this policy as a condition of enrollment. No person shall be retaliated against for reporting violations or concerns about prohibited discrimination or bias through appropriate Wesleyan channels.

This complaint process involves an immediate initial investigation to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the College will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether Wesleyan's nondiscrimination policy has been violated. If so, the College will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

B. REPORTING COMPLAINTS OF DISCRIMINATION, HARASSMENT OR SEXUAL MISCONDUCT

1. **Filing Complaints with the Appropriate Coordinator**

Students who wish to report a concern or complaint relating to discrimination or harassment may do so by completing Wesleyan's Discrimination, Harassment and Title IX Complaint Form and filing the report on-line. Reports may be made anonymously. Additionally, verbal and written complaints may be filed with the following individuals:

Complaints based on **race, creed, color, ethnicity, national origin, religion, marital status, or veteran status** discrimination should be filed with the following coordinator:

Patricia M. Gibbs
Title IX Coordinator
The Vice President for Student Affairs
Olive Swann Porter
(478) 757-5216
pgibbs@wesleyancollege.edu

Complaints based on **disability, pregnancy, and genetic information** discrimination should be filed with the following coordinator:

Christy Henry
Deputy Title IX Coordinator
OSP – Academic Center
478-757-5219
chenry@wesleyancollege.edu

Complaints based on **gender, sexual orientation, gender identity, gender expression, sexual harassment, or sexual assault/violence** should be filed with the following coordinator:

Patricia M. Gibbs
Title IX Coordinator
The Vice President for Student Affairs
Olive Swann Porter
(478) 757-5216
pgibbs@wesleyancollege.edu

**For additional information on gender-based discrimination, sexual harassment, or sexual assault/violence please see Wesleyan's Title IX Policy against Sexual Assault and Harassment.*

2. Other Reporting Options.

Students with complaints of discrimination under this policy have the right to file a complaint with the United States Department of Education:

Office for Civil Rights (OCR)
Sam Nunn Atlanta Federal Center, Suite
16T7061 Forsyth Street, S.W.
Atlanta, GA 30303-8909
Phone: (800)-368-1019
Fax: (404) 562-7881
TDD (800) 537-7697
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Faculty Members and Employees with complaints of discrimination under this policy have the right to file a complaint with the Equal Employment Opportunity Commission:

Sam Nunn Atlanta Federal Center
100 Alabama Street, SW, Suite 4R30
Atlanta, Georgia 30303
Phone: 1-800-669-4000
Fax: 404-562-6909
TTY: 1-800-669-6820
Web: <http://www.eeoc.gov>

C. RETALIATION IS PROHIBITED

Retaliation against any person for reporting or complaining of discrimination and/or harassment, assisting or participating in the investigation of a complaint of discrimination and/or harassment, or enforcing College policies with respect to discrimination and/or harassment is strictly prohibited. Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, threats, coercion or harassment against an individual or group for exercising rights or performing duties under this policy will be subject to appropriate and prompt disciplinary or remedial action.

D. FORMAL AND INFORMAL GRIEVANCE PROCEDURE FOR STUDENT COMPLAINTS

1. Overview of Process

This policy is intended to apply to student-on-student grievance, and employee-student civil rights. All other types of grievances by students against students or employees against students will be addressed through the student complaint processes located elsewhere in the Student Handbook.

If a student alleges a complaint against a College faculty member or employee, the coordinator responsible for investigating the alleged discrimination or harassment will work with the Director of the Human Resources Department. In the event an employee is taking classes or should a student also be an employee (e.g., work-study, RA, etc.) procedures applicable to employee-on-employee grievances through the Department of Human Resources may also be applicable. It is Wesleyan's practice to bring employee and student grievance mechanisms together for joint resolution in such cases when possible. Sanctions may result in an individual's capacity as a student, as an employee, or both.

In the event a complaint under this policy is alleged by an employee against another employee, procedures applicable to employee-on-employee grievances through the Department of Human Resources shall be applicable.

While a person filing a grievance (Complainant) or the accused individual (Respondent) is not required to participate in the grievance process, the grievance process will continue whether or not such individual agrees to participate, and the College will determine an outcome and provide for any appropriate remedies based on the information that is available.

2. Interim Measures

Upon receipt of a complaint, the College will take interim measures to address concerns regarding safety and well-being. If necessary, the College will assist the Complainant in making reasonable efforts to avoid contact with the Respondent. Interim measures may include no-contact directives, changes in class or work schedules, changes in College-owned living arrangements, interim suspension, College-imposed leave, or any other measures that the College deems appropriate. Interim measures are available under both the Informal Dispute Resolution Efforts and the Formal Complaint and Disciplinary Process, although the ability to impose certain protective measures against a Respondent may require that the report be resolved through the Formal Complaint and Disciplinary Process.

3. Informal Dispute Resolution Efforts: A Useful First Step before Filing a Formal Complaint

Whenever prudent and safe, reasonable efforts should be made to constructively resolve issues with faculty, staff, or administrators, or other individual involved by talking through the concerns to reach a resolution. If the complaint is against a faculty or staff member, the student should also speak with the individual's supervisor to informally resolve this matter. If conditions prevent a discussion of this nature, or satisfactory resolution is not reached after discussion with the individual, or a faculty or staff member's supervisor if appropriate, the formal complaint process should be initiated.

Wesleyan does not require a student to contact the person involved if doing so is not prudent or if the student believes that the conduct cannot be effectively addressed through informal means.

4. Formal Complaint and Disciplinary Process

Notice of a formal complaint can be made in person to the coordinator designated above, but the College encourages the submission of grievances in writing by email to the appropriate coordinator utilizing Wesleyan's Discrimination, Harassment and Title IX Complaint Form, which can be found at wesportal.wesleyancollege.edu/ICS/WesNet/

The complaint should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the grievant (Complainant) or, in the case of an email submission, signed electronically. While complaints can be submitted anonymously, students are encouraged to share as much information as they feel comfortable as more information shared will aid the College in its investigation. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the Complainant should submit any supporting materials in writing as quickly as possible. The Complainant is also asked to share all informal efforts, if any, to resolve the issue(s) with the individual involved and the individual's supervisor if the complaint is against a faculty or staff member.

Upon receipt of a complaint, the appropriate coordinator will open a formal case file and begin the investigation process. If necessary, the coordinator may designate a deputy coordinator to assist in the investigation process. The coordinator will direct the investigation and confer with appropriate individuals and offices to address any interim accommodations for the Complainant, or other necessary remedial short-term actions.

Nothing in this policy shall prohibit the College from initiating a formal complaint and investigation process.

a. Timeframe of the Formal Complaint Process.

Within 60-days of receipt of a complaint, the College will seek to complete the phases described below within the following time periods:

- Investigation – Approximately 20-30 days
- Substantiated Formal Complaints – the Hearing Process – Approximately 7-15 days
- Appeal – Approximately 10-15 day

All of these time frames are meant as guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond sixty (60) days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening College break or holiday, or other unforeseen circumstances. In the event that the process exceeds these time frames, the College will notify the Complainant and Respondent of the reason(s) for the delay and the expected adjustment in time

frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

The College reserves the right to modify or adapt the Formal Complaint and Disciplinary Process as needed to allow for the fair and prompt resolution of a complaint when it is received and at the end of a term or during a break in the College's academic schedule.

b. Investigation into a Formal Complaint

An investigation into a claim regarding a violation of this policy may include, but is not limited to, the following steps:

- Determining the identity and contact information of the Complainant (whether that be the initiator, the alleged victim, or someone from the College);
- Conducting an immediate review of the complaint to determine that the complaint involves an allegation of discrimination, harassment or sexual misconduct under this policy. For complaints that are incorrectly filed under this policy, the coordinator initially handling the complaint will notify the Complainant of the appropriate resolution process as outlined in the Wesleyanne Student Handbook;
- Meeting with the Complainant to discuss the complaint, obtain any additional information that may be needed from the Complainant and provide an outline of the investigation process;
- Meeting with the Respondent to notify them of the allegations, outline the investigation process, and provide the Respondent with the chance to respond and provide any additional documentation or information;
- Commence a thorough and impartial investigation that includes interviewing potential witnesses and reviewing any relevant documents obtained during the course of the investigation;
- Sharing information with the Complainant and witnesses regarding who to contact if they feel they have been retaliated against based on the information they shared during the course of the investigation into the complaint;
- Preparing a written report outlining the general investigation process and the findings made during the course of the investigation;
- Consulting with either the Vice President of Student Affairs, if the allegation is made against a student, or the Director of Human Resources, if the allegations is against a faculty member, to review the investigation process to ensure that it is reasonably complete and address any additional follow up matters as appropriate;
- Preparing a "Final Investigation Report" once the determination is made that the investigation process is complete.
- Making reasonable and appropriate efforts to provide the Complainant and Respondent with the Final Investigation Report.
- Working with appropriate College faculty and staff to take any remedial actions that need to be addressed by the College to address the alleged discrimination.

c. Advisor or Support Person

Both a Complainant and a Respondent are entitled to an advisor or support person of their choice, and the advisor or support person may accompany the party to any meeting or proceeding under this policy. A Complainant may have an advisor or support person present when reporting discrimination and/or harassment or at any point in these Procedures. A Respondent may also have an advisor or support person present if and when the Respondent becomes a party to an Informal Resolution Process or a Formal Resolution Process. An advisor or support person may not stand in place of either the Complainant or the Respondent, act as legal counsel for a party, or otherwise participate in the Informal Resolution Process or the Formal Resolution Process. Parties may not be represented by legal counsel during this complaint process.

d. Resolution by Agreement

Where the Complainant and Respondent agree to do so, the College reserves the right to terminate the investigation and disciplinary process in circumstances in which it is able to reach a resolution with Respondent that satisfies the College's obligations under Title IX, Title VI, Title VII, and other relevant discrimination laws to end the alleged conduct, prevent its recurrence, and remedy its effects on Complainant and the College community. In the event an agreement is reached under this provision, the Respondent waives their right to a hearing under this policy.

e. Unsubstantiated Formal Complaints

A complaint is considered unsubstantiated, and will be closed, if the investigator determines the following has occurred:

1. In cases where there is insufficient evidence to support further investigation and no additional information can be obtained after the appropriate coordinator has made reasonable efforts to obtain additional information; or
2. Where the Respondent is found not responsible for the alleged violation(s).

A written statement will be provided to the Complainant and the Respondent detailing the efforts of the investigator and the reasons for finding that the complaint is unsubstantiated.

f. *Substantiated Formal Complaints-Referral to the Hearing Process*

In the event that the investigator determines that discrimination, sexual harassment, or other inappropriate or unprofessional conduct has occurred based on a preponderance of the evidence (more likely than not that a violation of this policy occurred), further action will be taken, including a hearing and appropriate disciplinary action. A written statement will be provided to the Complainant and the Respondent detailing the efforts of the investigator and the reasons for finding that the complaint is substantiated.

g. *The Hearing Process*

The Hearing Process for Students. Where the Respondent is a student, the appropriate coordinator, in conjunction with the Vice President of Student Affairs, will convene a hearing committee that consists of four 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. Each of these individuals will have received training provided by the College regarding discrimination and other forms of harassment. These four members shall be provided with the names of the Complainant and Respondent in order to determine if there is a potential conflict of interest that would preclude the individual from serving on the hearing committee. In the event there is a conflict of interest, any alternative hearing committee members shall be selected using the same process as described above.

Prior to the hearing, the four committee members will elect amongst themselves a Chairperson. The Chairperson shall guide the proceedings and determine the evidence that will be allowed at the hearing. The Chairperson will not vote or make any recommendations regarding the outcome of the hearing committee.

The hearing committee shall convene a hearing before which the Complainant and Respondent may have a support person/advisor of their choice at the hearing as outlined above.

An overview of the hearing process for students is as follows:

- The Complainant and Respondent will receive written notification of the date of the hearing committee. The notification will also state that the Complainant and the Respondent have the right to provide a written statement in advance of the hearing committee and make a statement at the hearing committee if they choose to participate.
- Any written statements submitted by a party in advance of a hearing will be shared with the other party, and each party will have the opportunity to hear any statements made by the party at the hearing.
- At the hearing, the appropriate coordinator or the Vice President of Student Affairs shall present information on behalf of the College. The results of the investigation will be admitted, but are not binding on the decider(s) of fact. The Complainant and the Respondent may both make a statement to the hearing committee. As reasonable and appropriate, and based on the request of the parties, the hearing Chairperson will structure the hearing to minimize or avoid undue stress or burden on either party, but must allow each party to hear each other's statements. This can be done through telecommunication devices, etc.
- The hearing committee will determine whether it is more likely than not that the accused individual violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.
- The hearing committee will determine the appropriate sanctions, as further set forth below.
- The Chairperson shall keep a record of the proceedings. The hearing committee shall make a determination in writing regarding whether it was more likely than not that the Respondent violated this policy and the appropriate sanction to be imposed against the Respondent.
- The Complainant and the Respondent shall be notified by the Vice President of Student Affairs regarding the outcome of the hearing.

The Hearing Process for Faculty Members. In the event that the accused is a faculty member, the procedures set forth in the Faculty Handbook shall apply. Where the complaint concerns Title IX, the Complainant shall have the opportunity to participate in any proceedings involving a faculty member, including presenting witnesses or other evidence.

The Hearing Process for Employees. In the event that the Respondent is an employee, the procedures set forth in the employee handbook shall apply. Where the complaint concerns Title IX, the Complainant shall have the opportunity to participate in any proceedings involving an employee, including presenting witnesses or other evidence.

h. Sanctions

Any one or more of the sanctions listed below may be imposed on a Respondent who is found responsible for a violation under this policy. Sanctions not listed here may be imposed in consultation with the approval of appropriate coordinator, Vice President of Student Affairs or Human Resources Director, as appropriate. Sanctions are assessed in response to the specific violation(s) and any prior discipline history of the Respondent. Possible sanctions include, but are not limited to:

- 1) *Warning*: Written notice that the Respondent's behavior was in violation of this policy and/or other College policy and that future violations will result in more severe sanctions.
- 2) *Restitution*: Reimbursement by the Respondent(s) to the College or a member of the College community to cover the cost of damage to property or other loss.
- 3) *Fine*: A monetary penalty assessed as appropriate to the violation.
- 4) *Service Hours (students only)*: A set number of work hours the Respondent must complete. Generally, service hours are conducted on campus.
- 5) *Loss of Privileges (students only)*: Denial of specific privilege(s) for a defined period of time. Privileges include, but are not limited to, participation in extra-curricular activities and events such as social events, intercollegiate athletics, intramural programs, student organizations, and student government.
- 6) *Restricted Access*: Conditions which specifically dictate and limit the Respondent's presence on campus and/or participation in College-sponsored activities. The restrictions will be clearly defined and may include, but are not limited to, presence in certain buildings or locations on campus.
- 7) *Removal of Offending Cause*: Requirement to remove the item which was the subject of the complaint.
- 8) *Relocation from Residence Halls (students only)*: Requirement that the Respondent relocate to another residence hall by a specified date.
- 9) *Conduct Probation (students only)*: Formal, written notice that the Respondent's behavior is in violation of this policy or other College policy and an expectation that the Respondent exhibit good behavior for a defined period of time. Any violation during the probationary period may result in suspension or expulsion from the College.
- 10) *Employment Probation*: Formal, written notice that the employee's conduct is in violation of the College's Civil Rights and/or other College policy and an expectation that the employee exhibit good behavior for a defined period of time. Any further violations during the probationary period may result in employment suspension without pay or termination of employment.
- 11) *Suspension (students only)*: Separation from the College for a defined period of time. During the suspension period the Respondent is not permitted on campus and is not permitted to participate in any College-sponsored or affiliated program or activity. The terms of the suspension may include the designation of special conditions affecting eligibility for readmission or special conditions to be in effect upon readmission.

i. The Appeal Process

In the event that the Complainant or Respondent disputes the hearing committee's decision, each shall have the right to appeal the decision of the hearing committee and imposition of any sanction to the President. The appeal must be submitted in writing within five days of the issuance of notification of the decision, with all supporting materials attached, to the Chairperson. Decisions not appealed within such time are deemed final. The President shall review the appeal and record from the hearing committee. The President will issue a decision on the appeal to all parties involved. The President's written decision on the appeal shall constitute the College's final action.

E. CONFIDENTIALITY

As part of its efforts to protect the privacy and confidentiality interests of the individuals involved, the College will use its best efforts to not disseminate information concerning the complaint beyond those who have a need to know. The College will inform all parties, including the Complainant, the Respondent, any Support Persons, and any witnesses involved of the importance of and expectation that they maintain the confidentiality of this process and any information shared with them as a result of their participation. Complainants

and Respondents are not prohibited from sharing details of the process and information shared with them with family, or their Support Person in order to prepare for their participation in the process. However, any individual involved in this process needs to understand that information collected through the Grievance and Investigation Process may be subpoenaed in a criminal and/or a civil proceeding.

F. SPECIAL PROVISIONS

1. Allegations of discrimination 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. At any time during the investigation process, the Respondent may provide evidence that the charges are groundless and malicious. Sanctions may be imposed for making false accusations of discrimination.
2. All participants in the Grievance Process are expected to cooperate fully and provide the truth in all matters related to this process. The College reserves the right to grant disciplinary immunity to any student participating in the complaint process under this policy.
3. Alcohol and substance use: The use of alcohol or other drugs will never function as a defense for any behavior that violates College policy. Sometimes there is fear and shame associated with reporting sexual violence or harassment because drugs or alcohol are involved. Wesleyan’s highest priority is the safety of its students. The use of drugs or alcohol never makes the victim at fault for sexual harassment or sexual assault.
4. Failure to comply with Investigation and Disciplinary Process under this policy: If a party or other participant in the process (e.g., a support person) fails to comply with the procedures set forth herein, the College reserves the right to terminate the complaint process under this policy and/or to exclude a participant from further participation in the process.

SHOPPING CART POLICY

Shopping carts (of any kind) are not permitted to be left on campus for any amount of time. Removing such carts from a shopping area is a crime. 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. Smoking is defined as any type of tobacco, smoke-less, non-tobacco products including but not limited to cigarettes, e-cigarettes, vaping, cigars, pipes, chewing tobacco, etc. Additionally, to meet the standards of LEED Certification, smoking is prohibited within 25feet of ANY building entrance, window or air intake. **Smoking is allowed only in designated areas listed below.** Walking through or around campus while smoking, is not permitted.

RESIDENTIAL SMOKING AREAS

- Corn Gardens**- Benches between the Student Apartments
- Residential Quad**- Bench between Banks and Hightower Halls
- Foster Lake**- Bench behind Jones Hall

NON-RESIDENTIAL SMOKING AREAS

- Murphey Art Building**- Picnic table in Front of Building
- Front Campus**- Half wall outside of library under trees facing Forsyth Road
- Service Area**- Picnic Table between OSP and Porter Fine Arts

Smoking is not allowed on any covered porches or sidewalks. Designated smoking areas are subject to change with prior notification. When possible, ashtrays are provided near 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. Student violations should be reported to the Honor Council. Staff and Faculty violations are to be reported to Campus Police who will then notify the individual's supervisor. A complete report will include name of violator, date, time and location of violation. Subsequent offenses will result in additional fines and/or referral to Honor Council.

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 Division of Student Affairs. Soliciting by agents of businesses 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.

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 Provost, Vice President for Academic Affairs, and ultimately to the President. The student must be prepared to present evidence to substantiate any grievance.

STUDENT CLUBS AND ORGANIZATIONS

All Wesleyan students are encouraged to participate in activities, which will enhance their college experience. Through the Office of Student Activities, dozens of clubs and organizations are available to students. In addition, the Division of Student Affairs supports the Student Government Association, four major boards and the class system. For more detailed information, please refer to the Club and Organization Handbook, available on Wesnet.

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. Informal means of resolving the issue can include, but are not limited to, a face to face discussion, e-mail communication, and telephone conversation.

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.

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 as outlined in the College Catalog) and complaints of harassment (which should follow the harassment complaint process handled by the Vice-President for Student Affairs).

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).

STUDENT 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, or other 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 wellbeing 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 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.
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 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.

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 Honor Council.

VOTER REGISTRATION AND POLICY

Students are encouraged to vote in all federal, state and local elections. Voter registration forms are available in the Office of Student Affairs. Should a student's class schedule prohibit her from voting, the student should speak with her faculty member to discuss this matter. Voting polls are open at times which should meet the needs of our student body.

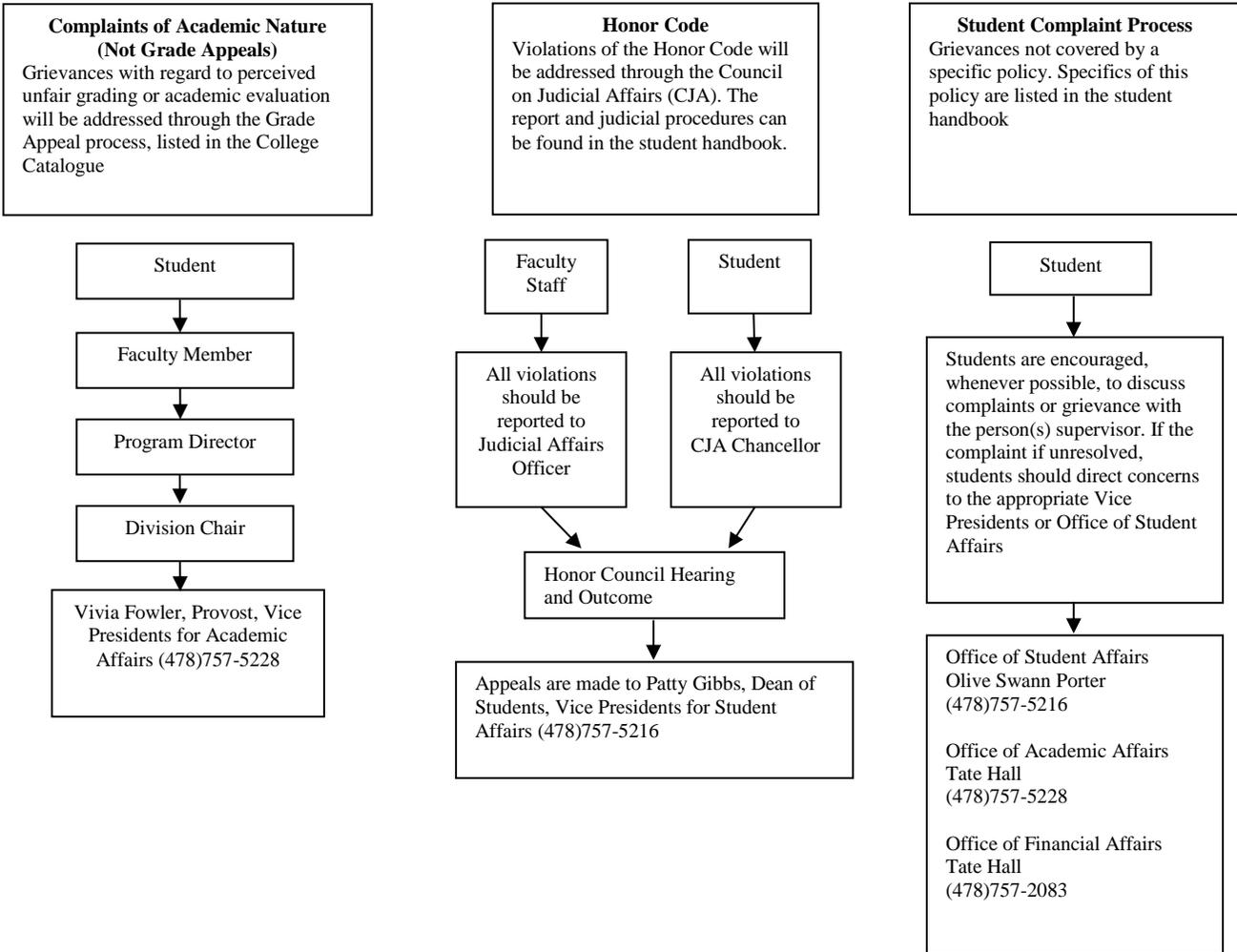
WEAPONS ON CAMPUS

Wesleyan College prohibits guns, rifles, and all other weapons on campus. The campus "property" is defined as the physical place of business, and includes but is not limited to: all buildings, driveways, streets, sidewalks or walkways, parking lots, and other parking areas, as well as college vehicles. This prohibition includes students, faculty, and staff, as well as vendors, sub-contractors, and visitors.

Anyone encountered on campus with a weapon will be directed to leave campus immediately. It is our view that the safety and security of our students and staff mandates that we continue to do all we can to preserve this safety and maintain a safe haven for learning. Wesleyan College is a peaceful community dedicated to non-violence, and the introduction of guns will not be tolerated.

Any student possessing a firearm and/or other dangerous weapons will 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.

WESLEYAN COLLEGE COMPLAINT PROCESS



CHAPTER FOUR- RESIDENCE LIFE POLICIES AND PROCEDURES

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 and all of the college's policies.

Staff Directory	60
Professional Staff	60
Resident Advisors	60
General Policy and Procedures	61
Alcohol Policy	61
Babysitting/Children Staying Overnight	62
Balconies and Porches	62
Bicycles and Bicycle racks	63
Cable	63
Campus Police	63
Candles and Incense	63
Cleanliness/Health and Safety Inspections	63
Closed Study Hours	63
Computer Ports and Internet Access	64
Conduct Toward Residence Life Staff	64
Credit Hours	64
Darts and Dartboards	64
Deposit (Housing)	64
Dimensions	64
Drugs	64
Electrical Appliances	64
Exam Week	65
Fines	65
Fire Safety	65
Grills	66
Hall Meetings	66

Housekeeping/Trash Removal	66
Insect and Pest Control	66
Insurance	66
Irons and ironing boards	67
Keys	67
Kitchen facilities	67
Laundry Facilities	67
Lock-outs	68
Lofts and Bunkbeds	68
Maintenance	68
Meal Plans	68
Occupancy and Private Rooms	68
Pets	68
Pregnancy Policy	69
Public Areas	69
Quiet Hours and Courtesy Hours	69
Roofs	69
Roommate(s)/Suitemate(s) Conduct	69
Room Personalization	70
Severe Weather	70
Smoke Detectors/Alarms	71
Smoking	71
Solicitation	71
Storage	71
Telephone	71
Televisions	71
Vandalism and Common Damages	71
Violations	71
Windows	72
Guidelines for Room Usage and Access	73
Access to Residence Halls and Apartments	73
Access to Student Rooms by College Staff	73
Apartment Eligibility	73
Break Housing (Semester)	73

Check-in _____	74
Check-out _____	74
Hall Closings _____	74
Nontraditional Housing _____	75
Public Area Usage Guidelines _____	75
Removal from Campus Housing _____	76
Residence Agreement _____	76
Residence Hall Space _____	76
Residency Requirement _____	76
Room Assignments/Room Selection _____	76
Room Changes and Consolidation Policy _____	77
Room and Apartment Condition Forms _____	77
Rooms Not In Use _____	78
Summer Housing _____	78
Searches and Entry by College Officials _____	78
Searches after a fire alarm _____	78
Vacancies _____	78
Visitation Policy and Procedures _____	79
Conduct _____	79
Escort _____	79
Open Visitation Hours _____	79
Overnight Guests _____	79
Overnight Guest Registration Policy _____	80
Guest Housing _____	81

STAFF DIRECTORY

PROFESSIONAL STAFF

Emily Jarvis, Director of Residence Life
Location: Huckabee Hall
Phone: 478-757-5215

RESIDENT ADVISORS

BANKS HALL

1st Floor: Centara Nulf

2nd Floor: Melinda Hobbs

WORTHAM HALL

1st Floor: Laura Harness

2nd Floor: Krissy Dennard

3rd Floor: Emiaya Rogers

HIGHTOWER HALL

Ground Floor: Taylor Burbage

1st Floor: Madison Leary

2nd Floor: Morgan Lami

3rd Floor: Jing Wu

JONES HALL

2nd Floor: Amber Davis

3rd Floor: Joy Johnson

PERSONS HALL

1st Floor: Sofia Ramirez

2nd Floor: Riya Adhikari

3rd Floor: Sarah Lonergan

CORN NORTH APARTMENTS

Keshika Marambe

CORN SOUTH APARTMENTS

Mellissa Webb

GENERAL POLICY AND PROCEDURES

ALCOHOL POLICY

Wesleyan College seeks to ensure that any alcohol consumption that occurs on its campus or at college sponsored events is undertaken in an atmosphere that promotes social and legal responsibility. The educational purposes of the college remain as the foremost goal of Wesleyan College; with responsible consumption of alcohol, the educational purpose of the college will remain intact. The goal of this and all Wesleyan policies is to insure that our students are provided for with the tools and guidelines needed to become sound decision makers, responsible citizens, and key contributors to Wesleyan College and beyond.

GENERAL PROVISIONS

7. Consistent with Georgia law, only those Wesleyan students and their guests who are 21 years of age or older are permitted to consume alcohol on the Wesleyan campus or at Wesleyan sponsored events.
8. Any person purchasing, possessing or consuming alcohol on Wesleyan's campus and at college-sponsored events at which alcohol consumption is permitted must comply with applicable Georgia laws and Wesleyan College policies.
9. Wesleyan students must uphold the Honor Code at all times and are responsible for guests and guest behavior at all times. Disorderly conduct, reckless behavior, or any other disruption or disturbance to campus life due to intoxication is a violation of the College policy.
10. Anyone in violation of these policies is in violation of the Honor Code and subject to the Honor Council. Students who violate any aspect of the alcohol policy will be immediately placed on social probation for the academic year, banned from events where alcohol is served for the academic year and subject to additional sanctions from Honor Council.
11. Students may not drink alcoholic beverages in any area of the campus except designated areas at campus-wide events.
12. Those who choose to consume alcohol must use it in a responsible manner that will not interfere with the rights of others or be detrimental to themselves, those around them, or Wesleyan as a whole.

ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS

The possession and consumption of alcohol in the Wesleyan College Residence Halls is permitted only as set forth below:

7. Designated Areas:
 - a. Alcohol storage, possession and consumption is permitted in only those residence halls, or portions thereof, that are designated as such by the Wesleyan College Administration, which has the exclusive authority to make such designations and to proscribe rules regarding such storage, possession and consumption. The Administration also has the sole discretion to revoke or modify such designations.
 - b. The Administration has designated the North and South Apartments as designated residence halls in which alcohol may be stored, possessed and/or consumed. With respect to this designation:
 - vii. Alcohol may not be stored, possessed or consumed in any apartment in which one or more of the apartment mates are under 21 years of age.
 - viii. Alcohol consumption is prohibited within the apartment public lounges or on the apartment porches.
 - ix. Alcohol cannot be stored in the common refrigerators but may be stored in personal refrigerators within individual bedrooms.
 - x. Guests, including other Wesleyan students, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms of the apartments after all other apartment mates have agreed to allow guests to drink in the apartment. This agreement will be stated in writing and signed by each apartment resident at the beginning of each academic year. This agreement may be revoked at any time by the parties to the agreement and

may be overridden by the Administration at any time. Should a conflict occur the apartment residents will be required to participate in a mediation process with the Director of Residence Life and the Vice President for Student Affairs, Dean of Students.

- xi. Residents are permitted to have no more than 3 guests per resident within a given apartment when alcohol is being consumed.
 - xii. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall or room.
- c. Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Banks, Wortham, Persons, Hightower and Jones residence halls.
8. Wesleyans are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.
 9. Each resident is permitted to possess no more than 72 oz. in a designated area. Kegs are prohibited from designated areas.
 10. Alcohol must be stored within personal rooms and personal refrigerators.
 11. The College reserves the right to search any designated area (including personal living areas) at any time to ensure resident safety and compliance with the alcohol policy and other college policies.
 12. Alcohol containers are not permitted to be used for decorative or utility purposes.

ON/OFF CAMPUS EVENT POLICIES

4. Only CAB and SGA are permitted to request to host campus/college sponsored events at which alcohol can be consumed. In order for alcohol consumption at an event, either on or off campus, to be officially sanctioned by the College and the Office of Student Activities, an event registration form must be completed by the President of CAB or SGA and submitted to the Director of Student Activities no later than **two months** prior to the date of the scheduled event. Requests will be reviewed within one week of submission.
5. Alcoholic beverages may only be served to students of legal age.
6. Nonalcoholic beverages and food must be served at all events at which alcohol consumption is permitted.

Eligible students wishing to consume alcohol in their residential living area, must make an appointment to meet with the Director of Residence Life to sign the official Alcohol Contract. All residents of an assigned space must be present for the meeting.

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. Children between the ages of 6–16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room (IE Brother or Sister). Siblings visiting overnight must still follow all visitation policies.

BALCONIES, PORCHES AND WINDOWS

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, windows 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, windows, balconies, or railings. For the protection and safety of all students, objects are not to be thrown over or off of balconies, windows, 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. Smoking is not permitted on any balcony, building or room. Lounge furniture and room furniture is prohibited on the balconies and should not be removed from its respective area.

BICYCLES AND BICYCLE RACKS

Members of the Wesleyan community who bring a bicycle to campus must register it with the Department of Residence Life. During registration, a bike decal will be issued which must be affixed to the down tube of the bike, facing up, closest to the crank. Bikes without a decal will be removed from campus.

Bicycle owners must store their bicycles at an approved bicycle racks only and are encouraged to use a lock at all times. Residential racks are available on the porches of Banks, Wortham, Persons and Hightower Halls and one central rack near the apartments. Additional racks are located near the Academic and Administrative buildings on campus. Bikes may not be stored in the stairwells, hallways, offices or lounges as this is a fire hazard. Additionally, bikes may not be chained to light poles, buildings or porch railings. Any bikes found not appropriately chained to a bike rack will be removed. Residential students may choose to store their bicycle in their bedroom only during the academic year at their own risk and with approval from their roommate. Bikes may not be stored in apartment kitchens, living rooms, bathrooms or hallways. Any damage resulting from indoor bicycle storage will be the responsibility of the residents of the room.

Bicycle owners may leave their bike chained to a bicycle rack during the fall, winter and spring breaks. However, bicycle owners who are not enrolled/working for the college during the summer semester must remove their bicycle from campus at the conclusion of the spring semester. The college does not provide storage for bicycles during the summer. Bikes remaining on campus at the conclusion of the spring semester (regardless of location and registration status) will be removed and donated.

CABLE

Basic cable television access is provided in each residence hall and apartment room. Students experiencing problems with their cable should report their problem to the Computer Information Resources Office via a Helpdesk Ticket. Cable remote controls will be distributed by members of the Computer Information Resources Office.

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 will make rounds in the residence halls, to provide safety and security in our residential buildings. Campus Police can be reached at 478-757-5145 or 478-960-7969.

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 may be reported to Honor Council.

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. When possible, students will be given at least 24 hour notice prior to these inspections (via flyers or emails). However, unannounced inspections may occur if there is information concerning the violation of a Residence Life or College Policy. 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 per day 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

A sign indicating closed study hour(s) on any room door signifies that a student is studying and does not wish to be disturbed. These signs should be respected at all times. A closed study hour's sign means no admittance except for emergency situations. Residence Life Staff members may disregard a closed study hours sign when acting in an official capacity of their job. This includes, but is not limited to, the need to address potential policy violations or the need to communicate pertinent or time sensitive information.

COMPUTER PORTS, WI-FI AND INTERNET ACCESS

Computer ports (hard wire) and Wi-Fi 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. Additionally, wireless access is provided in each residence hall. Any issues or concerns with internet connectivity, printing, computer ports or wireless access should be reported to the on-call Information Technology Assistant (ITA).

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 or students who withdraw from classes during the semester and are below 12 credit hours must have the approval of the Director of Residence Life to live in campus housing. Students who are approved for part time status are not exempt from the residency requirement.

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. Deposits will be returned to students at the completion of their tenure in housing. Deposits will not be available until a minimum of 4 - 6 weeks after the close of the semester or student withdraw date.

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. For general dimensions, please contact the Director of Residence Life.

DRUGS

The illegal use or possession of any stimulant, depressant, narcotic, 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 students involved. Possible criminal action may also be taken.

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 the student is present at time of entry. The staff member conducting the search will call Campus Police for assistance. 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. Residence Life Student Staff members who suspect drug use after hours will work in conjunction with the Campus Police and Student Affairs staff member on duty.

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. The use of extension cords is strictly prohibited. Electrical surge protectors are the only approved appliance for use in residence hall rooms which can extend or multiply electrical outlets.

AUTHORIZED APPLIANCES

Electrical appliances must be UL approved and in good working order. The following appliances are approved for use in residence hall rooms: Coffee maker with automatic shut-off, refrigerator (one per residence hall room 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 or apartment rooms: halogen lamps, microwave, toaster, toaster oven, George Foreman grill, electric skillet, fryer, gas and charcoal grill, hot plate, hot pot, sandwich maker, waffle maker, hot oil popcorn popper, iron, extension cords, space heaters, multi-plug outlet, 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 Director of Residence Life has 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. Any unauthorized appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a \$50 fine and reported to Honor Council. Students residing in the apartments may keep the following items in their kitchen only: microwave, toaster, toaster oven, sandwich maker, waffle maker. Approval for other items should be cleared with the Director of Residence Life.

ELEVATORS

Residence hall elevators are designated as freight elevators and should only be used by students during move in and move out to transport large items. Use of these elevators by students is strictly prohibited except by permission of the Director of Residence Life, Director of Disability Services in the case of an accommodation or their designees.

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. Additionally, there will be no guest visitation permitted during finals week. Failure to comply with Exam Week regulations will be considered an Honor Code violation. Exam Week violations may result in immediate removal of a student from housing with no refund of fees and full payment of room and board due.

FINES

All residence hall policy violation fines are to be submitted directly to the Director of Residence Life and will be placed on student accounts. Students must clear all fines before returning to the residence halls.

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 and is grounds for suspension or expulsion.

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 a Residence Life staff member. Failure to exit the building when a fire alarm sounds will result in an automatic \$100 fine.

DESIGNATED MEETING SPOTS

Banks Hall: Opposite side of fountain

Hightower Hall: Front of Huckabee Hall

Jones Hall: Upper driveway away from Front Entrance

Persons: Opposite side of fountain

Wortham: Opposite side of fountain

Corn Hall/South Apartments: Parking Lot A on the corner of Forsyth Rd and Tucker Rd.

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. This restriction includes open flame fondue pots. Any unauthorized grills or similar appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a \$50 fine and repeat offences will be reported to Honor Council.

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. Additional mandatory hall meetings will be conducted at the conclusion of each semester to discuss important closing procedures. Other mandatory hall or floor meetings may be scheduled throughout the semester. Students will be given at least 24 hour 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.

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. Trash and/or trashcans may not be placed in the stairwells as this is a fire hazard.

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. All residence hall rooms are sprayed prior to the beginning of each fall semester. Students can help reduce pest problems by sealing and storing all food items and bagging all trash. Pest Control services will not enter individual rooms and apartments while they are occupied without prior authorization from the residents of that space. If your room needs additional pest control between routine sprayings, please contact your Resident Advisor to complete a maintenance request. If special extermination procedures are needed, it will be done so at the student's expense. Students are encouraged to keep a supply of pest control products for their personal use.

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 ironing boards are provided in designated areas of each residence hall and apartment building for the students' convenience. Students may not remove the college iron or ironing boards from their designated locations. Students may not iron in their rooms or apartments due to the potential risk of fire.

KEYS

Students will be issued a key to their residence hall room or apartment upon check-in. 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 Office of Residence Life immediately. If she needs a temporary key until she can locate hers, she may check out a loaner key from Residence Life. 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 should find her original keys after a lock change and charge have been made, a refund cannot be given due to the fact that the necessary supplies have already been purchased and used by the physical plant staff. Any keys not returned upon move out will be treated and charged like a missing key. Students may not loan their keys to anyone for any reason. Students found violating this policy will be reported to Director of residence Life. Additionally, students should not deface their keys (for example, by painting them). A student who returns keys that have been defaced, will be fined \$10 per key. Keys that cannot be properly restored to the state in which they were issued, will be replaced and the student will be fined \$25.

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. Students utilizing kitchen facilities 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 or permanently at the discretion of the RA and Director of Residence Life. The housekeeping staff will not clean any publicly used fridge, oven, or microwave while school is in session.

- 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. Students who wish to leave appliances in the public kitchens must be approved by the Resident Advisor (RA) and do so at their own risk. Wesleyan College is not responsible for any items placed in the community kitchens or lounges.
- 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 stored 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, this will result in the closing of the kitchen for all members of the community. Violations may result in a referral to Honor Council or individual loss of kitchen privileges.

LAUNDRY FACILITIES

RESIDENCE HALLS

Washers and dryers are provided for students in a central location in all residence halls. Only resident students are permitted to use the facilities. These facilities are available at no direct cost to students.

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 or to Physical Plant through a work order.

LOCK-OUTS

It is important that students keep track of their room keys. 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. Students will only be let into the room to which they have been assigned. No student can give permission or be granted entry into a room which is not their own.

LOCKOUTS DURING BUSINESS HOURS

If a student gets locked out of her room during normal working hours on a business day (8:30 am – 5:00 pm, Monday through Friday), she should go to the Office of Student Affairs to be assisted by one of the staff members. They will complete the lock out by letting a student into their room.

LOCKOUTS AFTERHOURS AND ON THE WEEKENDS

If a student gets locked out of her room after business 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 be let into their rooms.**

LOFTS AND BUNKBEDS

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

MAINTENANCE

Routine maintenance problems should be reported to Physical Plant through the Work Order process outlined in the Appendix of the *Wesleyanne: Student Handbook*. Students are permitted to submit work orders pertaining to their personal living space. Work Orders and maintenance issues of non-emergency concern for the public areas, lounges, kitchens and other parts of the building should be reported to the floor/building RA. Maintenance emergencies (i.e. overflowing toilet, electrical problems, door lock problems, etc.) should be reported immediately in person to your RA, the RA on Duty, or the Director of Residence Life. If it is during normal work hours please contact the Director of Residence Life in order to report the problem. Physical Plant and Residence Life staff reserves the right to enter a student's room for any requested or necessary maintenance.

MEAL PLANS

Meal plan services are provided by Aramark and each student is assigned a meal plan based upon her housing assignment. Students living in Banks, Wortham, Persons, Hightower and Jones are assigned to the 20 meal plan. Student living in the Corn Apartments are assigned to the 10 meal plan. Meal plans are included in the cost of housing and cannot be reduced or removed. Special dietary accommodations can be met by Aramark. It is the responsibility of the student to communicate any dietary restrictions to the Director of Food Services.

OCCUPANCY AND PRIVATE ROOMS

Housing in Wesleyan College Residence halls is designated as double occupancy. Private Rooms are not guaranteed from year to year and are only available if space allows. If a student does not have a roommate she will be matched with another student through the Consolidation Process. If a student does not comply with the consolidation procedures, she will automatically be charged the private room fee (no prorating available). Additionally, any student who resides in a double occupancy room without a roommate with their personal belongings occupying the entire residence, will be automatically charged the private room fee (no prorating available).

PETS

For health reasons, sanitary concerns and space constraints, pets (with the exception of fish) are **not** permitted in the residence halls or apartments except for situations of accommodation made by the Director of Disability Services. 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 students) must be reported to Campus Police. A violation of the pet policy will result in the immediate removal of the animal and reporting to the Director of Residence Life. Additionally, students will be financially responsible for any damages or additional cleaning services required from the violation.

Service Animals and Emotional Support Animals provide specific services for their owners and are not considered pets. Any student wishing to seek the approval of a service animal or emotional support animal must do so through the Director of Disability Services. Unauthorized support animals are not permitted in the residence halls.

PREGNANCY POLICY

Residential students should meet with the Director of Residence Life and Director of Disability Services to discuss any accommodations related to pregnancy.

PUBLIC AREAS

Students are prohibited from storing personal items in any public area due to fire safety concerns. This includes but is not limited to hallways, lounges, study areas and stairwells.

QUIET HOURS AND COURTESY HOURS

Universal quiet hours for all residence halls and apartments are from 12pm – 8am. Buildings or floors may elect to establish different hours at the beginning of fall semester during the opening residence hall meeting. However, no building or floor may elect to shorten or eliminate the universal quiet hours. Students who do not follow quiet hours will be reported to the Director of Residence Life.

Out of courtesy and respect for your fellow building mates, 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. Residents have the right to ask fellow Wesleyan students to lower their volume even when quiet hours are not in effect.

ROOFS

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

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 strongly 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 harms.
- The privilege to have guests during open visitation hours with the permission of the roommate. Guests are to respect the rights and property of the hostess' roommate(s) and/or suitemate(s) and other hall residents at all times.

ROOM PERSONALIZATION

Students are encouraged 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.

ADHESIVE

Students should use caution with using adhesive to affix items to their walls and doors. Tape and other adhesives are not permitted as they will pull off paint and damage walls. Any damage caused by adhesive will be charged to the student for repairs. Students are permitted to use Magic Mounts in order to decorate their room. Magic Mounts are available for purchase in the Campus Store and on various other online retailers. As designated by the Fire Marshall, wall and door coverings must not cover more than 35% of any given surface.

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 or removed from its designated area. 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. Any furniture that is not assembled in the manner at which it was found will also result a fee assessed to the student (IE disassembled or inappropriately stacked/stored 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 per offense. Additional sanctions may be imposed if necessary. Students may use appropriate bed risers to raise their bed off of the floor however 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 AND THUMBTRACKS

Students are permitted to use 1-1 ½ inch finishing nails (penny nails sized 2d, 3d and 4d) 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. Students are permitted to use thumbtacks in order to decorate their rooms.

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 or gather in the appropriate designated area 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

Smoking is not permitted in the residence halls or on residence hall balconies and porches. For the complete policy, see the College Policies section.

SOLICITATION

Wesleyan College does not allow door-to-door solicitation of products or services in the residence halls or apartment buildings or electronic solicitation via email. If you should encounter a solicitor in the residence halls and apartments, notify campus policy immediately.

STORAGE

Due to space limitations and regulations governing fire safety, the college does not offer permanent storage for students. If storage is made available during the summer months, it will be designated on a first come-first served available basis for those students who qualify. Priority is given to those students who live abroad and cannot travel home with their personal items. If able to utilize storage, student must comply with all policies and fees as outlined in the storage contract.

TELEPHONE

Each residence hall room is equipped with a telephone line. However, Wesleyan does not provide local telephone service via landline in the residence halls. Students can access AT&T at 866-878-6332. It is the responsibility of the student to select and arrange for the long-distance service or calling card plan of their choice. Students contacting AT&T should inform the technician that they are a Wesleyan Student in order to have their deposit waived.

TELEVISIONS

Residence Life provides one television in a common area of each residence hall. Service problems with the television should be communicated to an ITA or a Residence Life staff member. Additionally, service issues with the cable service can be reported to the Resident Advisor or Information Technology Assistant. This service is provided with the understanding that all students will respect college property. Damaged or missing equipment will be charged to the student(s) involved.

VANDALISM AND COMMON DAMAGES

Destructive behavior of any kind is not tolerated in the residence halls or apartment buildings. Students will 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. Additionally, students found responsible for vandalizing college property will be responsible for the repaying of damages. 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 report themselves to the Director of Residence Life or the Advisor of the Council on Judicial Affairs for further instruction. If a student does not report to the Director of Residence Life or CJA Advisor, any witness to the violation should report the offense to the appropriate judicial board (refer to the Honor Code section).

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. Window screens are to be properly installed on each residential window and may not be removed unless there is an emergency. Missing window screens should be reported to Physical Plant through a work order.

GUIDELINES FOR ROOM USAGE AND ACCESS

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 entrance 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 exterior 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.

APARTMENT ELIGIBILITY

The Corn Apartments were built with the specific goal of creating an independent living environment to help start our senior students in their transition to post Wesleyan life. As such priority for the apartments is given to senior students followed by junior students. Eligibility for the apartments is based on the number of earned credit hours. Meeting the credit hour minimum does not guarantee placement in the apartments. Additionally, new students are not permitted to reside in the Corn Apartments until they have resided in campus housing for a minimum of one full semester.

The following credit hour guidelines will be used for apartment eligibility

FALL SEMESTER MOVE IN

Minimum of 55 hours earned at close of previous Summer Semester (i.e., Student **Must** have earned 55 credit hours by the close of Summer 2016 for Fall 2016 sign up and Move in)

SPRING SEMESTER MOVE IN

Minimum of 70 hours earned at conclusion of previous Fall Semester (i.e., Student **Must** have earned 70 hours at conclusion of Fall 2016 semester for Spring 2016 Move in)

SPRING SEMESTER SIGN UP FOR FALL SEMESTER MOVE IN

Minimum of 40 hours earned at close of previous Fall Semester (i.e., Student **Must** have earned 40 credit hours by the close of Fall 2016 in order to sign up for the apartments during Room Selection Spring 2017. Student would Move in fall 2017)

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 Calendar 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 three weeks prior to the beginning or ending date of a break date or by the designated deadline set during a break housing application process.

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 set fee for the entire break in order to cover the cost of utilities and meal service which will be utilized during this period. No daily or weekly rates are available.

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.

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 completing the Residential Emergency Contact Form, Signing of the Honor Code and Handbook Acknowledgement form, receiving keys and completing the Room/Apartment Condition Form. Each student will be provided instructions on how to complete the online Apartment or Room Condition Inventory for their assigned living space. This form must be completed within 48 hours of receiving keys and it is the responsibility of the student to make sure that the room/apartment condition form is thorough and lists all current damages in the room. For more information on the Room Condition Form please view the appropriate information in this section. 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 checkout. Any differences or discrepancies will be noted on the room/apartment condition form and will be presented to the student to sign during check out. In the event of a double occupancy room or shared common space in the apartments, the check-out condition of all roommates' forms will be compared for any discrepancies or damages which were not visible at the time of the other roommate's checkout. All changes will be reported the Director of Physical Plant who will review each case and determine if an actual damage has occurred. In the event of actual room damage the student will be billed at the cost to repair the damage. Damages are applied to student's account approximately 4 weeks after the conclusion of the semester. Students are responsible for reviewing their account on the portal after this point and should contact the Director of Residence Life with any questions concerning room damages and fines.

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. Under no circumstances may a student leave their keys in their room upon check out. This will be considered an automatic improper check out and students will forfeit their right to appeal any damages found in their room. 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.

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 at 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.

NONTRADITIONAL HOUSING

Requests for housing for non-traditional students must be submitted to the Director of Residence Life and will be considered on a case by case basis. Non-traditional students living in campus housing must be Bachelors level registered for a minimum full time course load (12 hours) and must follow all policies and guideless as set for forth in the student handbook. Efforts will be made to place nontraditional students in housing that is with and around other nontraditional students when possible. Nontraditional students desiring to live in the apartments must meet the eligibility requirements as set forth in the student handbook and should secure a compatible apartment mates.

PUBLIC AREA USAGE GUIDELINES

The following public area usage guidelines apply to all areas of the residence halls and apartments.

PORCHES/BALCONIES/BREEZEWAYS

- No tape on glass parts of doors
- No signage or advertising covering doors or windows
- No crepe paper on pillars, ceilings 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

HALLWAYS

- Students wishing to post flyers in the residence halls must have their flyers approved by the Director of Student Activities. All residential flyers must be given to the Director of Residence Life for distribution to the RA Staff who will post flyers for Residential students. Flyers that are posted without following proper procedures will be removed immediately even if they have been approved for posting.
- No tape on glass parts of doors or windows
- No crepe paper on pillars, ceilings or marble
- No signage of advertising covering 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. Any damage caused by moving lounge furniture, will be assessed to the group utilizing the space.
- Walls may be decorated for special events using the appropriate adhesives as designated in the Room Decorating guidelines.

REMOVAL FROM CAMPUS HOUSING

Students can be removed from campus housing as deemed necessary by the Director of Residence Life or the Vice President for Student Affairs. 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.

Students removed from college housing will be removed from the college due to the residency requirement.

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, Registrar's Office, Honor Council, Student Affairs and Health Services. Students should consult with each of these offices prior to move in to ensure a smooth check in process.

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 doing so appears to be in the best interest of the college, an individual 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.

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. Students who are enrolled part time are not exempt from the residency requirement.

The Director of Residence Life must approve any change in resident status. Fifth year seniors who have completed 8 full time academic semesters at Wesleyan College (fall and Spring Semesters) and students whose immediate family members are local residents may be exceptions to the residency policy. An immediate family member is defined as a mother, father or legal guardian as defined by a court of law. Local residency is defined as a 25.0 mile driving distance from the college. Documentation to verify residency in the local area includes copies of both student and parental state issued identification cards/drivers' licenses and a utility bill dated in the last 90 days (addressed to the parent), all showing the same local address. For Students claiming 5th year senior status documentation from the Registrar's office must be submitted showing enrollment in a minimum of 8 full time academic semester at Wesleyan College (fall and spring semesters.)

Wesleyan College does not provide Family housing as defined as students with a live in spouse or children. Therefore, traditionally classified students who wish to be exempt from the residency policy due to the above mentioned classifications should apply using the same application and attach supporting documentation in the form of a Marriage Certificate or Birth Certificate in addition to the residency documentation listed above to verify residency of student and spouse living together.

All individuals desiring to live off campus and request an exception to the residency policy must submit the appropriate paperwork to the Director of Residence Life by June 1 (Fall Semester) or December 1 (Spring Semester). Requests will not be accepted after this time. If a student wishes to appeal the decision of the Director of Residence Life, she should do so in writing to the Vice-President of Student Affairs. 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 double occupancy room and board rate. Submission of a Change of Resident Status Application does not guarantee approval to live off campus. You will receive written notification from the Director of Residence Life regarding verification of your status.

ROOM ASSIGNMENTS/ROOM SELECTION

Returning students participate in a room selection process each year during the spring semester. Sign-up order is based on number of earned credit hours as of the previous semester. Students must be registered for classes for the semester in which they are selecting their

housing. 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 email during the spring semester. It is the responsibility of the student to attend her Room Assignment appointment. If she fails to attend her appointment time, an assignment will be made for her at the conclusion of the Room Selection process after all students have been assigned.

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 or those who fail to comply with the stated room change deadlines will be fined a \$25 improper checkout fee. If making an improper room change without appropriate permission, a student will have to return to the appropriate assigned room.** Fees will not be pro-rated for room changes.

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;
3. Accept a change of assignment.

Typically, students will have 2-4 weeks from the start of classes to choose one of the first two options. After the conclusion of the room change process, the Director of Residence Life will inform all students of their status in the consolidation process and will begin to assign students to their new room or roommate. Students are encouraged to self-select a roommate from the other students going through the consolidation process and choose the room in which they will reside. When students do not self-select a roommate, they will be assigned one at random and the room assignment will be selected based on the student with the highest number of credit hours.

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 any 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. Room Change requests will not be honored during the last two weeks of a semester.

ROOM AND APARTMENT CONDITION FORMS

Prior to the arrival of each student, all rooms are inventoried for the current condition of all furniture, walls, flooring, ceiling, fixtures, door, appliances, etc. Resident Advisors document each of these conditions and complete the necessary work orders prior to the check in period. When a residential student arrives on campus and checks into their room for the first time, they are responsible for completing the online Apartment/Room Condition Inventory form which will be used to document the condition of a room at check in.

During the Check-in Process, each student will receive instructions on how to complete their Apartment/Room Condition report. **It is the student's responsibility to inspect their rooms or apartments immediately upon move in and to complete their online Apartment/Room Condition Inventory within 48 hours of receiving their keys.** Failure to list a damaged item at check in does not alleviate a student from responsibility for that damage at check out and is not grounds for a housing damage charge appeal. It is the responsibility of the student to make sure that ALL conditions are listed on their Apartment/Room Condition Inventory.

During check out, the room will be inventoried and compared against its original move in condition. Any changes in condition will be reported to the Director of Residence Life and to Physical Plant in order to be assessed for damages. Physical Plant will determine the exact cost to be assessed to a damaged room and the cost will be passed along to the student. Damage fees and Residence Life fines are placed on student accounts approximately 4 weeks after the end of the spring semester and it is the responsibility of the student to check their account on the portal for any applied fines. For shared areas, the damages fines will be split evenly among all residents using that space unless a student(s) accepts responsibility in writing for that damage (including publicly shared areas such as lounges, laundry facilities, stairwells, etc.).

If a discrepancy should occur during the Check Out process, the initial inventory performed by the Resident Advisor will be consulted and compared with the initial inventory completed by the student at check-in.

ROOMS NOT IN USE

Students are prohibited from storing any belongings in an empty room in the residence halls or apartments. Empty rooms must remain clean and available for room changes and emergency housing situations. This includes rooms which are not for residential occupancy including lounges, study areas, storage closets, etc. Students found in violation of this policy will be fined \$25 and will be required to remove belongings immediately. Additional sanctions may be imposed, if necessary.

SUMMER HOUSING

Summer housing is available to all current students registered for the fall semester at a reasonable cost. Housing may be made available to recent Wesleyan Graduates in good standing with the college as space is available. 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. Space is limited and priority for housing will be determined by the Director of Residence Life.

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. Any item confiscated during a Residence Life or administrative search, which represents a violation of policy, will **not** be returned to the student.

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 or administrative search, which represents a violation of policy, will **not** be returned to the student.

VACANCIES

Vacancies in the residence halls and apartments that occur after the designated room selection time will be filed by the Director of Residence Life. Students on the waiting list will be considered for all vacancies before other students who are not on the waiting list. Housing assignments may be changed prior to move in to accommodate occupancy requirements. Mid-semester vacancies may require a student to go through the consolidation process. Students who do not comply with the consolidation process will be charged for a private room.

VISITATION POLICY AND PROCEDURES

Wesleyan College recognizes that visitation is an important privilege offered to the students. However, with this privilege comes responsibility. Visitors are defined as any non-residential student, faculty, or staff or any non-Wesleyan affiliated person who is requesting admittance in the residence halls or apartments to visit or gather with any Wesleyan College residential student. 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 following guidelines.

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 their Resident Advisor and Campus Police of this behavior.

OPEN VISITATION HOURS

Wesleyan students are permitted to invite male and female guests to campus during open visitation hours. Open visitation hours are as follows:

Sunday – Thursday: 10am – 12pm

Friday and Saturday: 10am – 2am (the following morning)

During open visitation hours, a guest registration form is not necessary for guests who are visiting campus. However, Wesleyan students are highly encouraged to complete a guest registration form for any guest visiting campus in order to ensure a smooth visit. Even though guest registration forms are not required during open visitation hours, a student should minimally receive verbal permission from their roommates, suitemates or apartments for any guest entering the residence halls or apartments. All guests visiting campus must register their vehicle with Campus Police regardless of how long they are going to be on campus.

OVERNIGHT GUESTS

Wesleyan students are permitted to host an overnight guest on campus in their residence hall room or apartment as long as they have followed all overnight guest registration guidelines. An overnight guest is defined as any Non-Wesleyan Student on campus after open visitation hours. Wesleyan students staying overnight in a room or apartment which they are not assigned to, are also considered overnight guests and must be registered as such.

Out of respect and for safety reasons, a resident must request and receive approval to host an overnight guest 24 hours in advance from her roommate, suitemates or apartment-mates. Approval of guests with less than 24 hour 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.

When visitation is permitted, each overnight guest (non-Wesleyan student and Wesleyan student) may stay for a maximum of three consecutive nights and may not spend more than eight nights on campus per month without special permission from the Director of Residence Life. Guests are not permitted to stay with different Wesleyan Hosts in order to extend their stay on campus past the guidelines set above. Students are permitted to have two overnight guests per evening. All other guest policies must be followed at all times for the duration of the guest's stay. In extenuating circumstances regarding the number of visitors per evening or the number of days permitted, students must gain approval from the Director of Residence Life.

OVERNIGHT VISITATION – FEMALE

Female guests (non-Wesleyan or Wesleyan students) are permitted to visit Wesleyan residents 7 days a week. Any female guest (non-Wesleyan or Wesleyan student) must be registered as an overnight guest if they are staying past open visitation hours and must follow the overnight guest policy. Any Wesleyan student staying overnight in a room which they are not assigned to is considered an overnight guest. Because female guests are permitted overnight seven days a week, there are no building specific visitation options. The College reserves the right to limit or discontinue female visitation privileges if deemed necessary.

OVERNIGHT 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 apply to individual residence halls and apartments accordingly:

PLAN A: BANKS HALL, WORTHAM HALL AND PERSONS HALL

Overnight male guests are not permitted in Banks, Wortham and Persons Halls. Male guests may visit Wesleyan students during Open visitation hours as outlined above.

PLAN B: HIGHTOWER HALL AND JONES HALL

Overnight male guests are permitted in Hightower Hall and Jones Hall on Friday and Saturday evenings. Male visitation begins at 10:00 am on Friday and ends at midnight on Sunday.

PLAN C: APARTMENTS

Twenty-four hour visitation is permitted in accordance with guest registration policies. Any guest staying past open visitation hours must be registered.

OVERNIGHT VISITATION - MINOR

Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment. Children between the ages of 6 – 16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room (i.e. Brother or Sister). Siblings visiting overnight must still follow all visitation policies. Minors staying overnight must follow the guidelines set above as designated by gender.

OVERNIGHT GUEST REGISTRATION POLICY

In order to ensure the highest safety standards possible, the following overnight guest registration policy must be followed by all residents at all times. Male and female (non-Wesleyan or Wesleyan students) overnight 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 must be registered. During college holidays when classes are not in session (i.e. Labor Day, Fall Break, Thanksgiving etc.), guests are permitted to stay overnight the evening before a holiday even if it is not a weekend. This does not include the beginning of each semester prior to the start of classes, finals week, and extended breaks more than four days in length (IE Spring Break).

In order to register a guest, a student must fill out a Guest Registration Form, which can be obtained from Portal under the Student Affairs section of the Wesnet tab. The Guest Registration Form includes Wesleyan host information, guest information, in addition to signatures from all roommates and suitemates or apartment-mates. Permission must be granted from a roommate, suitemates, and apartment-mates which are 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. All guests must present their approved guest registration form to any Campus Police Officer, Wesleyan College Administrator or Residence Life Staff Member when requested to do so. Without a completed form, all guests will be escorted off campus.

GUEST HOUSING

Wesleyan College is pleased to offer guest housing options for students who wish to rent a room for their guests. Guest housing is available on a first come, first served basis and students are responsible for all fees associated with renting a room on campus. To reserve guest housing, students should contact the Director of Auxiliary Services. The Department of Residence Life does not offer guest housing.

ELIZABETH TURNER CORN HALL (TOWNHOUSE) AND JONES AUXILIARY SUITES

This facility is available to parents of current students, parents of prospective students, and guests of the college, and is reserved through advanced registration. Students wishing to reserve the townhouse or auxiliary suites must do so a minimum of one week in advance. Rental fees for these rooms can be received at the time of registration. Guest occupancy of the townhouse or auxiliary suites shall not exceed more than seven consecutive days by any one party without special permission from the Director of Residence Life or Director of Auxiliary Services.

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.

CHAPTER FIVE- COMPUTER INFORMATION RESOURCES

CIR Staff and Help Desk Tickets _____	82
Use of Computer and Information Resources Policy _____	82
Wesleyan College Intellectual Property Policy _____	82
Enforcement _____	83

CIR STAFF AND HELP DESK TICKETS

When students first orient to the College, they are introduced to the Information Technology Assistant (ITA), who assists in the initial setup of computers. After that time all computer, network, or printing issues need to be entered into the College's HelpDesk system. A student in need of immediate assistance may contact the ITA directly. The HelpDesk system can be accessed at <http://HelpDesk.WesleyanCollege.edu>. See an ITA or CIR Department staff for additional information.

Non-residential students may receive assistance by entering a HelpDesk ticket into the system at <http://HelpDesk.WesleyanCollege.edu> or leave a message at 478-227-7546. Someone will contact you as soon as possible to determine the best solution to your problem.

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) the student 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 WesPortal website at: <http://WesPortal.WesleyanCollege.edu> under the WesNet tab. Select the left menu item labeled "Computer Resources" and then the section, "Information".

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

WESLEYAN COLLEGE INTELLECTUAL PROPERTY POLICY

The Wesleyan College Intellectual Property and Technology Transfer Policy has been developed to reflect the unique culture of the College, a culture characterized by the College's interest in the advancement of knowledge, by its ongoing support for the professional development of its members and, reciprocally, ongoing contributions by individual members of the academic community to the health and well-being of the institution. ***This policy applies to copyrightable or patentable works created by the faculty, students, or staff of Wesleyan College.***

In what follows, 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.

The term "technology transfer" refers to the commercialization of such intellectual property.

The term "creator" signifies the individual(s) who invents, creates, authors, or innovates, with respect to intellectual properties.

In the past, at many institutions of higher education across the nation, intellectual properties developed within the scope of the creator's employment and that make extensive use of the institution's resources (e.g., funds, time, facilities, equipment) have been owned by the institution, whereas the ownership of literary, artistic, and scholarly works has rested with the creator (unless they are generated within the scope of the creator's employment, commissioned by the institution, or subject to a sponsoring agency's agreement as approved by the institution). However, new technologies, including those involving computer software and hardware, and significant investments in new equipment by many institutions of higher education, including Wesleyan College, have necessitated a reexamination of intellectual property and technology transfer issues. This reexamination has led to a focus on the equitable determination of a property's ownership and the division of the rewards stemming from it, rather than simply on whether or not the property is patentable or copyrightable.

This determination will now be based upon the level of contribution(s) of the parties, with the understanding that this policy is not meant to reverse the traditional ownership by the creator of academic *works, examples of which include books, articles, lecture notes, Power point presentations, software and website content, literary works, musical scores, works of art or design, films, videos, and audio recordings, unless those works are specifically directed or commissioned by the College.*

The governing principle is that the College has a claim to ownership of an intellectual property (which it might or might not choose to exercise) to the extent that the property is produced *at the College's specific direction, or* with substantial College resources beyond normal, or with substantial resources dedicated to the creator's use in the production of the property. "Normal" is taken to mean salary; office, lab, or studio space; basic computer and clerical services; regular support funds for professional development and non-equipment purchases, such as mini-grants.

A full copy of the policy can be downloaded from the College's WesPortal website at: <http://WesPortal.WesleyanCollege.edu> under the WesNet tab. Select the left menu item labeled "College Policies".

ENFORCEMENT

Any violation of these or other published policies for the appropriate use of computers, networks, and telephones must be reported to the Network Administrator or the Director of Computer and Information Resources. (The network or system administrator will temporarily suspend a user's account when it is deemed necessary to assure proper security of the College systems until a proper review is performed). Upon indication of a violation, the Director of Computer and Information Resources shall convene a hearing committee to review the case. For a student violation, the committee will consist of the following members of the campus community: Chancellor of Honor Court, Vice President for Student Affairs, Vice President for Academic Affairs, Student Government President, and chair or vice chair of Faculty Council. For a faculty violation, the committee will consist of the Vice President for Academic Affairs, chair or vice chair of Faculty Council, and two members of the President's Cabinet. For a staff violation, the committee will consist of the Director of Human Resources and three members of the President's Cabinet. The Director of Computer and Information Resources shall be the chairperson of the hearing committees with voice and vote.

Each committee will review the information regarding the violation and determine if the user has violated the Use of Computer and Information Resources Policy. Based upon a review of the specific circumstances the hearing committee will follow the procedure outlined below.

For faculty and staff members, a policy violation will be considered a violation of terms of employment and thus will be handled according to the appropriate procedures as outlined in the faculty or staff handbook. All violations will be documented and filed in the appropriate faculty or staff personnel record.

For students, a violation will result in the suspension of user privileges, a fine, recommendation for suspension or removal, and/or any combination of the aforementioned sanctions. Generally, sanctions will be as follows:

First Violation -\$50.00 fine

Second Violation -\$100.00 fine & suspension of user privileges for one semester

Third Violation -Recommendation to the Vice President for Student Affairs, Dean of Students, for suspension of the student for a minimum of one year, or for permanent removal depending upon the severity of the situation.

Based on the severity of the incident, the hearing committee reserves the right to immediately move to a recommendation for suspension or removal. All violations will be documented and filed in the student's records.

CHAPTER SIX- HONOR CODE AND JUDICIAL PROCEDURES

Honor Code	85
Judicial Boards	85
Council on Judicial Affairs (CJA)- Honor Council	86
Reporting a Violation and Procedures for Action	86
The Rights of an Accused Student	87
The Rights of an Accuser	87
Hearing Procedures	87
Reporting Procedures when no Accuser is Named	88
Hearing Procedures when No Accuser is Named	88
Honor Council Possible Sanctions	89
Appeals	90
Confidentiality	90
Protection from Retaliation	91
Records	91
Student-Faculty Judicial Board	91

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 she is honor-bound to self-report. Likewise, if she 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 official within 24 hours to report the violation. 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 Student Handbook, *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.

Academic honesty and social honesty are integral to the Honor Code

ACADEMIC HONESTY

1. Plagiarism and Citation
 - A. 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.
 - B. Citation-
 - i. Correct forms of citation include direct quotation, paraphrase, summary, or a combination thereof, all combined with full supporting documentation.
 - ii. 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.
2. Examinations and tests- All examinations and tests are administered under the Honor Code.

SOCIAL HONESTY AND 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*. Rules and regulations concerning the overall expectations of students can be found in *The Wesleyanne* which are incorporated into the Wesleyan Honor Code which students are sworn to uphold.

SOCIAL INTEGRITY

Students should conduct themselves with personal integrity in every social and interpersonal situation. Students are expected to tell the truth and respect others at all times. This includes but is not limited to administrators, faculty, staff, students, and guests of the campus both in and out of the classrooms, administrative buildings, arboretum and other areas on campus. Additionally, this includes college sponsored trips and activities occurring off campus and the applicable service areas where those events are being held.

JUDICIAL BOARDS

The College supports several judicial boards to handle infractions of the Honor Code including Academic Violations and College or Residence Life policy violations. Infractions will be heard by the appropriate judicial board or handled administratively as deemed appropriate. The judicial boards described within include Honor Council and Student-Faculty Judicial 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 Vice President for Student Affairs.

Graduate Students will follow all policies and procedures as set by each graduate program and the College Catalogue.

Infractions of the “Use of Computer and Information Resources” policy will be heard by a Hearing Committee as described in the “Use of Computer and Information” policy or reported to Honor Council as deemed appropriate.

COUNCIL ON JUDICIAL AFFAIRS (CJA) - HONOR COUNCIL

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 advisor of Honor Council, the Assistant Dean of Students.

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 and two representatives from the Encore Student Body. The Honor Council must have quorum in order to conduct any hearing. Quorum is defined as 51% of all voting members. Class Representatives are voting members of Honor Council. The Advisor and Officers are non-voting members.

REPORTING A VIOLATION AND PROCEDURES FOR ACTION

1. Any member of the administration, faculty, staff, or student community should, when possible, confront a student for an honor offense at the time of the offense. Students who are unable to confront another student at the time of the offense should report the violation to the appropriate college faculty or staff member who will then notify the accused of the alleged charge within 24-48 hours. Students may not report Honor Code Violations anonymously.
2. The accused has 24 hours from that time to report the incident by speaking to the Council on Judicial Affairs Advisor, the Assistant Dean of Students. Students are highly encouraged to self-report. Honor Council will take this into consideration.
3. The accuser will report the charges to the Advisor of the Council on Judicial Affairs, the 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 Advisor of the Council on Judicial Affairs can discuss cases of academic dishonesty with the professor prior to an Honor Council hearing. In cases of plagiarism, the chancellor and advisor may consult with the Director of the Writing Center in addition to the professor.
6. 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. If a student has class during her scheduled hearing time, she may request a new hearing time. No other change requests will be honored. Requests for a new hearing due to an academic obligation must be made prior to 3pm on the day of the hearing.
7. Honor Council will deliberate; decide on a verdict and sanction (if necessary).
8. Students will be notified in writing of the hearing outcome.
9. Appeals can be made to the Vice President for Student Affairs (as outlined below) 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.
10. If charges are brought during the semester opening or during the week of final exams, Honor Council will make every effort to hear the case. In the event that Honor Council has dismissed or is not in session for the semester, the violation will be handled through a deferred hearing or an administrative hearing. The advisor has the ultimate authority in determining when a deferred hearings or administrative hearings are used.
 - a. **Deferred Hearing:** When allowable, Honor Council will defer an end of the semester case to the following semester in order to allow a student to represent themselves during the hearing with the full board. This is not permitted with students who are not returning to the college, when a student is graduating or in other situations as deemed necessary by the advisor.
 - b. **Administrative Hearing:** If a scheduled hearing or deferred hearing is not possible, the case will be heard

administratively by the Advisor of the Council on Judicial Affairs. If an administrative hearing is held, the same appeal process will be followed.

11. Charges over the summer will be heard by either a deferred hearing or with an administrative by the Advisor of the Council on Judicial Affairs. If an administrative hearing is held, the same appeal process will be followed.

THE RIGHTS OF AN ACCUSED STUDENT

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

1. Will have the case heard without undue delay
2. 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.
3. May testify or remain silent
4. May question the accuser and/or any witnesses appearing against the student.
5. Can present witnesses and/or evidence on their own behalf
6. May be present when the accuser presents their case
7. May appeal to the Vice President for Student Affairs, only when in attendance at initial hearing.

THE RIGHTS OF AN ACCUSER

1. Will receive written notice of the date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of extenuating circumstance.
2. Must be present at the time of the hearing unless the accuser has an academic class obligation. If the accuser has class during the scheduled hearing, they may present a written statement regarding their firsthand knowledge of the violation. Written documentation must be presented to the advisor of CJA no later than 3pm on the day of the hearing. In the case of an academic violation such as plagiarism involving faculty, the faculty member may provide written documentation consisting of a copy the original paper and plagiarized source in lieu of their attendance.
3. If an accuser fails to attend the hearing or submit the appropriate documentation by the set deadline, the case will be dismissed.
4. The accuser can present witnesses and/or evidence of the violation committed by the accused student.

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 the accused will be reminded that she is bound by the Honor Code and is required to tell the truth. The accused will be informed that the proceedings will be tape recorded to insure accuracy and for appeal purposes.
2. The Judicial Clerk will state the student's name and the charges being brought against her.
3. The accused will be asking to plead responsible or not responsible to the charges brought against her.
4. The accused will be asked to state her name and will be given the opportunity to present her case.
5. Honor Council members will be given the opportunity to question the accused.
6. The accuser will be brought into the room and 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. All witnesses appearing before Honor Council must present firsthand knowledge of the violation. Character witnesses are not allowed.
7. The accused can question the accuser or any witnesses without being questioned.
8. After the accuser presents all testimony and leaves the room, the accused has the right to present a defense and to offer testimony and that of any witnesses (maximum of 3).

9. The Chancellor may limit unproductively long, repetitive or irrelevant questioning.
10. The accused will be given an opportunity to present a closing statement.
11. The Chancellor will inform the accuser that the results of the hearing will be presented, in person, and that the accused will be required to coordinate a meeting with the Chancellor within 24 hours of the hearing.
12. After the case has been presented, the Council will hold confidential deliberations. A decision will be rendered and the accused will be notified in person and in writing within twenty-four (24) hours of the conclusion of the hearing. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).
13. If found responsible, the accused is required to complete the sanction by the designated deadline or will be referred back to Honor Council for a sanction violation hearing.

Note: Students are required to represent themselves. Legal or parental representation is not permissible in Honor Council proceedings or appeal hearings.

REPORTING PROCEDURES WHEN NO ACCUSER IS NAMED

Special procedures have been set in place for Honor Code violations where no accuser is named. These special procedures are in place for the following situations:

1. any student who self-reports and accepts responsibility for a violation but does not name an accuser
2. any student involved in a situation where no accuser is present
3. any number of students involved in a situation which would cause all students involved to accuse each other of similar policy violations. Including but not limited to:
 - a. a fight between two students which would result in both students accusing the other of misconduct
 - b. a planned effort for multiple student to cheat on a test or examination which would result in students accusing each other of academic dishonesty

HEARING PROCEDURES WHEN NO ACCUSER IS NAMED

In the situation where no accuser is named in an Honor Code Violation, the following hearing procedures will be followed:

1. The student self-reports her policy violation to the Advisor for the Council on Judicial Affairs or CJA Chancellor.
2. The student will be summoned to her honor council hearing according to the policies, listed above, under the **Reporting a Violation and Procedures for Action** section.
3. Procedures for the hearing will follow those listed in the **Hearing Procedures** section listed above. However, steps 6-8 will be omitted due to the absence of an accuser.

In the event of a violation which would involve multiple students accusing each other of similar violations (as listed under Example #3 in the **Reporting Procedures When No Accuser is Named**), Honor Council will schedule a joint hearing of all individuals involved in order to eliminate excessive and prolonged individual hearings for each accused student. Hearing Procedures for a joint hearing will be as follows:

1. The accused students will be called into the Honor Council room at which time the Judicial Clerk will explain the hearing procedure and the accused students will be reminded that they is bound by the Honor Code and are required to tell the truth. The accused students will be informed that the proceedings will be tape recorded to insure accuracy and for appeal purposes.
2. The Judicial Clerk will state each student's name and the charges being brought against that particular student. The Judicial Clerk will do this for each student involved.
3. After each student's name is read and the violations have been stated, the hearings will proceed in the following fashion:
 - A. Step 1- The first accused student will be asked to plead responsible or not responsible to the charges brought

against her.

- B. Step 2- She will then be asked to state her name and will be given the opportunity to present her case.
 - C. Step 3- Honor Council members will be given the opportunity to question that particular accused student about the information she has presented.
 - D. Steps 1 - 3 will be followed for each additional accused student involved. To ensure fairness, the initial order of accused students will be predetermined using alphabetical order of last name.
4. Each accused student will be allowed to ask questions of their fellow accused students or will be allowed to present witnesses on their behalf. The same pre-determined order will be used for the remainder of the proceedings. All witnesses appearing before Honor Council must present firsthand knowledge of the violation. Character witnesses are not allowed.
 5. The Chancellor may limit unproductively long, repetitive or irrelevant questioning and statements.
 6. After all witnesses have been presented, the board will be given a final opportunity to question each accused student.
 7. Each accused student will be given an opportunity to present a closing statement.
 8. After all closing statements have been given the Chancellor will give each accused student the opportunity to declare if she wants the findings of the case sent to her campus email or campus mailbox. Once all accused students respond, they will be asked to leave.
 9. After the case has been presented, the Council will hold confidential deliberations. During deliberations, each student will be processed separately and separate findings will be rendered. After a decision has been rendered for each student, separate sanction letters will be sent to each student. The accused students will be notified in person and writing within twenty-four (24) hours of the conclusion. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).
 10. If found responsible, the accused is required to complete the sanction by the designated deadline or will be referred back to Honor Council for a sanction violation hearing.

Note: Students are required to represent themselves. Legal or parental representation is not permissible in Honor Council proceedings or appeal hearings.

HONOR COUNCIL POSSIBLE SANCTIONS

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

- **Demerits-** A notation that becomes a part of the student's permanent college judicial record. The accumulation of 10 will be grounds for a recommendation for suspension or removal to the Vice President for Student Affairs.
- **Educational Endeavor-** Completing educational projects relevant to the violation, including but not limited to a reflection paper, visits to the Writing Center, educational pamphlet/bulletin board/poster, etc.
- **Fines-** Honor Council may assess fines (up to \$100) which are appropriate for the violation.
- **Probation-** A period of time, as determined by Honor Council, during which a student is restricted from participating in all campus social events, activities, clubs, organizations, pep rallies and athletics. Probation does not prohibit a student from participating in convocations, work study or academic obligations.
- **Restrictions-** A period of time, as determined by Honor Council, during which a student is restricted from participating in certain campus social events, activities, clubs, organizations, pep rallies and athletics. Honor council will determine which events are restricted from participation during this time period in place of restricting all involvement. Restrictions can also limit or remove a student's residence hall visitation privileges.
- **Removal from the Residence Halls-** Removal from the residence halls, with loss of residence hall privileges including visitation to students in the residence halls. At which time, no refund of fees will be given and full payment of room and board 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 Student Affairs may consider readmission.

- **Repayment of Damages-** Honor Council may require a student to cover the cost of damages incurred during a policy violation. Damage fess will be assessed by the Director of Residence Life along with the Director of Physical plant under the direction for College Administration. Repayment of damages are not limited to the \$100 fine limit as defined above.
- **Service-** Performing relevant services for the college or off-campus agencies as designated by the Honor Council. Hours to be performed not in conjunction with scholarship hours.
- **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 re-admission by the Vice President for 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.
- **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 her tenure at Wesleyan College.

Other sanctions not listed above may be issued by the Honor Council Board as deemed appropriate as they pertain to a particular violation.

APPEALS

A formal, typed appeal must be presented to the Vice President for Student Affairs, within 72 hours after the notification of the sanction has been delivered to the student. The student must state the reasons for the appeal (as outlined below) and present evidence to support the claim, the verdict (responsible or not responsible), the sanction, or both. The Vice President for Student Affairs 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. When a student submits an appeal the initial sanction and actions taken by CJA will be administered and all deadlines must be met. In the event an appeal decision is rendered that overturns the initial outcome or sanction from CJA, the actions can be reversed. Appeal decisions are final.

GROUND FOR APPEAL

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

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

LOSS OF APPEAL PRIVILEGES

An accused student will lose their right to appeal the decision of Honor Council in the following ways:

1. The student has not attended her Honor Council hearing and the hearing was heard in absentia
2. The student has failed to complete the sanctions from her initial hearing and is brought before the council for a Sanction Violation hearing. All Sanction Violation results are final regardless of a student's attendance at her Sanction Violation Hearing.

CONFIDENTIALITY

The Honor Council, the Vice President for Student Affairs, and other related persons will maintain confidentiality related to cases and all surrounding circumstances. Hearings are open to relevant parties only as designated by the Advisor of the Council on Judicial Affairs. All college judicial cases are confidential. Cases, students involved, outcomes, or any related circumstances will not be discussed. Exceptions include relevant administrators 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.

PROTECTION FROM RETALIATION

Retaliation against an individual who makes a report of a policy violation (an accuser) or assists in providing information relevant to a policy violation is a serious violation. Acts of retaliation shall be reported immediately and will be handled appropriately. Accused students who act on any form of retaliation will be subject to an additional Honor Council hearing or can be recommended for suspension or expulsion from the college under the guidance of the Vice President for Student Affairs.

RECORDS

Copies of the official correspondence related to all cases will be placed in the student's permanent file by the Advisor of the Council on Judicial Affairs 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

In the event of a student appeal of an Honor Council decision, the Vice President for Student Affairs reserves the right to assign an appeal case to the Student-Faculty Judicial Board. The activation of the Student-Faculty Judicial board will be in place of an appeal decision from the Vice President for Student Affairs and the decision of this board is final. The Student-Faculty Judicial Board follows the same hearing procedures as Honor Council and there are no appeal privileges.

Committee members include the Advisor of the Council on Judicial Affairs as Chair, Director of Student Activities, Director of Career Development, and the Vice Presidents of the four classes, **and four faculty representatives with two years of teaching at the College, elected by the faculty representing four of the six divisions**. 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.

CHAPTER SEVEN- APPENDIX

Appendix A: Campus Safety Tips _____	92
Appendix B: Guide to Reporting an Incident of Sexual Harassment of Assault _____	93
Appendix C: Filling A Work Order _____	2
Appendix D: Campus Directory _____	101

APPENDIX A: CAMPUS SAFETY TIPS

Wesleyan Police are available 24 hours a day, 7 days a week, and 365 days a year to assist students. But, it is extremely important that students are aware of their surroundings at all times and report any suspicious behavior to a Wesleyan Police officer. We suggest that students follow the recommended safety tips listed below at all times.

Be smart on campus

- Utilize the campus escort service at any time, especially after dark. A Wesleyan Police officer will accompany you to your destination. Call (478) 757-5145 for assistance, or (478) 960-7969.
- Be alert to your surroundings.
- Use well-lit, well-traveled routes and walk in a group.
- Avoid isolated places.
- Carry your keys in your hand when you walk to your car or to your residence hall/apartment door.
- Do not go into the woods alone and never go into the woods at night.
- Before entering your car, check the back seat.
- Keep the doors locked while driving.
- Don't leave valuables, like your purse or book bag unattended.
- Attend the personal safety seminars offered by the College.

Keep your Residence Hall Secure

- Lock the door to your room when you are sleeping, taking a shower, visiting a friend, or anytime that you are out of the room.
- Take care of your keys. Never loan them to anyone for any reason.
- If your keys are lost or stolen, report this immediately to a Residence Life staff member.
- Hang up immediately on any obscene or harassing phone calls and report the call to a Residence Life staff member or Wesleyan Police.
- Do not prop open doors to your building or hall at any time.
- Do not let strangers or someone that does not look familiar into the building behind you when you enter the building.

APPENDIX B: GUIDE TO REPORTING AN INCIDENT OF SEXUAL HARASSMENT OF ASSAULT

1. If you experience or observe an incident of sexual discrimination, harassment, violence or exploitation on or off campus, report the incident to:

During regular business hours (8 a.m. to _ p.m. weekdays)

- Title IX Coordinator Patty Gibbs at (478) 757-5216 or pgibbs@wesleyancollege.edu is responsible for monitoring overall Title IX implementation for the College and coordinating compliance within all areas and departments covered under Title IX regulations.

24 hours a day:

- Campus Police (24/7) at 478 757-5145 or 478 960-7969.

Completing the Discrimination, Harassment and Title IX Complaint Form

- This form can be found at the following link: wesportal.wesleyancollege.edu/ICS/WesNet/ . Once completed, please email it to Title IX Coordinator Patty Gibbs at pgibbs@wesleyancollege.edu.

2. If you file a complaint, you have a right to adequate, reliable and impartial investigation of your complaint, the right to present evidence and witnesses, the right to appeal decision made during the complaint process. If you chose not to file a complaint, the College will investigate the incident in order to seek further understanding for the protection against recurrences.
3. The College may issue a “cease all contact” order to the accused (with a copy to you) that prohibits any contact - personal, written, electronic - by the accused or his/her associates acting on behalf of the accused with or without their knowledge.
4. The College can address conditions in your living, learning or working environment as appropriate to reduce the level of hostility in your environment, such as room assignment changes, class changes, work location changes, or limits on access for the accused.
5. You will be notified of the time frame within which the College will conduct a full investigation related to the report or complaint.
6. The College will decide outcomes of the complaint, the sanctions imposed upon the accused, and all aspects of the complaint that relate to you and may affect your learning, living or working environment.
7. You will be notified of the outcome of the complaint that you submit and any conditions of the outcome that may affect you.
8. If you or your witnesses are subjected to retaliation (pressure, intimidation, or coercion by the accuser or his/her associates, with or without the accuser’s knowledge), you should immediately report the incident so the Title IX Coordinator can investigate and take action.
9. You may opt for a voluntary informal method of resolving the complaint if the College deems the incident to warrant an informal approach. You may choose to end such informal resolution methods at any time and choose to proceed with formal stages of this complaint process.

APPENDIX C: FILLING A WORK ORDER

To file a work order, please follow these simple steps. Remember in a Maintenance emergency situation you should report the incident immediately to Huckabee during business hours (M-F 8:30am – 5:00pm) or to your RA or the RA on Duty after business hours. The RA on Duty can be reached at 478-461-7787 or 478-461-7788.

Please remember that residential students can only submit work orders for their personal shared living space. Work orders for the general building, lounges and public areas must be reported through the Floor RA.

To Enter a Work Order:

- 1) To access the Work Order Website, click on the “Physical Plant Help Desk” link located on the left side bar of the Wesleyan Portal Website front page.
- 2) To log in to the Work Order System, use your Portal Username and Password.
- 3) Once you are logged in, click the large grey “Enter a Request” button located in the center of the screen.
- 4) Next select your building from the drop down menu and enter your room number.
- 5) In the Subject Line give a brief description of the problem with the Building and Room Number. For Example:
 - Banks 203 Sink Knob Broken
 - North 104A Window Screen out
 - Hightower 021 Lights out
- 6) In the Description box give a short description of the program with the Building and Room Number. Students will not need to diagnose the problem or list potential remedies. The basic information will greatly assist the Physical Plant Staff in timely response to your issue. For Example:
 - The Banks 203 left sink knob will not turn the water on
 - The North 104A bedroom window screen fell out of the window
 - The Hightower 021 Vanity lights above the sink have blown
- 7) Once you have entered all of your information, click the “Submit Request” Button. You will receive an email once your work order has been placed into the system with the work order ID number.
- 8) Once your work order has been completed by Physical Plant, you will receive an email informing you that the work order has been completed.

If you are concerned about your work order, please email the work order ID number along with a short description of your problem and the date you submitted your work order to the Director of Residence Life. Residence Life will follow up on your work order with Physical Plant.

APPENDIX D: CAMPUS DIRECTORY

All Phone Numbers are Area Code 478

ACADEMIC AFFAIRS (PROVOST OFFICE)

Location: Tate Hall Main Office 757-522

ACADEMIC CENTER

Location: OSP Ground Floor Main Office 757-5219

ADMISSIONS

Location: Huckabee Hall Main Office 757-5206 Fax Number 757-4030

ALUMNAE

Location: Candler Second Floor Main Office 757-5173 Fax Number 757-4029

ATHLETICS

Location: Porter Gym Main Office 757-5216

BUSINESS OFFICE

Location: Tate Hall 104 Main Office 757-5120 Fax Number 757-3902

CAMPUS POLICE

Location: OSP Third Floor Main Office 757-5145 Cell 478 960-796

CAMPUS STORE/AUXILIARY SERVICES

Location: OSP Ground Floor Main Office 757-5272

COMMUNICATIONS

Location: OSP Barracks

Main Office 757-5137

Fax Number 757-5104

COMPUTER INFORMATION RESOURCES

Location: OSP Barracks 313

Main Office/Help Desk 757-5239

Fax Number 757-510

EMBA

Location: Taylor 121

Main Office 757-5225

Fax Number 757-5183

EQUESTRIAN CENTER

Location: Mary Ellis Knox Equestrian Center

Main Office 757-5103

FINANCIAL AID

Location: Tate

Main Office 757-5205

Fax Number 757-3780

FOOD SERVICES (ARAMARK)

Location: Anderson Dining Hall and Hurdle Café

Main Office 757-5270

HUMAN RESOURCES

Location: Tate Hall 115B

Main Office 757-3803

INSTITUTION ADVANCEMENT

Location: Candler First Floor

Main Office 757-5187

INSTITUTIONAL RESEARCH

Location: Tate 132

Main Office 757-3947

LANE CENTER FOR COMMUNITY ENGAGEMENT

Location: OSP Ground Floor

Main Office 757-3799

Fax Number 757-385

LIBRARY

Location: Willet Memorial Library

Main Office 757-5200

MATHEWS ATHLETIC CENTER

Location: Back Campus

Main Office 757-5251

PHYSICAL PLANT

Location: Physical Plant Warehouse

**Main Office 757-5140
2800**

Fax Number 757-

PRESIDENT'S OFFICE

Location: Tate 102

Main Office: 757-5212

Fax Number 757-2485

REGISTRAR

Location: Tate 120

Main Office 757-5219

Fax Number 757-2431

STUDENT AFFAIRS

Location: OSP

Main Office 757-5214

Fax Number 757-4027