

# THE WOLF GUIDE

STUDENT HANDBOOK 2025-2026



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## STUDENT HANDBOOK 25-26

### **The Wolf Guide - Student Handbook of Wesleyan College**

Last Edit: July 2025

The Wesleyan College Student Handbook provides a list of all major policies and procedures affecting students. Since its inception in 1836, Wesleyan College has been a dynamic institution, changing with the times and often before. This Handbook will be revised as new policies and procedures are adopted. The latest edition will supersede all former editions unless stated otherwise in the text.

#### **Jurisdiction and Administration**

The Wolf Guide is published by the Division of Student Affairs. Policies and procedures set forth in the The Wolf Guide are subject to change with notification to the student body. The handbook provides current information on college policies and regulations. The Wolf Guide 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. In the absence of the Vice President of Student Affairs & Dean of Students or other named administrator within the student handbook, the Provost may appoint a designee to fulfill the responsibilities of this role. In the absence of the Provost, the President of the college may appoint a designee.

#### **Electronic Student Handbook Policy**

In keeping with Wesleyan College's commitment to sustainable living, electronic communication is considered an official form of college communication. Therefore, the Wolf Guide Student Handbook is published electronically only. The Wolf Guide is published electronically each year and is published on the Wesleyan College Website and WesPortal.

# The 2025-2026 Wolf Guide, *Wesleyan College Student Handbook*

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# CHAPTER ONE - INSTITUTIONAL OVERVIEW

## MISSION OF THE COLLEGE

Wesleyan College is committed to women's education and helping every student find a unique voice and purpose. As the first college in the world chartered to grant degrees to women and shaped by Methodist values, Wesleyan provides students an academically challenging and relevant liberal arts education. Our diverse, inclusive community encourages creativity, innovation, and leadership so all graduates are prepared to thrive in a complex world.

## VALUES

Wesleyan's community is:

- ❖ **Academically challenging:** We believe students succeed when they are challenged academically. Wesleyan's dedicated faculty and staff offer individualized support to motivate students to achieve their potential.
- ❖ **Purposeful:** We believe students thrive when they have a purpose and clear vision of their goals. Wesleyan helps students define these goals and strategically plan for the future.
- ❖ **Inclusive:** We believe all student voices are important. Wesleyan is diverse and inclusive, gaining strength from and celebrating the many ways we can learn from each other.
- ❖ **Connected:** We believe we gain strength from our connections to each other. Wesleyan encourages students to find their own places within a community and to contribute in meaningful ways.
- ❖ **Leadership:** Leadership is our legacy, and Wesleyan's culture and education continue to be shaped by the change agents who graduate from our college.
- ❖ **Persistence:** We aspire to create change through steadfast commitment and tenacity.

## HISTORY OF WESLEYAN COLLEGE

Chartered as the Georgia Female College on December 23, 1836, Wesleyan 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. The Reverend George Foster Pierce was elected president of the Georgia Female College in 1838, and the College opened its doors on January 7, 1839. Ninety young women were enrolled in our first session.

More than 180 years later, Wesleyan continues to educate women to do the extraordinary in their professions and in service to their communities. With many celebrated Wesleyan Firsts and honorary degrees conferred by the College, Wesleyan continues the tradition of excellence. Wesleyan offers the Bachelor of Arts, the Bachelor of Science, and the Bachelor of Science in Nursing (BSN) undergraduate degrees, as well as six pre-professional programs - allied health, athletic training, dentistry, medicine, pharmacy, and veterinary medicine.

## MACON, GEORGIA

Macon, Georgia is located in the center of the state, about 80 miles south of Atlanta. According to the City of Macon/Bibb County Government website, there are approximately 155,000 residents. Macon is a town rich in heritage and tradition, many musical artists launched their careers here: Little Richard, James Brown, Otis Redding and the Allman Brothers Band, among others. There are several historical sites available for touring, including the restored Douglass 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](http://www.maconga.org).

## ALMA MATER

Hail, Wesleyan, thou emblem of all that is grand;  
The noblest, the greatest, in all our fair land.  
Thine ideals are honored, thy name always blest;  
A fountain of knowledge, the oldest and best.

A star in the dark is thy glorious past,  
Forever and ever thy glory shall last.  
Upholding thine ideals, thy daughters shall be  
True, faithful, and loyal, dear Wesleyan, to thee.



## **COLLEGE EXECUTIVE LEADERSHIP TEAM**

### **President**

Meaghan K. Blight

Location: Tate Hall

Phone: 478-757-5211

### **Provost, Vice President for Academic Affairs**

Dr. Melody A. Blake

Location: Tate Hall

Phone: 478-757-5228

### **Vice President for Student Affairs, Dean of Students**

Dr. Carrie F. Ingoldsby

Location: Olive Swann Porter

Phone: 478-757-5219

### **Vice President for Institutional Advancement**

Sarah McCarthy

Location: Candler Hall

Phone: 478-757-5219

Phone: 478-757-5131

### **Vice President for Administration & Finance, CFO**

Tim Klocko

Location: Tate Hall

Phone: 478-757-5121

### **Vice President for Enrollment Management, Marketing, and Communications**

Drew Davidson

Location: Huckabee Hall

Phone: 478-757-5161

### **Athletic Director**

Seth Berkebile

Location: Mathews Athletic Center

Phone: 478-757-2825

### **Director of Human Resources**

Julie Daniel

Location: Tate Hall

Phone: 478-757-3803

### **Dean of Strategic Initiatives**

Ken Blair

Location: Tate Hall

Phone: 478-757-5193

## CHAPTER TWO- STUDENT RESOURCES & SERVICES

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.

### ACADEMIC RESOURCE CENTER

**Dean For Teaching, Learning & Student Success:** Laura Lease

**Writing & Learning Specialist and Tutoring Coordinator:** Tera Reid-Olds

**Academic Advisors:** India Jones & Kathleen Richardson

**Location:** Academic Resource Center, Willet Memorial Library, 1<sup>st</sup> Floor

**Email:** [arc@wesleyancollege.edu](mailto:arc@wesleyancollege.edu)

**Phone:** 478-757-2848

The Academic Resource Center (ARC) is committed to providing programs and services that promote the development and academic success of all Wesleyan College students. The ARC offers year-round academic advising and FREE tutoring in a variety of academic subjects as well as support for general writing, reading, math, study, and time management skills. Individual and group study sessions are available.

Remember to use ARC services proactively throughout the semester to practice and build confidence in your knowledge and skills. Let us help ensure you are on track to achieve your learning goals! We look forward to working with you. The ARC is located on the first floor of Willet Memorial Library. Feel free to drop by, call, or email us to make an appointment or for more information about ARC services.

### ATHLETICS

**Director:** Seth Berkebile

**Location:** Mathews Athletic Center

**Email:** [sberkebile@wesleyancollege.edu](mailto:sberkebile@wesleyancollege.edu)

**Phone:** 478-757-2825

**Fax:** 478-757-2486

Wesleyan is a member of the National Collegiate Athletic Association (NCAA), Division III, Collegiate Conference of the South. Wesleyan students have the opportunity to compete against other colleges and universities in basketball, soccer, softball, track, volleyball, and beach volleyball. The Athletics Director administers the intercollegiate athletics program. The athletic department also supports a club cheerleading team. Wesleyan Coaches have experience coaching at championship levels. To build an extremely competitive DIII Athletic Department is a top department goal.

### BUSINESS OFFICE

**Location:** Tate Hall, 2nd Floor, 104

**Email:** [businessoffice@wesleyancollege.edu](mailto:businessoffice@wesleyancollege.edu)

**Phone:** 478-757-5120

**Fax:** 478-757-3902

The Business Office provides a variety of student financial services and manages billing, payment collection, and other matters pertaining to student accounts. Business Office staff are available to answer questions by email, phone, or in the office.

### CAMPUS SAFETY

**Location:** Olive Swann Porter, 304

Officers available 24 hrs./Chief Office Hours - Mon-Fri 8am to 5pm

**Chief:** Jay Bartlett

**Email:** [jbartlett@wesleyancollege.edu](mailto:jbartlett@wesleyancollege.edu)

**Emergency Phone:** 478-960-7969

**Chief's Office Phone:** 478-757-2038

Wesleyan College Campus Safety provides 24-hour coverage, 365 days a year, for students, faculty, staff, and visitors. All crimes, emergencies, or suspicious activity should be reported to Campus Safety as soon as possible calling 478-960-7969. Campus Safety Officers are trained, armed, and certified by the Georgia Secretary of State's Office, licensed by the Georgia Private Investigators and Private Security Board, and authorized by the College to exercise jurisdiction on campus. Officers may coordinate with local law enforcement, medical personnel, or the fire department when necessary. College administrators will be notified of incidents as appropriate. Campus Safety regularly monitors campus buildings and offers evening and early morning escort services to help ensure

student safety. The [Wesleyan Campus Safety report](#) is available online. Paper copies of the annual crime report can be requested by calling 478-757-2038 or visiting the Campus Safety Office during business hours.

**LOST & FOUND** - All found property should be turned in to the Campus Safety Office. Lost or stolen property should be reported immediately. The College is not responsible for stolen or lost personal items.

## CENTER FOR CAREER DEVELOPMENT

**Director:** Erin Bowler

**Location:** Willet Memorial Library, 1<sup>st</sup> Floor

**Email:** [ebowler@wesleyancollege.edu](mailto:ebowler@wesleyancollege.edu)

**Phone:** 478-757-5209

**Assistant Director:** Lexikay Stokes

**Location:** Willet Memorial Library, 1<sup>st</sup> Floor

**Email:** [lstokes@wesleyancollege.edu](mailto:lstokes@wesleyancollege.edu)

**Phone:** 478-757-5224

The Center for Career Development (CCD) coordinates career services for students, as well as implements activities related to the From Here to Career initiative. From Here to Career is a signature campus initiative that provides checkpoints to help every student prepare for their career during each of their years at Wesleyan. It is designed to help students articulate the value of their liberal arts education, and identify how their experiences and coursework prepare them for the workplace or graduate school. This initiative encourages Wesleyan students to pursue a four-year approach to career exploration and preparation; to this end, several career preparation components are integrated into every student's experience. The Career Development team assists in implementing a Professional Practice Seminar (PDE 350) and the Professional Development Experience (PDE 400), and Introduction to Careers (PDE 100)

Through the Professional Development Experience (PDE 400) requirement, students are able to relate theory to actual practice and gain valuable career-related experience while continuing their studies.

The CCD also provides a number of resources for students, including one-on-one career coaching, connections to experiential learning opportunities through the Handshake internship/job platform, career development workshops, campus-wide events, career assessments, and a career resource library. The Center for Career Development's individual services include resume and cover letter review; personal statement review; interview preparation; LinkedIn profile review; job and graduate school search guidance; experiential learning planning; professional networking advice; and opportunities and advising for career and major exploration. Students are encouraged to approach their career development with a liberal arts mindset, assisted by faculty and staff members.

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

## CENTER FOR LEADERSHIP AND INVOLVEMENT

**Director of Student Engagement:** Kara Sowell

**Location:** Olive Swann Porter, 202

**Email:** [ksowell@wesleyancollege.edu](mailto:ksowell@wesleyancollege.edu)

**Phone:** 478-757-5164

**Student Activities Coordinator:** Mariana Furlin

**Location:** Olive Swann Porter, 1st Floor Leadership Suites, G33

**Email:** [mfurlin@wesleyancollege.edu](mailto:mfurlin@wesleyancollege.edu)

**Phone:** 478-757-2801

The Center for Leadership and Involvement (CLI) enhances the student experience by providing diverse engagement opportunities that support Wesleyan College's mission. The CLI oversees key areas of campus life, including student involvement programs, leadership development, the Student Government Association (SGA), and the first-year and transfer student experience.

### Student Involvement & Activities

The CLI, in partnership with the Division of Student Affairs, promotes student activities and provides support for student organizations. The CLI advises student groups on policies and procedures outlined in the Student Organization Manual (available on WesPortal), and offers resources for leadership training, event planning, and funding opportunities. All Wesleyan students are encouraged to participate in campus organizations to enrich their college experience.

### Student Government Association (SGA)

The Student Government Association represents the student body to administrators, faculty, alumni, and the Board of Trustees. Elected annually by their peers, SGA members address student concerns and advocate on behalf of the student body, approve and fund student organizations and events, and organize campus programs and workshops that serve the Wesleyan community. For more information, contact [sga@wesleyancollege.edu](mailto:sga@wesleyancollege.edu)

### Orientation and First-Year and Transfer Student Experience

The first-year and transfer experience supports students in their academic and personal transition to Wesleyan College. In collaboration with the Academic Resource Center, new students are connected to academic success resources, social programming and resources that support both academic achievement and personal growth. The program is designed to motivate, support, and inspire students to reach their academic potential while enjoying a meaningful college experience.

## CEO LEADERSHIP INSTITUTE

**Director:** Erin Bowler

**Location:** Willet Memorial Library, 1<sup>st</sup> Floor

**Email:** [ebowler@wesleyancollege.edu](mailto:ebowler@wesleyancollege.edu)

**Phone:** 478-757-5209

**Assistant Director:** Lexikay Stokes

**Location:** Willet Memorial Library, 1<sup>st</sup> Floor

**Email:** [lstokes@wesleyancollege.edu](mailto:lstokes@wesleyancollege.edu)

**Phone:** 478-757-5224

CEO: Creating Equal Opportunities is a two-semester leadership and career development experience for Wesleyan students, beginning in the spring of their first year. Housed in the Center for Career Development (CCD), the program is designed to build leadership capacity early and support students in pursuing internships sooner in their college journey. Students enroll in CEO 100 during the spring of their first year and continue with CEO 200 in the fall of their second year. Together, these courses are taken in place of PDE 350.

## COMPUTER AND TECHNOLOGY SUPPORT

**Interim Director:** Sergey Chernokov

**Location:** Olive Swann Porter, 307

**Email:** [helpdesk@wesleyancollege.edu](mailto:helpdesk@wesleyancollege.edu)

**Phone:** 478-757-5239

Computer and Technology support can be obtained in the residence halls by contacting the Information Technology Assistant (ITA) assigned to your area. For non-residential students, you can obtain support by entering a help desk ticket at <http://helpdesk.wesleyancollege.edu> using your portal account and password. If you are unable to access the portal, you may call and leave a message at the Computer Helpdesk at 478-757-5239. Someone from the Computer and Information Resources department will contact you.

## COUNSELING SERVICES

**Counselor:** Myrana Craig, LPC

**Location:** Olive Swann Porter, 301

**Email:** [mcraig@wesleyancollege.edu](mailto:mcraig@wesleyancollege.edu)

**Appointments:** <https://myrana-craig-counseling.youcanbook.me/>

**Phone:** 478-757- 4024

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

**Uwill Telehealth:** [www.uwill.com](http://www.uwill.com)

Student Counseling Services (SCS) provides a safe, nonjudgmental, and encouraging atmosphere for all students. Your mental health and well-being are important to your academic, personal and professional development. We provide confidential short-term therapy that is goal driven and focused on immediate needs. We are committed to inclusion and diversity recognizing that race, culture, class, religion, ability, sex, gender, and other identities impact our mental and emotional health.

Appointments may be made via <https://myrana-craig-counseling.youcanbook.me/>\*. 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 health care provider.

All students have free access to 24/7 on-demand crisis counseling and counseling sessions with a licensed counselor through our Uwill telehealth program. Students should call 833-646-1526 to access a crisis counselor in an urgent situation. Registering in advance is recommended: [app.uwill.com/register](http://app.uwill.com/register)

\*To request an accessible location to meet with Ms. Craig, please email her.

## DISABILITY & ADVOCACY SERVICES

**Assistant Dean for Student Support, Health and Wellness:** Jill Amos

**Location:** Olive Swann Porter, 205

**Email:** [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu)

**Phone:** 478-757-3800

Wesleyan College is committed to equal education and full participation for all students. The Office of Disability and Advocacy Services (ODAS) is committed to supporting students with disabilities. The ODAS 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 ODAS and request an accommodation by completing the [Disability and Accommodation Request Form](#). The student must provide current documentation from a qualified licensed professional as soon as possible, and prior to when accommodations are desired. The

documentation should include the specific diagnosis attributing to the disability, how the diagnosis was determined, and the 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. The on campus counselor and nurse practitioner are not authorized to provide disability documentation through the scope of their work as compensated by the College.

If the submitted documentation meets the requirements, the ODAS will approve reasonable accommodations and notify the student of this approval. If the documentation does not meet the requirements, the ODAS 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 ODAS, the student and faculty member will be emailed an Accommodation Contract via Adobe signature. Once accommodations are sent to professors and students for the semester, the student will communicate with the appropriate staff or faculty member to determine how accommodations will be administered. Once the Contract has been signed by both parties and the student discusses the details with the faculty member, it will be in effect.

Accommodations that decrease the integrity of a course or program or cause an undue burden will not be approved. Accommodations will not be granted retroactively. 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.

All decisions regarding a request for reasonable accommodations will be communicated to the student in writing. If the request for an accommodation is denied, the student has the right to appeal that decision. A student who feels as though they have been denied a reasonable accommodation or is dissatisfied with the determination that they are not eligible as an otherwise qualified individual with a disability, may appeal in writing within five (5) working days of notification of the denial to the Director of Recruitment and Online Engagement who will serve as the Chair of the ADA Appeals committee.

## FAITH AND SERVICE

**Chaplain and Coordinator for Faith & Service:** Rev. Rachel Paul Hartman

**Location:** Olive Swann Porter, 1st Floor Leadership Suites, G25

**Email:** [rpaulhartman@wesleyancollege.edu](mailto:rpaulhartman@wesleyancollege.edu)

**Phone:** 478-757-5180

Wesleyan College is an institution that is affiliated with the United Methodist Church; however, our students, faculty and staff represent many faith-based communities across a spectrum of denominations, religious and spiritual traditions, and worldviews. Faith & Service works to provide opportunities for students to learn from one another through interfaith dialogue and cooperatively working together for the common good through service opportunities, volunteerism, and community engagement.

## FINANCIAL AID

**Director:** Daryl Jackson, Assistant Vice President

**Senior Financial Aid Counselor:** Laura Feltman and Jayme Hitchcock

**Financial Aid Counselor II:** Mary Marquez

**Location:** Financial Aid Reception Area, Tate Hall, 2nd Floor, Registrar's Office

**Email:** [financialaid@wesleyancollege.edu](mailto:financialaid@wesleyancollege.edu)

**Phone:** 478-757-5205

**Text:** 478-209-2866

**Appointments:** can be scheduled via the [Financial Aid Contact Form](#) (WesPortal > WesNet > Financial Aid > Financial Aid Office Contact Information)

The Financial Aid Office provides federal, state, institutional, and outside aid awards to qualified students by facilitating application and awarding processes. Financial Aid staff are available to answer questions by email, phone, or in the office.

## FOOD SERVICE (METZ CULINARY)

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

**Email:** [metz@wesleyancollege.edu](mailto:metz@wesleyancollege.edu)

**Website:** <https://www.wesleyancollegemetz.com>

**Phone:** 478-757-5270

**Hours of Operation:** Monday-Thursday – 7:30am-1:30pm and 5:00pm-7:00pm  
Friday – 7:30am-1:30pm and 5:00pm-6:00pm  
Saturday & Sunday – 11:00am-1:30pm and 5:00pm-6:00pm

Metz Culinary operates food service at Wesleyan College; a full-time manager is in charge of preparing and serving 19 meals per week. Residential students are required to be on one of two meal plans, based on their housing assignment. Commuters are invited to purchase meal plans with a block of 10 meals. In the case of special needs or medically prescribed diets, the student should request accommodations through the Office of Disability Services. Wesleyan College endeavors to maintain a high quality of food service;

therefore, we have in place several regulations.

- ❖ Students must show Wesleyan College ID to enter the dining hall.
- ❖ 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.
- ❖ No college owned utensils, plates, glasses, or other items may be taken from the dining hall.
- ❖ Beverages may be taken out in paper or plastic containers.
- ❖ No patron is to allow a non-paying person to enter the dining hall. Individual guests may purchase meals and are welcome to enjoy services offered in the dining hall.
- ❖ All students should enter and exit Anderson Dining Hall through the Hurdle Cafe door.
- ❖ Students may purchase containers for taking a meal to go. Students may not eat and then take a to-go container of food.

## HEALTH SERVICES

**Nurse Practitioner:** Kristen Hallett, FNP-C

**Location:** Olive Swann Porter, 1<sup>st</sup> Floor, turn left at Lobby stairs landing

**Email:** [healthservices@wesleyancollege.edu](mailto:healthservices@wesleyancollege.edu)

**Appointments:** <https://wesleyancollegehealthservices.youcanbook.me/>

**Phone:** 478- 757- 4025

**Nurse Practitioner Hours:** Mondays and Thursdays, 8:30AM - 4:30PM; Friday: 8:30AM - 1:00PM (subject to change)

**Physician Hours:** Dr. Jennifer M. Duke, M.D. visits monthly on designated dates, only by appointment in Health Services.

The nurse practitioner has designated clinic and office hours during the academic year. A physician is available once a month by appointment only during the academic year. Health services are not offered during the summer.

The Health Services staff provide treatment of common illnesses and minor injuries, yearly physical examinations, diagnostic testing, medications, medical supplies, and health education. Students may be referred off-campus for additional diagnostic testing or physician evaluation. Students with appointments will have priority. Walk-ins will be seen, time permitting. The Nurse Practitioner may not serve as a qualified health professional for disability paperwork, per the scope of her services.

When Health Services is closed, telehealth medical treatment is available through **Uwill**. Uwill provides students free access to physicians and therapists. All doctors are board certified and the therapists are licensed. To register, visit [www.uwill.com](http://www.uwill.com). This service is available 24 hours/day, 7 days/week, 365 days/year, and the average wait time to see a physician is 10 minutes. On-demand crisis counseling is available 24/7; call 1-833-646-1526 to connect with a crisis counselor or to ask questions about services. In the case of a life-threatening emergency, students should call 911 first and then Campus Safety at 478-960-7969. Students will be responsible for the cost of all off-campus services not covered by their insurance.

All new students must provide the required health forms, including: documentation of required immunizations or verification of immunity, a skin (PPD) or blood tuberculosis test done within 6 months prior to college enrollment (any student with a positive tuberculosis test must have a doctor's report of a negative chest x-ray), and documentation of a physical examination, done within 12 months prior to college enrollment, in addition to a Health History form and Meningitis acknowledgement form. All of the required medical documents must be received before access is given to the residence halls and classes. [Health Insurance Policy](#)

## INTERNATIONAL STUDENT SERVICES

**Senior Director of International Admission**

**& Student Engagement:** Yasmin Pineda

**Location:** Huckabee Hall

**Email:** [ypineda@wesleyancollege.edu](mailto:ypineda@wesleyancollege.edu)

**Phone:** 478-757-3999

**Director of International Programs:** Helena Xia

**Location:** Huckabee Hall

**Email:** [hxia@wesleyancollege.edu](mailto:hxia@wesleyancollege.edu)

**Phone:** 478-757-4023

The International Student Office provides international students with F-1 and J-1 visa guidelines, plan and implement international student arrivals, orientations, workshops as well as advise international student clubs and oversee implementation of international programming and events and cultural exchanges to foster understanding across different cultures. The office also serves Wesleyan's international student population by providing documentation, organizing different cultural transition programs, activities, shuttles, and other support services to help international students adjust to their new life at Wesleyan, ensuring they have a positive and enriching experience.

## MATHEWS ATHLETIC CENTER (MAC)/ WOLVES DEN

**MAC (follow entrance 5 to end):** Pickleball, Tennis, Aerobics/Dance Studio, Yoga, Cycling, and Strength Training Classes

**Wolves' Den (Porter Gymnasium):** Fitness Center for Students, Faculty, and Staff

**Phone:** 478- 757- 5216

**Wolves Den Hours:** 6am – 10pm every day (Hours are subject to change.)

The Wolves Den in Porter Gymnasium serves students, faculty, and staff. The Wolves Den offers cardio equipment, treadmills,



elliptical machines, and stationary bikes. The schedule of classes changes regularly to meet the needs of students and is posted on the college website.

## PROVOST'S OFFICE

**Provost:** Melody Blake

**Assistant to the Provost:** Stephanie Gaither

**Location:** Tate Hall, 2nd Floor, 122

**Email:** [provost@wesleyancollege.edu](mailto:provost@wesleyancollege.edu)

**Phone:** 478-757-5228

The Provost's Office is available to help students navigate questions about academic appeals or concerns, information about faculty and courses, and academic related issues. The office also coordinates academic celebrations and honors events.

## REGISTRAR'S OFFICE

**Registrar:** Candice Cagle

**Assistant Registrar:** Alahna Puryear

**Location:** Tate Hall, 2nd Floor, 120

**Phone:** 478-757-5217

**Email:** [registrar@wesleyancollege.edu](mailto:registrar@wesleyancollege.edu)

**Appointments:** <https://ccagle1.youcanbook.me/> The Registrar's Office upholds the College's academic policies and procedures. The Registrar's Office manages the following: course registration, institutional research, transcript records, enrollment verification, transfer credit analysis, certification of graduation/degree completion, maintains permanent academic records, publishes the [College Catalog](#).

❖ [Track progress towards degree completion.](#)

❖ [Order a Transcript](#)

❖ [College Catalog](#)

❖ [Academic Calendar](#)

❖ Forms and information can be found on: WesPortal > Student tab > Registrar Office Forms

❖ Book portal, schedules, and grades can be viewed at: WesPortal > Student tab

❖ Advising information can be found on WesPortal > Advising

### Senior Graduation Audit

During the senior year, every degree-seeking undergraduate student must schedule a graduation audit meeting with the Assistant Registrar of the College to review remaining degree requirements. Students may not register for the last semester of the senior year without having a graduation audit meeting. This meeting will ensure that the student, advisor, and Registrar are aware of all remaining degree requirements and that there are no unfortunate last-minute surprises before graduation.

## RESIDENCE LIFE

**Assistant Dean and Director for Residence Life:** Dr. Christian Wells

**Residence Life Administrative Coordinator:** Diana Long

**Location:** Olive Swann Porter, 1st Floor

**Email:** [residencelife@wesleyancollege.edu](mailto:residencelife@wesleyancollege.edu)

**Phone:** 478-757-5215

The Department of Residence Life at Wesleyan College has established a co-curricular environment that complements 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 undergraduate day students are required to live on campus during their enrollment (see [Residency Requirement Policy](#) for exceptions). The Residence Life staff is composed of various staff members available to meet student needs. There is at least one Resident Advisor (RA) in each residence hall or apartment building. RAs are undergraduate Wesleyan College students who are trained to meet the various needs of students. Full-time professional staff members are also available to students. Please refer to the Residence Life Policies section for residential services and policies.

## SECTION 504 Coordinator

**Coordinator:** Katina Cabiness

**Location:** Tate, 2nd Floor, 132

**Phone:** 478-757-2450

**Email:** [kcabiness@wesleyancollege.edu](mailto:kcabiness@wesleyancollege.edu)

The Section 504 Coordinator handles any incoming grievances, and is responsible for preventing discrimination against students based on disability and ensuring compliance regarding appeals with Section 504.

## TITLE IX COORDINATOR

**Coordinator:** Jill Amos

**Location:** Olive Swan Porter, 204

**Phone:** 478-757-3800

**Email:** [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu)

The Title IX Coordinator is responsible for Title IX issues related to discrimination, coordinating any necessary investigations of complaints received pursuant to Title IX as well as implementing regulations.

## STUDENT AFFAIRS

**Vice President & Dean of Students:** Dr. Carrie Ingoldsby

**Assistant Dean of Students for Student Health and Wellness:** Jill Amos

**Assistant Dean and Director of Residence Life:** Dr. Christian Wells

**Director of Student Engagement:** Kara Sowell

**Program Coordinator:** Theresa Abercrombie

**Location:** Olive Swan Porter, 2<sup>nd</sup> floor (Main Level)

**Phone:** 478-757-5214

**Email:** [saffairs@wesleyancollege.edu](mailto:saffairs@wesleyancollege.edu)

Student Affairs encompasses several departments that support you in your college life: Center for Career Development (CCD), Center for Leadership and Involvement (CLI), Office for Disability and Advocacy Services (ODAS), First Year Experience, Health Services, International Student Services, Mathews Athletic Center, Wolves Den, Office of Violence Against Women, Residence Life, Section 504 and Title IX. Each office works to provide students with intentional opportunities for growth and development within an atmosphere of true community united by integrity, equity and respect. Student Affairs strives to instill in each student a longing for and commitment to true community in life and in the world. You will be encouraged to reach your true potential as an active member of the Wesleyan community.

The Student Affairs office in Olive Swan Porter issues Wesleyan College ID cards, electronic entry key badges, and vehicle registration decals. Initial issue of student ID and entry key badge are free, but replacements do have associated fees of \$10 for ID and \$5 for key badge, which are payable on Wesportal's "Forms" tab. There is no fee for additional parking decals. Forms for ordering an ID, parking decal, or electronic key badge can be found on WesPortal > WesNet > "Forms" or you can visit Student Affairs directly. If you cannot find your ID, then on Wesportal, you may click "Wesleyan Info" to view your ID card and use the barcode to scan for your dining hall meals, convocations, or Library items. Photos may be updated with your webcam or camera, but we will only print your ID with that photo if it meets the established criteria; otherwise, we will need to take a new photo in Student Affairs before printing your ID. A [tutorial on how to take a photo suitable for the Wesleyan ID card](#) is on the website.

## WILLET LIBRARY

**Director:** Kristi Peavy

**Location:** Willet Library, 2nd floor

**Phone:** 478-757- 5200

**Email:** [wlibrary@wesleyancollege.edu](mailto:wlibrary@wesleyancollege.edu)

**Reserve a Room:** <https://wesleyancollege.libcal.com/>

**Hours:** Students may access the 1<sup>st</sup> and 2nd floors of the library 24 hours with badge access

### **Circulation Desk Hours:**

Monday-Thursday: 8:30 am - 9:00 pm

Friday: 8:30 am - 5:00 pm

Sunday: 4:00 pm - 9:00 pm

### **Hours for access to the 3rd floor and librarian assistance include:**

Monday-Thursday: 8:30 am-8:00 pm

Friday: 8:30 am – 5:00 pm

The Lucy Lester Willet Memorial Library offers a variety of services to support student research and the college curriculum. The library provides extensive electronic and print resources, including more than 100 databases supporting a full range of curricular programs. Many of these are available through GALILEO. Students can access library collections of other academic libraries in the state, in addition to being able to borrow materials from libraries nationally via interlibrary loan. Professional librarians offer reference and research assistance, workshops and other learning opportunities designed to foster information-literacy skills for academic success and life-long learning. The Willet Library is home to the Center for Career Development (CCD) and the Academic Resource Center (ARC).



## CHAPTER THREE - ACADEMIC & ADMINISTRATIVE POLICIES

### 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 maintain four principles while attending Wesleyan College. Those principals include the following:

1. Tell the Truth
2. Respect Others
3. Be Accountable for Actions
4. Practice Inclusivity and Equity

If a student violates a principle of the Honor Code, the student will be referred to the Office of Student Conduct. All violations are alleged until an investigation is conducted and a student is given an outcome for their actions. All students have the right to due process and shall be given the opportunity to speak to the alleged violation.

#### Honor Pledge

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

*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.*

### 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 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 as stated in this handbook and other official College policies. Legal, parental, or other representation is not permissible in College proceedings. Students are required to represent themselves.

- ❖ 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.
- ❖ The right to freedom from personal force, violence, threats, 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.
- ❖ 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 Student Handbook and does not disrupt the regular and essential operation of Wesleyan College.
- ❖ 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.
- ❖ The right to recommend changes to College policy through their Student Government Association and in conjunction with Student Affairs.
- ❖ The right to earn an education in an environment conducive to learning.
- ❖ The responsibility to serve as requested on various faculty and administrative committees and ensure that the student viewpoint is accurately represented during such meetings.
- ❖ The right to be protected by standards of justice and fairness in any proceedings with the College in accordance with the Student Handbook.
- ❖ 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.
- ❖ 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.
- ❖ The responsibility to attend all conduct meetings when required to do so. Failure of the respondent to appear at a scheduled conduct

meeting will result in the hearing being held in the student's absence and the student forfeiting the right to appeal.

- ❖ The responsibility to participate actively in training and educational opportunities tied to campus leadership roles.
- ❖ The responsibility to refrain from actions which deny other members of the College community their rights as described.
- ❖ The responsibility of adhering to all state, local and federal guidelines on all hazing matters as outlined in the hazing section of this handbook.

## STATEMENT OF NONDISCRIMINATION and HAZING

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, citizenship status, sex\* or other status protected by applicable federal and state laws 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, marital status, pregnancy, status with regard to public assistance, veteran status, citizenship status, sex, genetic information, gender identity, gender expression, or any other category protected by applicable federal or state laws in its educational policies, programs, activities and employment.

Wesleyan College is steadfast in its commitment to fostering a safe, inclusive, and respectful environment for all students. We unequivocally prohibit hazing in any form, recognizing it as a practice that undermines the dignity, well-being, and safety of individuals. Our dedication aligns with the principles outlined in the Stop Campus Hazing Act and the Max Gruver Act, as well as Georgia state laws.

Hazing encompasses any intentional, knowing, or reckless act—whether occurring on or off-campus—that is committed by one person or in concert with others against an individual for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a student organization.

Wesleyan College is dedicated to proactive hazing prevention through comprehensive education and awareness initiatives. All students, staff and faculty as well student organizations, athletic teams, and clubs, are required to participate in mandatory hazing prevention training programs.

Wesleyan College encourages all members of the campus community to report suspected hazing incidents. Reports can be made anonymously or with identification through the following channels:

- Online Reporting Form: [here](#)
- Office of Student Affairs: Jill Amos at [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu)
- Campus Safety: 478-960-7969

The college ensures that all reports will be investigated promptly and thoroughly. Individuals who report hazing in good faith are protected from retaliation under college policy.

These measures are in place to uphold the safety and integrity of the Wesleyan College community.

Additional information can be found on the Wesleyan College website under [Compliance](#). Contact Julie Daniel, Chief Compliance Officer, at (478) 757-3802 or [jdaniel@wesleyancollege.edu](mailto:jdaniel@wesleyancollege.edu), located in Tate 12 or Jill Amos, Title IX Coordinator, at (478) 757-3800 or [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu), located in OSP 205 with any questions, concerns or reports of discrimination, sexual harassment or sexual misconduct.

## CONDUCT TOWARD COLLEGE OFFICIALS

Students must be respectful of College Officials not limited to Faculty, Staff, Maintenance, Residence Life Staff, etc. Abusive language or intimidating behavior of any kind will not be tolerated. Students who feel that they have been treated inappropriately by a College Official should report such incidents to the Assistant Dean & Director of Residence Life.

## STUDENT COMPLAINT - REPORTING GUIDELINES

Wesleyan College and its employees make every effort to serve students courteously and efficiently, including acting in accordance with College policies and state and federal laws. Wesleyan strives to continuously improve our student services and welcomes input regarding our policies and procedures. Individuals wishing to resolve a concern about a campus policy or the conduct of a College employee can bring a complaint, a written notice of concern to the attention of the appropriate faculty, staff, or administrator at any

time.

Before filing a formal student complaint, students are encouraged to attempt to resolve the issue with the faculty or staff member of the area or department involved. The College addresses all written student complaints in a fair, professional, and timely manner and in accordance with established procedures. Wesleyan College makes every effort to resolve student complaints internally, using policies and procedures outlined in the current Catalog and Student Handbook.

For details and outline of filing a complaint, see the [Student Complaint Policy](#) posted on WesPortal > WesNet > Policies. Students may find the [General Complaint Form](#) posted on WesPortal > Student Tab > Important Documents or at [General Reporting and Appeals Information](#).

## ACADEMIC RECOVERY

Each student's cumulative GPA will be reviewed by the College at the end of each semester. Any student whose cumulative GPA falls below the 2.0 GPA required for good academic standing will be placed on academic recovery for the following semester. Students placed on academic recovery will be notified by the Provost's Office.

Students on academic recovery will have one semester to raise their cumulative GPAs to 2.0 or above. A staff learning specialist from the Academic Resource Center (ARC) will help each student on academic recovery identify barriers to their academic success and develop an academic recovery plan to address those barriers. The learning specialist will meet with each academic recovery student regularly throughout the semester to provide ongoing support and guidance for the academic recovery plan.

Student Affairs supports both the academic endeavors of every student on campus and the academic mission of Wesleyan College. Students on academic recovery should prioritize their school work first, before any other obligation. Students on academic recovery are not permitted to hold an officer position on any campus board or organization, participate in STUNT, or serve as a representative of the College. Exceptions may be made by the Provost.

Students who do not raise their cumulative GPA to 2.0 or above after the academic recovery semester will be excluded from the College for one semester, with an opportunity to appeal. For more information, please see the [Academic Exclusion/Dismissal Policy in the College Catalog](#).

## GRADE APPEALS

See the College Catalog for the [Grade Appeal Process](#). Grade Appeals must be initiated within five working days after the Registrar's Office has posted grades for the term in which the course was taken. To file a grade appeal, complete the [Grade Appeal Form](#).

## FERPA/PRIVACY

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. the student gives written consent to release information, or
2. the parents provide evidence that the student is a dependent as defined 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 described in the full [FERPA Policy](#) located on WesPortal. See full [Records and Privacy Policy](#) on WesPortal.

### NOTIFICATION OF PARENTS

In any serious matter involving the student's welfare, including but not limited to medical and mental health emergencies the College reserves the right to notify the parents and guardians.

## FREEDOM OF EXPRESSION

The free and open exchange of ideas is essential both to American democracy and an academic community. Therefore, Wesleyan College supports the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the College, the College fully respects and supports the freedom of all members of the Wesleyan College to discuss any problem that presents itself. While maximum latitude is provided for the expression and exploration of ideas, all individuals are forbidden from defacing College or personal property, physical intimidation or harassment, or disruption of

ordinary campus activities, such as classes or work by employees. Therefore, the College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the College. Students must still uphold the Honor Code and Code of Conduct while expressing their right of Freedom of Expression. Please refer to the full [Freedom of Expression Policy](#) for more information.

## EMAIL & COMMUNICATIONS

Email is the official mode of College communication. 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 required to be a member of the “WesStudents” electronic distribution group administered via campus email. Students may elect to join additional groups as they desire (i.e., StudentNews, Internships, etc.) but they may not be removed from “WesStudents.” See the [“WesStudents Email List Policy”](#) on Wesportal for additional information.

Moderation of StudentNews Group:

- ❖ Acceptable messages to be sent over StudentNews include notifications of campus activities, programs and events, and important information for the good of the community.
- ❖ Unacceptable messages to be sent over StudentNews include emails that do not relate directly to campus events or activities, personal postings to include but not limited to personal messages, political views, sale of items, lost items, congratulatory email chains, etc.
- ❖ Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
- ❖ No more than two emails regarding a single event may be sent, and messages regarding a single event may only be sent once per day.

If you are sending an event flyer/image in your email, you must also include the text from the image within the body of the message as students with visual accommodations cannot access the content.

All day program students may join the StudentNews Email Group via [Wesleyan College Google Groups](#) > All Groups > Student News > join. Students may remove themselves at any time, however it is highly recommended to remain on the listserv in order to get information about activities, programs and events at Wesleyan College

## SOCIAL MEDIA

The Internet is a powerful means of communication and is often used for developing and strengthening peer connections and expressing individual identities through online communities (e.g., Instagram, Snapchat, Facebook, etc.). While the College does not officially monitor social media websites, College officials may unintentionally encounter information reflecting inappropriate conduct by a member of the Wesleyan College community or inappropriate conduct captured on a social media website may be brought to the attention of College officials. Inappropriate conduct over the internet will be addressed through existing response mechanisms at the College, including, but not limited to, the Student Handbook, check the [Computer Information Resources Policy](#) and [Social Media Policy](#) on Wesportal.

## UNAUTHORIZED RECORDING POLICY

To protect the privacy and integrity of members of the Wesleyan College community, unauthorized audio or video recordings are strictly prohibited.

- No student may record any formal or informal meeting, interview, class, conduct hearing, or conversation with any member of the college community without the express knowledge and consent of all parties involved.
- This policy applies to in-person, virtual, or telephone interactions.
- Violations of this policy may result in disciplinary action through the college’s conduct process.

## CONVOCATIONS

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, the Convocations also serve the purpose of providing a time for the entire campus community to meet together. The Convocation Series will support the mission of the college. For information on convocation criteria, procedures, or requirements, see the [College Catalog](#).

## VOTING

Students are encouraged to vote in all federal, state and local elections. Should a student’s class schedule prohibit them from voting, the student should speak with their faculty member to discuss this matter. Voter registration information is available in the Office of Student Affairs and on the [Voter Information page](#) of the Wesleyan College website.

## CHAPTER FOUR - SAFETY & COMMUNITY POLICIES

### MEDICAL TRANSPORT

College personnel will not transport a student to a medical facility for care. For emergencies, 911 should be called immediately. For a non emergent need for medical care and transportation, students should contact the Assistant Dean for Student Support, Health, and Wellness during regular business hours for assistance in securing transportation. The student will be responsible for the cost of transportation. If 911 is contacted and the student refuses to receive care or transport, college staff will not take responsibility for the well-being of the student. 911 will be contacted if the is unresponsive, unconscious or uncooperative; the College assumes no legal or financial liability for the decisions of the responding medical personnel.

### MEDICAL ADMISSION TO THE BEHAVIORAL HEALTH HOSPITAL

Students who are admitted to the behavioral health hospital for any length of time are required to provide documentation to the college from a physician that states that the student is cleared to return to campus, is not a harm to themselves or others, can live independently on their own and is ready to return to a full course load prior to being permitted to return to campus. Upon return, students will be required to sign a Safety Contract with the Assistant Dean of Students for Support, Health & Wellness and meet with the college's Licensed Professional Counselor for two sessions.

### MEDICAL AMNESTY FOR ALCOHOL AND OTHER DRUG USE

Wesleyan College supports a safe and inclusive environment that promotes academic and student success. A Medical Amnesty Policy benefits our campus by encouraging students to make responsible decisions in seeking medical attention in serious or life threatening situations that result from alcohol and/or other drug use or abuse in any situation where medical treatment is reasonably believed to be appropriate. The purpose of this policy is to encourage individuals to seek needed medical attention for students experiencing an alcohol or other drug related emergency and to diminish fear of conduct sanctions in such situations.

The College complies with the Drug Free Schools and Campus Regulations and prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol. The Student Code of Conduct details additional College policies on alcohol and drug use. In serious or life-threatening situations where alcohol poisoning or drug overdose including incapacitation is suspected or where other medical treatment is reasonably believed to be appropriate, it is important to get the student immediate medical attention by taking the following steps:

1. Call 911
2. Call Campus Safety (478) 960-7969
3. Stay with the person until help arrives
4. Be prepared to give the emergency medical personnel as much information as possible including the amount and type of alcohol or substances consumed.

As long as the situation is actively reported and not discovered after the fact, any student involved in this incident will not be required to participate in the conduct process\*. Those parties involved with an alcohol and/or other drug situation will be required to meet with a professional staff member in the Department of Residence Life within five business days of the incident. The staff member, after evaluating the situation, will determine appropriate education actions for the student per the College's Alcohol and Other Drug policy. No conduct proceeding or sanction will be listed on the student(s)' conduct records, unless the student(s) refuses to meet with the professional staff member or does not complete the educational sanction as determined.

Repeated use of this Medical Amnesty Policy may result in judicial proceedings and sanctions. Any decisions made by outside law enforcement in regards to the reported medical concern and possible violations of alcohol and illegal drug laws are separate from this institutional Medical Amnesty Policy.

\*The Medical Amnesty policy does not apply to other prohibited behavior (including but not limited to: distribution of illegal substances; harassment; physical misconduct; sexual misconduct, discrimination, etc.)

### INSURANCE

#### HEALTH INSURANCE

Wesleyan College requires all full-time and residential students to maintain adequate health insurance coverage for the academic year, beginning August 1 (or January 1 for students starting in the spring term). Coverage must include: accidental injury and hospitalization, prescription drug coverage, required vaccines, routine preventative care, and acceptance by providers in Macon, Georgia.

#### *Annual Verification and Enrollment*

- Each academic year, students must submit an online insurance form between June and August via the ["Notification of](#)



[Insurance Requirement](#)” section on the Student tab of WesPortal.

- Students with existing comparable insurance coverage must submit a waiver form and proof of coverage by the published deadline (preferably by August 1, but no later than the Drop/Add date of the first week of classes).
- Students who do not submit an approved waiver by the deadline will be automatically enrolled in the Wesleyan College Student Health Insurance Plan (SHIP), currently provided by United HealthCare Student Resources, and the non-refundable annual premium will be charged to their student account.
- After a waiver is approved, a credit will be posted to the student’s account within 1-2 business days.

Complete policy details, plan documents, and benefits are available on the insurance landing page under [Notification of Insurance Requirement](#) on WesPortal. Students are responsible for ensuring continuous health insurance coverage while enrolled.

## 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, loss, or theft sustained to personal property while living in the residence halls is not covered by the college regardless of the origin of such loss. For more information, please see the [Housing Contract](#).

## SERVICE & EMOTIONAL SUPPORT 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 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 asked to partner with Disability Services to streamline the process. Students residing on campus who wish to register an ESA, will be asked to complete the Service Animal Registration Form and Service Animal Contract. Students must complete the Service and ESA application, Roommate/Suitemate/Caretaker forms as applicable, submit all current vaccinations to include rabies yearly, and provide a letter from a qualified provider recommending an ESA. In addition, proof of flea prevention must be submitted twice yearly in August and January (and upon first becoming registered to have an ESA). Proof must be in the form of a receipt showing purchase of flea prevention. Those who do not submit ongoing flea prevention are subject to being fined.

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:

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

For the complete detailed policy on [Service and Emotional Support Animals](#), please visit WesPortal.

## 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 on the basis of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, pregnancy, status with regard to public assistance, veteran status, citizenship status, sex, genetic information, gender identity, gender expression or other status protected by state or federal law.

Hate crimes can occur in, 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 harm); 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 Safety who will contact the appropriate resources. Students found responsible for a hate crime may be immediately suspended or expelled from the college with no refund of fees. The Dean of Students Office reserves the right to interim suspend any student during the Wesleyan College conduct process, which may be reversed following the completion of the process.

## 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 aggravated nature by the Max Gruver Act, GA SB 85.

In addition, and notwithstanding any criminal prosecution, such students may be fined (minimum \$100), suspended, or expelled from the College by the Dean of Students with an appeal to the Provost. Other restrictions are at the discretion of the Dean of Students. To file a hazing report, go [here](#). To view the policy, go [here](#)

## SEXUAL MISCONDUCT AND SEXUAL EXPLOITATION

### SEXUAL MISCONDUCT

All reports of Sexual Misconduct prohibited under Title IX that occur on College premises and at College educational programs and activities will be handled through the [Wesleyan College Process for Resolving Complaints of Sexual Misconduct](#). Any forms of sexual or gender-based discrimination and harassment concerning students, including sexual assault, domestic violence, dating violence, stalking, that occurs off campus and not within the College's education program or activity that would not be handled through the Title IX process, will be administratively managed by the Office of the Dean of Students through the student conduct process. Forms of sexual misconduct not covered under Title IX will be managed by the Office of the Dean of Students to include, but not limited to, sexual exploitation.

### 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 and will be addressed as a student conduct issue pertaining to a Wesleyan College student or the offense will be addressed according to the Faculty or Staff Handbook if the alleged perpetrator is a Wesleyan College employee of any association (third party, contract, volunteer...).

Examples of sexual exploitation include, but are not limited to:

- ❖ 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.

## RETALIATION

Retaliation against an individual who makes a report of a policy violation or assists in providing information relevant to a policy violation is a serious violation. For details and the full policy see the [Non-Retaliation Policy](#) as posted on WesPortal.

## ALCOHOL POLICY

Wesleyan College is committed to promoting a campus environment that encourages legal and responsible decision-making regarding alcohol consumption. All students are expected to comply with federal, state, and local laws, as well as all college policies governing the use of alcohol. The college's primary goal is to provide students with the knowledge, tools, and guidelines to make responsible choices that support their academic success, personal well-being, and contribution to the campus community.

### GENERAL PROVISIONS

- 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
- 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
- Furnishing alcoholic beverages to people who are underage or intoxicated is prohibited.
- Students must uphold the Honor Code at all times and are responsible for guests and guest behavior at all times.
- Students may not drink alcoholic beverages in any area of the campus except in designated areas and during approved college sponsored events.
- 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

### EXPECTATIONS & PROHIBITED BEHAVIORS

- Students who choose to consume alcohol are responsible for their behavior and its impact on themselves and the community.
- Alcohol consumption that results in disruptive behavior is considered a violation of college policy. Disruptive behavior includes, but is not limited to:
  - Requiring assistance from others due to excessive intoxication
  - Disturbing the peace through noise or nuisance behavior
  - Endangering oneself or others
  - Engaging in violence, harassment, or unsafe conduct
  - Operating a vehicle while under the influence
- Alcohol abuse poses serious risks such as assaultive behavior, alcohol poisoning, vulnerability to sexual assault, academic failure, injury, and death. The college takes violations of this policy seriously.

### ON/OFF CAMPUS EVENT POLICIES

- In order for alcohol consumption at an event, either on or off campus, to be officially sanctioned by the College, an event registration form must be completed by the president of the organization desiring to have alcohol and submitted to the Director of Student Engagement no later than two months prior to the date of the scheduled event for approval. Requests will be reviewed within one week of submission.
- Alcoholic beverages may only be served to students of legal age.
- Nonalcoholic beverages and food must be served at all events at which alcohol consumption is permitted.

### STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS

The possession and consumption of alcohol in the Wesleyan College Residence Halls is permitted only under the following conditions:

#### ***ELIGIBILITY & DESIGNATED AREAS***

- Only students who are 21 years of age or older may store, possess, and consume alcohol.
- Alcohol may not be present or consumed in any residence hall room or apartment where any assigned resident is under the age of 21.
- Alcohol consumption is prohibited in public areas, including residence hall lounges, porches, or other shared community spaces.
- Residents may not consume alcohol in the presence of anyone under the age of 21, regardless of guest or roommate status.

#### ***GUEST REGULATIONS***

- Guests over the age of 21 may consume alcohol inside private residence hall rooms or apartments only after all roommates or apartment-mates have provided written consent. This written agreement must be submitted to the Department of Residence Life and may be revoked at any time by any resident or by college officials.
- Should conflicts arise, residents may be required to participate in mediation with Residence Life staff
- No more than three (3) guests per resident are allowed in a room or apartment when alcohol is being consumed.
- Residents under 21 may not host guests who bring or consume alcohol in their assigned space.

#### ***QUANTITY LIMITS AND RESTRICTIONS***

- Each eligible resident may possess no more than 72 ounces of alcohol.
- Kegs and other common source containers are prohibited.



- Alcohol containers may not be used for decorative or display purposes.

### **SEARCHES & ENFORCEMENT**

- The college reserves the right to search any designated residential area, including personal living spaces, to ensure compliance with the alcohol policy and other college policies.
- College administration reserves the right to revoke or modify these permissions at its sole discretion.

### **ENFORCEMENT & DISCIPLINARY ACTION**

Students found in violation of the Alcohol Policy will be subject to disciplinary action through the Wesleyan Conduct Process. Serious or repeated offenses may result in referral to the Dean of Students and sanctions up to and including suspension, expulsion, and referral to federal, state, or local authorities.

For treatment options see [Appendix D: Drug and Alcohol Counseling, Treatment and Rehabilitation Resources](#).

See complete [Alcohol on Campus Policy](#) on WesPortal.

### **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 or as part of any college sponsored activity. The production, selling, bartering, exchanging, or giving away of any drug is also prohibited. State, federal, and laws also govern the use of drugs. Wesleyan College reserves the right to investigate reports or suspicions of drug use, which may include circumstances where drug odors or other evidence suggest possible violations (e.g., odors in residence halls, common areas, or on a person). Such reports may result in searches, conduct meetings, and potential disciplinary action in accordance with Wesleyan College policy and applicable law. [Room Entry & Search Policy](#)

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. A student found in violation of the Drug Policy will be subject to serious disciplinary action. Any egregious or repeated offenses may be referred directly to the Dean of Students Office and subject to disciplinary actions and penalties up to and including expulsion from the college and referral to the appropriate federal, state or local authorities for prosecution.

Many misused drugs can alter a person's thinking and judgment, leading to health risks, including addiction, drugged driving, infectious disease and adverse effects on pregnancy (NIH, 2019). Information on commonly used drugs with the potential for misuse or addiction can be found on the [NIH website](#). For treatment options see [Appendix D: Drug and Alcohol Counseling, Treatment and Rehabilitation Resources](#).

Individuals with criminal drug convictions may be subject to limited eligibility, penalties or disqualification for federal student aid. For more information visit <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions>.

### **TOBACCO & SMOKE-FREE CAMPUS POLICY**

Wesleyan College is committed to providing a safe, healthy, and amicable environment for all students, employees, and persons visiting the Wesleyan campus. In accordance with recommendations from the Georgia Smoke Free Air Act of 2005, the use of all forms of tobacco and smoke products on Wesleyan Properties is expressly prohibited. Further, the advertising, sale, or free sampling of such products on Wesleyan properties is prohibited unless specifically stated for research purposes. All events hosted by a Wesleyan entity and by outside groups on behalf of Wesleyan shall be tobacco and smoke free.

"Tobacco and Smoke Products" are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices such as hookahs, electronic cigarettes, or vaping devices. Use of tobacco and smoke products is prohibited on all College grounds and in any outdoor area controlled by the College. This includes all College parking lots and parking ramps, athletic fields, tennis courts, and recreational areas. Use of tobacco or smoke products is prohibited inside any vehicle located on such College grounds. For the full policy see the [Tobacco and Smoke-Free Campus Policy](#) on WesPortal.

### **CAMPUS ACCESS**

The main entrance and exit on Forsyth Road is open 24 hours a day. All other gates are opened daily by 6AM and locked at 9PM unless there is an event on campus. Campus Safety is responsible for the operation of all gates and will publish the schedule at the beginning of each semester.

### **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 procedures as posted in the [Emergency Management Plan](#).

Being familiar with these procedures 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. It is highly recommended that ALL members of the Wesleyan community sign up for the Wesleyan Alert system.

If a student is immobile and in a wheelchair on a floor that is inaccessible to the path of exit and cannot use the elevator due to a fire alarm, the student must locate themselves in the stairwell area. The stairwell area will become the area of rescue assistance for the student. The student should call Campus Safety at 478-960-7969 or 911 to give an exact location. Campus Safety or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine it is safe to override the rule against using elevators.

### **MISSING STUDENT POLICY**

Wesleyan College will initiate a missing person investigation if a residential student is reported missing for 24 hours, or sooner if there is concern for the student's immediate safety. Any individual who believes a student is missing should report it immediately to Campus Safety, the Dean of Students, Residence Life staff, or the Resident Advisor on duty. Upon receiving a report, the Dean of Students (or designee) will attempt to locate the student through direct room checks, phone calls, and electronic communication, and will coordinate with Campus Safety.

If the student remains missing after 24 hours, or if circumstances indicate immediate danger, the college will notify the student's designated emergency contact(s). Students living on campus are asked to provide confidential emergency contact information when completing housing paperwork. If the student is under 18 and not emancipated, their parent or legal guardian will also be contacted. In all cases, local law enforcement will be notified. The full [Missing Student Notification Policy](#) is available on WesPortal.

### **WEAPONS POLICY**

Wesleyan College prohibits guns, rifles, and all other weapons on campus property. Tasers are permitted as personal defense items only. 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 employees 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 or other weapons will not be tolerated.

Any student possessing a firearm and/or other dangerous weapons will be assessed a penalty of a minimum \$100 fine up to removal from the College with no refund of fees and full payment of room and board required. Students who use a weapon to threaten, intimidate or harm someone else may be immediately expelled from Wesleyan College with no refund of fees.

## CHAPTER FIVE - STUDENT LIFE POLICIES

### ID CARDS & KEY BADGES

#### Add definition of ID Cards vs Badges

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. Your student ID, with its badge and barcode, is encoded with your student data. This data entitles you to enter your residence hall and other restricted-entry campus buildings, check out books from the library, access 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.*** A student must comply when asked to produce a student ID card for identification purposes by a Campus Safety Officer or College Administrator. The Wesleyan College ID card is non-transferable. Any student who uses another person's ID card or allows their 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 Safety. All lost or stolen ID cards must be promptly reported to the Office of Student Affairs. If you cannot find your ID, then on Wesportal, you may click "Wesleyan Info" to view your ID card and use the barcode to scan for your dining hall meals, convocations, or Library items. The cost for replacing a lost Wesleyan ID card is \$10.00 and the cost of replacing a lost key badge is \$5.00 and must be paid when the replacement card is issued. You may order a replacement ID card and/or key badge on [Wesportal](#) -> "Forms" tab -> Miscellaneous Forms -> Replace ID or Key Badge, whereupon, you will pay online and specify your preferred delivery for your replacement item(s). Photos may be updated with your webcam or camera. A tutorial on how to take a photo suitable for the Wesleyan ID card is on the website, [here](#).

### CAMPUS SAFETY

The residence halls and apartments are monitored on a regular basis by Campus Safety officers. Campus Safety is available 24 hours a day, 7 days a week, to assist students with a variety of issues. Campus Safety also offers an escort service for students needing to walk across campus during the evening and late night hours. Campus Safety will make rounds in the residence halls to provide safety and security in our residential buildings. Campus Safety can be reached at 478-960-7969.

### PARKING & TRAFFIC

#### VEHICLE REGISTRATION

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 Safety. All cars must be registered with the college and a Wesleyan vehicle decal must be displayed on the back window at the lower driver's side corner (or if the back window is too dark for clear visibility, the decal must be displayed in the front windshield at the lower driver's side corner). Vehicle decals are free of charge. All students without a vehicle decal will be ticketed. 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.

#### PARKING & VEHICLE REGULATIONS

The campus speed limit is 15 m.p.h.

Driving is restricted to campus streets.

Parking is permitted in designated parking spots only.

If students, faculty or staff members need to park in an unauthorized area, temporarily, they need to contact Campus Safety for authorization, and instructions.

If Campus Safety observes cars parked in unauthorized areas, and they have not been informed or given approval, the vehicles will be ticketed and/or towed.

The College is not responsible for personal injury, damage to vehicles, vandalism, or theft of a vehicle or its contents.

#### RESERVED PARKING

General parking on campus is open to all students, faculty and staff.

#### HANDICAP

Reserved Handicap parking spaces are clearly marked. Students should not park in handicap spaces unless they have valid and properly displayed handicap documentation.

#### VISITOR

Visitor parking spaces are clearly marked on campus. If students, faculty or staff members are going to have visitors parking vehicles on campus (for extended periods of time or in a large quantity), they should contact Campus Safety for instructions.

## ***FACULTY/STAFF***

Faculty/Staff reserved parking is indicated by a white painted curb in front of the parking spaces.

## **PARKING VIOLATIONS**

Campus Safety 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.:

- ❖ Parking in Handicapped Zone (No Permit): \$150
- ❖ No parking decal displayed: \$25
- ❖ Parking in an unauthorized area: \$25
- ❖ Parking on sidewalk: \$50
- ❖ Blocking fire lane: \$100
- ❖ Blocking fire hydrant: \$100
- ❖ Blocking handicapped ramp: \$100
- ❖ Stop sign violation: \$50
- ❖ Driving too fast for conditions \$50
- ❖ Failure to yield right of way: \$50
- ❖ Improper backing (Accident): \$50
- ❖ Leaving scene of accident \$150
- ❖ Reckless driving: \$150
- ❖ Obstructing an Officer in performance of their 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 the Wesleyan College Conduct process for additional consequences.

## **PARKING APPEALS**

Students wishing to appeal a parking ticket must do so within 10 business days of receipt of ticket. Student appeals must be made to the Campus Safety Office via the [Student Parking and Traffic Regulation Citation Appeal Form](#) found on the Wesleyan College website.

## **RECREATIONAL DEVICES**

### **BICYCLES**

Bicycle owners must store their bicycles at approved bicycle racks only and are encouraged to use a lock at all times. 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 break must remove their bicycle from campus at the conclusion of the spring semester. Bikes remaining on campus at the conclusion of the spring semester (regardless of location) will be removed and donated. Wesleyan College is not responsible for the damage, theft, or misplacement of bicycles stored on campus.

### **HOVERBOARDS**

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

## **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 the Wesleyan College Conduct process.

## **SOLICITATION**

Solicitation of products, services, or fundraising activities is generally prohibited both on and off campus without prior approval. Any unauthorized solicitation should be reported immediately to Campus Safety. [View full Solicitation Policy on WesPortal.](#)

- **Student/Student Organization Solicitation-** Individual students or student organizations must obtain permission from the Director of Student Engagement before engaging in any solicitation activities.
- **External Solicitation** - Solicitation by business or outside agents is prohibited except in rare instances approved by the Division of Student Affairs.
- **Residence Halls and Apartments** - Door-to-door solicitation is strictly prohibited in all residence halls and apartment buildings. This includes in-person solicitation, as well as electronic solicitation via email or other platforms.

## POSTED MATERIAL POLICY

To publicize events on and off campus (i.e., flyers, posters, etc.), the Student Affairs Program Coordinator 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 Department of Residence Life for proper placement. It is the responsibility of the person or organization posting the flyers or doing the publicity to remove the item(s) in a reasonable amount of time following the conclusion of the event. Publicity will be removed in the case of outdated or unapproved information.

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

- ❖ The average person, applying contemporary community standards, would find the material obscene.
- ❖ The publication depicts or describes sexual conduct.
- ❖ The work, taken as a whole, lacks serious informative, literary, artistic, political, or scientific value. The publication or material contains libelous statements and/or disregard for the truth.
- ❖ The material causes a disruption of college life.
- ❖ The material includes references to alcohol/drugs or the use of alcohol/drugs.

## CHALKING

Given the historic nature of the college and its facilities, chalking is not permitted in any location other than around the residential buildings and quad area. The Student Affairs Staff is happy to work with students, college clubs, and organizations to identify ways to publicize events and make announcements. No chalking is permitted on covered areas, or stairs, or building entrances.

## PAINTING

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 Maintenance/Custodial or Student Affairs to discuss approved areas for painting, prior to painting any object.

## LITTERING

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 the Wesleyan College Conduct process.

## LIBRARY POLICY

### GENERAL LIBRARY CONDUCT

- All users must interact respectfully with other patrons, librarians, and Academic Resource Center staff.
- Cell phones must be placed on silent upon entry. Phone calls should be taken quietly in designated areas or outside. Cell phone use is prohibited on the 3rd floor (quiet zone).
- Personal belongings should not be left unattended. The library is not responsible for lost or damaged property.
- Only Service dogs are permitted.
- Power cords must not obstruct walkways or create safety hazards.
- White boards are for academic use only and must be cleared after use.
- Food and beverages are permitted only in designated areas:
  - Beverages with lids allowed on 1st and 2nd floors.
  - All food must be consumed in the 2nd floor lounge.
  - Refrigerator items must be labeled and dated; unclaimed items will be removed after one week.
- Library staff may ask any patron to leave for failure to follow these guidelines.

### NOISE GUIDELINES BY FLOOR

- 1st Floor: Main floor with Academic Resource Center, Center for Career Development, computers, and circulation desk. Maintain a respectful noise level.
- 2nd Floor: Classrooms, study rooms, Makerspace, and group study areas. Refrain from excessive noise or disruptions.
- 3rd Floor: Designated quiet study zone. Silence is required.

### GUEST AND COMMUNITY USER ACCESS

- Community users must sign the Community User Policy, show a valid photo ID, and sign in at each visit.
- Community users must vacate by 7:00PM Sunday-Thursdays and 5:00PM Friday, unless given written permission.

- Guests accompanied by Wesleyan students, faculty, or staff may remain until 10:00 PM.

**24-HOUR ACCESS POLICY (for Wesleyan students, faculty and staff)**

- 24-hour access is available on the 1st and 2nd floors only.
- The 3rd floor remains locked after regular library hours.
- Entry after hours is through the back entrance near Candler with a Wesleyan ID and valid access badge (available from Student Affairs, replacement badges cost \$5.00).
- Students may be asked to show ID at any time to staff or Campus Safety.
- Students may not allow others to use their ID, nor allow non-Wesleyan individuals access after hours.
- Doors may not be propped open.
- Do not provide access to students without IDs or delivery personnel.
- The library may not be used as a sleeping area or for storing excessive personal items.
- Offices, circulation and reference desk, and Academic Resource Center offices are off-limits after hours.
- Respect others and maintain quiet during 24-hour access periods.
- The mission of Willet Library is to serve current Wesleyan College students, faculty and staff. The library offers community access on a limited basis. Please see the Community User Policy for guidelines.



## CHAPTER SIX - RESIDENCE LIFE POLICIES & 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.

### HOUSING OPERATIONS

#### 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. All traditional undergraduate students are required to live on campus during their enrollment.

Requests to live off campus will be evaluated based on individual circumstance, and a waiver will be granted to students who meet at least one of the following criteria:

- ❖ Living with a parent or legal guardian within 30 miles driving distance of campus or a county that borders Bibb County
- ❖ Fifth year seniors (8 full-time semesters – fall and spring – of Wesleyan College credit)
- ❖ Married/engaged students
- ❖ Parents who are primary caregivers of their child(ren)
- ❖ At least 22 years old at the time of matriculation to college

Students who do not meet one or more of these criteria but who have extenuating personal circumstances are encouraged to submit a Commuter Request form and a statement of their petition to be approved for a waiver.

#### EXEMPTION

All individuals requesting an exemption from the residency requirement must submit the appropriate by July 1 (Fall Semester) or December 1 (Spring Semester). All incoming Students must submit a [Housing Contract](#) before submitting a [Commuter Request Form](#). Submission of a Commuter Request Form does not guarantee approval to live off campus. If living off campus without permission, the student will be charged the full double occupancy room and board rate.

Students will receive written notification if a waiver is approved or denied. A student denied the waiver may appeal to the Dean of Students within 72 hours of first notification of denial. The decision of the Dean of Students is final.

Off-campus resident status may be renewed annually. Students will receive an email request for confirmation of residential address by July 1 (Fall Semester) or December 1 (Spring Semester). If a student's residential circumstances change, they must notify the Department of Residence Life immediately. Failure to provide current and accurate residential information may result in the student being charged the full double occupancy room and board rate.

#### NONTRADITIONAL AND GRADUATE STUDENT HOUSING

Requests for housing for non-traditional or graduate students must be submitted to the Department of Residence Life and will be considered on a case-by-case basis. Efforts will be made to place nontraditional and graduate students in housing that is with and around other nontraditional and graduate students when possible.

#### MEAL PLANS

Metz Culinary provides meal plan services, and each student is assigned a meal plan based upon their housing assignment. Students living in Banks, Wortham, Persons, Hightower and Jones are assigned to the 19 meal plan. Students 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. Students with special dietary needs should contact the Office of Disability & Advocacy Services to request an accommodation for a documented disability.

#### APARTMENT ELIGIBILITY

The Corn Apartments were built with the specific goal of creating an independent living environment to help start our upper class 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.

The following credit hour guidelines will be used for apartment eligibility:

## 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 2024 in order to sign up for the apartments during Room Selection Spring 2025. Students would Move in Fall 2025.)

## PRIVATE ROOM POLICY

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, they will be matched with another student through the consolidation process. If a student does not comply with the consolidation procedures, they 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). The unoccupied space of a double-occupancy room must be ready for residents to move in at any moment.

## ROOM ASSIGNMENTS/ROOM SELECTION

### CURRENT/RETURNING STUDENTS

Returning students participate in a room selection process each year during the spring semester. Sign-up order is based on the 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 their first choice for room selection, they 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 their Room Assignment appointment. If they fail to attend their appointment time, an assignment will be made for them at the conclusion of the Room Selection process after all students have been assigned.

## 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 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 their assigned space. Residence contracts are for the entire academic year.

## 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 Department 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 Department 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:

- ❖ Choose a roommate;
- ❖ Choose to remain in a private room and pay the private room fee of \$550/semester;
- ❖ Choose to remain in the room and a roommate can be assigned at any time.

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, students will be informed 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.

## VACANCIES

Vacancies in the residence halls and apartments that occur after the designated room selection time will be filled by the Department 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.



## DEPOSIT

All students are required to have a housing deposit on file with the Business Office in order to reside in on-campus housing that is paid with the admission deposit. Deposits are non-refundable.

## FINES

All residence hall policy violation fines will be placed on student accounts. Students must clear all fines before gaining registration, graduation, or move-in clearance.

## 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.

## PERSONAL PROPERTY LIABILITY & RENTER'S 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 belongings while at Wesleyan College. If not sufficient, students should consider purchasing a personal effects insurance policy. [Property Insurance Policy](#)

## CHECK-IN

Upon the beginning of each academic year, every student must check-in to their residence hall or apartment with a Residence Life Staff member. The check-in process requires completing the Residential Emergency Contact Form, signing the Handbook Acknowledgement form, receiving a room key and completing the Room/Apartment Condition Form. Each student will be provided instructions on how to complete the Apartment or Room Condition form 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.

## CHECKOUT

Before a student vacates their residence hall room or apartment, they must make an appointment with their RA to officially check-out of their room at least 24 hours prior to their 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 to Maintenance/Custodial Services 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 a student's account approximately 6 to 8 weeks after the conclusion of the semester. Students are responsible for reviewing their account on the portal after this point and should contact the Department 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 check out 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 after check out with Residence Life will be discarded and the resident(s) may be charged a minimum cleaning fee of \$100.

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 Safety and may be denied visitation privileges in the future.

## EXPRESS CHECK OUT

A resident has an option to sign an Express Check Out Envelope and turn in their keys without an RA being present to conduct a formal check out, however they will waive their rights to appeal any damage, cleaning, or other charges assessed to you associated with the checkout process. Students can pick up a check out envelope in the Residence Life Office. The student must complete the instructions on the envelope, insert the key(s) into the envelope and seal it. Completed envelopes must be delivered to the Residence Life Drop box which is located outside of the Residence Life Offices in OSP. The student can also give the completed envelope to the Resident Advisor.

## 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 in order to be assessed for damages. Maintenance/Custodial 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.

## SEMESTER BREAK HOUSING

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 Student Handbook. 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 they stay late, return early, or remain on campus during a break period they should follow the Semester Break Housing procedure listed below.

- ❖ The student should contact the Department 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.
- ❖ The request will be reviewed and notify the student if an exception has been granted.
- ❖ Students who need housing during the semester break will be charged a set fee to cover the cost of utilities which will be utilized during this period.

Students remaining on campus during a break period will be required to follow all college and residence hall policies and regulations during their stay. In addition, they will be required to sign an early arrival/late stay agreement outlining additional rules for the break period. No meal service will be provided during semester breaks. 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.

## HALL CLOSINGS

Following final examinations at the end of each semester, a student is required to vacate their residence hall room or apartment within 24 hours of their 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 12 p.m. on the day after 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 their room by the time of hall closing will be fined a minimum of \$50 per day they have not vacated.

## SUMMER HOUSING

Summer housing is available to all current students registered for the fall semester at a determined 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 Department of Residence Life.

## 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, students must comply with all policies and fees as outlined in the storage contract.

## 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.

## REMOVAL FROM CAMPUS HOUSING

Students can be removed from campus housing as deemed necessary by the Dean of Students. Examples include, but are not limited to, the following: multiple minor rule infractions, disrespect to staff, physical violence, vandalism, possession of illegal substance(s), and possession of weapons of any kind. Students who are removed must leave the campus within 48 hours (the 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 Safety or removed from the College activity. In addition, the individual may be prosecuted for criminal trespass. Students removed from college housing may be removed from the college due to the residency requirement.

Students who do not attend & actively participate in all enrolled courses for more than two consecutive weeks in any academic period are subject to removal from housing. Students will be notified by email from the Dean of Students and given 72 hours to communicate with their professors and re-engage in their coursework. Faculty will be notified in the situation to verify a student's attendance and participation during this period. Failure to meet this standard will result in removal from housing within 48 hours of the re-engagement period. Students will not be reimbursed for housing costs due to removal from the campus.

## RESIDENTIAL LIVING EXPECTATIONS

### ROOMMATE/SUITEMATE 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 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 their 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)/suite(s) include the following:

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

### 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.

### VISITING AND CHILDREN STAYING OVERNIGHT

Children (siblings/family/friends) under the ages of 16 are not allowed to stay overnight on campus. Siblings and friends over the age of 16 may stay the night but must follow the Residence Life visitation policies. Exceptions of this policy may be granted upon request to the Dean of Students. Wesleyan College is not responsible for any visitors on campus.

### CONDUCT

The resident with whom the guest is staying is responsible for the actions and conduct of their 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 their 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 Safety 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 – 12 midnight

***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.

## **OVERNIGHT GUESTS**

Wesleyan upper-class 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. Students in the first year communities are not allowed to have overnight guests in the first semester. Guest privileges for first year students will be evaluated for the Spring. An overnight guest is defined as any Non-Wesleyan Student on campus after open visitation hours.

Out of respect and for safety reasons, a resident must request and receive approval to host an overnight guest 24 hours in advance from their 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 may stay for a maximum of three consecutive nights and may not spend more than four nights on campus per month without special permission from the Department 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 Department of Residence Life.

### ***OVERNIGHT VISITATION – MINOR***

Children under 16 years of age are not allowed to spend the night in a residence hall room or apartment. Guests 16+ staying overnight must still follow all visitation policies. Exceptions may be granted by the Dean of Students upon request.

### ***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 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, Spring Break, 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 or finals week

In order to register a guest, a student must fill out a Guest Registration Form, which can be obtained from WesPortal under the Student Life 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 Safety 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

## **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 (e.g., 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 by the Assistant Dean & Director of Residence Life. If the student fails to notify the Department of Residence Life or misses the scheduled meeting without an approved absence, a \$10 fine will be assessed. A Resident Advisor may not excuse a student from attending any meeting.

## **QUIET HOURS AND COURTESY HOURS**

Universal quiet hours for all residence halls and apartments are from 12am (midnight) – 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 Assistant Dean & 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 students and guests to lower their volume even when quiet hours are not in effect.

## **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.

## **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). Students who continue to violate policy will go through the Conduct Process. Continued violations of health and safety inspections may result in a student's removal from the residence halls with no refund of fees and full payment of room and board required.

## **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 trash cans may not be placed in the stairwells as this is a fire hazard.

## **PUBLIC AREA USAGE GUIDELINES**

Students are prohibited from storing personal items in any public area due to fire safety concerns, to include shoes. This includes but is not limited to hallways, lounges, study areas and stairwells. Items left in these areas unattended will be discarded by our cleaning services. Wesleyan College is not responsible for any items lost, stolen, damaged, or discarded. 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 Assistant Dean & Director of Residence Life

### **HALLWAYS**

- ❖ Students wishing to post flyers in the residence halls must have their flyers approved by the Student Affairs Program Coordinator. All residential flyers must be given to the Department 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 or 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 the event, but must be put back in its original location at the conclusion of the 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.

### **LAUNDRY FACILITIES**

#### **RESIDENCE HALLS**

Washers and dryers are provided for students in a central location in all residence halls. Only residential 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 to Maintenance/Custodial through a work order.

### **KITCHEN USE**

Kitchen facilities including microwaves, stoves, ovens, refrigerators, and sinks are available in the residence halls. Students may not cook in their residence hall rooms due to the potential risk of fire other than in an approved microwave. 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 Assistant Dean & 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. Violations of this of this policy will result in a \$100 fine on the first offense additional offenses will be referred through the Conduct Process
- ❖ 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 the 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 responsibility 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 the Office of Student Conduct or individual loss of kitchen privileges.

### **ROOFS**

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

### **BALCONIES, PORCHES, AND WINDOWS**

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.



## **WINDOWS**

In an effort to be sensitive to the Wesleyan community, objects are not permitted to be hung from the inside of windows that 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 Work Order](#).

## **TELEVISIONS**

There are televisions in common areas in each residence hall. Service problems with the television should be communicated to a Residence Life staff member. This amenity is provided with the understanding that all students will respect college property. Damaged or missing equipment will be charged to the student(s) involved.

## **DESTRUCTION OF PROPERTY/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.

## **ALCOHOL IN RESIDENCE HALLS**

[See full Alcohol Policy.](#)

## **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. 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 (e.g., 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 in a fee assessed to the student (e.g., 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.

## **LOFTS AND BUNK-BEDS**

For Hightower and Banks Residence Halls, lofting kits are available by request. Lofts and bunk-beds are not permitted in all other Residence Halls and 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.

## **PETS**

For health reasons, sanitary concerns and space constraints, pets (with the exception of fish and aquatic animals that do not leave a tank and live completely underwater) are **not** permitted in the residence halls or apartments except for situations of accommodation made by the Office of Disability & Advocacy 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 Safety. No animal may visit or reside in a Wesleyan College residence hall without prior, written approval from the Office of Residence Life or the Office of Disability Services. A violation of this policy will require immediate removal of the animal and educational sanctioning such as community service. There will be an immediate fee of \$250 charged to the student's account and then \$100 per day if the unapproved animal is still present after the initial charge. Failure to remove the animal within 24 hours or repeated violations will result in additional fines and possible conduct sanctioning through the Wesleyan College conduct process. 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 an emotional support animal must do so through the Office of Disability & Advocacy Services. Unauthorized support animals are not permitted in the residence halls. (See [Service and Emotional Support Policy and Agreement](#) on WesNet).

## **SERVICE AND EMOTIONAL SUPPORT ANIMALS**

Wesleyan College recognizes the importance of Service Animals as defined by the Americans with Disabilities Act As Amended (ADAAA). Those students recognized through the Office of Disability Services as having a Service Animal will enjoy equal access to housing facilities and Residence Life activities.

The College also recognizes the need for some students to have an Emotional Support Animal (ESA), defined by the Fair Housing Act as an animal that performs tasks and provides benefit to an individual with a disability. No animal may visit or reside in a Wesleyan College residence hall without prior, written approval from the Office of Disability Services or the Department of Residence Life. A violation of this policy will require immediate removal of the animal and educational sanctioning such as community service. Failure to remove the animal within 24 hours or repeated violations will result in additional fines and possible conduct sanctioning through the Wesleyan College conduct process. Additionally, students will be financially responsible for any damages or additional cleaning services required from the violation.

Wesleyan will not limit room assignments for Approved Animal owners. It is the responsibility of the owner to communicate with roommates and suitemates about allergies or other conflicts with the animal. The Office of Residence Life is committed to making assignment changes as needed for reasonable accommodations. Wesleyan will not require an individual with a disability to pay a fee or surcharge for the Approved Animal, but the owner will be financially responsible for any damage to College property caused by the animal.

Owners of Approved Animals are required to pick up all animal waste on College grounds caused by their animal. The first violation of this policy will result in a \$50 fine; the second violation will result in a \$100 fine; and any further violations may result in removal of the animal from campus. Any flea or other pest treatments will result in a \$450 fine. Carpet replacement will vary due to the extent of damage. For more information on Approved Animals, consult the [Service Animal and Emotional Support Animal Policy and Agreement](#) found [here](#)

## **SAFETY & FACILITY USE**

### **ROOM ENTRY & SEARCH POLICY**

Wesleyan College reserves the right to enter and search student rooms when acting in an official capacity, including but not limited to routine inspections, maintenance, health and safety checks, emergencies, or when there is reasonable suspicion of a policy violation or illegal activity.

### **GENERAL ROOM ENTRY**

College staff may enter student rooms at any time for routine or requested maintenance, health/safety/fire inspections, emergencies, or official college business. When entering a room and evidence of a policy violation is observed in plain sight, staff may confiscate the item(s) and refer the incident for further conduct review. Students will be notified if items are removed in their absence.

## SEARCHES BASED ON REASONABLE SUSPICION

If College officials (including Student Affairs professional staff or Residence Life staff) have reasonable suspicion that a violation of college policy or illegal activity is occurring, they may conduct a search of a student's room. This includes searching closets, drawers, refrigerators, and other enclosed areas. Searches may be conducted whether or not the student is present.

- Searches involving suspicion of drugs will include the assistance of Campus Safety.
- Evidence of illegal substances or other violations will be confiscated and turned over to Campus Safety. Law enforcement may be contacted when necessary.
- Confiscated items that violate college policy will not be returned to the student.

## SEARCHES FOLLOW FIRE ALARMS

Following the activation of a fire alarm, Residence Life and Campus Safety staff may search rooms to ensure safety and compliance. Any illegal or prohibited items found during these searches will be confiscated, and appropriate disciplinary actions or fines may be assessed.

## STUDENT CONDUCT

Any evidence collected during searches or inspection may result in referral to the Student Conduct process. In cases involving illegal activity, local law enforcement may also be involved.

## 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.

- ❖ Evacuate the building as quickly as possible in an orderly manner.
- ❖ Close and lock residence hall or apartment room doors before exiting the building.
- ❖ 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 Safety 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:** Parking Lot B

**Hightower Hall:** Parking Lot B

**Jones Hall:** Parking Lot F

**Persons:** Parking Lot G

**Wortham:** Parking Lot G

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

## SMOKE DETECTORS/ALARMS

Smoke detectors/alarms are provided in each residence hall room and apartment and are maintained by Maintenance/Custodial. 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 submit a [Maintenance/Custodial Work Order](#). Decorative items (e.g., banners, posters, etc.) are **not** permitted to be hung from or over smoke detectors or sprinklers.

## 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 that could disturb other residents. Candle warmers with an open heating element or open flames are not allowed. Any candles or incense found in the residence halls or apartments will be removed by residence hall staff, and the student will receive a \$50 fine and go through the Conduct Process.

## 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 that can extend or multiply electrical outlets are the only approved type of extension for use in residence hall rooms.

## **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,
- iron with an iron board with an automatic shut-off
- alarm clock, fan, television, video game console, computer
- desk lamp (halogen lamps are not permitted due to the potential risk of fire)
- hair dryer, curling iron/straightener
- hot air popcorn popper, air fryer
- Students are allowed one (1) (maximum 700-900 watts) microwave per room within their Residence Hall. Students are responsible for following all fire safety guidelines when operating microwaves. Students should not leave microwaves unattended while in use.

**Students residing in the apartments may keep the following heating items in their kitchen only:** toaster, toaster oven, sandwich maker, waffle maker, air fryer.

## **UNAUTHORIZED APPLIANCES**

The following items are **not** approved for use in residence hall rooms or apartment rooms, as well as lounges, balcony and porch areas:

- halogen lamps, 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,
- extension cords, space heaters, multi-plug outlet
- percolator coffee maker, coffee maker without automatic shut-off, iron without an automatic shut off, etc.

If an object has an open eye burner or exposed heating element, it is not allowed. The Department 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 will be assessed a \$50 fine and reported to the Wesleyan College conduct process. Approval for other items should be cleared with the Department of Residence Life.

## **MICROWAVES**

Students are allowed one microwave (maximum 700-900 watts) per room within their Residence Hall. Students are responsible for following all fire safety guidelines when operating microwaves. Students should not leave microwaves unattended while in use.

## **INTERNET ACCESS**

Wi-Fi is provided in each residence hall and apartment room. Any issues or concerns with internet connectivity, printing, wireless access should be reported to the on-call Information Technology Assistant (ITA) for your residence hall, or email [helpdesk@wesleyancollege.edu](mailto:helpdesk@wesleyancollege.edu).

## **CABLE**

Basic cable television access is not provided in each residence hall and/or apartment room. Students may not add cable service to their personal rooms. Students may be able to utilize streaming services based on their own subscriptions. The college will not pay for personal use of television streaming applications.

## **RESIDENCE HALL KEY, ID CARD & ACCESS POLICY**

To maintain the safety and security of all residential students, Wesleyan College enforces the following policies regarding keys, ID cards, and access to residence halls and apartments. Failure to comply with any part of this policy may result in fines, conduct referrals, and/or loss of housing privileges.

### **KEYS**

- Each student is issued a room or apartment key at Check-In. Keys are the property of Wesleyan College and may not be duplicated, altered or loaned to others.
- Lost keys must be reported to Residence Life immediately. If a lost key is not recovered within 3 days, the student will be charged a \$75 replacement fee. Replacement fees are non-refundable even if the original key is later found.
- Keys returned in a defaced condition (e.g., painted, marked, or damaged) will incur a \$10 fine per key. If the key cannot be resorted, a \$75 replacement fee will apply.
- All keys must be returned to Residence Life upon checkout. Missing keys at checkout will be treated as lost keys and charged accordingly.
- Students are strictly prohibited from changing or modifying locks on any residence hall or apartment door. Unauthorized lock changes will result in a \$150 fine and may result in conduct action. All lock changes must be handled by authorized college

personnel only.

#### **ID CARDS & BADGE ACCESS**

- Students are issued an ID card with badge access, which is activated for their assigned residence hall or apartment each semester.
- ID cards and badges must not be loaned to others. Violations of this policy will result in a \$25 fine for the first offense. Repeated offenses may result in conduct action.
- Lost or stolen ID cards/badges must be reported immediately to the Office of Student Affairs or the RA on duty.
- Students experiencing badge access issues should report concerns promptly to Student Affairs or the RA on duty.

#### **RESIDENCE HALL & APARTMENT ACCESS**

- All residence halls and apartment buildings are locked 24 hours a day. Students may only use their keys and ID cards to access their assigned buildings.
- Students may not use keys or badges to access any building in which they do not reside.
- Propping open exterior doors is strictly prohibited and compromises the safety of the community. Violations may result in fines, conduct sanctions, or possible removal from campus housing without refund.
- Pounding on or popping open doors to gain entry is disruptive and not permitted.

#### **LOCKOUTS**

It is important that students keep track of their room keys. Students will be allowed two lockouts per semester, to be kept track of by Residence Life staff. After the second 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 their room during normal working hours on a business day (8:30 am – 5:00 pm, Monday through Friday), the student 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 AFTER HOURS AND ON THE WEEKENDS**

If a student gets locked out of the 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. The Secondary phone number 478-461-7788 is not in use during the summer term.

#### **MAINTENANCE**

Routine maintenance problems should be reported to Maintenance/Custodial through the [Work Order](#) process outlined Appendix D. Students are permitted to submit work orders pertaining to their personal living space. Facilities emergencies (e.g., overflowing toilets, electrical problems, door lock problems, etc.) should be reported immediately to Campus Safety at 478-960-7969. After hours, students may call the RA on Duty at 478-461-7787/478-461-7788 for intermediate support. Maintenance/Custodial and Residence Life staff reserves the right to enter a student's room for any requested or necessary maintenance.

#### **AIR CONDITIONING AND HEATING POLICY**

The policy aims to reduce overall energy consumption and help preserve the environment and is endorsed by the Sustainability Committee. Students residing in the residence halls have a set point to cool the space to 72 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 students experience concerns with the operation of the heating and cooling unit servicing your room, they should place a work order with Physical Plant ([Appendix C](#)). Tampering with the cooling/heating unit is prohibited. If a student is found to have tampered with the equipment or created conditions to manipulate the heating or cooling, they will be subject to a fine for unit replacement and may be sent to the Wesleyan College conduct process for further action.

#### **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 Assistant Dean & Director of Residence Life or the Office of Disability Services in the case of an accommodation.

#### **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, bagging all trash, and keeping windows closed. Pest Control services will not enter individual rooms and apartments while they are occupied unless a work order for treatment or inspection has been placed. If your room needs additional pest control between routine sprayings, please complete a [Maintenance/Custodial Work Order](#). If special extermination procedures are needed, such as fleas, bed bugs, etc. due to the negligence of a student, 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.

## **BED BUG PROTOCOL**

The staff of the Wesleyan College Maintenance/Custodial and Residence Life are committed to responding promptly and efficiently to any suspected bed bug concerns for the safety and comfort of all students living in the residence halls. The following procedures will be followed:

### **REPORTING SUSPECTED BED BUGS**

Students who suspect the presence of bed bugs, or any administrator or office receiving such a report, must contact Residence Life immediately. Residence Life will then contact C&W to arrange for the College's exterminator to inspect the affected room.

### **INSPECTION PROCESS**

The exterminator will inspect the bed and surrounding area. If reported on a workday, inspections are typically conducted within 24 hours. If reported on a weekend or holiday, C&W will be notified on the next business day as extermination services are not available during weekends or holidays. Students are encouraged to report concerns as early as possible during regular business hours. Only the exterminator can confirm the presence of bed bugs, not Health Services or any outside person.

### **TEMPORARY RELOCATION**

If the exterminator can respond within 24 hours, students will generally remain in their room until the inspection occurs to prevent possible spread. If inspection cannot occur within 24 hours, Residence Life may offer temporary housing based on availability. Students relocating temporarily must wash and dry, on the highest heat setting, any clothing and linens they bring. After showering and changing into clean clothing, only these cleaned items may be taken into the temporary room to avoid spreading bed bugs.

### **ACCESS REQUIREMENT**

Students must allow the College's exterminator and Physical Plant staff access to all areas of their living space, including bedrooms, common areas, kitchens, and bathrooms.

### **INSPECTION OUTCOMES**

If no bed bugs are found, no further action will be taken; however, students should continue monitoring and report any new concerns.

If bed bugs are confirmed, Residence Life will provide the affected students with detailed instructions for laundering and treatment of personal belongings. If a student wishes to dry clean, or have their items laundered by an outside vendor, they are responsible for those costs. The College will cover the cost of extermination for the first incident. A student, who experiences a subsequent, unrelated occurrence of bed bugs will be responsible for the cost of extermination.

### **COMPLIANCE AND CONDUCT**

Bed bugs are a serious community health issue. Once bed bugs are confirmed, students must comply with all treatment and prevention instructions within 24 hours. Failure to comply may result in fines and/or referral to the conduct process.



# CHAPTER SEVEN - COMPUTER INFORMATION RESOURCES

## CIR STAFF AND SUPPORT

When residential students first orient to the College, they are introduced to their Information Technology Assistant (ITA), who assists them in the initial setup of their computers. Students will contact the ITA assigned to their residence hall if they need further assistance with campus technology. The ITA's contact information can be found on the residence hall bulletin board. Residential students may also receive assistance by entering a HelpDesk ticket into the system at <http://HelpDesk.WesleyanCollege.edu> or by leaving a message at 478-757-5239. See an ITA or CIR Department staff member for additional information.

Non-residential students may receive assistance by entering a HelpDesk ticket into the system at <http://HelpDesk.WesleyanCollege.edu> or by leaving a message at 478-757-5239. Someone will contact you as soon as possible to determine the best solution to the 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 the Wesportal) the student must understand and agree to the [College's Computer and Information Resources Policy](#). This policy provides guidelines for network etiquette and the acceptable use of the College's technology resources. It also provides information about the appropriate use of copyrighted materials (written, video and audio). The [College's Computer Information and Resources Policy](#) can be downloaded from the College's WesPortal -> Wesnet Tab -> Policies Menu.

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

## 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: Dean of Students, Vice President for Academic Affairs, Student Government President, and chair of Faculty Council. The 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 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 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 EIGHT - STUDENT CONDUCT

## INTRODUCTION

Wesleyan College is committed to providing all members of the campus community with an environment that supports learning, personal growth, and mutual respect. Membership in this community carries both rights and responsibilities, and requires that students treat others with civility and uphold high standards of personal conduct. This chapter outlines the Honor Code and Code of Conduct, which guide behavior and decision-making throughout the conduct process. Students are responsible for becoming familiar with these policies and adhering to the expectations of academic and social integrity. Behavior that violates the rights of others or disrupts the academic or social environment is not a private matter and may result in serious disciplinary consequences, including suspension or expulsion, which may affect a student's future academic or professional opportunities. In cases of serious disciplinary action, the college may notify a student's parents or guardian, subject to the provision of the Family Education Rights and Privacy Act (FERPA). The college reserves the right to amend its policies, rules, and regulations at any time.

## HONOR CODE

[Chapter 3: College Policies & Procedure, Honor Code](#)

## STUDENT CODE OF CONDUCT

The following is a listing of offenses that are inconsistent with responsible student behavior and in violation of Wesleyan policies, procedures, and student code of conduct. This document is not intended to be a complete or exclusive description of inappropriate conduct. Any inappropriate conduct is subject to disciplinary action, even if such conduct is not described herein, elsewhere in the Student Handbook or in other college publications.

### 1. ACADEMIC VIOLATIONS

Students are expected to follow the [Honor Code](#) and uphold academic integrity inside and outside of the classroom. Students who fail to uphold the academic standard will be held accountable by the academic judicial process.

1.1 Cheating	Using, or attempting to use, unauthorized assistance, material, homework helper apps, AI tools, or study aids to complete your own examinations or other academic work (Examples: using a cheat sheet on a quiz or exam; programming a calculator or other electronic device with information for an exam, test, or quiz; soliciting information regarding an exam or test from another student; altering a graded exam and resubmitting it for a better grade, using a homework helper app or AI tool without instructor permission, etc.)
1.2 Fabrication	Submitting made up or falsified information for any academic exercise or assignment (Examples: making up data for an experiment; "fudging" data; citing nonexistent or irrelevant articles; presenting fraudulent excuses, lies, letters of recommendations, etc.)
1.3 Facilitating Academic Dishonesty	Knowingly helping, or attempting to help another student violate any provision of the Honor Code (Examples: discussing an exam with a student who has yet to take it, giving tests or papers to another student, etc.)
1.4 Multiple Submissions	Submitting the same academic work (for example, a project, paper, presentation, or exam) for two or more different courses without permission from both instructors in advance
1.5 Plagiarism	Misrepresenting source information or using the ideas, data, or language from a source (including your own previous academic work, library resources, the Internet, fellow students, community members, or an AI tool like Chat GPT) as one's own without a clear and properly cited acknowledgment
1.6 Unauthorized Access to Materials	Taking, attempting to take, stealing, altering, or destroying any material pertaining to a class (e.g., test, examinations, laboratory equipment, college grade records, etc.)
1.7 Unauthorized Collaboration	Working with another person on a project, assignment, examination, test, or quiz without the instructor's permission in advance

### 2. NON-ACADEMIC VIOLATIONS

Students, faculty, and staff are expected to treat one another with respect in all interactions. Any student exhibiting unacceptable behaviors inside the classroom or outside the classroom will be subject to disciplinary action. Students are to respect college property and policies.

2.1 Failure to Uphold the Honor Code	Failure to uphold the principles set forth in the Honor Code.
2.2 Cooperation and Compliance	Failure to comply with the reasonable request of any properly identified college official within the scope of their responsibility. Abusive language or intimidating behavior of any kind will not be tolerated.
2.3 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 should not engage in acts of aggressive behavior, and sanctions for violation of this policy may include, but are not limited to, change in residence hall rooms, change in residence halls, removal from campus housing, suspension or expulsion from Wesleyan College with no refund of fees and full payment required.
2.4 Bullying	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: substantially interfering with a student's education; creating a threatening environment; or substantially disrupting the orderly operation of the College.
2.5 Intimidation	Any verbal, written, or electronic threat of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.
2.6 Harassment	Any unwelcome verbal or physical conduct that, because of its severity and/or persistence, interferes significantly with an individual's work or education, or adversely affects an individual's physical, emotional, or psychological well-being. (For the definition of and procedures related to discrimination and sex/gender-based misconduct see the Wesleyan College Sexual Misconduct Policy and Wesleyan College Process for Resolving Complaints of Sexual Misconduct.)
2.7 Threats	Harming, abusing, assaulting, threatening, endangering, intimidating, stalking, or harassing another person and extends to all oral or written statements, communications, conduct, gestures, expressions, or acts made in any medium (e.g., in person, via letter, telephone, text message, electronic mail, social media or any other method) that causes a reasonable apprehension of physical or emotional harm to another person.
2.8 Intimate Partner/Relationship Violence	Alleged Violations will be addressed in accordance with the <a href="#">Wesleyan Sexual Misconduct Policy</a>
2.9 Stalking	Alleged Violations will be addressed in accordance with the <a href="#">Wesleyan Sexual Misconduct Policy</a>
2.10 Public Exposure	Alleged Violations will be addressed in accordance with the <a href="#">Wesleyan Sexual Misconduct Policy</a>
2.11 Retaliation	Retaliation is any adverse action, intimidation, threat, coercion, harassment, or other negative treatment taken against an individual because they have: reported or filed a complaint, participated as a witness or provided information in any investigation or conduct process, or exercised any right under college policies or applicable laws.  Alleged Violations will be addressed in accordance with the <a href="#">Wesleyan Sexual Misconduct Policy</a>
2.12 Damage and Destruction of Property	Any student who takes part in or has knowledge of intentional, reckless or unauthorized damage, destruction, defacement, or vandalism of college property or the personal property of others. Students may also be held responsible for damage they fail to report or for group damages when the responsible individual(s) cannot be identified.

2.13 Hazing	Hazing in any form, with respect to any college activity, is prohibited. In Georgia, hazing is defined under <a href="#">O.C.G.A. § 16-5-61</a> as subjecting a student to an activity that endangers or is likely to endanger their physical health, regardless of their willingness to participate. This includes activities performed as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. The law, known as the " <a href="#">Max Gruver Act</a> ," also covers activities that coerce a student to consume food, alcohol, drugs, or other substances, potentially leading to vomiting, intoxication, or unconsciousness. 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. To file a hazing report, go <a href="#">here</a>
2.14 Offensive Material	Creating, publishing, possessing, or distributing material deemed offensive by the college, including but not limited to: obscene content, depictions of sexual conduct, libelous or false statements,, content that disrupts college operations, or material containing references to alcohol or alcohol use.
2.15 Harm to Person	Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
2.16 Solicitation and Posted Material	Engaging in unauthorized solicitation, fundraising, or sales activities on or off campus without prior approval from the appropriate college office; soliciting in residence halls or through door-to-door methods; unauthorized distribution or posting of materials; or publishing or distributing offensive materials in violation of college policy.
2.17 Fireworks	Possession of fireworks and other dangerous materials on campus is strictly prohibited. Possession or use of 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.
2.18 Pets/Animals	Service animals and Emotional Support animals are the only type of animals allowed in the buildings. For the complete detailed policy on Service and Emotional Support Animals, please visit <a href="#">Here</a>
2.19 Fire Safety	Use or possession of prohibited items that create fire hazards, including candles, incense, open flames, extension cords, or appliances with exposed heating elements; improper use of kitchen facilities; leaving cooking unattended; failure to maintain kitchen cleanliness; tampering with fire safety equipment, smoke detectors, or alarms; or failure to evacuate during a fire alarm.
2.20 Smoking/ Tobacco	Use of tobacco and smoke products is prohibited on all College grounds and in any outdoor area controlled by the College. This includes all College parking lots and parking ramps, athletic fields, tennis courts, and recreational areas. Use of tobacco or smoke products is prohibited inside any vehicle located on such College grounds. "Tobacco and Smoke Products" are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices such as hookahs, electronic cigarettes, personal vaporizers or electronic nicotine delivery systems.
2.21 Social Media	Inappropriate conduct by a member of the Wesleyan College community or inappropriate conduct captured on a social media website brought to the attention of College officials (including posts or comments that can be considered reasonably offensive, harmful, obscene, or derogatory in nature). Inappropriate conduct over the internet will be addressed through existing response mechanisms at the College, including, but not limited to, the Student Handbook, Computer Information Resources Policy and Social Media Policy.
2.22 Weapons	Wesleyan College prohibits the use or distribution of guns, rifles, explosives, weapons designed to propel a missile of any kind (e.g., BB, paintball, etc), and all other items to be used as a weapon (e.g., switchblade, razor blade, meal, wood) on campus property. The use of electronic control devices (e.g., Tasers, stun guns, etc.) are only to be used in a defense mechanism where physical harm is present. 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.

2.23 Taking/ Stealing of Property	Knowingly and intentionally taking unauthorized college property or property belonging to someone else. Maintaining possession of stolen property.
2.24 Falsification/ Fabrication	Inventing or falsifying information, documentation, or data to include forging signatures on any official document.
2.25 Alcohol	Possession, consumption, distribution, or service of alcohol in violation of college policy or federal, state, or local laws; disruptive or dangerous behavior related to alcohol use; providing alcohol to minors; excessive intoxication requiring intervention; creating disturbances, noise, or safety concerns while under the influence; or operating a vehicle while impaired.
2.26 Drugs	Illegal use, possession, manufacture, distribution, or sale of any controlled substance, including stimulants, depressants, narcotics, hallucinogens, illegal drugs, or prescription medications not prescribed to the student. This includes possession or use on campus or at college-sponsored activities, as well as any conduct involving drug odors or evidence suggesting drug use. Violations may result in serious disciplinary actions, including suspension, expulsion, and possible referral to law enforcement.
2.27 Safety- Balcony, Windows, Porches	Hanging or placing items on balconies, porches, windows, or railings; having inappropriate furniture or personal belongings in these areas; sitting or climbing on ledges, railings balconies, or windows; throwing or dropping objects from balconies, windows, porches, or railings; removing or tampering with window screens; or displaying items inside windows that are visible from the exterior.
2.28 Tampering with Residence Life Equipment	Unauthorized use, tampering, or alteration of Residence Life equipment or systems, including but not limited to: heating and cooling units, thermostats, vents, appliances, plumbing, or other college-installed fixtures.
2.29 Cleanliness/ Health & Safety	Failure to maintain personal living spaces, shared areas, or oneself in a clean, safe, and sanitary condition; improper disposal of trash or personal belongings; creating health or fire hazards by leaving trash in hallways, stairwells, or other unauthorized areas; or failing to comply with reasonable health and safety standards.
2.30 General Safety and Wellbeing	Residents are expected to take responsibility for their safety and wellbeing. Behavior that impedes personal or others physical/ psychological well being is prohibited.
2.31 Noise	Failure to maintain reasonable quiet at all times, excessive noise that disturbs others, violation of established quiet hours, failure to comply with 24-hour quiet hours during exam week, or refusal to lower volume when requested by others.
2.32 Guest/Visitation	Failure to comply with college guest and visitation policies, including hosting unapproved overnight guests, exceeding permitted visitation hours, failing to obtain roommate/suitemate consent, failing to register overnight guests as required, leaving guests unescorted, or allowing guests to violate college policies while on campus.
2.33 Recreational Wheel Devices	Use or storage of hoverboards, self-balancing scooters, battery-operated scooters, hands-free Segways, or similar devices on campus; or use of skateboards, rollerblades, bicycles, or other wheeled devices inside academic, administrative, or residential buildings.
2.34 Littering	Failure to dispose of any trash, waste or disposables into the appropriate trash receptacle.
2.35 Pets	Possessing, housing, feeding, or harboring animals in any unauthorized college space or building without proper written approval from the Office of Disability & Advocacy Services; failure to comply with restrictions on approved animals; maintaining fish tanks exceeding size limits or failing to properly care for permitted aquariums; or failing to report stray animals being housed or fed on campus.
2.36 Additional Rules	Failure to comply with any additional policies, regulations, or instructions communicated by the college. This includes rules or guidelines distributed through official college email, posted in campus buildings or facilities, published on the college website, or issued by college officials for specific areas, events, or circumstances.

## CHAPTER NINE - CONDUCT PROCEDURES

### ACADEMIC VIOLATIONS OF THE HONOR CODE

If a student has been accused of an academic violation of the honor code the student will be notified of this accusation by the faculty member, or in severe violations of the honor code, by the Provost. The faculty member will also submit a report to the Provost office detailing the alleged event and indicating if any sanction was imposed. In cases where a sanction is imposed, either by the faculty member or the Provost, a letter will be sent to the student as a record of the reported violation of the Honor Code and the penalty that was imposed. In addition, the student will be given the procedure for appealing the decision. A severe first offense or repeated offenses can result in failure of the course or removal from the College.

A student has a right to appeal the consequence that has been imposed by either the faculty member or the Provost following an accusation of an academic violation of the honor code.

To request a formal appeal, the student must submit the [Academic Violations Appeal](#) form along with any supporting documentation, within five business days of being notified of sanctions resulting from an academic violation of the Honor Code. The student should submit any documentation at the time of submitting the appeal.

Once an appeal is received, the Provost will review the submitted appeal and any documentation and assign it to the department chair (or a selected department chair if the faculty member in question is the department chair) for investigation. The Provost will also send a copy of the submitted appeal to the faculty member in question.

The department chair will:

- Read through the information submitted by the student.
- Talk with the faculty member in question about the situation. Faculty may either submit information in writing to the division chair or have a conversation with the division chair about the situation.
- Talk with the student in question.
- Review other information as needed.
- The division chair has five working days to submit their conclusion to the Provost. The Provost will notify the student and the faculty member in question of the decision.
- If the student feels the division chair has not resolved the matter, the student may complete a second appeal form within five business days. The student may submit additional documentation if appropriate. If a second appeal is not submitted, then the decision from the division chair will be final.

Upon receiving a second appeal, the school Dean will:

- Read through all information that has been submitted to date.
- Talk with the faculty member in question to clarify information as needed or if any new information was submitted by the student.
- Talk with the student to clarify information as needed.
- Make a ruling within five working days.
- Notify the faculty member, department chair, and student of the final decision.

The Provost reserves the right to review the case in lieu of the school Dean and has the authority to overturn a decision of the school Dean. If the Provost determines the need for a review committee, the Provost will submit the information to the Student/Faculty Judicial Board for review and to make a recommendation to the Provost on a decision. Decisions by the Provost are final.

Appeals of a sanction imposed by the Provost for repeated violations, or for a severe first offense, will be sent directly to the Student/Faculty Judicial Board for review and a final decision.

*Note: The Provost may make exceptions to the timeline for faculty responses as needed.*

### NON ACADEMIC CONDUCT PROCESS AND APPEALS

The Chief Conduct Officer, appointed by the Dean of Students, has primary responsibility for administering non-academic student conduct matters. The Chief Conduct Officer may investigate alleged policy violations, meet with involved students, determine appropriate outcomes, and assign sanctions, or refer matters to other conduct bodies as outlined below. Questions regarding conduct procedures or appropriate referral of violation should be directed to the Chief Conduct Officer or Dean of Students.

### INVESTIGATION & INITIAL REVIEW

Upon receiving a report of alleged misconduct, the Chief Conduct Officer will:

- Review the complaint and gather relevant information.
- Meet with the student(s) involved to discuss the allegations.



- Notify the student(s) in writing of the charges and schedule and informational meeting.
- Determine whether to close the matter, refer it to another conduct process, or proceed with a conduct resolution.

## RESOLUTION OPTIONS

Following review, the Chief Conduct Officer may:

- Resolve the matter directly through an informal meeting, during which the student may accept responsibility and agree on sanctions.
- Refer the case to an administrative conduct officer for a formal conduct meeting and resolution.
- Refer serious non-academic cases to the Student-Faculty Judicial Board
- Refer violations of Residence Life policies to the Office of Residence Life
- Refer violations of the [Sexual Misconduct Policy](#) or Non-Discrimination Policy to the designated resolution process for those matters.
- Refer violations of the [Use of Computer and Information Resources Policy](#) to the applicable Hearing Committee.

## SANCTIONS

Sanctions will be determined based on the nature and severity of the violation. Sanctions may include educational measures, restrictions, suspension, or expulsion from the College. In consultation with the Dean of Students, the Chief Conduct Officer may impose interim sanctions at any point prior to final resolution to ensure the safety and well-being of the community. Interim measures may include no-contact orders, building restriction, removal from housing, or suspension.

## APPEALS

Students may appeal decisions and sanctions within three business days of receiving notice of the outcome. [Appeals Policy & Process](#)

## REMOTE CONDUCT PROCESS

The College reserves the right to conduct meetings, hearing, or adjudications remotely, if deemed necessary by the Chief Conduct Officer or Dean of Students.

## AUTHORITY

Any responsibility assigned to the Chief Conduct Officer may also be carried out by an authorized designee.

## STUDENT/FACULTY JUDICIAL BOARD

The Student-Faculty Judicial Board hears cases involving serious violations of the Honor Code and other major college policies, as determined by the Chief Conduct Officer. Students charged with serious non-academic misconduct will have their cases reviewed by this board. Students found responsible may appeal the decision and any sanctions to the Dean of Students.

## BOARD COMPOSITION

- **Faculty Members:** Four faculty members with at least two years of teaching experience at the College.
- **Staff Members:** Four staff members selected by Staff Council (or the Director of Human Resources if Staff Council is not in operation).
- **Student Members:** Four students selected through an application and interview process conducted by the Chief Conduct Officer.

Each conduct panel will include one faculty member, one staff member, and one student selected by the Chief Conduct Officer based on availability and potential conflicts of interest. The faculty member will serve as chair for the hearing and report the outcome to the Chief Conduct Officer

## SPECIAL CIRCUMSTANCES

If an adequate panel cannot be assembled (e.g., during summer), the office of the Provost, at the request of the Dean of Students, may appoint interim board members.

Cases involving violations of the “Use of Computer and Information Resources” policy may be heard by a designated Hearing Committee as described in the policy or referred to the Chief Conduct Officer as deemed appropriate

For information on reporting violations, conduct procedures, student rights, sanctions, or appeals, students should consult the full conduct process guidelines or contact the Chief Conduct Officer, Graduate students follow procedures established in their graduate program policies in the College Catalog. .

## THE RIGHTS OF AN ACCUSED STUDENT

A student who has been accused of an honor code or code of conduct violation that will be heard by the Student-Faculty Judicial Board:

- ❖ Will have the case heard without undue delay
- ❖ Will receive written notice of the charges, hearing procedures and date and time of the hearing at least 48 hours before the scheduled conduct meeting with the exception of extenuating circumstances.
- ❖ May testify or remain silent

- ❖ Can present witnesses and/or evidence on their own behalf who have direct, first hand knowledge of the incident.
- ❖ May have an advisor present for personal support
- ❖ May appeal to the Dean of Students, only when in attendance at the initial conduct meeting.

## THE RIGHTS OF A WITNESS

- ❖ 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 an extenuating circumstance.
- ❖ If requested by the Student/Faculty Judicial Board, must be present at the time of the conduct meeting unless the witness has an academic class or professional obligation. If the witness has another obligation and their absence has been approved by the Dean of Students, the student may present a written statement regarding their firsthand knowledge of the violation. Written documentation must be presented to the Chief Conduct Officer no later than 3pm on the day of the hearing.
- ❖ If a witness fails to attend the conduct meeting or submit the appropriate documentation by the set deadline, the meeting will proceed without information or testimony from the witness.
- ❖ The witness may present evidence of the violation committed by the accused student.

## STUDENT/FACULTY JUDICIAL BOARD PROCEDURES

The following procedures will govern all Student–Faculty Judicial Board hearings:

- The accused student will be called into the hearing room and the hearing chair will explain the process, remind the student of their obligation to tell the truth under the Honor Code, and inform them that the hearing will be recorded for accuracy and appeal purposes.
- The hearing chair will state the student’s name and the charges being considered.
- The student will enter a plea of “responsible” or “not responsible.”
- The student will present their case and may call up to three witnesses with direct, firsthand knowledge of the incident, Character witnesses are not permitted.
- Board members may ask questions of the accused and any witnesses. The board chair may limit repetitive, irrelevant, or overly lengthy questioning.
- Witnesses will appear one at a time and leave the room after testifying.
- After all witness testimony, the accused may return for additional questioning and present a closing statement.
- Once all testimony and statements are complete, the hearing will be formally closed. The board will deliberate in private and make a determination of responsibility. The student will receive written notification of the board’s decision within seven (7) days via their Wesleyan email.
- If found responsible, the student must complete any assigned sanctions by the deadline provided. Failure to comply may result in further conduct action or referral back to the board for a sanction violation hearing.

## REPRESENTATION:

Students are required to represent themselves in hearings and appeals. Legal or parental representation is not permitted. However, students may have an advisor present for personal support. The advisor’s role is limited to quietly providing support to the student. Advisors may not speak on behalf of the student, directly participate in the hearing, question witnesses, or address the hearing board. This is often referred to as the “potted plant” rule - advisors may be present but serve in a passive, non-participatory role. Any advisor who disrupts the hearing process may be asked to leave at the discretion of the Hearing Chair.

## LIST OF POSSIBLE SANCTIONS

The following sanctions may be imposed by the hearing board, Chief Conduct Officer, or other designated college official. Other sanctions not listed may also be assigned as appropriate to the specific violation.

- **Warning:** Written notice that a college policy has been violated. Further violations may result in more severe disciplinary action.
- **Educational Endeavor:** Completion of educational assignments related to the violation, such as reflection papers, educational projects, workshops, or meetings with campus resources.
- **Fines:** Monetary fines up to \$100 may be assessed based on the nature of the violation.
- **Service:** Completion of assigned service hours for the college or designated community agencies. Service hours are not applied toward scholarship service requirements.
- **Probation:** A designated period during which the student is prohibited from participating in campus social events, activities, clubs, and organizations. Probation does not affect academic responsibilities, convocations, or work-study eligibility.
- **Restrictions:** Targeted restrictions on participation in specific campus activities, organizations or residence hall visitation as determined by the Chief Conduct Officer.
- **Repayment of Damages:** Financial restitution for any damages caused during the violation. Damage assessments are determined by the Department of Residence Life and Director of Physical Plant under the direction of College Administration. Repayment is not subject to the \$100 fine limit.
- **Removal from Residence Halls:** Recommendation for removal from campus housing, resulting in loss of residence hall privileges, including visitation. No refund of housing fees is provided, and full payment for the current semester remains due. Future readmission to housing may be considered if outlined at the time of removal and approved by the Chief Conduct Officer.

- **Suspension:** Recommendation for exclusion from classes, residence halls, and campus activities for a designated period (minimum one semester). NO refund of tuition, housing, or fees is provided for the current semester. Readmission may be considered by the Dean of Students after the suspension period.
- **Expulsion:** Recommendation for permanent separation from the college, with loss of campus visitation privileges. No refund of tuition, housing, or fees is provided for the current semester. Readmission may be considered only if explicitly outlined at the time of expulsion and approved by the Dean of Students.

## APPEALS POLICY AND PROCESS

A student may submit a formal, typed appeal within three (3) business days after receiving notice of the conduct decision and sanctions. Appeals must be submitted to the Dean of Students, or to the Provost if designated. The written appeal must clearly state the specific grounds for appeal and provide supporting evidence. Appeal decisions are final.

### GROUNDINGS FOR APPEAL

Appeals will be considered only for the following reasons:

- **Procedural Error:** A significant procedural error occurred that, if corrected, may have impacted the outcome.
- **Sanction Severity:** The sanction imposed is disproportionate to the nature of the violation.
- **New Evidence:** New, relevant information has become available that was not reasonably accessible during the original hearing and may have directly affected the outcome.

### APPEAL REVIEW

- The Dean of Students may uphold or amend the original decision or refer the case back to the Student-Faculty Judicial Board for consideration.
- In cases where the sanction involves removal from housing, suspension, or expulsion (and the Dean of Students has approved such recommendation), the appeal will be reviewed by the Provost.
- Sanctions and deadlines remain in effect while an appeal is pending. If the appeal outcomes modifies or overturns the original decision, any actions taken may be reversed accordingly.

### LOSS OF APPEAL PRIVILEGES

Students lose their right to appeal if:

- They failed to attend the original hearing and the case was heard in absentia.
- They fail to complete assigned sanctions and are referred for a Sanction Violation hearing. All Sanction Violation outcomes are final, regardless of the student's attendance.

## CONFIDENTIALITY

All student conduct cases are confidential. The Student-Faculty Judicial Board, Chief Conduct Officer, Dean of Students, and other designated officials will maintain confidentiality of conduct cases, students involved, outcomes, and any related circumstances. Hearings are only open to relevant parties as determined by the Chief Conduct Officer. Information may be shared only with college personnel who have a legitimate need to know, as defined by the designated college official. Accusers may inquire whether a case has been processed but will not receive information regarding specific outcomes.

## PROTECTION FROM RETALIATION

Retaliation against an individual who makes a report of a policy violation or assists in providing information relevant to a policy violation is a serious violation. For additional details and the full policy see the [Non-Retaliation Policy](#) as posted on WesPortal.

## REMOVAL AND SUSPENSION FROM COLLEGE

Violation of college policies and procedures may result in discipline, including but is not limited to, removal from residence halls, or suspension or expulsion from the College. Students who have been suspended or expelled may not return to campus or attend any on or off campus College sponsored events. Disciplinary actions are effective immediately upon the decision. Students who are removed must vacate campus within 48 hours, unless an exception is granted by the Dean of Students. While an appeal is pending, all sanctions remain in effect but may be reversed if the appeal results in a different outcome. Any individual violating removal orders may be escorted off campus by Campus Safety and may face criminal trespass charges.

## RECORDS

Copies of the official correspondence related to all cases will be placed in the student's permanent file by the chief Conduct Officer in Student Affairs. Student files are kept confidential and released only with an official request. ([See the FERPA Policy for more information on privacy rights.](#))

## CHAPTER TEN - APPENDICES

### APPENDIX A: TITLE IV STUDENT CONSUMER COMPLAINT PROCESS

Wesleyan College is a Title IV institution. In order to maintain compliance with federal regulations, Wesleyan College is required to disclose procedures for filing a complaint with its state authorizing agency. Wesleyan College is accredited by the Southern Association of Colleges and Schools and authorized by the Georgia Department of Education to confer postsecondary degrees. Therefore, the College will provide the following information about the formal student complaint process to all students. All members of the Wesleyan College community are strongly encouraged to engage one another informally to resolve issues before filing a formal complaint. If an informal approach does not yield a satisfactory resolution, a student may undertake the following formal complaint process. Descriptions of GNPEC student complaint rules and access to the complaint process is found at <https://gnpec.georgia.gov/student-complaints>.

Complaints not addressed through this process include:

- ❖ Complaints regarding Federal Student Aid. Complaints should be addressed to the U.S. Department of Education.
- ❖ Alleged violations of Title IX: Complainants with Title IX concerns should follow the Title IX process outlined in this handbook and on Wesportal. Wesleyan College's Title IX Coordinator is Jill Amos, [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu), 478-757-3800. A copy of the College's Sexual Misconduct Policy can be found [here](#)
- ❖ Complaints related to grade disputes: Complainants with grade disputes should follow the College's academic appeals procedures.
- ❖ Complaints related to violations of the Americans with Disabilities Act, including denial of reasonable accommodations, which follow the College's published procedures on Wesportal for requesting accommodations and appealing decisions made by the Office of Disability & Advocacy Services [here](#).
- ❖ Wesleyan College is committed to a grievance procedure that is prompt with equitable resolution to complaints of sex discrimination.

### APPENDIX B: CAMPUS SAFETY TIPS

Wesleyan Campus Safety is available 24 hours a day, 7 days a week, 365 days a year to assist students. Students are encouraged to remain alert, be aware of their surroundings, and report any suspicious behavior to Campus Safety at (478) 960-7969.

#### PERSONAL SAFETY

- Use the campus safety escort service, especially after dark.
- Walk in groups and use well-lit, well-traveled routes.
- Avoid isolated areas and never enter wooded areas alone or at night.
- Carry your keys in your hand while walking to your care or residence hall.
- Check the back seat before entering your car and keep doors locked while driving.
- Do not leave valuables (e.g., computers, purses, bookbags) unattended.
- Attend personal safety seminars offered by the college.

#### RESIDENCE HALL SAFETY

- Always lock your room door when sleeping, showering, visiting friends, or leaving your room.
- Keep track of your keys and never loan them to anyone.
- Report lost or stolen keys immediately to Residence Life.
- Hang up immediately on obscene or harassing phone calls and report them to Residence Life or Campus Safety.
- Do not prop open building or hall doors.
- Do not allow strangers or unfamiliar individuals to enter the building behind you.

### APPENDIX C: FILING A PHYSICAL PLANT/MAINTENANCE HELPDESK TICKET ie. "WORK ORDER"

#### SUBMITTING A WORK ORDER

Residential students may submit work orders for their personal or shared living spaces. Work orders for general building areas (lounges, hallways, public spaces) must be submitted by the Floor RA.

To submit a maintenance or custodial work order:

1. Log in to WesPortal and click the "Maintenance/Custodial REquest" link on the homepage sidebar.
2. Enter your Portal Username and Password.
3. Click the "Submit a Request" button.
4. Complete the required fields and provide a brief description of the issue.
5. Click "OK" to submit. You will receive a confirmation email with a Service Request ID number.
6. You will receive another email when the work order has been completed by C&W Services.

#### EMERGENCY WORK ORDERS

For facilities emergencies:

- During business hours (Monday-Friday, 8:30AM - 5:00PM), contact the Student Affairs Office in OSP.
- After hours, contact your RA or the RA on Duty at: 478-461-7787 or 478-461-7788

## WORK ORDER FOLLOW-UP

If you have concerns or questions about a submitted work order, email your Service Request ID number, a brief description of the issue, and the submission date to the Department of Residence Life ([residencelife@wesleyancollege.edu](mailto:residencelife@wesleyancollege.edu)). Residence life will follow up with C&W Services as needed.

## APPENDIX D: DRUG AND ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION RESOURCES

### Wesleyan College Counseling Center

Individual and small group counseling sessions are available depending upon the specific needs of the students. Referrals are made to off-campus providers when the individual requires long-term or specialized assistance beyond the scope of the center staff. For more information or an appointment, call 478-757-3800 or email [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu).

### Other Resources

River Edge Recovery Center  
3575 Fulton Mill Road  
Macon, Georgia 31206  
(478) 803-7600  
[www.river-edge.org/addiction-recovery](http://www.river-edge.org/addiction-recovery)

Twin Lakes Recovery Center  
Monroe, GA  
[twinlakesrecoverycenter.com](http://twinlakesrecoverycenter.com)

Bluff Plantation  
Augusta, GA  
[www.bluffplantation.com/](http://www.bluffplantation.com/)

Blue Ridge Mountain Recovery  
Ball Ground, GA  
[www.blueridgemountainrecovery.com](http://www.blueridgemountainrecovery.com)

Websites  
[www.drugabuse.gov](http://www.drugabuse.gov)  
[www.addictioneducationandsociety.org](http://www.addictioneducationandsociety.org)  
[www.addictioncenter.com/addiction](http://www.addictioncenter.com/addiction)

Willingway  
Statesboro, GA  
[willingway.com](http://willingway.com)

Ridgeway Institute  
Smyrna, GA  
[Ridgeviewinstitute.com](http://Ridgeviewinstitute.com)

Georgia Pines  
Thomasville, GA  
[georgiapines.net](http://georgiapines.net)

## APPENDIX E: CAMPUS DIRECTORY

ACADEMIC AFFAIRS (PROVOST'S OFFICE) | Tate 2<sup>nd</sup> Floor | 478-757-5228  
ACADEMIC RESOURCE CENTER (ARC) | Willet Memorial Library 1st floor | 478-757-2848  
ADMISSIONS: Huckabee Hall | 478-477-1110  
ALUMNAE: Candler 2<sup>nd</sup> Floor | 478-757-5173  
ATHLETICS: Mathews Athletic Center | 478-757-3964  
BUSINESS OFFICE: Tate 104 (2<sup>nd</sup> Floor) | 478-757-5120  
CAMPUS SAFETY: OSP 303 | 478-960-7969  
CAMPUS STORE & POST OFFICE / AUXILIARY SERVICES | OSP 1<sup>st</sup> Floor | 478-757-5272  
CENTER FOR CAREER DEVELOPMENT (CCD) | Willet Memorial Library 1<sup>st</sup> Floor | 478-757-5209  
CENTER FOR LEADERSHIP & INVOLVEMENT (CLI) | OSP 1<sup>st</sup> Floor | 478-757-5257  
COMMUNICATIONS | OSP Barracks | 478-757-5137  
COMPUTER INFORMATION RESOURCES | OSP Barracks 313 | 478-757-5239  
COUNSELING | OSP 301 | 478-757-4024  
EMBA Program | Taylor 121 | 489-757-5184  
EQUESTRIAN CENTER | Mary Ellis Knox Equestrian Center | 478-757-5111  
FINANCIAL AID | Tate Hall | 757-5205  
FOOD SERVICES (Metz) | Anderson Dining Hall | 478-757-5270  
HEALTH SERVICES | OSP 1<sup>st</sup> Floor | 478-757-4025 | Confidential Fax 478-757-4027  
HUMAN RESOURCES | Tate Hall 1<sup>st</sup> Floor | 478-757-3803  
INSTITUTIONAL ADVANCEMENT | Candler 1<sup>st</sup> Floor | 478-757-5131  
LIBRARY | Willet Memorial Library | 478-757-5200  
MATHEWS ATHLETIC CENTER | Back Campus (Entrance 5, at end of drive) | 478-757-5251  
PHYSICAL PLANT (Maintenance/Custodial) | Physical Plant Warehouse (Entrance 5, on right) | 478-757-5140  
PRESIDENT'S OFFICE | Tate 102 (2<sup>nd</sup> Floor) | 478-757-5212  
REGISTRAR | Tate 120 (2<sup>nd</sup> Floor) | 478-757-3840  
STUDENT AFFAIRS | OSP 203 | 478-757-5214