

The Wesleyanne Student Handbook of Wesleyan College

Last Edit: June 24, 2019

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. In the event of ambiguity or inconsistency, the provisions of the current Wesleyanne Student Handbook supersede collegiate and campus policies and procedures.

History of the Wesleyanne

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

Jurisdiction and Administration

The Wesleyanne is published by the Division of Student Affairs. Policies and procedures set forth in the Wesleyanne are subject to change with notification to the student body. The handbook is updated on a yearly basis and provides current information on college policies and regulations. The Wesleyanne is under the jurisdiction of the Wesleyan College Board of Trustees and is administered and interpreted by Student Affairs. All students are responsible for following the policies herein. In the absence of the 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 Wesleyanne Student Handbook is published electronically only. The Wesleyanne is published electronically each year at the beginning of the fall semester and is published on the Wesleyan College Website and Portal.

The 2019-2020 Wesleyanne Student Handbook

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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.

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.

STATEMENT OF NONDISCRIMINATION

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

Wesleyan College admits qualified students regardless of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, pregnancy, status with regard to public assistance, veteran status, 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.

Additional information regarding compliance with this statement can be found in [Wesleyan College's Policy Against Discrimination, Harassment, Sexual Assault and Sexual Harassment](#) and [Wesleyan College's Policy for Resolving Complaints of Discrimination, Harassment, Sexual Assault and Sexual Harassment](#). Individuals can make a report utilizing the [Wesleyan College Discrimination, Harassment and Title IX Complaint Form](#).

Individuals who have questions, concerns and reports regarding discrimination, harassment, sexual assault or sexual harassment should contact:

Assistant Dean for Equity & Inclusion Tonya Parker
Olive Swann Porter, 2nd Floor
(478) 757-4028 tparker@wesleyancollege.edu

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

HISTORY OF WESLEYAN COLLEGE

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

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

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

Earlier in the decade, Wesleyan had become the birthplace of the first two Greek societies for women, the Adelphean Society in 1851 (now Alpha Delta Pi) and the Philomathean Society in 1852 (now Phi Mu). Today, instead of sororities, Wesleyan students share a bond of sisterhood developed in their classes, involvement in activities, living communities, and the shared values of the Wesleyan community.

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

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

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

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. A town rich in heritage and tradition, many musical artists launched their careers in Macon: Little Richard, James Brown, Otis Redding and the Allman Brothers Band, among others. There are several historical sites available for touring, including the restored 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.

COLLEGE LEADERSHIP

President of the College

Dr. Vivian Lawton Fowler

Location: Tate Hall

Phone: 478-757-5211

Provost/Vice President for Academic & Student Affairs

Dr. Melody Blake

Location: Tate Hall

Phone: 478-757-5228

Dean of Students

Christy Henry

Location: Olive Swann Porter

Phone: 478-757-5219

Vice President for Business and Finance/Chief Financial Officer

Robert Moyer

Location: Tate Hall

Phone: 478-757-5121

Vice President of Institutional Advancement

Andrea Williford

Location: Candler Hall

Phone: 478-757-5170

Vice President for Strategic Enrollment Management

Clint Hobbs

Location: Huckabee Hall

Phone: 478-757-5161

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VISION FOR STUDENT AFFAIRS

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

STUDENT AFFAIRS MISSION STATEMENT

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

STUDENT SERVICE OFFICES

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

ACADEMIC RESOURCE CENTER

Director: LaTasha Andre, Director of the Academic Resource Center

Location: Academic Resource Center, Willet Library, 1st Floor

Email: arc@wesleyancollege.edu

Phone: 478-757-5193

The Academic Resource Center is committed to providing academic programs and services that promote the development and academic success of all Wesleyan College students. The center is located on the ground floor of The Lucy Lester Willet Memorial Library. It consists of the Writing Center, the Testing Center and study zones for student use.

The Writing Center is available to all students who would like help improving their writing skills in general or enhancing a piece of writing in particular. The ability to write effectively is one of the most important factors an employer considers in the hiring process.

The Testing Center provides computer and paper-based exam proctoring services in a secure, distraction-reduced environment for test takers. The staff works directly with faculty to obtain testing material and determine a schedule that meets the needs of the student.

The Tutoring Program provides free academic counseling and tutoring for students who seek to improve understanding of course content and academic success skills. One-on-one sessions or group peer-assisted study sessions are available.

ATHLETICS

Director: Penny Siqueiros

Location: Porter Gym

Email: psiqueiros@wesleyancollege.edu

Phone: 478-757-5253

Fax: 478-757-2486

Wesleyan is a member of the National Collegiate Athletic Association (NCAA), Division III, USA South Athletic Conference, and the Intercollegiate Horse Show Association (IHSA). Wesleyan students have the opportunity to compete against other colleges and universities in soccer, cross country, basketball, tennis, softball, and equestrian. The Athletics Director administers the intercollegiate athletics program. The athletic department also supports a club volleyball team. Coaches have experience in playing, coaching, and training for each sport.

CAMPUS MINISTRY

Director: Tyler Schwaller, Chaplain

Location: Pierce Chapel, Lovick P. Corn Center (lower level)

Email: tschwaller@wesleyancollege.edu

Phone: 478-757-2820

The Chaplain oversees programming related to the spiritual life of campus, helping students to grow in their faith and discern their life purpose. Seeking to create and sustain a vibrant and diverse community of faith, the Chaplain works closely with individual students and student groups to plan opportunities for campus wide spiritual engagement.

CAMPUS POLICE

Chief: Emory Kendrick

Location: Olive Swann Porter, 3rd Floor

Monday – Friday: 8am-8pm

Library 108

Monday – Friday: 8pm-8am

Saturday – Sunday: 24 hours

Email: ekendrick@wesleyancollege.edu

Emergency Phone: 478-960-7969

Office Phone: 478-757-5138

The Wesleyan Police Department provides 24-hour, 365 days a year service. Students, faculty, staff, and visitors are encouraged to report all incidents of crime and emergencies to the Wesleyan Police as soon as possible. The officers are state certified police officers who have been authorized by the State of Georgia to exercise all law enforcement powers, including the power of arrest, and authorized by the governing body of the College to have jurisdiction over the College campus. Campus Police may be contacted by calling 478- 960-7969. The officers may summon assistance from other local authorities such as law enforcement agencies, medical personnel, and the fire department as required. College administrators will be notified by police officers as necessary. The Wesleyan Police Department campus safety report can be found on the college website under Campus Security. A paper copy of the annual crime report can be obtained by calling Campus Police at 478-960-7969, e-mailing Chief Emory Kendrick at ekendrick@wesleyancollege.edu, or visiting the office in person during regular business hours. All property found should be turned in to the Campus Police office, and all lost or stolen property should be reported to the Campus Police immediately. The College is not responsible for stolen or lost articles.

CENTER FOR CAREER DEVELOPMENT

Director: Stephanie Baugh
Assistant Director: Mallory Neil
Location: Olive Swann Porter, 1st Floor
Email: sbaugh@wesleyancollege.edu
Appointments: <https://sbaugh.youcanbook.me/>
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 401) and the Professional Development Experience (PDE 400) process. 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 Purple Briefcase internship/job platform, career development workshops, campus-wide events and convocations, career assessments (such as the Focus2), and a career resource library. The Center for Career Development's individual services include resume, CV, 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.

COMPUTER AND TECHNOLOGY SUPPORT

Director: Kevin Ulshafer
Location: Olive Swann Porter, 3rd Floor
Email: helpdesk@wesleyancollege.edu
Phone: 478-757-5125

Computer and Technology support can be obtained in the residence halls by contacting the Information Technology Assistant (ITA) assigned to your area. For nonresidential 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 478-75-5239. Someone from the Computer and Information Resources department will contact you.

COUNSELING SERVICES

Director: Jamie Thames, LPC
Location: Olive Swann Porter, 3rd floor
Email: jthames@wesleyancollege.edu
Appointments: <https://jamie-counseling.youcanbook.me/>
Phone: 478-757- 4024
Lifeline: 478-741-1355 24-hour Crisis Line

Student Counseling Services (SCS) provides services designed to promote the academic, personal, and social growth of students. The college years are filled with exciting and challenging times for students. It is normal, even expected, that students will encounter difficult or stressful events. However, when students use the resources available to them, there is a much greater chance of success and overall sense of well-being. SCS offers individual and general support services by a qualified mental health professional.

Appointments may be made via <https://jamie-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

DISABILITY & ADVOCACY SERVICES

Director: Jill Amos

Location: Olive Swann Porter, 1st Floor Leadership Suites

Email: jamos@wesleyancollege.edu

Phone: 478-757-3800

Wesleyan College is committed to equal education and full participation for all students. Disability Services is committed to supporting students with disabilities. The Director of Disability and Advocacy Services 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 Director of Disability and Advocacy Services and request an accommodation by completing the Disability Services Request Form. The student must provide current documentation from a qualified licensed professional as soon as possible, prior to when accommodations are desired. The documentation should include the specific diagnosis attributing to the disability, how the diagnosis was determined, and effects the disability will have on the student's collegiate life. Students may request a Wesleyan College Disability Services Verification Form on which a licensed professional can provide this information.

If the submitted documentation meets the requirements, the Director of Disability and Advocacy Services will approve reasonable accommodations and notify the student of this approval. If the documentation does not meet the requirements, the Director of Disability and Advocacy Services will inform the student that additional information or contact with the medical professional is required. If a student feels as though she has been denied a reasonable accommodation or is dissatisfied with the determination that they are not eligible as an otherwise qualified individual with a disability the student may appeal in writing according to the Process for appealing decisions by the Office of Disability Services.

Once approval of the accommodation request has been obtained from the Director of Disability and Advocacy Services the student is expected to identify herself and present the documentation provided by Disability Services to the appropriate staff or faculty member as soon as possible. The student is then expected to meet with the appropriate staff or faculty member to determine how accommodations will be administered. The student will then return the paperwork to Disability and Advocacy Services in order to finalize the accommodations.

Accommodations that decrease the integrity of a course or program or cause an undue burden will not be approved. Accommodations will not be granted 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 Dean of Students who will serve as the Chair of the ADA Appeals committee.

EQUESTRIAN CENTER

Head Coach: Catherine Texter Baker

Location: Nancy Ellis Knox Equestrian Center

Email: cbaker@wesleyancollege.edu

Phone: 478-757-5111

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

EQUITY AND INCLUSION

Assistant Dean: Tonya Parker

Location: Olive Swann Porter, 2nd floor

Email: tparker@wesleyancollege.edu

Phone: 478-757- 4028

The Assistant Dean for Equity and Inclusion partners with community members to build and maintain a welcoming and inclusive environment. The assistant dean's office provides diversity and inclusion workshops and trainings for community members,

supports diversity programs and initiatives, and creates opportunities for campus members to learn, grow and work together to embrace and celebrate our individuality. The assistant dean serves as the chair of the Diversity and Inclusion Board of Students (DIB) and the campus Title IX Coordinator, managing Title IX compliance and directing investigations and resolution processes for sexual misconduct and discrimination grievances.

FINANCIAL AID

Director: Daniel Miller

Location: Huckabee Hall

Email: financialaid@wesleyancollege.edu

Phone: 478-757-5205

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)

Director: Polly Parker

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

Email: ma4040@metzcorp.com

Phone: 478-757-5270

Hours of Operation:

	Monday-Friday	Saturday	Sunday
Breakfast	7:30 am – 9:30 am		
Lunch	11:15 am – 1:00 pm	11:00 am – 1:00 pm (Brunch)	11:00 pm – 2:00 pm (Brunch)
Dinner	5:00 pm – 7:00 pm (5:00 – 6:00 pm on Fridays)	5:00 pm – 6:00 pm	5:00 pm – 6:00 pm

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.

- ❖ 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.
- ❖ If a meal is needed for a sick student, a request form for a take-out meal must be submitted with signature of the Director of Health Services or designated staff.
- ❖ Students must show Wesleyan College ID to enter the dining hall.
- ❖ 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 on the meal plan who have a Wesleyan College academic or employment commitment that prevents them from eating in the dining hall during a scheduled meal time may request a to go meal.

HEALTH SERVICES

Director: Ashlie Pullen

Location: Olive Swann Porter, 1st Floor

Email: apullen@wesleyancollege.edu

Appointments: <https://ashliepullen.youcanbook.me/>

Phone: 478- 757- 4025

Nurse Practitioner Hours: Will be regularly distributed. Students are seen by appointments and walk-in visits when available.

Physician Hours: Designated dates by appointment only.

Health Services are available to all full-time and residential students. The Director of Health Services, a 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.

The Health Services staff provide treatment of common illnesses and minor injuries, physical examinations, diagnostic testing, medications, medical supplies, and health education. Students may be referred off-campus for additional diagnostic testing or physician evaluation. Students with appointments will have priority. Walk-ins only available time permitting.

When Health Services is closed, medical treatment is available at the nearby Navicent Health Urgent Center on Zebulon Road or CVS Pharmacy Minute Clinic. Coliseum Northside Hospital and Navicent Health emergency rooms are available for life-threatening emergencies. Students will be responsible for the cost of all off-campus services not covered by their insurance. Another option for students seeking minor medical or behavioral healthcare needs is the United Health Telehealth System. This system is free for students with the United Health Plan and just \$40 for all other students. Download the United Healthcare Student Resources app to connect. Visit www.telehealth4students.com or download the UHCSR Mobile App from your preferred App provider by searching for UHCSR. This is an excellent resource for students needing quick care when the health services office is not open or they cannot be seen that day.

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

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

INTERNATIONAL STUDENT SERVICES

Coordinator: Helena Xia

Location: Olive Swann Porter, 2nd Floor

Email: hxia@wesleyancollege.edu

Phone: 478-757-4023

International Programs provides international students with visa guidelines, plan and implement international student arrival and orientation as well as other support services. Wesleyan College also offers many opportunities to study abroad and the Office of International programs will offer students guidance and help through the process of studying abroad. The office also serves Wesleyan's international student population by providing documentation, cultural transition programs, orientation, and support services.

LANE CENTER FOR SERVICE & LEADERSHIP

Director: Alex Lyon

Location: Olive Swann Porter, 1st Floor, Lane Center

Email: alyon@wesleyancollege.edu

Phone: 478-757-5257

The Lane Center for Service & Leadership strives to enhance the student experience through active and diverse engagement opportunities in the Wesleyan and Macon communities. In overseeing the areas of civic engagement, leadership, and student involvement, the Lane Center provides students with experiential learning opportunities that will prepare them for life-long learning and community engagement.

Civic Engagement

Through the coordination and promotion of service opportunities and partnerships in the Macon community, the Lane Center prepares students to be engaged citizens in their communities. From small weekly programs to large WOW-a-Day! service events that include the entire Wesleyan community, the Lane Center offers meaningful service-oriented opportunities for students throughout the academic year.

Student Involvement

The Lane Center for Service and Leadership serves as a resource for all clubs, groups, and student organizations, advising them regarding all regulations and procedures as stated in the Wesleyanne and the Student Organization Manual. In addition, the Director

oversees all student organizations' budgets and the disbursement of funds associated with these accounts. The Director also coordinates all major campus Student Activities events with the assistance of the Campus Activities Board (CAB).

Leadership Programs

Using the Social Change Model of Leadership Development, the Lane Center provides a variety of programs, workshops, and services to help students develop their leadership skills at Wesleyan. We believe that leadership is more than just a position; it is a process that all students can learn.

New Student Orientation

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

MATHEWS ATHLETIC CENTER (MAC)

Director: Kathy Malone

Location: Mathews Athletic Center

Email: kmalone@wesleyancollege.edu

Phone: 478- 757- 5251

Hours: Monday-Friday: 6am-10pm

Saturday: 8am-8pm

Sunday: 8am-8pm

The Mathews Athletic Center is a multi-purpose building that serves students, faculty, staff and community members. The facility offers an aerobics studio, weight-training facility, cardio equipment, treadmills, elliptical machines, and stationary bikes. The center provides weekly yoga, cycling, cardio and strength training classes.

The schedule of classes changes regularly to meet the needs of students and is posted on the college website.

REGISTRAR'S OFFICE

Registrar: Angie O'Neal Wright

Location: Tate Hall, Room 120

Phone: 478-757-3840

Email: 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, coordination of academic advising, institutional research, transcript records, enrollment verification, transfer credit analysis, certification of graduation/degree completion, maintains permanent academic records, publishes the College Catalogue, serves as faculty adoption liaison for textbook rental program.

- Students can track progress towards degree completion by visiting: wesleyancollege.edu/mydegree
- Order a transcript from this site: wesleyancollege.edu/transcript
- The College Catalogue can be viewed at: wesleyancollege.edu/catalogue
- Forms and information can be found on: WesPortal, WesNet, Registrar's Office – student
- Book portal, schedules, and grades can be viewed at: WesPortal, Student tab
- Advising forms can be found on WesPortal, Advising

Senior Graduation Audit

During her senior year, every degree-seeking 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

Director: Dionne George

Coordinator: Morgan Lami

Location: Olive Swann Porter, 2nd floor

Email: residencelife@wesleyancollege.edu

Appointments: <https://dionnegeorge.youcanbook.me/>

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 Policy for exceptions). A variety of student-housing options are available in our residence hall and apartment facilities that prove to be comfortable and accommodating. There are four traditional residence hall communities with suite-style bathrooms. In the residence halls, most rooms are equipped for double occupancy, but a limited number of private room options are available. Our apartment communities offer private rooms and private baths in an apartment style setting.

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

WILLET LIBRARY

Director: Kristi Peavy

Location: Willet Library, 2nd floor

Phone: 478-757- 5200

Email: wlibrary@wesleyancollege.edu

Hours: Monday-Thursday: 8:00 am-10:00 pm

Friday: 8:00 am – 5:00 pm

Saturday: CLOSED

Sunday: 4:00 pm – 9:00 pm

*24-hour badge access available to the 1st and 2nd floors

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.

CHAPTER THREE- COLLEGE POLICIES AND PROCEDURES

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ACADEMIC PROBATION

At the end of the semester a student is automatically placed on probation for the next semester if her cumulative grade point average is below a 2.00. When a student is placed on academic probation, the provost of the college gives notice of the fact to the student. The primary responsibility of a student on probation is improvement of academic work. She is expected to take advantage of the following support systems: her advisor, the Writing Center, and the Academic Resource Center. A student will be removed from probation when she attains a cumulative grade point average of a 2.00 or higher.

It is the mission of Student Affairs to support the academic endeavors of every student on campus and to support the academic mission of Wesleyan College. Students on academic probation should focus on their school work first before any other obligation. Students on probation are not permitted to hold an officer position on any campus board or organization, participate in STUNT nor permitted to serve as a representative of the college.

AGGRESSIVE BEHAVIOR

Aggressive behavior including verbal, written, and physical threats or altercations are expressly prohibited on campus or at college sponsored off-campus events. Students involved in acts of aggressive behavior will result in, but is not limited to, the following consequences: change residence hall rooms, change residence halls, be removed from campus housing or be suspended from Wesleyan College with no refund of fees and full payment required.

ALCOHOL POLICY

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

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.
- ❖ Students must uphold the Honor Code at all times and are responsible for guests and guest behavior at all times.
- ❖ Disorderly conduct, reckless behavior, or any other disruption or disturbance to campus life due to intoxication is a violation of the College policy.
- ❖ 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.

Anyone who violates these policies is in violation of the Honor Code and subject to disciplinary action. The first offense will result in an automatic \$50 fine and may result in a referral to Honor Council. Any subsequent offense will be referred directly to Honor Council.

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 the Lane Center for Service & Leadership 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.

ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS

The possession and consumption of alcohol in the Wesleyan College Residence Halls is permitted only per policy described in [Chapter Four: Residence Life Policies and Procedures](#).

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.

BULLYING, INTIMIDATION, HARASSMENT AND THREATS

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

- ❖ substantially interfering with a student's education;
- ❖ creating a threatening environment; or
- ❖ substantially disrupting the orderly operation of the College.

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

Harassment is 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 Policy Against Discrimination, Harassment, Sexual Assault and Sexual Harassment](#) and [Wesleyan College Policy for Resolving Complaints of Discrimination, Harassment, Sexual Assault and Sexual Harassment](#).)

Threats include 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.

Bullying, intimidation, harassment and threats are prohibited, and participating in such acts will result in disciplinary action. Any student involved in these activities will be in violation of the Honor Code and may be at risk for suspension or expulsion from the College. Any student who feels they have been subjected to bullying, intimidation or harassment by another member of our community (or believes someone else has been the subject of an offense) should report the behavior to the Dean of Students.

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

Reports of violations of this policy will be adjudicated by the Dean of Students.

CAMPUS ACCESS

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

CHALKING POLICY

Given the historic nature of the college and its facilities, chalking is not permitted in any location other than around the residential quad area by the fountain. The Student Affairs Staff is happy to work with students, college clubs, and organizations to identify ways to publicize events and make announcements.

COMPLAINT PROCESS

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

All efforts should be made on the part of both Wesleyan College personnel and students to resolve issues informally. Informal means of resolving the issue can include, but are not limited to, a face to face discussion, e-mail communication, and telephone conversation.

However, if the issues cannot be resolved informally with the parties involved, the student may submit a written complaint by following the formal complaint process:

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

Written complaints may be addressed to the President of the College only when the complaint is directly involves a vice president (excluding appeal decisions made by the dean or vice president), is related to acts or omissions of a vice president, concerns regarding a direct report

A written complaint must include the following:

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

This process should be followed for all complaints except for grade appeals (which should follow the [grade appeal process](#) as described in the College Catalog) and complaints of discrimination, harassment or violations of Title IX ([which should follow the Policy for Resolving Complaints of Discrimination, Harassment, Sexual Assault and Sexual Harassment](#)).

CONDUCT TOWARD COLLEGE OFFICIALS

Students must be respectful to College faculty, staff, and other officials at all times. Abusive language or intimidating behavior of any kind will not be tolerated. Students may be subject to, but not limited to, a sanction that may include removal from the College or residence halls with no refund of fees and full payment of tuition, room and board required. Students who feel that they have been treated inappropriately by a faculty member may report such incidents according to the [Complaint Process](#) described above.

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](#).

DAMAGE AND DESTRUCTION OF PROPERTY

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

DRUG POLICY

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

E-MAIL

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”.

Moderation of WesStudents Group

- ❖ Acceptable messages to be sent over WesStudents include official College business like convocations, important dates and events, campus safety information, and information that is relevant and important for all students to receive.
- ❖ Unacceptable messages to be sent over WesStudents include emails not related directly to campus events or activities, personal postings to include but not limited to personal messages, political views, sale of items, lost items, congratulatory e-mail chains, etc. The Wesleyan College Bulletin Board Facebook group should be used for lost items, sale items, ridesharing, etc.
- ❖ Each message will be monitored to ensure it meets the requirements. If a message does not meet the requirements, the message will not be released and the sender will be notified. This group and approval for messages is not monitored continuously and only monitored during normal business hours Monday-Friday from 8:30am – 5:00pm.
- ❖ 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 e-mails regarding a single event may be sent, and messages regarding a single event may only be sent once per day.

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 e-mails that do not related directly to campus events or activities, personal postings to include but not limited to personal messages, political views, sale of items, lost items, congratulatory e-mail chains, etc. The Wesleyan College Bulletin Board Facebook group should be used for lost items, sale items, ridesharing, 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 e-mails 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

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 on the [Wesleyan College](#) website.

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

[See Records and Privacy Policy](#)

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 required.

GRADE APPEAL PROCESS

See the College Catalog for the [Grade Appeal Process](#).

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 Police or to the Dean of Students. Students found responsible for a hate crime will be immediately suspended or expelled from the college with no refund of fees.

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.

In addition, and notwithstanding any criminal prosecution, such student will be fined (minimum \$100), suspended, or removed 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.

HELPING HAND FUND

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

HOVER BOARD POLICY

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

ID CARDS AND 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. The Wesleyan College ID card is non-transferable. Any student who uses another person's ID card or allows her ID card to be used by someone else is subject to disciplinary action. Found or damaged Wesleyan ID cards should be returned immediately to the Student Affairs Office in OSP or Campus Police. The cost for replacing a lost Wesleyan ID card is \$10.00 and the cost of replacing a lost badge is \$5.00 and must be paid when the replacement card is issued. All lost or stolen ID cards must be promptly reported to the Office of Student Affairs. A student must comply when asked to produce a student ID card for identification purposes by a Campus Police Officer or College Administrator.

INSURANCE

MEDICAL INSURANCE

Full-time students and all residential students are required to have verification of adequate health insurance or other health coverage for the calendar year, starting August 1, and remain insured for the entire academic year. The health insurance policy must include coverage for accidental injury and hospitalization in Macon, Georgia, as well as coverage of required vaccines, prescription drug coverage, and routine preventative care. For students with active health insurance policies, a waiver verifying adequate health insurance must be done annually before the designated due date. Students without existing health insurance may enroll in the college student health plan before the deadline. Students who do not obtain an approved waiver before the deadline will be automatically enrolled and have the nonrefundable health insurance annual premium charged to their college account.

The Wesleyan College student health insurance policy is provided through First Student Health Insurance. [Full policy information and benefits](#) can be found on Wesportal.

PROPERTY INSURANCE

The College is not an insurer of students' personal property. Students are encouraged to determine whether their parents' property insurance extends to students' personal effects while at Wesleyan. If not sufficient, students should consider a personal property insurance policy. Damage sustained to personal property while living in the residence halls is not covered by the college.

LIBRARY POLICY

WILLET LIBRARY CODE OF CONDUCT

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.

- ❖ Guest users must first sign a Community Use Policy agreement and will be required to show a valid photo id. You will be required to sign in at each visit, and you may be required to show valid id upon entry.
- ❖ All library users should interact respectfully with other users, librarians and Academic Resource Center staff.
- ❖ Each floor functions differently according to noise level.
 - The first floor is our main floor. The Academic Resource Center, computers, and all circulation activity takes place on the main floor. This floor is not intended to be a completely quiet zone. You will still be required to maintain a respectful noise level.
 - The second floor contains 2 classrooms, a conference room, study rooms, Green Screen Room, Makerspace, and other group study areas. Please refrain from excessive noise and disruptions.
 - The third floor is a quiet study zone. You will be asked to leave if you do not respect the quiet space.
- ❖ Cell phones should be placed on silent upon entering the building. Cell phone use is strictly prohibited on the 3rd floor, our designated quiet zone. Calls should be taken quietly and moved immediately to the back stairwells or outside. If you are too loud, you may be asked to take your phone call outside.
- ❖ The use of power cords must not obstruct movement or create hazards. Librarians or staff may ask patrons to move power cords or other obstructions if they are deemed unsafe.
- ❖ Only service dogs are permitted in Willet Library.
- ❖ Willet Library is not responsible for lost or damaged personal property. Do not leave your items unattended in the library.
- ❖ Willet Library and Academic Resource Center staff reserves the right to ask patrons to leave the premises for failure to adhere to the Library Code of Conduct.
- ❖ All community users must vacate the library by 7:00 pm Sunday – Thursday and 5:00 pm Friday unless you have written permission from a library staff member.
- ❖ Guests accompanied by Wesleyan faculty, students, or staff are permitted in the library until 10:00 pm.

HOOR ACCESS POLICY

- ❖ Current Wesleyan faculty, students and staff will have 24-hour access to the 1st floor and 2nd floor of Willet Library. 24-hour access will be granted to the Makerspace once equipment training has been completed.
- ❖ The main doors and all access doors to the 3rd floors will be locked when the library closes. You may access the 2nd floor via the main stairwell. Access to study carrels and all print library resources will not be granted after hours.
- ❖ Access to the 1st floor may be obtained through the back entrance near Candler. You will be required to have your Wesleyan ID and an access sticker. Student Affairs will give you a sticker during regular hours. Replacement stickers will be \$5.00.
 - You may be asked to show your ID to a Wesleyan College staff member or Campus Police.
 - Do not allow other students to use your ID.
 - Students CANNOT, under any circumstances, allow any non-Wesleyan student access to the library after posted hours.
 - Do not prop open any access doors.
 - Do not help a student without an id to access the building.
- ❖ The 24-hour area is not to be used for sleeping or as a storage space for excessive personal belongings.
- ❖ Please refrain from using offices, the circulation desk, reference desk, and all Academic Resource Center offices.
- ❖ Respect other library users and make an effort to be quiet.
- ❖ Cell phones should be placed on silent upon entering the building. Calls should be taken quietly and moved immediately to the back stairwells or outside.
- ❖ You may have beverages with a lid on the 1st and 2nd floor. All other food and beverages must be consumed in the 2nd floor lounge.
 - A refrigerator has been provided in the 2nd floor lounge. Any items in the refrigerator without a name or date will be removed. Any food left longer than a week will be removed.
- ❖ Food delivery inside the building is not permitted after hours. Please receive your orders outside; do not allow entry to delivery personnel.
- ❖ Please help keep our library clean by disposing of trash/recyclables in the proper bins.

LITTER POLICY

Wesleyan College prides itself on the beauty of our historic campus and grounds. Members of the Wesleyan community are strongly encouraged to dispose of any trash, waste or disposables into the appropriate trash receptacle. When applicable, recyclable materials should be disposed of into the appropriate recycling container. Students who fail to place trash into its appropriate receptacle will be fined \$50 per offense. Repeated violations will be referred to Honor Council.

NON-SEXIST AND INCLUSIVE LANGUAGE

At Wesleyan College we encourage all members of our community to use non-sexist/inclusive language.

Wesleyan encourages all students, faculty, staff, administrators, and other campus constituents to honor all individuals' preferred pronouns. While Wesleyan continues to laud the values of women's education with words like "sisterhood" and "herstory", we recognize that not all of our constituents identify with feminine pronouns. Therefore, all members of the community should be respectful of individuals' pronoun and name preferences.

Purdue's OWL has more information on [gendered pronouns and singular use of "they"](#). on the use of "they." Additional information can be found on the National Council of Teachers of English website.

NOTIFICATION OF PARENTS

In any serious matter involving the student's welfare, the College reserves the right to notify the parents and guardians.

PAINTING POLICY

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

PARKING POLICIES

All students are permitted to have a car on campus. Students must abide by the parking and traffic regulations set forth by the college which will be enforced by Wesleyan Campus Police. If a student intends to have a car on campus:

- ❖ All cars must be registered with the Campus Police Office and a Wesleyan vehicle decal must be displayed. Vehicle decals are

free of charge. All students without a vehicle decal will be ticketed. 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.

- ❖ The College is not responsible for personal injury, damage to vehicles, vandalism, or theft of a vehicle or its contents.
- ❖ The only reserved parking on campus is in Visitor and Handicap spaces which are clearly marked. Students should not be parking in those spaces unless they have properly displayed handicap documentation. General parking on campus is open to all students, faculty and staff.
- ❖ If students, faculty or staff members are going to have visitors parking vehicles on campus, they should contact Campus Police for instructions.
- ❖ If students, faculty or staff members need to park in an unauthorized area, temporarily, they need to contact Campus Police for authorization, and instructions. If Campus Police observe cars parked in unauthorized areas, and they have not been informed or given approval, the vehicles will be ticketed and/or towed.
- ❖ All parking in the Quad should be authorized by Campus Police. There is no area of the Quad that should be assumed to be authorized for parking, and is only temporary as directed by Campus Police. Temporary parking is only allowed in the roundabouts on each end of the quad. The two-way lane should not be blocked.
- ❖ The campus speed limit is 15 m.p.h.
- ❖ Driving is restricted to campus streets. Parking is permitted in designated parking spots only. No parking is permitted next to yellow curbs.

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

- ❖ 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 his or her duties: \$150
- ❖ Parking and Traffic fines are placed on the student's account. Students can pay fines in the Business Office. Multiple violations may result in referral to Honor Council for additional consequences.

PARKING APPEALS

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

POSTED MATERIAL POLICY

To publicize events on and off campus (i.e., flyers, posters, etc.), the Director of the Lane Center for Service & Leadership must review and stamp these items before they can be posted. On-campus publicity must be posted on designated bulletin boards in campus buildings. Flyers should not be placed on glass windows and doors. Additionally, any publicity to be placed in the residence halls must be given to the Director of Residence Life for proper placement. 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 or the use of alcohol.

The Director of the Lane Center for Service & Leadership is responsible for overseeing the publicity policy and can take appropriate action for violations.

RECORDS AND PRIVACY POLICY

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 their education records unless the following conditions are met:

- o the student gives written consent to release information, or
- o 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, academic warnings, probationary status, and dismissal. Transcripts of records 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.

RECYCLING

Wesleyan College is committed to supporting the waste reduction efforts and minimization of the college's carbon footprint. As such, the college is guided by the principles of the College Sustainability Committee. Wesleyan College has put forth several efforts in recycling, waste management and responsible purchasing that guide the actions of the college community.

REMOVAL AND SUSPENSION FROM COLLEGE

To ensure a supportive and respectful living and learning environment, the Dean of Students has the authority to remove a student from the residence halls, place a student on College probation, or remove any student from the College for conduct that violates college policy and Honor Code, creates a nuisance or is disruptive to the College community. The Dean of Students reserves the right to contact parents/guardians in the event of problems associated with judicial matters, psychiatric concerns, health-related problems, or other areas covered under the Student Affairs Division.

The Dean of Students has the right to remove or suspend students from the college for:

- ❖ Violations of the Honor Code
- ❖ Creating a nuisance or disruption of College life
- ❖ Health or psychological reasons
- ❖ Non-payment of fees
- ❖ Residence hall violations
- ❖ Other specific cases as outlined in the *Wesleyanne*.

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

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

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. Acts of retaliation shall be reported to the Dean of Students immediately and will be handled appropriately. Accused students who act on any form of retaliation will be subject to disciplinary action up to and including suspension or expulsion from the college.

SERVICE ANIMALS

In compliance with applicable law, Wesleyan College allows service animals in all areas where the general public is permitted when the animal is accompanied by the individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. A service animal is defined as any dog* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric,

intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disability Act (ADA) regulations at 28 CFR 35.104. Service dogs are working animals, not pets. The work or tasks performed by a service animal must be directly related to the student’s disability.

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

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

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

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

- ❖ 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.

SHOPPING CART POLICY

Shopping carts (of any kind) are not permitted to be left on campus for any amount of time. Removing such carts from a shopping area is a crime. Violations of this policy will result in a \$25 fine on the first offense. Subsequent offenses will result in additional fines and referral to Honor Council.

SOCIAL NETWORKING/ONLINE COMMUNITIES

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 (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, [Computer Information Resources Policy](#) and [Social Media Policy](#).

SMOKING POLICY

Prior to January 1, 2020:

In order to promote a health- and safety-conscious environment on the Wesleyan College campus, smoking is not permitted inside any campus buildings. *Smoking* is defined as any type of tobacco, smokeless, and non-tobacco products including, but not limited to, cigarettes, e-cigarettes, vaping, cigars, pipes, chewing tobacco, etc. **Smoking is allowed only in designated areas listed below.** Walking through or around campus while smoking, is not permitted.

DESIGNATED SMOKING AREAS IN

Parking Lots A, B & G

Designated smoking areas are identified by a sign and appropriate receptacle. Designated smoking areas are subject to change with prior notification. Cigarette butts must be discarded in an appropriate receptacle. In addition, trash should not be discarded in the receptacle unless they are specifically designed as both an ashtray and a trash can. Student violations should be reported to the Honor Council. Staff and Faculty violations are to be reported to Campus Police who will then notify the individual’s supervisor. A complete report will include name of violator, date, time and location of violation. Violations of this policy will result in a \$25 fine on the first offense. Subsequent offenses will result in additional fines and/or referral to Honor Council.

As of January 1, 2020, Wesleyan College will be a tobacco and smoke free campus:

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 or electronic cigarettes.

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.

SOLICITING POLICY

Soliciting by individual students or student organizations is prohibited on- or off-campus without the permission of the Director of the Lane Center for Service & Leadership in conjunction with the Division of Student Affairs. Soliciting by agents of businesses is prohibited except in rare instances approved by the Director of the Lane Center for Service & Leadership. Entrance to the residence halls and/or door to door solicitation is strictly prohibited. Violations should be reported to campus police immediately.

STUDENT CLUBS AND ORGANIZATIONS

All Wesleyan students are encouraged to participate in activities that will enhance their college experience. Through the Office of the Lane Center for Service & Leadership, dozens of clubs and organizations are available to students. In addition, the Division of Student Affairs supports the Student Government Association. For more detailed information, please refer to the [Student Organization Manual](#), available on Wesnet.

STUDENT RIGHTS AND RESPONSIBILITIES

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

- ❖ 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 judicial meetings when required to do so. Failure of the respondent to appear at a scheduled judicial meeting will result in the hearing being held in 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.

VOTER REGISTRATION

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

WEAPONS ON CAMPUS

Wesleyan College prohibits guns, rifles, electronic control devices (i.e. Tasers, stun guns, etc.) and all other weapons on campus property. 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 will be immediately expelled from Wesleyan College with no refund of fees.

CHAPTER FOUR- RESIDENCE LIFE POLICIES AND PROCEDURES

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

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STAFF DIRECTORY

PROFESSIONAL STAFF

Dionne George, Director of Residence Life Location: OSP, 2nd Floor
Phone: 478-757-5215

Morgan Lami, Residence Life Coordinator: OSP, 2nd Floor
Phone 478-757-2456

RESIDENT ADVISORS

Wortham

114 – Ariell Toussaint
214 – Wendy Mims
314 – McKenzie Deshazer

Persons

108 – Takia Murray
216 – Aleah McClendon
316 – Christina Wiswell

Jones

201 – Benita Dadson

Hightower

023 – Maegan Galloway
109 – Alicia Ramirez
213 – Carletta Williams
313 – Alicia Grisson

Apartments

North 102 – Rawlanda Hercules
South 101 – Eve Stump

Lead Resident Advisor:

Tyler Walker

INSTRUCTIONAL TECHNOLOGY ASSISTANTS (ITAS)

Wortham

212: EiEi Naing

Persons

214: Alison Strout

Hightower

21: Akshayaa Shrestha

Apartments

North 201: Alyssa (Cheyenne) Reyes
South 204: Sweta Rijal

GENERAL POLICY AND PROCEDURES

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 75 degrees. In a season requiring heat, your set point will be 70 degrees. This policy applies to classrooms and all other college spaces.

In the event 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 D](#)).

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 Honor Council for further action.

ALCOHOL POLICY

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

Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Banks, Wortham, Persons, Hightower and Jones residence halls. Eligible students wishing to consume alcohol in their residential living area must make an appointment to meet with the Director of Residence Life to sign the official Alcohol Contract. **All residents of an assigned space must be present for the meeting.**

ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS

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

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

See complete [Alcohol Policy](#) under the section College Policies and Procedures.

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.

FALL SEMESTER MOVE IN

Minimum of 55 hours earned at close of previous Summer Semester (i.e., Student **Must** have earned 55 credit hours by the close of Summer 2019 for Fall 2019 sign up and Move in)

SPRING SEMESTER MOVE IN

Minimum of 70 hours earned at conclusion of previous Fall Semester (i.e., Student **Must** have earned 70 hours at conclusion of Fall 2019 semester for Spring 2020 Move in)

SPRING SEMESTER SIGN UP FOR FALL SEMESTER MOVE IN

Minimum of 40 hours earned at close of previous Fall Semester (i.e., Student **Must** have earned 40 credit hours by the close of Fall 2019 in order to sign up for the apartments during Room Selection Spring 2020. Student would Move in Fall 2020)

BABYSITTING AND CHILDREN STAYING OVERNIGHT

Babysitting in the residence halls or apartments is strongly discouraged but allowed on a limited basis, provided it does not occur on a regular and continual basis and does not become a nuisance to other students in a floor or building. Children must vacate Wesleyan's residential facilities in accordance with visitation hours. If babysitting causes a problem in any way, Residence Life staff can elect to end babysitting privileges. Children are **not** to be left unattended at any time. Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment without permission. Children between the ages of 6–16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room. Children visiting overnight must still follow all visitation policies.

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.

BED BUG PROTOCOL

The staff of the Wesleyan College Physical Plant and Residence Life are committed to an effective and efficient response to students who suspect they may have bed bugs. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

- ❖ As soon as a student suspects that she may have bed bugs, she should contact Residence Life. If another administrator or office learns of a potential bed bug problem, their first call should be to Residence Life.
- ❖ Residence Life will notify Physical Plant as soon as possible so that the College's exterminator can be dispatched to the location to perform an inspection of the bed(s) in the room. Please note that, should a student notify Residence Life on a weekend or holiday day, the Physical Plant staff will be contacted on the next work day. It is recommended that students contact Residence Life as early on a regular business day as possible. The exterminator cannot be dispatched on weekends or holidays.
 - Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 24 hours will not be granted an immediate temporary room change, nor will they be issued a new mattress. This is crucial so that we can prevent the spread of bed bugs if they are found to be in the student's room and belongings. Residence Life staff will discuss short-term options with the individual student.
 - If the exterminator is unable to respond to the student's room to inspect within 24 hours, Residence Life staff may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to wash and dry on the highest heat setting whatever clothing and linens she needs to take with her for the night. Upon doing that, the student should shower and put on clean clothes. The clean laundry is all the student can take with her to the temporary room. We want to ensure that if there are bed bugs in the student's room, they do not travel to another room with the student.
 - Students may not, at any time, deny the College's exterminator or Physical Plant Staff access to their living space (including their bedroom, suite common space, kitchen, bathroom, etc.)
- ❖ Exterminator Findings
 - If the exterminator finds that there are no bed bugs present in the student's room or suite, then no further action will be taken. The student will be asked to continue monitoring her living space and to notify Residence Life immediately if there are further problems.
 - If the exterminator concludes that bed bugs are present in the room or suite, Residence Life will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items. If a student wishes to dry clean, or have her items laundered by an outside vendor, she is responsible for those costs.
 - Only the College's exterminator can confirm or deny the presence of bed bugs – not Health Services or any outside person.
- ❖ Bed bugs are a serious community health issue, and all students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within their living space. Failure to comply may result in fines and/or a referral to Honor Council.

- ❖ If it is determined that bed bugs are present, 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.

CABLE

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

CAMPUS POLICE

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

CANDLES AND INCENSE

Candles and incense are prohibited in the residence halls and apartment buildings. These objects present extremely dangerous fire hazards and may also produce an odor that could disturb other residents. Candles 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 may be reported to Honor Council. Candles warmers with an open heating element or open flames are not allowed.

CLEANLINESS/HEALTH AND SAFETY INSPECTIONS

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

COMPUTER PORTS, WIFI, AND INTERNET ACCESS

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

CONDUCT TOWARD RESIDENCE LIFE STAFF

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

CREDIT HOURS

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

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 will be returned to students at the completion of their tenure in housing. Deposits will not be available until a minimum of 6-8 weeks after the close of the semester or student withdrawal date.

DIMENSIONS

Dimensions of each room and window vary depending on each residence hall and apartment building. Slight variations within each hall occur due to room placement. For general dimensions, please contact the Director of Residence Life.

DRUGS

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

If a staff member (Director of Residence Life or other professional Student Affairs staff) has reason to suspect drugs are present in a student's room, the staff member may conduct a search of the student's room. This applies whether or not the student is present at time of entry. The staff member conducting the search will call Campus Police for assistance. The staff member will conduct a visual search of the room as well as a search of any closets, cabinets, drawers, dressers, refrigerators or any other closed areas. If drugs are found to be present in any amount, the evidence will be turned over to Campus Police who may then send the evidence to the appropriate agency for processing. Residence Life Student Staff members who suspect drug use after hours will work in conjunction with the Campus Police and Student Affairs staff member on duty.

ELECTRICAL APPLIANCES

Due to the overloading of circuits, no electrical equipment other than small appliances may be used in residence hall rooms. Electrical appliances with heating coils or exposed heating elements are **not** permitted. The use of extension cords is strictly prohibited. Electrical surge protectors 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, alarm clock, clock radio, desk lamp (halogen lamps are not permitted due to the potential risk of fire), hair dryer, curling iron/straightener, hot air popcorn popper, stereo, fan, television, VCR/DVD player, video game console, computer.

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 microwave. Students should not leave microwave unattended while in use.

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

UNAUTHORIZED APPLIANCES

The following items are **not** approved for use in residence hall rooms or apartment rooms: 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, iron, extension cords, space heaters, multi-plug outlet, percolator coffee maker, coffee maker without automatic shut-off, waterbed, etc. If an object has an open eye burner or exposed heating element, it is not allowed. The Director of Residence Life has discretion to declare appliances to be unauthorized that are not on this list. Students are not allowed to store any flammable or combustible materials such as propane, charcoal, paint or lighter fluid in any living area. Any unauthorized appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a \$50 fine and reported to Honor Council. Approval for other items should be cleared with the Director of Residence Life.

ELEVATORS

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

EXAM WEEK

Exam week begins at 7:00 p.m. the evening before Reading Day. All rules will be in effect during the week of examinations and 24-hour quiet hours will be enforced. Additionally, there will be no guest visitation permitted during finals week. Failure to comply with Exam Week regulations will be considered an Honor Code violation. Exam Week violations may result in immediate removal of a student from housing with no refund of fees and full payment of room and board due.

FINES

All residence hall policy violation fines are to be submitted directly to the Director of Residence Life and will be placed on student accounts. Students must clear all fines before gaining registration, graduation, or move-in clearance.

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

DESIGNATED MEETING SPOTS

Hightower Hall: Parking Lot B

Jones Hall: Parking Lot G

Persons: Flag Pole

Wortham: Parking Lot G

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

GRILLS

Grills, hibachis, and any other device used for cooking over an open flame are prohibited from use in all residence hall and apartment facilities, as well as all balcony and porch areas. This restriction includes open flame fondue pots. Any unauthorized grills or similar appliances found in the residence halls or apartments will be removed by residence hall staff, the student will be assessed a \$50 fine, and repeat offences will be reported to Honor Council.

HALL MEETINGS

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

HOUSEKEEPING/TRASH REMOVAL

Basic housekeeping services are provided in all residence halls and the apartments and for all hallways, lobbies, lounges, public or community restrooms and all public areas. Students are responsible for the cleanliness of their rooms and bathrooms. Trash should be discarded in the appropriate trash receptacles only. Trash and/or trash cans may not be placed in the stairwells as this is a fire hazard.

INSECT AND PEST CONTROL

The College has a contract for pest control in the residence halls and apartments, which includes spraying on a regular basis and in emergency and special circumstances. All residence hall rooms are sprayed prior to the beginning of each fall semester. Students can help reduce pest problems by sealing and storing all food items, bagging all trash, and keeping windows closed. Pest Control services will not enter individual rooms and apartments while they are occupied without prior authorization from the residents of that space. If your room needs additional pest control between routine sprayings, please complete a [Physical Plant Work Order](#). If special extermination procedures are needed, it will be done so at the student's expense. Students are encouraged to keep a supply of pest control products for their personal use.

INSURANCE

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

IRONS AND IRONING BOARDS

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

KEYS AND BADGE ENTRANCE TO RESIDENCE HALLS

Students will be issued a key to their residence hall room or apartment upon check-in. Room keys are the property of Wesleyan College and may not be duplicated. Due to safety reasons, if a student loses her key she must notify the Office of Residence Life immediately. If she needs a temporary key until she can locate hers, she may check out a loaner key from Residence Life. If the student cannot find her room key within 3 days, she will be charged \$25 for the key replacement and lock change for room keys. If a student should find her original key after a lock change and charge have been made, a refund cannot be given due to the fact that the necessary supplies have already been purchased and used by the physical plant staff. Any key not returned upon move out will be treated and charged like a missing key. Students may not loan their keys to anyone for any reason. Students found violating this policy should be reported to Director of Residence Life. Additionally, students should not deface their keys (for example, by painting them). A student who returns keys that have been defaced will be fined \$10 per key. Keys that cannot be properly restored to the state in which they were issued will be replaced, and the student will be fined \$25.

ID CARD ACCESS

Each student will be issued an id card with a badge. This badge will be used to access your assigned residence hall or apartment. Badges will be activated at the beginning of each semester. If students are unable to access their building, concerns should be reported to Students Affairs or Resident Advisor (RA) on Duty. Students are required to report lost or stolen ID cards & badges promptly to the Office of Student Affairs. Id cards or badges should never be loaned to other students or guests. Student found in violation of this policy will be fined \$25.

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 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 to Honor Council.
- ❖ No personal belongings can be kept in the kitchen (other than food in the refrigerator/freezer). If personal items are found in the kitchen unattended, they will be disposed of immediately without notification. This includes, but is not limited to: clean or dirty dishes, food, appliances, etc. Students who wish to leave appliances in the public kitchens must be approved by the Resident Advisor (RA) and do so at their own risk. Wesleyan College is not responsible for any items placed in the community kitchens or lounges.
- ❖ All food stored in the community refrigerator/freezer must be labeled with name and date item was placed in the refrigerator/freezer. Food can be stored for up to two weeks. If not labeled or removed after two weeks, food will be disposed of without notice. Under no circumstances should someone remove items belonging to someone else without specific permission. After each use the kitchen must be cleaned thoroughly for respect and sanitation purposes. This includes the stove, microwave, refrigerator, walls, floor, sink, etc. Violations will result in a minimum \$25 fine.

Consequences for violating the above mentioned policies will result in the individual penalties as listed. If 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 Honor Council or individual loss of kitchen privileges.

Kitchens are monitored by video surveillance.

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.

Laundry facilities are monitored by video surveillance.

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 Physical Plant through a work order.

LOCKOUTS

It is important that students keep track of their room keys. Students will be allowed three lockouts per semester, to be kept track of by Residence Life staff. After the third lockout, the student will be assessed a fine of \$25 per lockout. Students will only be let into the room to which they have been assigned. No student can give permission or be granted entry into a room which is not their own.

LOCKOUTS DURING BUSINESS HOURS

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

LOCKOUTS AFTER HOURS AND ON THE WEEKENDS

If a student gets locked out of her room after business hours, on the weekend or during a College holiday, the student should contact the RA on Duty by calling the Residence Life duty phone at 478-461-7787/478-461-7788.

MAINTENANCE

Routine maintenance problems should be reported to Physical Plant through the [Work Order](#) process outlined Appendix D. Students are permitted to submit work orders pertaining to their personal living space. Facilities emergencies (i.e. overflowing toilet, electrical problems, door lock problems, etc.) should be reported immediately in person to your RA, the RA on Duty, or the Director of Residence Life. If it is during normal work hours (8:30am – 4:30pm) please call Physical Plant at 478-757-5140 in order to report the problem. Physical Plant and Residence Life staff reserves the right to enter a student's room for any requested or necessary maintenance.

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 microwave. Students should not leave microwave unattended while in use.

MEAL PLANS

Metz Culinary provides meal plan services, and each student is assigned a meal plan based upon her housing assignment. Students living in Wortham, Persons, Hightower and Jones are assigned to the 19 meal plan. Student living in the Corn Apartments are assigned to the 10-meal plan. Meal plans are included in the cost of housing and cannot be reduced or removed. Students with special dietary needs should contact the Director of Disability & Advocacy Services to request an accommodation for a documented disability.

OCCUPANCY AND PRIVATE ROOMS

Housing in Wesleyan College residence halls is designated as double occupancy. Private rooms are not guaranteed from year to year and are only available if space allows. If a student does not have a roommate, she will be matched with another student through the consolidation process. If a student does not comply with the consolidation procedures, she will automatically be charged the private room fee (no prorating available). Additionally, any student who resides in a double occupancy room without a roommate with their personal belongings occupying the entire residence will be automatically charged the private room fee (no prorating available). The unoccupied space of a double-occupancy room must be ready for resident to move in at any moment.

PETS

For health reasons, sanitary concerns and space constraints, pets (with the exception of fish) are **not** permitted in the residence halls or apartments except for situations of accommodation made by the Director of Disability & 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 Police. 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 a \$250 fine. Failure to remove the animal within 24 hours or repeated violations will result in additional fines and possible judicial sanctions through Honor Council. 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 Director of Disability & Advocacy Services. Unauthorized support animals are not permitted in the residence halls. (See [Service and Emotional Support Policy and Agreement](#) on WesNet).

PUBLIC AREAS

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

QUIET HOURS AND COURTESY HOURS

Universal quiet hours for all residence halls and apartments are from 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 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.

ROOFS

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

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 her roommate(s) and suitemate(s) to ensure that the interests of all are considered. The RAs can assist with this process and are available for assistance in settling conflicts. Basic conduct of roommate(s)/suitemate(s) include the following:

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

ROOM PERSONALIZATION

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

ADHESIVE

Students should use caution with using adhesive to affix items to their walls and doors. Tape and other adhesives are not permitted as they will pull off paint and damage walls. Any damage caused by adhesive will be charged to the student for repairs. As designated by the Fire Marshall, wall and door coverings must not cover more than 35% of any given surface.

DECORATIONS

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

FURNITURE

Feel free to arrange the furniture provided by the College in your residence hall room or apartment to your liking. You may add your own furniture to the room but College furniture must remain in your room at all times and cannot be placed in storage or removed from its designated area. Upon check-out, all furniture must be put back together and arranged as found upon check-in. Fines will be assessed upon room inspection or checkout for any missing, broken, or damaged furniture. Any furniture that is not assembled in the manner at which it was found will also result a fee assessed to the student (ie disassembled or inappropriately stacked/stored furniture). Residence hall and apartment lounge furnishings are provided for the use and comfort of everyone living in the building. This furniture must remain in these areas at all times. If a student moves furniture out of these areas and into a residence hall room or other location, the student will be fined \$50 per offense. Additional sanctions may be imposed if necessary. Students may use appropriate bed risers to raise their bed off of the floor however cinder blocks are not to be used to elevate beds or other furnishings provided by the College. Waterbeds are not permitted in the residence halls or apartments.

LOFTS AND BUNK-BEDS

Due to safety risks, lofts and bunk-beds are not permitted.

NAILS AND THUMBTACKS

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.

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. A violation of this policy will require immediate removal of the animal and a \$250 fine. Failure to remove the animal within 24 hours or repeated violations will result in additional fines and possible judicial sanctions through Honor Council as well as ineligibility for future ESA approval. 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.

For more information on Approved Animals, consult the [Service Animal and Emotional Support Animal Policy and Agreement](#) found on Wesportal.

SEVERE WEATHER

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

EMERGENCY SIREN

If the state emergency siren sounds at any time other than the regularly scheduled monthly test, on the last Wednesday of the month at 11:00 a.m., students should immediately go to the interior hallways of the lowest floor of their residence hall or apartment building and wait for further instruction from a Residence Life staff member or other College official. Students should stay away

from windows and exterior doors. Regularly scheduled drills may be conducted as deemed necessary. Failure to leave the building or gather in the appropriate designated area upon alarm sounding will result in a \$100 fine.

TORNADO

Upon notification of a tornado warning:

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

A Tornado Safety Location is one that:

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

Residential Tornado Safety Locations: Emergency Assembly Area

Corn Apartments – 1st floor hallway away from lobby and stairwells, close emergency doors at stairwells.

Hightower – Basement level in middle of hallway away from stairwells and laundry room.

Jones – Basement level in middle of hallway, away from stairwells and laundry room.

Persons – 1st floor hallways away from stairwells, close all room doors.

Wortham – Laundry room.

SMOKE DETECTORS/ALARMS

Smoke detectors/alarms are provided in each residence hall room and apartment and are maintained by Physical Plant. If you hear an intermittent beep from a smoke alarm, it means the battery is low. **Do not remove the battery or attempt to change the battery!** Please submit a [Physical Plant Work Order](#). Decorative items (i.e. banners, posters, etc.) are **not** permitted to be hung from or over smoke detectors or sprinklers.

SMOKING

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

SOLICITATION

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

STORAGE

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

TELEVISIONS

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

VANDALISM AND COMMON DAMAGES

Destructive behavior of any kind is not tolerated in the residence halls or apartment buildings. Students will be held responsible for damages individually or in a group. Students who participate in acts of vandalism are subject to removal from campus housing with no refund of fees and full payment of room and board required. Additionally, students found responsible for vandalizing college property will be responsible for the repaying of damages. When vandalism or damage occurs on a floor or to any part of a residence hall or apartment building, Residence Life staff will make every effort to determine who is responsible. If the person(s) responsible is identified, the student(s) will be sanctioned according to the nature of the vandalism. In the event that the individual(s) responsible cannot be determined, the residents of the area will be notified of the vandalism or damage and will be given a specified period of time in which to report any information regarding the incident. If this fails to yield any information about the person(s) responsible

for the vandalism or damage, a minimum fine or total cost of the repair or replacement value of the vandalism or damage will be split equally among the residents of the affected area.

VIOLATIONS

Students who violate any residence hall policy are bound by the Honor Code to report themselves to the Director of Residence Life. If a student does not self-report to the Director of Residence Life, any witness to the violation should report the offense to the appropriate person. The Director will adjudicate first offenses of Residence Life policy violations in most cases. Repeated or egregious offenses may be referred to Honor Council.

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](#).

GUIDELINES FOR ROOM USAGE AND ACCESS

ACCESS TO RESIDENCE HALLS AND APARTMENTS

In order to provide a safe and secure residential environment, all residence hall and apartment buildings are locked 24 hours a day. Students are issued keys by Residence Life staff at check-in and are required to return the keys to Residence Life staff upon checkout. Students are not permitted to use their key to enter a residence hall in which they do not reside and may not loan their key to anyone at any time. Residents who are found to have loaned their key or ID card to any person will automatically incur a \$25 fine upon the first offense. Subsequent offenses will be referred to Honor Council. Each residence hall and apartment building has several designated entrances that can be opened only by the entrance badge of a student living in that particular building. Propping open doors compromises the safety of everyone in the residence hall and is considered a residence hall violation. A fine and/or additional sanction may be imposed depending on the circumstances of the situation. Continually propping open exterior residence hall or apartment doors can result in a student's removal from campus housing by the Director of Residence Life with no refund of fees and full payment of room and board required. Pounding on residence hall or apartment building doors creates a distraction for students living in the hall and is not permitted.

ACCESS TO STUDENT ROOMS BY COLLEGE STAFF

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

BREAK HOUSING (SEMESTER)

Each year the Wesleyan College residence halls and apartment buildings close for the Semester Break in December. These dates are published in the College Calendar and the 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 she stay late, return early, or remain on campus during a break period she should follow the Semester Break Housing procedure listed below.

- ❖ The student should contact the Director of Residence Life as soon as possible to discuss the special circumstances and request permission to stay late or return early however, requests must be submitted in writing at least three weeks prior to the beginning or ending date of a break date or by the designated deadline set during a break housing application process.
- ❖ The Director of Residence Life will review the request 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.

CHECK-IN

Upon the beginning of each academic year, every student must check-in to her residence hall or apartment with a Residence Life Staff member. The check-in process requires completing the Residential Emergency Contact Form, signing 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 her residence hall room or apartment, she must make an appointment with her RA to officially check-out of her room at least 24 hours prior to her desired departure. The RA will compare the room/apartment condition form filled out at the beginning of the year, to the condition of the room at checkout. Any differences or discrepancies will be noted on the room/apartment condition form and will be presented to the student to sign during check-out. In the event of a double occupancy room or shared common space in the apartments, the check-out condition of all roommates' forms will be compared for any discrepancies or damages which were not visible at the time of the other roommate's checkout. All changes will be reported the Director of Physical Plant who will review each case and determine if an actual damage has occurred. In the event of actual room damage the student will be billed at the cost to repair the damage. Damages are applied to student's account approximately 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 Director of Residence Life with any questions concerning room damages and fines.

Students must follow the same check-out procedure during the summer months. Failure to sign up for a check-out time, failure to attend a scheduled appointment, or failure to vacate the residence hall by the designated time will result in a minimum \$25 fine being charged to the student's account. Other fine information related to checkout is listed in the closedown procedures distributed to residents prior to hall closings. Under no circumstances may a student leave their keys in their room upon check out. This will be considered an automatic improper check out and students will forfeit their right to appeal any damages found in their room. Any items left in student rooms will be discarded and the resident(s) may be charged a minimum cleaning fee of \$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 Police and may be denied visitation privileges in the future.

HALL CLOSINGS

Following final examinations at the end of each semester, a student is required to vacate her residence hall room or apartment within 24 hours of her last exam or at the designated hall closing time, whichever comes first. Any extenuating circumstances preventing a student from leaving at the designated time must be made according to the exception policy designated at the end of the semester. Additional fees will be charged for late stays. At the conclusion of spring semester, students participating in commencement exercises may remain in their campus residence with permission until 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 her room by the time of hall closing will be fined a minimum of \$50 per day she has not vacated.

NONTRADITIONAL HOUSING

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

PUBLIC AREA USAGE GUIDELINES

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

PORCHES/BALCONIES/BREEZEWAYS

- ❖ No tape on glass parts of doors

- ❖ No signage or advertising covering doors or windows
- ❖ No crepe paper on pillars, ceilings or marble
- ❖ No spray painting allowed
- ❖ No candles
- ❖ No chalking
- ❖ Signs may not be hung from porches or balconies without prior permission from the Director of Residence

HALLWAYS

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

REMOVAL FROM CAMPUS HOUSING

Students can be removed from campus housing as deemed necessary by the Director of Residence Life or the 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 Police 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.

RESIDENCE AGREEMENT

New and returning students will not be permitted to move into campus housing until they have been cleared by the Business Office, Financial Aid Office, Registrar's Office, Honor Council, Student Affairs, and Health Services. Students should consult with each of these offices prior to move in to ensure a smooth check in process.

RESIDENCE HALL SPACE

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

RESIDENCY REQUIREMENT

Wesleyan College believes in the value of the College community and the importance of both the curricular and co-curricular life of students. Therefore, residence hall living is considered an important part of the total education process. 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
- ❖ Fifth year seniors (8 full-time semesters – fall and spring – of Wesleyan College credit)
- ❖ Married students
- ❖ Parents who are primary caregivers of their child(ren)
- ❖ At least 22 years old at the time of matriculation to college
- ❖ Enrolled part-time in classes (fewer than 12 credit hours)

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

All individuals requesting an exemption from the residency requirement must submit the appropriate paperwork to the Director of Residence Life by July 1 (Fall Semester) or December 1 (Spring Semester). Submission of a Change of Resident Status 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 from the Director of Residence Life 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 e-mail request for confirmation of residential address by July 1 (Fall Semester) or December 1 (Spring Semester). If a student's residential circumstances change, she must notify the Director 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.

ROOM ASSIGNMENTS/ROOM SELECTION

Returning students participate in a room selection process each year during the spring semester. Sign-up order is based on number of earned credit hours as of the previous semester. Students must be registered for classes for the semester in which they are selecting their housing. If a student does not receive her first choice for room selection, she may elect to be placed on a waiting list in the event that space becomes available in the future. Information regarding the room selection process is distributed to students via email during the spring semester. It is the responsibility of the student to attend her Room Assignment appointment. If she fails to attend her appointment time, an assignment will be made for her at the conclusion of the Room Selection process after all students have been assigned.

ROOM CHANGES AND CONSOLIDATION POLICY

Students are allowed to make room changes at the designated room-change period, which takes place at the beginning of each semester. Students desiring to move into a new room must follow procedures as directed by the Director of Residence Life. The student requesting a room change is the student who is expected to move. **Any student making an improper room change or those who fail to comply with the stated room change deadlines will be fined a \$25 improper checkout fee. If making an improper room change without appropriate permission, a student will have to return to the appropriate assigned room.** Fees will not be pro-rated for room changes.

After the room-change period, all room-change requests will be considered on an individual basis and granted by the Director of Residence Life only after all other attempts to create a suitable living environment have been exhausted. After designated room-change periods, students without roommates are in the consolidation process and have the following options:

- ❖ Choose a roommate;
- ❖ Choose to remain in a private room and pay the private room fee of \$500/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, the Director of Residence Life will inform all students of their status in the consolidation process and will begin to assign students to their new room or roommate. Students are encouraged to self-select a roommate from the other students going through the consolidation process and choose the room in which they will reside. When students do not self-select a roommate, they will be assigned one at random and the room assignment will be selected based on the student with the highest number of credit hours.

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

ROOM AND APARTMENT CONDITION FORMS

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

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

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

ROOMS NOT IN USE

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

SUMMER HOUSING

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

SEARCHES AND ENTRY BY COLLEGE OFFICIALS

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

SEARCHES AFTER A FIRE ALARM

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

VACANCIES

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

VISITATION POLICY AND PROCEDURES

Wesleyan College recognizes that visitation is an important privilege offered to the students. However, with this privilege comes responsibility. Visitors are defined as any non-residential student, faculty, or staff or any non-Wesleyan affiliated person who is requesting admittance in the residence halls or apartments to visit or gather with any Wesleyan College residential student. Visitation of guests, whether male or female, must not interfere with a roommate, suitemate, or apartment-mate's right to privacy, study time, sleep, etc. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate, suitemate, apartment-mates, or of any other resident. Students may have guests in their room or apartment only with approval from their roommate or apartment-mates according to the following guidelines.

CONDUCT

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

ESCORT

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

OPEN VISITATION HOURS

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

Sunday – Thursday: 10am – 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. All guests visiting campus must register their vehicle with Campus Police regardless of how long they are going to be on campus.

OVERNIGHT GUESTS

Wesleyan students are permitted to host an overnight guest on campus in their residence hall room or apartment as long as they have followed all overnight guest registration guidelines. An overnight guest is defined as any Non-Wesleyan Student on campus after open visitation hours.

Out of respect and for safety reasons, a resident must request and receive approval to host an overnight guest 24 hours in advance from her roommate, suitemates or apartment- mates. Approval of guests with less than 24 hour notice will be approved on a case by case basis with an extenuating circumstance only. After gaining approval, the resident must register the guest with a Residence Life staff member according to the guest registration procedure. Failure to gain approval or to register the guest will result in the guest being asked to leave and referral of the resident host for judicial action.

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

OVERNIGHT VISITATION – FEMALE

Female guests (non-Wesleyan or Wesleyan students) are permitted to visit Wesleyan residents 7 days a week. Any non- Wesleyan female guest must be registered as an overnight guest if they are staying past open visitation hours and must follow the overnight guest policy. Because female guests are permitted overnight seven days a week, there are no building specific visitation options. The College reserves the right to limit or discontinue female visitation privileges if deemed necessary.

OVERNIGHT VISITATION – MALE

Male visitation is defined as those times a resident may have male guests in her room, apartment, or in the public areas of the residential spaces. Specific visitation plans describe the maximum hours during which male guests may visit. Within these plans, all

guidelines listed in the visitation policy must be followed and the desires and concerns of the roommate, suitemate, apartment-mate, or other residents are of most importance and govern what are acceptable and unacceptable visitation privileges. The College reserves the right to limit or discontinue male visitation privileges if deemed necessary. Male visitation options apply to individual residence halls and apartments accordingly:

PLAN A: WORTHAM HALL AND PERSONS HALL 3RD FLOOR

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

PLAN B: HIGHTOWER HALL, PERSONS HALL AND JONES HALL

Overnight male guests are permitted in Hightower Hall, Persons Hall (1ST & 2ND Floors) and Jones Hall on Friday and Saturday evenings. Male visitation begins at 10:00 am on Friday and ends at midnight on Sunday.

PLAN C: APARTMENTS

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

OVERNIGHT VISITATION – MINOR

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

OVERNIGHT GUEST REGISTRATION POLICY

In order to ensure the highest safety standards possible, the following overnight guest registration policy must be followed by all residents at all times. Male and female 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 Portal under the Student Affairs section of the Wesnet tab. The Guest Registration Form includes Wesleyan host information, guest information, in addition to signatures from all roommates and suitemates or apartment-mates. Permission must be granted from a roommate, suitemates, and apartment-mates which are indicated by signatures on the registration form.

For identification purposes, a copy of the Guest Registration Form must be carried with the guest **at all times** while on campus. All guests must present their approved guest registration form to any Campus Police Officer, Wesleyan College Administrator or Residence Life Staff Member when requested to do so. Without a completed form, all guests will be escorted off campus.

GUEST HOUSING

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

ELIZABETH TURNER CORN HALL (TOWNHOUSE) AND JONES AUXILIARY SUITES

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

Wesleyan College assumes no responsibility for personal property that is lost or stolen. Visitors must observe all College rules while on campus. Guests must be escorted by the Wesleyan College host when inside host's residence hall.

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

CHAPTER FIVE- COMPUTER INFORMATION RESOURCES

CIR Staff and Support

Use of Computer and Information Resources Policy

Enforcement

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. After that time all computer, network, or printing issues need to be entered into the College's HelpDesk system. If you are in need of immediate assistance you may contact your ITA directly. The HelpDesk system can be accessed at <http://HelpDesk.WesleyanCollege.edu>. 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 478-227-7546. 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.

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

ENFORCEMENT

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

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

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

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

First Violation -\$50.00 fine

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

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

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

CHAPTER SIX- HONOR CODE AND JUDICIAL PROCEDURES

[Adjudication Policy and Appeals](#)

[Honor Code](#)

[Academic Violations of the Honor Code](#)

[Judicial Boards](#)

[Honor Council](#)

[Social Violations of the Honor Code](#)

[The Rights of an Accused Student](#)

[The Rights of an Accuser](#)

[Hearing Procedures](#)

[Reporting Procedures when no Accuser is Named](#)

[Hearing Procedures when No Accuser is Named](#)

[Honor Council Possible Sanctions](#)

[Appeals](#)

[Confidentiality](#)

[Protection from Retaliation](#)

[Records](#)

[Student-Faculty Judicial Board](#)

ADJUDICATION POLICY AND APPEALS

The College supports administrative boards to handle infractions of the Honor Code, Student Code of Conduct, Residence Life Regulations, and other College policies. Infractions will be heard by the appropriate judicial board or handled administratively as deemed appropriate. Any questions related to where a specific alleged violation of a College policy will be heard should be directed to the Dean of Students.

Alleged violations of the Honor Code will be heard by the Honor Council. A student may appeal the decision of the Honor Council to the Dean of Students. The decision of the Dean of Students is final. In the case that the Honor Council makes a recommendation to the Dean of Students for a sanction, the Dean of Students will forward the appeal to the Student-Faculty Judicial Board. The decision of the Student-Faculty Judicial Board is final.

All alleged violations of Residence Life policies and procedures will be heard by the Director or Coordinator of Residence. A student may appeal the decision of the Director or Coordinator of Residence Life to the Dean of Students within 5 business days of notification of the sanction. The appeal decision is final.

All alleged violations of graduate school's policies and procedures will be heard by the appropriate committee within the specific graduate program in which the student is enrolled,

All alleged violations of the [Wesleyan College's Policy Against Discrimination, Harassment, Sexual Assault and Sexual Harassment](#) and the [Non-Discrimination Policy](#) will be handled according to the [Wesleyan College's Policy for Resolving Complaints of Discrimination, Harassment, Sexual Assault and Sexual Harassment](#).

All alleged infractions of the Use of Computer and Information Resources Policy will be heard by the Hearing Committee, as provided for in the [Use of Computer and Information Policy](#).

All alleged infractions of the any College policy or procedure not specified above will be heard by the Dean of Students. A student may appeal the decision of the Dean of Student to the Student-Faculty Judicial Board within 5 business days of notification of the sanction. The appeal decision is final.

All appeals from any process identified above are determined solely on the written record. A student must timely file a written appeal of a decision of the hearing body based on the following on the following grounds:

- ❖ Procedural error, if not corrected, would cause a significant difference in the determination and/or sanction
- ❖ Disciplinary actions extreme in relation to the violation
- ❖ New evidence not available during the investigation or hearing but is now available and is directly related to the case

HONOR CODE

The Honor Code is the foundation upon which life in the Wesleyan College community is built. It is based upon the idea that individual freedom is a right founded upon responsibility. A student is expected to tell the truth, respect others and their property, and maintain integrity and honesty in all areas of College life. If a student violates a principle of the Honor Code she is honor-bound to self-report. Likewise, if she is aware that a fellow student has violated an honor principle, the student is honor-bound to ask the violator to self-report or notify an appropriate college official within 24 hours to report the violation.

Maintaining these principles of honor is the ideal toward which we strive. Our Honor Code is not destroyed by infractions of the rules; it is damaged when violations are tolerated. Membership in the College community involves establishing and maintaining these broad honor principles. It is understood that by becoming a student at Wesleyan, an individual signifies acceptance of the Honor Code and all policies and procedures set forth in Student Handbook, the *Wesleyanne*, elsewhere, and as enacted by College Officials.

Any member of the administration, faculty, staff, or student community should, when possible, confront a student for an honor offense at the time of the offense. Students who are unable to confront another student at the time of the offense should report the violation to the appropriate faculty or staff member who will then notify the accused of the alleged charge. Students may not report Honor Code violations anonymously. Students are highly encouraged to self-report.

HONOR PLEDGE

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

ACADEMIC INTEGRITY

Academic violations of the Honor Code must be reported to the faculty member teaching the class. Academic violations of the Honor Code include, but are not limited to:

- ❖ **Cheating:** using or providing unauthorized information or aids on any examination or other graded assignment; altering a graded work prior to its return to a faculty member; doing another's work or allowing another person to do one's work, and submitting it for grading;
- ❖ **Plagiarism:** submitting material that in part or whole is not one's own work without properly attributing the source(s) of its content;
- ❖ **Unauthorized Collaboration:** working with another person on a project, assignment, examination, test or quiz, unless collaborative work has been authorized by the instructor;
- ❖ **Fabrication:** inventing or falsifying information, data or citations; altering or creating any document or record affecting the grade or academic standing of one's self or others;
- ❖ **Multiple Submissions:** submitting identical or substantially similar papers or coursework for credit in more than one course without prior permission of the instructor(s);
- ❖ **Aiding and Abetting:** providing material, information or other assistance which violates any of the above standards for academic integrity; providing false information in connection with any inquiry regarding academic integrity.

Faculty members should include in course syllabi specific statements about academic violations of the Honor Code and consequences for the course or assignment grade. Faculty members will report all academic violations of the Honor Code to the Provost's office. If a student receives an academic penalty for the violation, the Provost will notify Honor Council, who will then determine if additional social penalties should be given.

INTEGRITY CIVILITY IN THE ACADEMIC COMMUNITY

Students, faculty, and staff are expected to treat one another with respect in all interactions. In the classroom, rude, disruptive and/or disrespectful behaviors as determined by a faculty member interfere with other students' rights and with the instructor's ability to teach. Therefore, any student exhibiting unacceptable behaviors during a class will be asked to leave and will be counted absent for that class period. Failure to cooperate with this process will result in disciplinary action that may include withdrawal from the class or dismissal from the College. Violations will be reported to the Provost.

SOCIAL HONESTY AND COMMUNITY LIVING

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

SOCIAL INTEGRITY

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

ACADEMIC VIOLATIONS OF THE HONOR CODE

If a faculty member suspects a student of an academic violation of the Honor Code, he/she:

1. Must discuss the suspected infraction directly with the student(s) involved. At the faculty member's or the student's discretion, the department chair of the student's academic advisor, or the division chair of may be present during this discussion;
2. Must make copies of relevant materials before returning them to the students(s);
3. May discuss the suspected infraction and the documented evidence with the program director and/or other faculty colleagues. In all such cases, the privacy of the student(s) involved must be protected;
4. Must make a decision based on the evidence. Faculty may warn students or sanction them. Sanctions may include reducing the assignment, exam or course grade. If sanctions are imposed, faculty must discuss the sanctions and the appeals process (see below) with the student;
5. Must notify the Provost in writing if the determination was made that a student has violated the Honor Code, whether the Faculty member only warned the student or imposed sanctions on them by completing the Report of an Academic Violation of the Honor Code.

If the faculty member discovers the suspected academic integrity violation at the end of the semester and cannot discuss the incident directly with the student, the faculty member may assign an incomplete grade. The student will then be required to discuss the suspected infraction with the instructor and resolve the incomplete following the College's timeline as stated in the catalogue.

If a student does not respond to a faculty member's repeated requests to discuss a violation of academic integrity, the faculty member may impose a sanction after consulting with the Provost.

If violations of the Honor Code are deemed serious enough by the faculty member and the Provost, students forfeit the right to withdraw from the class with a W grade.

Students who violate the Honor Code more than once may have a sanction imposed by the Provost in addition to the sanction levied by the course instructor, including (but not limited to) forfeiting the right to graduate with Latin honors, academic probation, academic suspension, or academic exclusion. Students have the right to appeal these additional sanctions (see step three below). The Provost will inform the student(s) of their right to appeal.

Appeals Process

Students who are found to have committed academic violations of the Honor Code may appeal using the following steps. All requests for appeal must be written and submitted to the faculty member within five business days of the student's being notified of sanctions resulting from an academic violation of the Honor Code. All grade appeals that involve violations of academic integrity should follow the procedure immediately below.

Step One:

The student petitions the instructor in writing, citing the reasons for her appeal. The student should keep a copy of the letter for her personal records. Within five business days after receiving the appeal, the instructor will submit a written response to the student.

Step Two:

a. If, after the faculty member's review, the dispute remains unresolved, the student will consult with the division chair and submit a copy of the appeal and any other documents related to the appeal, including the response from the instructor. The division chair will attempt to resolve the dispute between the instructor and the student and may consult with other persons who have relevant information. Within five business days after receiving the appeal, the division chair will submit a written response to the student with a copy to the instructor.

b. If the dispute is with the division chair, the student will meet with the Provost of the College. Within five business days after meeting with the student, the Provost will submit a written response to the student with a copy to the division chair.

Step Three:

If all efforts to resolve the dispute at the individual and division level fail, the student may petition the Provost of the College to review the appeal. If the Provost determines the need for a review committee to examine the issues of the appeal, the committee shall consist of two faculty members - one from the instructor's program and one from an academic division other than that of the instructor - and two students - the chancellor Honor Council and another member of the Honor Council chosen by the chancellor. The committee, if appointed, will advise the Provost of the College regarding the appeal, and the Provost, if necessary, will serve as the tie-breaking vote for the committee.

Note: Appeals of sanctions imposed by the Provost because of repeated violations will start at Step Three. For any appeal, the Provost may make exceptions to the timeline for faculty responses as needed.

If the faculty member and/or Provost impose an academic penalty for an academic violation of the Honor Code, and if an appeal (if there is one), upholds a penalty for that violation, the Provost will notify Honor Council of the violation. Honor Council will use information from the Report of an Academic Violation of the Honor Code and a discussion with the student (following the process laid out in *The Student Handbook* to decide if additional penalties, such as demerits, will be imposed. These additional penalties from Honor Council will reflect the damage to our community that academic violations of the Honor Code cause.

JUDICIAL BOARDS

The College supports two judicial boards to handle infractions of the Honor Code including Academic Violations and College or Residence Life policy violations. Infractions will be heard by the appropriate judicial board or handled administratively as deemed appropriate. The judicial boards described within include Honor Council and Student-Faculty Judicial Board. Descriptions of the functions of each board as well as information regarding reporting violations, hearing procedures, rights of the accused, sanctions, and appeal processes are listed below. Any questions related to the judicial boards or Honor Code should be directed to the Dean of Students. Graduate Students will follow all policies and procedures as set by each graduate program and the College Catalogue.

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

HONOR COUNCIL

Honor Council adjudicates most violations of the Wesleyan College Honor Code and student-related policies. All non-academic violations must be reported to the chancellor of Honor Council or the advisor of Honor Council. Honor Council is charged with determining sanctions for repeated or egregious academic violations of the Honor Code and deciding issues of social honesty and integrity and honor system social conduct violations. The members of Honor Council include the Chancellor, the Judicial Secretary/Treasurer, the Judicial Clerk, one representative from each class. The Honor Council must have quorum in order to conduct any hearing. Quorum is defined as 51% of all elected voting members. Class Representatives are voting members of Honor Council. The Advisor and Officers are non-voting members.

SOCIAL VIOLATIONS OF THE HONOR CODE

REPORTING A VIOLATION AND PROCEDURES FOR ACTION

- ❖ Any member of the administration, faculty, staff, or student community should, when possible, confront a student for an honor offense at the time of the offense. Students who are unable to confront another student at the time of the offense should report the violation to the appropriate staff member who will then notify the accused of the alleged charge within 24 hours. Students may not report Honor Code violations anonymously.
- ❖ The accused has 24 hours from that time to report the incident by speaking to the Honor Council Advisor. Students are highly encouraged to self-report. Honor Council will take this into consideration.
- ❖ The accuser will report the charges to the Advisor of the Honor Council Advisor.
- ❖ The Judicial Secretary will notify the accused in writing of the charges, the procedures, and the date and time of the hearing at least 48 hours before the scheduled hearing. In emergency situations, 48 hours may not be provided.
- ❖ A hearing will be held to hear accounts of the incident by both the accuser and accused. If the accused does not attend the hearing, it will be held in the student's absence and the student will forfeit the right to appeal. If a student has class during a scheduled hearing time, she may request a new hearing time. No other change requests will be honored. Requests for a new hearing due to an academic obligation must be made prior to 3pm on the day of the hearing.
- ❖ Honor Council will deliberate; decide on a verdict and sanction (if necessary).

- ❖ Students will be notified in writing of the hearing outcome.
- ❖ Appeals can be made to the Dean of Students (as outlined below) at which time they can be upheld, amended, returned to Honor Council to be heard, or referred to the Student-Faculty Judicial Board. All appeal decisions are considered final.
- ❖ If charges are brought during the semester opening or during the week of final exams, Honor Council will make every effort to hear the case. In the event that Honor Council has dismissed or is not in session for the semester, the violation will be handled through a deferred hearing or an administrative hearing. The advisor has the ultimate authority in determining when a deferred hearing or administrative hearing are used.
 - Deferred Hearing: When allowable, Honor Council will defer an end of the semester case to the following semester in order to allow a student to represent themselves during the hearing with the full board. This is not permitted with students who are not returning to the college, when a student is graduating or in other situations as deemed necessary by the advisor.
 - Administrative Hearing: If a scheduled hearing or deferred hearing is not possible, the case will be heard administratively by the Honor Council Advisor. If an administrative hearing is held, the same appeal process will be followed.
- ❖ Charges over the summer will be heard by either a deferred hearing or with an administratively by the Honor Council Advisor. If an administrative hearing is held, the same appeal process will be followed.

THE RIGHTS OF AN ACCUSED STUDENT

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

- ❖ Will have the case heard without undue delay
- ❖ Will receive written notice of the charges, procedures and date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of extenuating circumstances.
- ❖ May testify or remain silent
- ❖ Can present witnesses and/or evidence on their own behalf
- ❖ May appeal to the Dean of Students, only when in attendance at initial hearing.

THE RIGHTS OF AN ACCUSER

- ❖ 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.
- ❖ Must be present at the time of the hearing unless the accuser has an academic class or professional obligation. If the accuser has another obligation and their absences 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 Honor Council Advisor no later than 3pm on the day of the hearing. In the case of an academic violation such as plagiarism involving faculty, the faculty member may provide written documentation consisting of a copy the original paper and plagiarized source in lieu of their attendance.
- ❖ If an accuser fails to attend the hearing or submit the appropriate documentation by the set deadline, the case will be dismissed.
- ❖ The accuser can present witnesses and/or evidence of the violation committed by the accused student.

HEARING PROCEDURES

- ❖ The accused will be called into the Honor Council room, at which time the Judicial Clerk will explain the hearing procedure and the accused will be reminded that she is bound by the Honor Code and is required to tell the truth.
- ❖ The accused will be informed that the proceedings will be tape-recorded to insure accuracy and for appeal purposes.
- ❖ The Judicial Clerk will state the student's name and the charges being brought against them.
- ❖ The accused will be asked to plead responsible or not responsible to the charges brought against them.
- ❖ The accused will be asked to state their name and will be given the opportunity to present their case.
- ❖ Honor Council members will be given the opportunity to question the accused. The accused will then leave the room.
- ❖ The accuser will be brought into the room and asked to present their or his account of the incident and to present any witnesses about any matter logically relevant to the charge against the student. All witnesses appearing before Honor Council must present firsthand knowledge of the violation. Character witnesses are not allowed.
- ❖ After the accuser presents all testimony, they will leave the hearing.
- ❖ The accused will re-enter the room for questioning by the Board. The accused has the right to present a defense and to offer testimony and that of any witnesses (maximum of three (3)).
- ❖ The Chancellor may limit unproductively long, repetitive or irrelevant questioning.
- ❖ The accused will be given an opportunity to present a closing statement.
- ❖ The Chancellor will inform the accused that the results of the hearing will be presented, in person or via College-facilitated web conferencing software, and that the accused will be required to coordinate a meeting with the Chancellor within 24 hours of the hearing by e-mailing honorcouncil@wesleycollege.edu. The accused will leave the hearing.
- ❖ After the case has been presented, the Council will hold confidential deliberations. A decision will be rendered, and the

accused will be notified in person or via College-facilitated web conferencing software and in writing within twenty-four (24) hours of the conclusion of the hearing. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).

- ❖ If found responsible, the accused is required to complete the sanction by the designated deadline or will be referred back to Honor Council for a sanction violation hearing.

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

REPORTING PROCEDURES WHEN NO ACCUSER IS NAMED

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

- ❖ Any student who self-reports and accepts responsibility for a violation but does not name an accuser
- ❖ Any student involved in a situation where no accuser is present
- ❖ Any number of students involved in a situation which would cause all students involved to accuse each other of similar policy violations. This includes but is not limited to a fight between two students that would result in both students accusing the other of misconduct.

HEARING PROCEDURES WHEN NO ACCUSER IS NAMED

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

- ❖ The student self-reports the policy violation to the Honor Council Advisor or Honor Council Chancellor.
- ❖ The student will be summoned to a Honor Council hearing according to the policies listed above, under the Reporting a Violation and Procedures for Action section.
- ❖ Procedures for the hearing will follow those listed in the Hearing Procedures section listed above. However, steps 6 and 7 will be omitted due to the absence of an accuser. In the event of a violation that would involve multiple students accusing each other of similar violations (as listed under Example #3 in the Reporting Procedures When No Accuser is Named), Honor Council will schedule a joint hearing of all individuals involved in order to eliminate excessive and prolonged individual hearings for each accused student.

Hearing Procedures for a joint hearing will be as follows:

- ❖ The accused students will be called into the Honor Council room, at which time the Judicial Clerk will explain the hearing procedure and the accused students will be reminded that they are bound by the Honor Code and are required to tell the truth. The accused students will be informed that the proceedings will be tape-recorded to insure accuracy and for appeal purposes.
- ❖ The Judicial Clerk will state each student's name and the charges being brought against that particular student. The Judicial Clerk will do this for each student involved.
- ❖ After each student's name is read and the violations have been stated, the hearings will proceed in the following fashion:
 - Step 1- The first accused student will be asked to plead responsible or not responsible to the charges brought against them.
 - Step 2- She will then be asked to state their name and will be given the opportunity to present their case.
 - Step 3- Honor Council members will be given the opportunity to question that particular accused student about the information she has presented.
 - Steps 1-3 will be followed for each additional accused student involved. To ensure fairness, the initial order of accused students will be predetermined using alphabetical order of last name.
- ❖ Each accused student will be allowed to ask questions of their fellow accused students or will be allowed to present witnesses on their behalf. The same predetermined order will be used for the remainder of the proceedings. All witnesses appearing before Honor Council must present firsthand knowledge of the violation. Character witnesses are not allowed.
- ❖ The Chancellor may limit unproductively long, repetitive or irrelevant questioning and statements.
- ❖ After all witnesses have been presented, the board will be given a final opportunity to question each accused student.
- ❖ Each accused student will be given an opportunity to present a closing statement.
- ❖ After all closing statements have been given, the Chancellor will inform each of the accused that they have twenty-four (24) hours to schedule a meeting to receive the results of the hearing by e-mailing honorcouncil@wesleycollege.edu.
- ❖ After the case has been presented, the Council will hold confidential deliberations. During deliberations, each student will be processed separately and separate findings will be rendered. After a decision has been rendered for each student, separate sanction letters will be presented to each student. The accused students will be notified in person or via College-facilitated web conferencing software and writing within twenty-four (24) hours of the conclusion. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).
- ❖ If found responsible, the accused is required to complete the sanction by the designated deadline or will be referred back to Honor Council for a sanction violation hearing.

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

HONOR COUNCIL POSSIBLE SANCTIONS

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

- ❖ **Demerits-** A notation that becomes a part of the student's permanent college judicial record. The accumulation of 10 will be grounds for a recommendation for suspension or removal to the Dean of Students.
- ❖ **Educational Endeavor-** Completing educational projects relevant to the violation, including but not limited to a reflection paper, visits to the Writing Center, educational pamphlet/bulletin board/poster, etc.
- ❖ **Fines-** Honor Council may assess fines (up to \$100) which are appropriate for the violation.
- ❖ **Probation-** A period of time, as determined by Honor Council, during which a student is restricted from participating in all campus social events, activities, clubs, organizations, and athletics. Probation does not prohibit a student from participating in convocations, work study or academic obligations.
- ❖ **Restrictions-** A period of time, as determined by Honor Council, during which a student is restricted from participating in certain campus social events, activities, clubs, organizations, and athletics. Honor Council will determine which events are restricted from participation during this time period in place of restricting all involvement. Restrictions can also limit or remove a student's residence hall visitation privileges.
- ❖ **Removal from the Residence Halls-** Recommendation to the Dean of Students for removal from the residence halls, with loss of residence hall privileges including visitation to students in the residence halls. At which time, no refund of fees will be given and full payment of room and board are required to be paid for the current semester. A student may be considered for readmission to the residence halls if outlined at the time of removal. The Director of Residence Life may consider return to residence halls.
- ❖ **Removal from the College-** Recommendation to the Dean of Students for removal from the College, with loss of visitation privileges for on-campus and College sponsored events. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester. A student may be considered for readmission if outlined at the time of removal. The Dean of Students may consider readmission.
- ❖ **Repayment of Damages-** Honor Council may require a student to cover the cost of damages incurred during a policy violation. Damage fees will be assessed by the Director of Residence Life along with the Director of Physical Plant under the direction of College Administration. Repayment of damages are not limited to the \$100 fine limit as defined above.
- ❖ **Service-** Performing relevant services for the college or off-campus agencies as designated by the Honor Council. Hours to be performed not in conjunction with scholarship hours.
- ❖ **Suspension-** Recommendation to the Dean of Students for the immediate or deferred exclusion from classes, residence halls, and other privileges (as set forth in the notice of suspension) for a period of time (one semester minimum) at the end of which the student may be considered for re-admission by the Dean of Students. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester.
- ❖ **Warning-** A written statement to the individual that the individual has violated a college regulation or policy and that repetition of the same offense or any other violation may be cause for more severe disciplinary action. All previous violations will be taken into account when assessing a sanction if a student comes before Honor Council again during their tenure at Wesleyan College. Other sanctions not listed above may be issued by the Honor Council Board as deemed appropriate as they pertain to a particular violation.

APPEALS

A formal, typed appeal must be presented to the Dean of Students, within 72 hours after the notification of the sanction has been delivered to the student. The student must state the reasons for the appeal (as outlined below) and present evidence to support the claim that the verdict (responsible or not responsible), the sanction, or both were unfair or unwarranted based on the Grounds for Appeal listed below. The Dean of Students reserves the authority to uphold or amend the sanction or to have Honor Council rehear cases when deemed appropriate or refer the case to the Student-Faculty Judicial Board. In cases where Honor Council makes a recommendation to the Dean of Students for a sanction (i.e. removal from the residence halls, removal from the college, or suspension) the appeal will be referred to the Student-Faculty Judicial Board. When a student submits an appeal, the initial sanction and actions taken by Honor Council will be administered and all deadlines must be met. In the event an appeal decision is rendered that overturns the initial outcome or sanction from Honor Council, the actions can be reversed. Appeal decisions are final,

GROUND FOR APPEAL

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

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

- ❖ The sanction is extreme in relation to the violation.

LOSS OF APPEAL PRIVILEGES

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

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

CONFIDENTIALITY

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

PROTECTION FROM RETALIATION

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

RECORDS

Copies of the official correspondence related to all cases will be placed in the student's permanent file by the Honor Council Advisor 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.)

STUDENT-FACULTY JUDICIAL BOARD

In the event of a student appeal the case may be referred to the Student-Faculty Judicial Board. Committee members include the Advisor of Honor Council (Chair, non-voting except in the case of a tie), four staff members selected by staff council, four faculty members with two years teaching at the College, elected by the faculty representing four different divisions, and four students from the Student Government Association executive board. Individual hearings will include two of the four faculty members, two of the four staff members and two of the four students. The Chair will select participants based on availability and analysis of any potential conflicts of interest. The decision of this board is final.

CHAPTER SEVEN- APPENDICES

[Appendix A: Title IV Student Consumer Complaint Process](#)

[Appendix B: Campus Safety Tips](#)

[Appendix C: Guide to Reporting an Incident of Discrimination, Harassment, Sexual Harassment or Sexual Assault](#)

[Appendix D: Filing A Physical Plant/Maintenance Helpdesk Ticket/Work Order](#)

[Appendix E: Campus Directory](#)

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 Tonya Parker, tparker@wesleyancollege.edu.
- ❖ 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.

APPENDIX B: CAMPUS SAFETY TIPS

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

Be smart on campus

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

Keep your Residence Hall Secure

- ❖ Lock the door to your room when you are sleeping, taking a shower, visiting a friend, or anytime that you are out of the

room.

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

APPENDIX C: GUIDE TO REPORTING AN INCIDENT OF DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT OR ASSAULT

[Wesleyan College's Policy Against Discrimination, Harassment, Sexual Assault and Sexual Harassment](#) including all violations of Title IX can be found in full on the Wesleyan College website.

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

During regular business hours (8:30 a.m. to 5:00 p.m. weekdays)

– Title IX Coordinator Tonya Parker at (478) 757-4028 or tparker@wesleyancollege.edu is responsible for monitoring overall Title IX implementation for the College and coordinating compliance within all areas and departments covered under Title IX regulations.

24 hours a day:

– Campus Police (24/7) at (478) 960-7969.

Completing the Wesleyan College Discrimination, Harassment and Title IX Complaint Form

– This form can be found on the [Wesleyan College Website](#). Once completed, please email it to Title IX Coordinator Tonya Parker at tparker@wesleyancollege.edu.

APPENDIX D: FILING A PHYSICAL PLANT/MAINTENANCE HELPDESK TICKET ie. “WORK ORDER”

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

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

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

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

APPENDIX E: CAMPUS DIRECTORY

Area Code 478 Applies to All Phone Numbers

ACADEMIC AFFAIRS (PROVOST OFFICE)	Location: Tate Hall	Main Office	757-5228
ACADEMIC RESOURCE CENTER (ARC)	Location: Willet Library	Main Office	757-5193
ADMISSIONS	Location: Huckabee Hall	Main Office	757-5165
ALUMNAE	Location: Candler 2 ND Floor	Main Office	757-5173
ATHLETICS	Location: Porter Gym	Main Office	757-5253
BUSINESS OFFICE	Location: Tate Hall 104	Main Office	757-5121
CAMPUS POLICE	Location: OSP Third Floor	Main Office	757-5145
		Cell Number	960-7969
CAMPUS STORE/AUXILIARY SERVICES	Location: OSP Ground Floor	Main Office	757-5272
COMMUNICATIONS	Location: OSP Barracks	Main Office	757-5137
COMPUTER INFORMATION RESOURCES	Location: OSP Barracks 313	Main Office	757-5239
EMBA	Location: Taylor 121	Main Office	757-5184
EQUESTRIAN CENTER	Location: Mary Ellis Knox Equestrian Center	Main Office	757-5111
FINANCIAL AID	Location: Huckabee Hall	Main Office	757-5146
FOOD SERVICES (Metz)	Location: Anderson Dining Hall/ Hurdle Café	Main Office	757-5270
HUMAN RESOURCES	Location: Tate Hall	Main Office	757-3803
INSTITUTIONAL ADVANCEMENT	Location: Candler First Floor	Main Office	757-5187
LANE CENTER FOR COMMUNITY ENGAGEMENT	Location: OSP 1st Floor	Main Office	757-5257
LIBRARY	Location: Willet Memorial Library	Main Office	757-5200
MATHEWS ATHLETIC CENTER	Location: Back Campus	Main Office	757-5251
PHYSICAL PLANT	Location: Physical Plant Warehouse	Main Office	757-5140
PRESIDENT'S OFFICE	Location: Tate 102	Main Office	757-5212
REGISTRAR	Location: Tate 120	Main Office	757-3840
STUDENT AFFAIRS	Location: OSP	Main Office	757-5214

CHAPTER EIGHT- ALMA MATER

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.