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.

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.

CHAPTER ONE- COLLEGE AND COMMUNITY INFORMATION

Mission of the College
Statement of Nondiscrimination
History of Wesleyan College
Macon, Georgia
College Leadership
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’s Policy for Resolving Complaints of Discrimination, Harassment and Sexual Misconduct. Individuals who have questions, concerns and reports regarding discrimination 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 the state legislature changed its name to Wesleyan Female College. In 1917, the “Female” was eliminated from the title, and the school assumed its present name of Wesleyan College. Today, the College continues its affiliation with the United Methodist Church and, in 1993, Wesleyan was designated a historic landmark by the church.
In 1858, Wesleyan’s trustees adopted a resolution that the faculty should have a meeting with the alumnae at the next commencement. An organizational meeting of the alumnae took place on July 11, 1859, at Macon’s Mulberry Street Methodist Church, thus establishing the very first alumnae association of a degree-granting college.

Earlier in the decade, Wesleyan had become the birthplace of the first two Greek societies for women, the Adelphean Society in 1851 (now Alpha Delta Pi) and the Philomathean Society in 1852 (now Phi Mu). Today, instead of sororities, Wesleyan 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 minors 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](http://www.maconga.org).

**COLLEGE LEADERSHIP**

**President of the College**
Dr. Vivia 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 Administration/CFO**
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
Vision for Student Affairs

Student Affairs Mission Statement

Student Service Offices
  Academic Resource Center
  Athletics
  Campus Ministry
  Campus Police
  Career Development
  Disability Resources
  Equestrian Center
  Equity and Inclusion
  Food Service (Metz Culinary)
  Health Services
  International Student Services
  Mathews Fitness Center
  Residence Life
  Student Activities and Students in Transition
  Student Counseling Services

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  
Mia Varnadoe, Assistant Director  
**Location:** Academic Resource Center, Willet Library, 1st Floor  
**Phone:** 478-757-5193

The Academic Resource Center (ARC) is designed to assist students in achieving academic success. Recognizing that different students have different needs, many and various on-campus resources are provided to support a student’s academic concerns, needs and goals. Workshops take place throughout the semester on various topics to help students achieve academic success, and free peer tutoring is provided to all students. The ARC is a 24-hour space located on the first floor of Willet Library and consists of the Writing Center, the Testing Center, the Tutoring Center and study zones for student use.

**ATHLETICS**

**Director:** TBD  
**Location:** Porter Gym  
**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. Coaches have experience in playing, coaching, and training for each sport. Selection for participation in intercollegiate activities is based on interest, skill, dedication, academic soundness, and good physical health. Participants must provide proof of personal health insurance (copy of insurance card), a current (conducted by a nurse practitioner or physician within 1 year) physical examination that states the student is medically cleared to participate, comply with all departmental, conference, and NCAA Division III rules, and maintain a minimum 2.0 cumulative GPA to be eligible for intercollegiate sports.

**CAMPUS MINISTRY**

**Director:** Tyler Schwaller, Chaplain  
**Location:** Pierce Chapel, Lovick P. Corn Center (lower level)  
**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**

**Location:** Police Office, Olive Swann Porter Building, 3rd Floor  
**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 crime statistic 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.
The Center for Career Development (CCD) coordinates career services and implements and administers activities related to the From Here to Career initiative. Students are highly encouraged to pursue a four-year approach to career exploration and preparation. The CCD Career Development provides a number of resources including one-on-one career advising, career development workshops, seminars and convocations, career assessments such as the Focus2 as well as a library that contains information about careers, job search preparation, employment opportunities and graduate schools. Students are encouraged to approach their career development with a liberal arts mindset assisted by faculty and staff members.

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

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

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 Resources in order to finalize the accommodations.

Accommodations that decrease the integrity of a course or program or cause an undue burden will not be approved. Accommodations will not be granted 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.
Any individual who feels that she has been denied reasonable accommodations, access, or been discriminated against on the basis of a disability, should file a complaint using the College’s Student Complaint Process which can be found in the Wesleyanne Student Handbook.

**EQUESTRIAN CENTER**

**Barn Manager:** Laura Murphy  
**Location:** Nancy Ellis Knox Equestrian Center  
**Phone:** 478-757-5103

The Wesleyan College Equestrian Center can stable up to 24 horses, owned by the college for lessons and team training. Some stalls are available for students 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  
**Phone:** 478-757-4028

The Assistant Dean for Equity and Inclusion partners with community members to build and maintain an inclusive community. The assistant dean’s office supports diversity programs and initiatives and creates opportunities for campus members to learn, grow and work together to embrace and celebrate the unique differences of each individual. The office provides diversity and inclusion workshops and trainings for student leaders and the assistant dean serves as the chair of the Diversity and Inclusion Board of Students (DIB). The assistant dean is also the campus Title IX Coordinator and manages the discrimination and harassment complaint and resolution processes.

**FOOD SERVICE (METZ CULINARY)**

**Director:** Josh Nowell  
**Location:** Anderson Dining Hall and Hurdle Café, Olive Swann Porter Building  
**Phone:** 478-757-5270

**Hours of Operation:**

<table>
<thead>
<tr>
<th></th>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 am – 9:30 am</td>
<td>11:00 am – 1:00 pm</td>
<td>11:00 pm – 2:00 pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:15 am – 1:00 pm</td>
<td>(Brunch)</td>
<td>(Brunch)</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 pm – 7:00 pm</td>
<td>5:00 pm – 6:00 pm</td>
<td>5:00 pm – 6:00 pm</td>
</tr>
</tbody>
</table>

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.

1. Patrons may eat all they want while dining in the dining hall; however, no food should be taken out of the dining area. Exceptions: ice cream, a cookie, one piece of whole fruit or items designated as specific “take out” items.
2. If a meal is needed for a sick student, a request form for a take-out meal must be submitted with signature of the Director of Health Services or their designee.
3. Students must show Wesleyan College ID to enter the dining hall.
4. No college owned utensils, plates, glasses, or other items may be taken from the dining hall.
5. Beverages may be taken out in paper or plastic containers.
6. 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.

7. All students should enter and exit Anderson Dining Hall through the Hurdle Cafe door.

8. 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:** TBD  
**Location:** Olive Swann Porter, 1st floor  
**Phone:** 478-757-4025  
**Nurse Practitioner Hours:**  
- Monday: 9 am - 4:30 p.m.  
- Tuesday & Thursday: 11 a.m. - 5:30 p.m.  
- Friday: 1 p.m. - 5 p.m.  
- One Saturday per month, 10 a.m. - 2 p.m., announced each semester  

**Physician Hours:** Designated dates by appointment only

Health Services is 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 twice 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 are encouraged to make an appointment to see the nurse practitioner at [https://wesleyancollegehealthservices.setmore.com](https://wesleyancollegehealthservices.setmore.com)

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

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

Full-time students and all residential students are required to have verification of adequate health insurance or other health coverage for the calendar year, starting August 1. The health insurance policy must include coverage for accidental injury and hospitalization in Macon, Georgia, as well as coverage of required vaccines and prescription coverage. 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 PROGRAMS**

**Director:** Emily Jarvis  
**Location:** Olive Swann Porter, 2nd Floor  
**Phone:** 478-757-4023

International Programs oversees Study Abroad and International Student Services. Wesleyan offers many study abroad opportunities, and the office of International Programs will advise students 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. Additionally, the director serves as the DACA (Deferred Action for Childhood Arrivals) liaison to the campus community and to individuals in need of guidance and support with regard to immigrant status.

**MATTHEWS ATHLETIC CENTER**

**Director:** Kathy Malone  
**Location:** Mathews Athletic Center  
**Phone:** 478-757-5251  
**Hours:** Monday-Friday: 7am-9pm
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.

**RESIDENCE LIFE**

**Director:** Dionne George  
**Location:** Olive Swann Porter, 2nd floor  
**Phone:** 478-757-5215

The Department of Residence Life at Wesleyan College has established a co-curricular environment that 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.

**STUDENT INVOLVEMENT AND LEADERSHIP**

**Director:** Alex Lyon  
**Location:** Olive Swann Porter, 2nd floor  
**Phone:** 478-757-5257

The Director of Student Involvement 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).

The Director 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) are facilitated by the Director. Students are encouraged to participate in planned social activities in order to become acquainted with the curricular program and co-curricular opportunities available at the College.

**STUDENT COUNSELING SERVICES**

**Director:** Jamie Thames, LPC  
**Location:** Olive Swann Porter, 3rd floor  
**Phone:** 478-757-4024  
**Lifeline:** 478-741-1355  24-hour Crisis Line

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

CHAPTER THREE- COLLEGE POLICIES AND PROCEDURES

Academic Probation
Aggressive Behavior
Air Conditioning and Heating Policy
Alcohol Policy
Bicycles
Bullying and Intimidation
Campus Access
Chalking Policy
Complaint Process
Conduct Toward College Officials
Convocations
Damage/Destruction of Property
Drug Policy
Email
Emergency Procedures
Fireworks
Grade Appeals Process
Hate Crimes
Hazing Policy
Helping Hand Fund
Hoverboard Policy
ID Cards
Insurance
Library Policy
Litter Policy
Non-Sexist/Inclusive Language
Notification of Parents
Painting Policy

Parking Policies

Posted Materials Policy

Records and Privacy Policy

Recycling

Removal/Suspension from College

Service Animals/Emotional Support Animals

Shopping Cart Policy

Soliciting Policy

Student Clubs and Organizations

Student Rights and Responsibilities

Voter Registration

Weapons on Campus

**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 nor are they allowed 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.

**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 74 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.

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 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**

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

2. Any person purchasing, possessing or consuming alcohol on Wesleyan’s campus and at college-sponsored events at which alcohol consumption is permitted must comply with applicable Georgia laws and Wesleyan College policies.

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

4. Anyone 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.

5. Students may not drink alcoholic beverages in any area of the campus except in designated areas and during approved college-sponsored events.

6. Those who choose to consume alcohol must use it in a responsible manner that will not interfere with the rights of others or be detrimental to themselves, those around them, or Wesleyan as a whole.

**ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS**

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

1. Designated Areas:
   a. Alcohol storage, possession and consumption is permitted in only those residence halls, or portions thereof, that are designated as such by the Wesleyan College Administration, which has the exclusive authority to make such designations and to prescribe rules regarding such storage, possession and consumption. The Administration also has the sole discretion to revoke or modify such designations.
   b. The Administration has designated the North and South Apartments as designated residence halls in which alcohol may be stored, possessed and/or consumed. With respect to this designation:
      i. Alcohol may not be stored, possessed or consumed in any apartment in which one or more of the apartment mates are under 21 years of age.
      ii. Alcohol consumption is prohibited within the apartment public lounges or on the apartment porches.
      iii. Guests, including other Wesleyannes, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms of the apartments after all other apartment mates have agreed to allow guests to drink in the apartment. This agreement will be stated in writing and signed by each apartment resident at the beginning of each academic year. This agreement may be revoked at any time by the parties to the agreement and may be overridden by the Administration at any time. Should a conflict occur the apartment residents will be required to participate in a mediation process with the Director of Residence Life.
      iv. Residents are permitted to have no more than 3 guests per resident within a given apartment when alcohol is being consumed.
   c. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall or room.
   d. Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Wortham, Persons, Hightower and Jones residence halls.

2. Wesleyannes are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.

3. Each resident is permitted to possess no more than 72 oz. in a designated area. Kegs are prohibited from designated areas.
4. 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.

5. Alcohol containers are not permitted to be used for display purposes.

**ON/OFF CAMPUS EVENT POLICIES**

1. In order for alcohol consumption at an event, either on or off campus, to be officially sanctioned by the College and the Office of Student Involvement, an event registration form must be completed by the president of the organization desiring to have alcohol and submitted to the Director of Student Involvement no later than two months prior to the date of the scheduled event for approval. Requests will be reviewed within one week of submission.

2. Alcoholic beverages may only be served to students of legal age.

3. Nonalcoholic beverages and food must be served at all events at which alcohol consumption is permitted.

**BICYCLES**

Bicycle owners must store their bicycles at an 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, AND HARASSMENT**

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

1. substantially interfering with a student’s education;

2. creating a threatening environment; or

3. substantially disrupting the orderly operation of the College.

Bullying is prohibited, and participating in such acts will result in disciplinary action. *Intimidation* is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. *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. (See the Student Sexual Misconduct Policy for the definition of and procedures related to sex/gender-based harassment by an undergraduate or graduate student.)

Any student involved in bullying, intimidation, or harassment 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 are being bullied should follow the reporting procedures listed below.

**REPORTING**

Any member of the Wesleyan Community who feels they have been subjected to bullying, 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, or harassment 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 Protection From 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 or her designee.

**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:

1. The student complainant may file a written complaint with the direct supervisor of the staff or faculty member involved within ten (10) working days of discussing the matter with such staff or faculty member.
2. The complaint shall be investigated and processed by the supervisor, who shall determine a resolution within ten (10) working days of receipt of the written complaint and shall notify all involved parties in writing.
3. If the resolution is not satisfactory to the complainant, the complainant may appeal the decision to the 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.

A written complaint must include the following:

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

This process should be followed for all complaints except for grade appeals (which should follow the grade appeal process) and complaints of harassment, discrimination, or violations of Title IX.

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

**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 to the Assistant Provost. Students who feel they have been treated inappropriately by a college staff member may report such incidents to the Dean of Students. Students are encouraged to follow the student complaint process.
CONVOCATIONS -

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.

Criteria for Convocations

Convocations should contribute to the campus's academic atmosphere. Ceremonial occasions celebrating the life and accomplishments of the Wesleyan community (Fall Convocation and Honors Day Convocation, for example) and endowed lectures (such as the Lamar Lecture, the Belk Lecture, and the Carnes Lecture) are vital to the campus environment.

As a part of a liberal arts education, Convocations expose students to a broad knowledge base often outside of the student’s major and stimulate thought on a wide range of subjects. They also offer opportunities for students to explore academic and co-curricular interests outside of the classroom. Convocations provide occasions for students to question and explore the issues that affect their lives and futures.

Convocations should be organized with a clear academic goal in mind. Events must go beyond a conversation among students to include expertise not available within the general student population (faculty, staff, community members, etc.). Club meetings and events designed for smaller groups of students (a class, for instance) are not appropriate for a Convocation.

Procedures

1. Wesleyan College shall offer 20 convocations per semester. The complete Convocation calendar will be released on or before the first day of classes each fall and spring semester.

2. The deadline for submitting Convocation requests for the fall semester is May 1. If the maximum number of 20 convocations is not reached at that deadline, additional requests are due August 1. The deadline for submitting convocation requests for the spring semester is October 1. If the maximum number of 20 convocations is not reached at that deadline, additional requests are due November 1. Applications should be submitted electronically to the chair of P&E.

3. Convocations may be scheduled for 11:15am on Thursdays, evenings, or weekends. Convocations will not be scheduled for 11:15am on Tuesdays.

4. Any materials purchased with funds from the Programs and Exhibitions Committee budget are the property of Wesleyan College and should be housed where they are accessible to the College community.

5. Student groups wishing to sponsor a convocation must obtain their faculty sponsor's and Director of Student Involvement’s approvals prior to submitting the convocation request.

6. Campus constituencies may certainly hold events that are not part of the convocation series. Also, opportunities for quality events often arise suddenly; events may be funded through Programs and Exhibitions that are not part of the convocation series.

Student Requirements

1. To earn convocation credit, students must be present for the entire event. Furthermore, students must behave professionally during the event. Activities (such as texting or talking on cell phones) that distract others and signal disrespect for speakers/presenters and audience will not be tolerated. Lack of adherence to these guidelines constitutes an Honor Code violation, and the student will not receive convocation credit for the event.

2. Each fall and spring semesters, all Wesleyan students have the opportunity to have earn a 0.50 credit hour GPA boost (A, 4.00) and noted on her transcript as Convocation Attendance. Credit earned for convocation attendance will boost a student’s Wesleyan institutional GPA. However, credit hours earned do not apply towards graduation. Convocation credits do not apply to full-time/part-time credit hours. The convocation credit GPA boost may not apply to GPA’s configured for external scholarships and/or federal and state aid programs; it will apply to President's Scholar, Provost's List, and Latin honors. To earn the 0.50 credit hour GPA boost, a student must meet the following requirements:

   a. For Fall Semester: 6 Convocations; Attendance at Fall Convocation will count as two Convocations

   b. For Spring Semester: 6 Convocations total; Attendance at TBD number of Celebrating Student Scholarship presentations will count as two Convocations.
c. Each term, no later than the last class day (before finals), Student Affairs will inform the Registrar of the students who attended the required amount of convocations. The Registrar will add students to the Convocation class and post an A grade.

3. Each semester students who completes the convocation attendance requirement will be entered into a drawing for a $100 gift card.

**DAMAGE/DESTRUCTION OF PROPERTY**

The college reserves the right to bill any currently or previously enrolled student for damage or destruction of college property. The student will be billed for the actual cost of repair or replacement and labor. Any student who takes part in or has knowledge of damage or destruction of college property should self-report to the 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 substance, or similar agent or prescription drug 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 use. Violations will be adjudicated by the Dean of Students or her designee. A student found in violation of the Drug Policy will be subject to 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

1. 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.
2. 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.
3. 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.
4. Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
5. 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

1. Acceptable messages to be sent over StudentNews include notifications of campus activities, programs and events, and important information for the good of the community.
2. 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.
3. Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
4. 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.

**EMERGENCY PROCEDURES**

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

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

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

To make our campus a more secure location it is recommended that you keep your Wesleyan ID with you at all times. It is highly recommended that **ALL** members of the Wesleyan community sign up for the Wesleyan Alert system.

**FIRE**

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

**Upon hearing the fire alarm:**

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

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

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

**Campus Fire Safety Locations: Emergency Assembly Area**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candler</td>
<td>Flag Pole</td>
</tr>
<tr>
<td>Equestrian Center</td>
<td>Parking Lot E</td>
</tr>
<tr>
<td>Huckabee</td>
<td>Parking Lot B</td>
</tr>
<tr>
<td>Library</td>
<td>Flag Pole</td>
</tr>
<tr>
<td>Mathews Fitness Center</td>
<td>Parking Lot E</td>
</tr>
<tr>
<td>Munroe</td>
<td>Flag Pole</td>
</tr>
<tr>
<td>Murphy</td>
<td>Parking Lot B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olive Swann Porter</td>
<td>Flag Pole</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Parking Lot B</td>
</tr>
<tr>
<td>Porter Auditorium</td>
<td>Flag Pole</td>
</tr>
<tr>
<td>Porter Gym</td>
<td>Flag Pole</td>
</tr>
<tr>
<td>Tate</td>
<td>Flag Pole</td>
</tr>
<tr>
<td>Taylor</td>
<td>Flag Pole</td>
</tr>
<tr>
<td>Pierce Chapel</td>
<td>Grassy area by Hightower Hall</td>
</tr>
</tbody>
</table>

**Residential Fire Safety Locations: Emergency Assembly Area**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hightower Hall</td>
<td>Parking Lot B</td>
</tr>
</tbody>
</table>
Jones Hall: Parking Lot G
Persons Hall: Flag Pole
Wortham Hall: Parking Lot G
Corn Hall/South Apartments: Parking Lot A on the corner of Forsyth Rd and Tucker Rd.

**TORNADO**

*Upon notification of a tornado warning:*

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

*A Tornado Safety Location is one that:*
- Has no windows
- Is on the lowest possible floor of a building
- Has no exterior walls

**Campus Tornado Safety Locations: Emergency Assembly Area**

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

**Equestrian Center** – Bathroom in center of building, with warning and advisement go to Mathew’s Athletic Center

**Huckabee** – Behind front desk, close partition doors

**Library** – Basement

**Mathews Fitness Center** – In stairwells, stay on ground level

**Munroe** – 1st floor hallway away from lobby and stairwells, close classroom doors

**Murphy** – central hallways away from doors and windows

**Olive Swann Porter** – Trice Room

**Physical Plant** – Murphy Building – central hallways away from doors and windows

**Porter Auditorium** – Lower level of building in classrooms in center of building

**Porter Gym** – Men’s locker room basement area, enter from Pioneer Lounge

**Tate** – Hallway on lowest level of building away from stairwells, close classroom doors

**Taylor** – Hallway on lowest level of building away from stairwells, close classroom doors

**Pierce Chapel** – Lower level restrooms, out of the hallway

**Residential Tornado Safety Locations: Emergency Assembly Area**

**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.
OTHER PROTOCOLS

Additional safety protocols for natural and man-made disasters can be found on the Wesleyan College website under Campus Security and on Wesportal in the Campus Police section of Wesnet.

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.

HATE CRIMES

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

A hate crime is considered an offense to a person or property, intimidating that person because of his or her race, color, creed, religion, ancestry, gender, sexual orientation, ability, national origin, 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 crimes); or
- A physical attack (assault and battery, as well as other violent crimes such as murder, manslaughter, and rape); or
- Damage to property (arson, vandalism)

Should any member of our campus community experience any such action against themselves or others they should report the situation immediately to Campus Police or to the Dean of Students. Students found responsible for a hate crime may be suspended or expelled from the college.

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, students will be put on registration/transcript hold. 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**

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 to the dining hall, ride campus transportation, and cash a personal check in the Business Office.

*It is imperative that you carry your Wesleyan ID Card with you at all times.* The Wesleyan College ID card is non-transferable. Any student who uses another person’s’ ID card or allows her ID card to be used by someone else is subject to disciplinary action. Found or damaged Wesleyan ID cards should be returned immediately to the Student Affairs Office in OSP or Campus Police. The cost for replacing a Wesleyan ID card is $10.00 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 other minimum required benefits. 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 at www.firststudent.com.

**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.
  o 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.
  o The second floor contains a classroom and other group study areas. Please refrain from excessive noise and disruptions.
  o 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 and Saturday 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.

24-HOUR ACCESS POLICY
• Current Wesleyan faculty, students and staff will have 24-hour access to the 1st floor and 2nd floor lounge of Willet Library.
• The main doors and all access doors to the 2nd and 3rd floors will be locked at 10:00 pm. You may access the 2nd floor lounge via the main stairwell. Access to study carrels and all print library resources will not be granted after 10:00 pm.
• 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.
  o You may be asked to show your ID to a Wesleyan College staff member or Campus Police.
  o Do not allow other students to use your ID.
  o Students CANNOT, under any circumstances, allow any non-Wesleyan student access to the library after posted hours.
  o Do not prop open any access doors.
  o 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 floor. All other food and beverages must be consumed in the 2nd floor lounge.
  o 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 10:00 pm. 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 $25 per offense. Repeated violations will be referred to Honor Council.

NON-SEXIST/INCLUSIVE LANGUAGE
At Wesleyan College we encourage all members of our community to use non-sexist/inclusive language. Among models to which students, staff and faculty may refer is the National Council of Teachers of English (NCTE) publication, "Guidelines for Non-sexist Use of Language in NCTE Publications."

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 “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.

NOTIFICATION OF PARENTS
In any serious matter involving the student’s welfare, the College reserves the right to notify the parents.

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

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

1. All cars must be registered with the Campus Police Office and a Wesleyan vehicle decal must be displayed. Vehicle decals are free of charge. All students without a vehicle decal will be ticketed. Student parking spaces are not reserved, but are available on a first come, first served basis. Decals are available in the Office of Student Affairs, located in OSP.

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

3. The only reserved parking on campus is in Visitor and 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.

4. If students, faculty or staff members are going to have visitors parking vehicles on campus, they should contact Campus Police for instructions.

5. 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.

6. 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.

7. The campus speed limit is 15 m.p.h.
8. Driving is restricted to campus streets. Parking is permitted in designated parking spots only. No parking is permitted next to yellow curbs.

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

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

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

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

POSTED MATERIALS POLICY
To publicize events on and off campus (i.e., flyers, posters, etc.), the Director for Student Involvement 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:

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

The Director for Student Involvement 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 the education records of their daughters unless:

1. the student gives written consent to release information, or
2. the parents provide evidence that the student is a dependent as defines in Section 152 of the Internal Revenue Code of 1986.
Under this policy, students will be notified of grades (on line), 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 herein provided.

**Right of Access**

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

**Education Records**

An education record is any record (in handwriting, print, tapes, film, or other medium) maintained by Wesleyan College or an agent of Wesleyan College which is directly related to the student. **EXCEPT:**

1. A personal record kept by an administrator, a faculty member, or a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record. (Temporary substitute means an individual who performs on a temporary basis the duties of the individual who made the record and not an individual who permanently succeeds the maker of the record in his/her position.)

2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.

3. Records maintained by a unit of Wesleyan College if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by Wesleyan College.

4. Records maintained by the Health Center, the Director of Counseling or the Office of Student Affairs (e.g. medical, psychological, counseling records) if the records are used only for treatment of a student and made available only to those persons providing the treatment.

5. Alumnae records which contain information about a student after she is no longer in attendance at Wesleyan College and which do not relate to the person as a student.

6. Disciplinary records that contain information regarding judicial matters, summons, sanctions, and/or policy violations.

7. The Vice President for Student Affairs, Dean of Students or her designee reserve the right to contact a student’s parents in the event of problems associated with judicial matters, psychological concerns, health-related problems, or other areas covered under the Student Affairs umbrella.

**Types, Locations, and Custodians of Education Records**

- **Admission Records**
  - Office of Records and Registration (Tate 120)
  - Custodian: Registrar

- **Cumulative Academic Records**
  - Location: Students enrolled prior to 1974-Willet Library Storage
    - Students enrolled 1974 forward-Office of Records and Registration
  - Custodian: Registrar (Tate 120)

- **Health Records**
  - Health Center (Huckabee Hall)
  - Custodian: Director of Health Services

- **Financial Aid Records**
  - Office of Financial Aid (Tate Hall)
  - Custodian: Vice-President for Enrollment Services
Business Records
Business Office (Tate 104)
Custodian: Vice-President for Fiscal Affairs

Student Affairs Records, Placement Files, Psychometric Measures
Office of Student Affairs (Huckabee)
Custodian: Vice-President for Student Affairs, Dean of Students

Progress Records
Office of the Provost (Tate 119)-Provost
Faculty Offices (Various Departments) – Instructors and Faculty Advisors
Office of Records and Registration (Tate 120) – Registrar
Office of the Director of the Academic Center- Director (Porter Building)

Disciplinary Records
Office of Student Affairs
Office of the Provost (Tate 119)
Custodian: Vice-President for Student Affairs, Dean of Students
Custodian: Provost and Vice-President for Academic Affairs
Occasional Records – (Education records not included among those listed, such as correspondence, committee minutes, et cetera).

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

**DISCLOSURE OF EDUCATION RECORDS**

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

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

   A school official has a legitimate educational interest if the official is
   A. performing a task in his or her position or by a contract agreement,
   B. performing a task related to a student’s education,
   C. performing a task related to the discipline of a student. The determination as to whether an official of the College requesting access to a student’s educational record has a legitimate educational interest in that record shall be made by the official responsible for the custody of the record.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To the following individuals:
   - the Attorney General of the United States,
   - the Comptroller General,
   - the Secretary of the United States Department of Education,
   - the Veterans Administration,
   - the Department of Defense representatives obtaining, among other things, student information for recruiting purposes under the Solomon Amendment (10 USC § 983),
and to certain officials of state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state or local law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of Wesleyan College.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena. The College will make a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith, except where a subpoena is issued by a federal grand jury or for a law enforcement purpose and the court or other issuing agency orders the College not to disclose the existence or contents of the subpoena.

10. To appropriate parties in a health or safety emergency.

11. To an alleged victim of any crime of violence or a non-forcible sex offense, or the alleged victims next of kin (if the victim dies as a result of the crime or offense) of the final results of an institutional disciplinary proceeding dealing with that crime or offense.

12. To others as may be defined under FERPA.

Student records released by the College, whether by student authorization or by exceptions as stated, are released under the express condition that the receiving party or agency not redisclose the record to a third party or agency without the written consent of the student.

**PROCEDURE TO INSPECT EDUCATION RECORDS**

Students should submit to the record custodian a written request which identifies as precisely as possible the record or records she wishes to inspect. The request must be signed and dated by the student. The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to her.

The student will examine her record in the office in which the records are maintained; she may not remove any item of information from her record file.

**RIGHT OF WESLEYAN COLLEGE TO REFUSE ACCESS**

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

1. The financial records and statement of the student’s parents or any information contained therein.

2. Letters and statement of recommendation for which the student has waived her right of access, or which were placed in file before January, 1975.

3. Records connected with an application to attend Wesleyan College if that application was denied.

4. Those records which are excluded from the FERPA definition of education records.

**RIGHT OF WESLEYAN COLLEGE TO REFUSE TO PROVIDE COPIES**

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

1. the student has an unpaid financial obligation to Wesleyan College;

2. there is an unresolved disciplinary action against the student.

3. the student lives within commuting distance of Wesleyan College.
FEES FOR COPIES OF RECORDS
The fee for copies of transcripts requested through Docufide by Parchment is $5.00 for electronic copies and $10.00 for paper copies, and notice of such is published in the Wesleyan College Catalogue and on the College website. Additional charges will be incurred for expedited delivery and delivery outside the United States. The fee for transcripts requested through the Registrar’s Office is $12 for a paper transcript. The fee for xerox copies of records other than transcripts shall be 50 cents per page plus labor for copying at the rate of $6.00 per hour and postage, if applicable. The College reserves the right to make reasonable increases in copy fees by giving annual notice.

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

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

DIRECTORY INFORMATION
Wesleyan College designates the following items as Directory Information: the student’s name, permanent address, permanent telephone listing, e-mail address, date and place of birth, major field(s) of study of the student, dates of attendance at Wesleyan, full-time vs. part-time status of attendance at Wesleyan, class (year in school), degree(s) awarded, participation in officially recognized activities and sports including weight and height of members of athletic teams, awards and honors, most recent previous school attended, and photograph.

Directory Information is not considered confidential and will be released to outside parties upon request unless the student specifies in writing no later than two weeks after registration each semester (or two days after registration in each short term) that certain information is not to be released. Directory Information will not be published on any basis for general off-campus distribution or for commercial purposes.

The College occasionally publishes a Student Directory made available to current students, faculty and staff. Students who do not wish to be included in a Student Directory must inform the Office of Student Affairs in writing no later than three weeks after Registration Day of the fall term.

In addition, the College releases announcements of students’ activities and achievements to the press. Students who do not wish this information released about themselves, even for public relations purposes, should notify the offices of the Registrar, Communications, and Student Affairs.

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

1. A student must ask the official in charge of the record to amend it. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading or in violation of his/her right to privacy. This particular provision does not apply to questions of merit in the awarding of grades by instructors, only to questions of accuracy in recording.

2. Wesleyan College may comply with the request or it may decide not to comply. If it decides not to comply, Wesleyan College will notify the student of the decision and advise the student of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of his/her rights.

3. Upon the student’s written request to the President, Wesleyan College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing committee of disinterested parties, appointed by the President; however, the hearing committee may be officials of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney.
5. Wesleyan College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If Wesleyan College decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If Wesleyan College discloses the contested portion of the record, it will also disclose the statement.

8. If Wesleyan College decides that the information is inaccurate, misleading, or in violation of the student’s right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

**Right to Waive**

A student may waive his/her right of access to confidential recommendations placed in his/her files.

**Grades/Warning/Dismissal**

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

**Conditions for Non-Release**

Wesleyan College reserves the right to withhold copies of transcripts, or diploma, of any student who is past due or delinquent on her loan obligations to the College, is delinquent or has defaulted on federal student loans, owes the College money from previous enrollment, has failed to submit official transcripts from previous high school or college attendance, has failed to secure proper immunization as required by the Health Services of the College, or has not completed Honor Council sanctions. This stipulation does not in any way abrogate the student’s right to personally examine or inspect such records.

**Destruction of Records**

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

**Notification of Students**

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

**Recycling**

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

**Removal/Suspension from College**

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

The Dean of Students has the right to remove or suspend students from the college for:
1. Violations of the Honor Code
2. Creating a nuisance or disruption of College life
3. Health or psychological reasons
4. Non-payment of fees
5. Residence hall violations
6. 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 Wesleyanne.

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.

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:

a. If the animal is required because of a disability
b. 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.

SMOKING POLICY

In order to promote a health- and safety-conscious environment on the Wesleyan College campus, smoking is not permitted inside any campus buildings. Smoking is defined as any type of tobacco, smokeless, and non-tobacco products including, but not limited to, cigarettes, e-cigarettes, vaping, cigars, pipes, chewing tobacco, etc. Additionally, to meet the standards of LEED Certification, smoking is prohibited within 25 feet of ANY building entrance, window or air intake. Smoking is allowed only in designated areas listed below. Walking through or around campus while smoking, is not permitted.
**RESIDENTIAL SMOKING AREAS**

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

**NON-RESIDENTIAL SMOKING AREAS**

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

Smoking is not allowed on any covered porches or sidewalks. Designated smoking areas are subject to change with prior notification. When possible, ashtrays are provided near designated smoking areas. Cigarette butts must be discarded in an appropriate receptacle. In addition, trash should not be discarded in the ashtrays unless they are specifically designed as both an ashtray and a trash can. Student violations should be reported to the Honor Council. Staff and Faculty violations are to be reported to Campus Police who will then notify the individual’s supervisor. A complete report will include name of violator, date, time and location of violation. 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.

**SOLICITING POLICY**

Soliciting by individual students or student organizations is prohibited on- or off-campus without the permission of the Director of Student Involvement in conjunction with the Division of Student Affairs. Soliciting by agents of businesses is prohibited except in rare instances approved by the Director of Student Involvement. 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 Student Involvement, dozens of clubs and organizations are available to students. In addition, the Division of Student Affairs supports the Student Government Association, and four major boards. For more detailed information, please refer to the Club and Organization Handbook, 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.

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

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

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

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

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

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

7. The responsibility to serve as requested on various faculty and administrative committees and ensure that the student viewpoint is accurately represented during such meetings.

8. The right to be protected by standards of justice and fairness in any proceedings with the College in accordance with the Wesleyanne.

9. The responsibility to observe all duly established College, local, state and federal laws. Being a student at Wesleyan College does not affect in any way the jurisdiction of courts and other civil authorities over any college student. Membership in the College community does not provide a privileged or immune status from the laws and regulations that other residents of the state of Georgia must obey.

10. The right of Official Student Publications to maintain their publications as vehicles for free inquiry and free expression in the Wesleyan College community. The responsibility of official student publications is to produce a publication based upon professional standards of accuracy, quality, objectivity and fair play. Publications are bound by the canons of responsible journalism, such as avoidance of libel, indecency, profanity, undocumented allegation, attacks on personal integrity, and the techniques of harassment or innuendo. Additionally, all college-published editors and financed student publications shall explicitly state on the editorial page that the opinions are not necessarily representative of Wesleyan College or its student body.

11. The responsibility to attend all judicial meetings when required to do so. Failure of the respondent to appear at a scheduled judicial meeting will result in the hearing being held in her absence and the student forfeiting her right to appeal.

12. The responsibility to participate actively in training and educational opportunities tied to campus leadership roles.

13. The responsibility to refrain from actions which deny other members of the College community their rights as described.

**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, 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 staff mandates that we continue to do all we can to preserve this safety and maintain a safe haven for learning. Wesleyan College is a peaceful community dedicated to non-violence, and the introduction of guns will not be tolerated.

Any student possessing a firearm and/or other dangerous weapons will be assessed a penalty of a minimum $100 fine up to removal from the College with no refund of fees and full payment of room and board required.
CHAPTER FOUR- RESIDENCE LIFE POLICIES AND PROCEDURES

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

Staff Directory

Professional Staff

Resident Advisors & Instructional Technology Assistants

General Policy and Procedures

Alcohol Policy

Babysitting/Children Staying Overnight

Balconies and Porches

Bed Bug Protocol

Cable

Campus Police

Candles and Incense

Cleanliness/Health and Safety Inspections

Computer Ports and Internet Access

Conduct Toward Residence Life Staff

Credit Hours

Deposit (Housing)

Dimensions

Drugs

Electrical Appliances

Elevators

Exam Week

Fines

Fire Safety

Grills

Hall Meetings
Housekeeping/Trash Removal
Insect and Pest Control
Insurance
Irons and ironing boards
Keys
Kitchen Use
Laundry Facilities
Lock-outs
Lofts and Bunkbeds
Maintenance
Meal Plans
Occupancy and Private Rooms
Pets
Public Areas
Quiet Hours and Courtesy Hours
Roofs
Roommate(s)/Suitemate(s) Conduct
Room Personalization
Service & Emotional Support Animals
Severe Weather
Smoke Detectors/Alarms
Smoking
Solicitation
Storage
Telephone
Televisions
Vandalism and Common Damages
Violations
Windows

Guidelines for Room Usage and Access
Access to Residence Halls and Apartments
Access to Student Rooms by College Staff
Apartment Eligibility
Break Housing (Semester)
Check-in
Check-out
Hall Closings
Nontraditional Housing
Public Area Usage Guidelines
Removal from Campus Housing
Residence Agreement
Residence Hall Space
Residency Requirement
Room Assignments/Room Selection
Room Changes and Consolidation Policy
Room and Apartment Condition Forms
Rooms Not In Use
Summer Housing
Searches and Entry by College Officials
Searches After a Fire Alarm
Vacancies
Visitation Policy and Procedures
Conduct
Escort
Open Visitation Hours
Overnight Guests
Overnight Guest Registration Policy
Guest Housing

**STAFF DIRECTORY**

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

**RESIDENT ADVISORS**
Wortham

114 - Imani Somner
GENERAL POLICY AND PROCEDURES

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:

1. Designated Areas:
   a. Alcohol storage, possession and consumption is permitted in only those residence halls, or portions thereof, that are designated as such by the Wesleyan College Administration, which has the exclusive authority to make such designations and to proscribe rules regarding such storage, possession and consumption. The Administration also has the sole discretion to revoke or modify such designations.
   b. The Administration has designated the North and South Apartments as designated residence halls in which alcohol may be stored, possessed and/or consumed. With respect to this designation:
      vi. 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. vii. Alcohol consumption is prohibited within the apartment public lounges or on the apartment porches.
      viii. Guests, including other Wesleyannes, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms of the apartments after all other apartment mates have agreed to allow guests...
to drink in the apartment. This agreement will be stated in writing and signed by each apartment resident at the beginning of each academic year. This agreement may be revoked at any time by the parties to the agreement and may be overridden by the Administration at any time. Should a conflict occur the apartment residents will be required to participate in a mediation process with the Director of Residence Life and the Dean of Students.

ix. Residents are permitted to have no more than 3 guests per resident within a given apartment when alcohol is being consumed.

x. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall or room.

c. Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Banks, Wortham, Persons, Hightower and Jones residence halls.

2. Wesleyannes are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.

3. Each resident is permitted to possess no more than 72 oz. in a designated area. Kegs are prohibited from designated areas.

4. 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.

5. Alcohol containers are not permitted to be used for display purposes.

See complete Alcohol Policy under the section College Policies and Procedures.

BABYSITTING/CHILDREN STAYING OVERNIGHT

Babysitting in the residence halls or apartments is strongly discouraged but allowed on a limited basis, provided it does not occur on a regular and continual basis and does not become a nuisance to other students 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:

1. 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.

2. 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.
   o 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.
CABLE
Basic cable television access is provided in each residence hall and apartment room. Students experiencing problems with their cable should report their problem to the Computer Information Resources Office via a Helpdesk Ticket. Cable remote controls will be distributed by members of the Computer Information Resources Office.

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

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. Any candles or incense found in the residence halls or apartments will be removed by residence hall staff, and the student may be reported to Honor Council.

CLEANLINESS/HEALTH AND SAFETY INSPECTIONS
For health and safety reasons, residence halls and apartment rooms must be kept in a reasonable state of cleanliness at all times, and all trash must be disposed of in the proper receptacles. Residence Life staff will conduct periodic health and safety inspections at least once per semester. When possible, students will be given at least 24-hour notice prior to these inspections (via flyers or emails). However, unannounced inspections may occur if there is information concerning the violation of a Residence Life or College Policy. Students living in rooms not complying with health and safety standards will be given 24 hours to correct the problem, at which time, if the problem has not been corrected, the student(s) will be fined $25 per day for non-compliance and will still be required to fix the issue. If a policy violation is in plain sight during a health and safety inspection, Residence Life Staff may confiscate any unauthorized item(s). Additional sanctions 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, WI-FI, 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 4 - 6 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 and will take serious disciplinary action up to and including removal from the college of the students involved. Possible criminal action may also be taken.

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

ELECTRICAL APPLIANCES
Due to the overloading of circuits, no electrical equipment other than small appliances may be used in residence hall rooms. Electrical appliances with heating coils or exposed heating elements are not permitted. The use of extension cords is strictly prohibited. Electrical surge protectors that can extend or multiply electrical outlets are the only approved appliance 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 residing in the apartments may keep the following items in their kitchen only: microwave, toaster, toaster oven, sandwich maker, waffle maker.
AUTHORIZED APPLIANCES
The following appliances are **not** approved for use in residence hall rooms or apartment rooms: halogen lamps, microwave, toaster, toaster oven, George Foreman grill, electric skillet, fryer, gas and charcoal grill, hot plate, hot pot, sandwich maker, waffle maker, hot oil popcorn popper, iron, extension cords, space heaters, multi-plug outlet, percolator coffee maker, coffee maker without automatic shut-off, waterbed, etc. If an appliance has an open eye burner or exposed heating element, it is not allowed. The Director of Residence Life has discretion to declare appliances to be unauthorized that are not on this list. Students are not allowed to store any flammable or combustible materials such as propane, charcoal, paint or lighter fluid in any living area. Any unauthorized appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a $50 fine and reported to Honor Council. 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, or their designees, 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. Any time a fire alarm sounds in a residence hall or apartment building it is mandatory for all students to evacuate the building. If an alarm sounds, students should follow the guidelines set forth below.

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

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

DESIGNATED MEETING SPOTS
- **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 RA's 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 maintenance request. If special extermination procedures are needed, it will be done so at the student’s expense. Students are encouraged to keep a supply of pest control products for their personal use.

**INSURANCE**
The College is not an insurer of students’ personal property. Students are encouraged to determine whether their 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**
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 ID card will be used to access your assigned residence hall or apartment. ID cards 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 promptly to the Office of Student Affairs. Id cards should never be loaned to other students or guests. Student found in violation of this policy will be fines $25.

**KITCHEN USE**

Kitchen facilities including microwaves, stoves, ovens, refrigerators, and sinks are available in all of the residence halls. Students may not cook in their residence hall rooms due to the potential risk of fire. Students utilizing kitchen facilities must never leave cooking food unattended. It is the responsibility of the resident to completely clean the kitchen after each use. If kitchens are not kept clean or kitchen privileges are abused, the kitchen may be closed temporarily or permanently at the discretion of the RA and Director of Residence Life. The housekeeping staff will not clean any publicly used fridge, oven, or microwave while school is in session.

- To use the kitchen, residents must check out a key from a RA after 5pm and Student Affairs before 5pm. Any damage or mess will be attributed to the resident who last checked out the key, and residents will be responsible for reporting any misuse to the RA.
- Do not leave food unattended while using the stove, oven, or microwave. While in use, the stove, oven, and/or microwave cannot be left unattended at any time. Violations of this of this policy will result in a $100 fine on the first offense and automatic loss of kitchen privileges for the remainder of the year on the second offense.
- 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.

**LAUNDRY FACILITIES**

**RESIDENCE HALLS**

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

**APARTMENTS**

Washers and dryers are provided in each individual apartment in both Corn North and Corn South Apartments. Any service related problems related to washers or dryers should be reported through a Residence Life staff member or to Physical Plant through a work order.

**LOCK-OUTS**

It is important that students keep track of their room keys. Students will 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. **Students should not contact Campus Police to be let into their rooms.**

**MAINTENANCE**

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

**MEAL PLANS**

Meal plan services are provided by Metz Culinary, 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 18 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. A violation of the pet policy will result in the immediate removal of the animal and reporting to the Director of Residence Life. Violations will result in a $250 fine 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 a service animal or emotional support animal must do so through the Director of Disability & Advocacy Services. Unauthorized support animals are not permitted in the residence halls. (See ESA Policy)

**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 Wesleyannes 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. Students are permitted to use Magic Mounts in order to decorate their room. Magic Mounts are available for purchase in the Campus Store and on various other online retailers. As designated by the Fire Marshall, wall and door coverings must not cover more than 35% of any given surface.

**DECORATIONS**

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

**FURNITURE**

Feel free to arrange the furniture provided by the College in your residence hall room or apartment to your liking. You may add your own furniture to the room but College furniture must remain in your room at all times and cannot be placed in storage or removed from its designated area. Upon check-out, all furniture must be put back together and arranged as found upon check-in. Fines will be
assessed upon room inspection or checkout for any missing, broken, or damaged furniture. Any furniture that is not assembled in the manner at which it was found will also result in 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 & 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. Upon the first violation of this policy, the student will have 24 hours to remove the animal from College property, which may require off-campus boarding, with all associated costs being the responsibility of the student. Failure to remove the animal within 24 hours will result in a $500 fine per day the animal is not removed and ineligibility for future ESA approval. ESA approval is designated for a particular animal and does not automatically transfer to another animal.

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 $25 fine; the second violation will result in a $50 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 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.

**Emergency Siren**

If the state emergency siren sounds at any time other than the regularly scheduled monthly test, on the last Wednesday of the month at 11:00 a.m., students should immediately go to the interior hallways of the lowest floor of their residence hall or apartment building and wait for further instruction from a Residence Life staff member or other College official. Students should stay away from windows and exterior doors. Regularly scheduled drills may be conducted as deemed necessary. Failure to leave the building or gather in the appropriate designated area upon alarm sounding will result in a $100 fine.
**Smoke Detectors/Alarms**
Smoke detectors/alarms are provided in each residence hall room and apartment and are maintained by Physical Plant. If you hear an intermittent beep from a smoke alarm, it means the battery is low. Do not remove the battery or attempt to change the battery! Please submit a Physical Plant Request through the Work Order Process. 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 one television in a common area of each residence hall. Service problems with the television should be communicated to an ITA or a Residence Life staff member. Additionally, service issues with the cable service can be reported to the Resident Advisor or Information Technology Assistant. This service is provided with the understanding that all students will respect college property. Damaged or missing equipment will be charged to the student(s) involved.

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

**Violations**
Students who violate any residence hall policy are bound by the Honor Code to report themselves to the Director of Residence Life or for further instruction. 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 through a work order.
Guidelines for Room Usage and Access

ACCESS TO RESIDENCE HALLS AND APARTMENTS
In order to provide a safe and secure residential environment, all residence hall and apartment buildings are locked 24 hours a day. Students are issued keys by Residence Life staff at check-in and are required to return the keys to Residence Life staff upon checkout. Students are not permitted to use their key to enter a residence hall in which they do not reside and may not loan their key to anyone at any time. Residents who are found to have loaned their key or ID card to any person will automatically incur a $50 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 key of a student living in that particular building. Propping open doors compromises the safety of everyone in the residence hall and is considered a residence hall violation. A fine and/or additional sanction may be imposed depending on the circumstances of the situation. Continually propping open exterior residence hall or apartment doors can result in a student’s removal from campus housing by the Director of Residence Life with no refund of fees and full payment of room and board required. Pounding on residence hall or apartment building doors creates a distraction for students living in the hall and is not permitted.

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

APARTMENT ELIGIBILITY
The Corn Apartments were built with the specific goal of creating an independent living environment to help start our senior students in their transition to post-Wesleyan life. As such, priority for the apartments is given to senior students followed by junior students. Eligibility for the apartments is based on the number of earned credit hours. Meeting the credit hour minimum does not guarantee placement in the apartments.

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 2018 for Fall 2018 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 2018 semester for Spring 2019 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 2018 in order to sign up for the apartments during Room Selection Spring 2019. Student would Move in Fall 2019)

BREAK HOUSING (SEMESTER)
Each year the Wesleyan College residence halls and apartment buildings close for the Semester Break in December. These dates are published in the College Calendar and the Wesleyanne.

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

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

3. Students who need housing during the semester break will be charged a set fee 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.

Wesleyan College of Guangzhou University Dual Degree students should follow specific guidelines outlined for this program.

**CHECK-IN**

Upon the beginning of each academic year, every student must check-in to her residence hall or apartment with a Residence Life Staff member. The check-in process requires completing the Residential Emergency Contact Form, Signing of the Honor Code and Handbook Acknowledgement form, receiving a room key and completing the Room/Apartment Condition Form. Each student will be provided instructions on how to complete the online Apartment or Room Condition Inventory for their assigned living space. This form must be completed within 48 hours of receiving keys and it is the responsibility of the student to make sure that the room/apartment condition form is thorough and lists all current damages in the room. For more information on the Room Condition Form please view the appropriate information in this section. Students must follow the same check-in procedure during the summer months, if applicable.

**CHECK-OUT**

Before a student vacates her residence hall room or apartment, she must make an appointment with her RA to officially check-out of her room at least 24 hours prior to her desired departure. The RA will compare the room/apartment condition form filled out at the beginning of the year, to the condition of the room at checkout. Any differences or discrepancies will be noted on the room/apartment condition form and will be presented to the student to sign during check-out. In the event of a double occupancy room or shared common space in the apartments, the check-out condition of all roommates’ forms will be compared for any discrepancies or damages which were not visible at the time of the other roommate’s checkout. All changes will be reported the Director of Physical Plant who will review each case and determine if an actual damage has occurred. In the event of actual room damage the student will be billed at the cost to repair the damage. Damages are applied to student’s account approximately 4 to 6 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/BREEZWAYS**

- 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 from campus housing receive no refund of fees and must pay in full all tuition, room and board charges. Students will be given a deadline for removal, and if they have not vacated their campus residence by the designated deadline, the student will be escorted off campus by Campus Police and may be denied visitation privileges in the future.

Students removed from college housing 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 for final consideration. Appeals must be submitted in writing within 72 hours of first notification of denial.

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 prorated for room changes.

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

1. Choose a roommate;
2. Choose to remain in a private room and pay the private room fee of $500/semester;
3. Accept a change of assignment.

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

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

ROOM AND APARTMENT CONDITION FORMS

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

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

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

**ROOMS NOT IN USE**

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

**SUMMER HOUSING**

Summer housing is available to all current students registered for the fall semester at a reasonable cost. Housing may be made available to recent Wesleyan graduates in good standing with the college as space is available. Students living in campus housing during the summer months are required to adhere to all Residence Life policies and guidelines stated in the student handbook. Students failing to comply will be subject to sanctions imposed by residence hall staff. Space is limited and priority for housing will be determined by the Director of Residence Life.

**SEARCHES AND ENTRY BY COLLEGE OFFICIALS**

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

**SEARCHES AFTER A FIRE ALARM**

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

**VACANCIES**

Vacancies in the residence halls and apartments that occur after the designated room selection time will be 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, suitemate 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

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 AND JONES HALL

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

PLAN C: APARTMENTS

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

OVERNIGHT VISITATION - MINOR

Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment. Children between the ages of 6 – 16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room. 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

Wesleyan College Intellectual Property 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 network 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 Network Policy is distributed to all incoming students and can be downloaded from the College’s WesPortal at: http://WesPortal.WesleyanCollege.edu. Once logged in with your id and password select the WesNet tab, click on the left menu item labeled “Computer Resources”, and then the section, “Information”. You will find the policy there.

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

WESLEYAN COLLEGE INTELLECTUAL PROPERTY POLICY

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

In what follows, the term “intellectual property” refers to inventions, creations, new processes, innovations, and tangible research materials—that is, all copyrightable or patentable works, and the patents and copyrights that reserve rights to them.

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

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

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

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

ENFORCEMENT
Any violation of these or other published policies for the appropriate use of computers, networks, and telephones must be reported to the Network Administrator or the Director of Computer and Information Resources. (The network or system administrator will temporarily suspend a user's account when it is deemed necessary to assure proper security of the College systems until a proper review is performed). Upon indication of a violation, the Director of Computer and Information Resources shall convene a hearing committee to review the case. For a student violation, the committee will consist of the following members of the campus community: Chancellor of Honor 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.
Adjudication Policy

Honor Code

Judicial Boards

Council on Judicial Affairs (CJA)- Honor Council

Academic Violations of the Honor Code
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**

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.

All 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 or her designee as stated in the Council on Judicial Affairs - Honor Council policies.

All alleged violations of Residence Life policies and procedures will be heard by the Director of Residence Life or her designee. A student may appeal the decision of the Director 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 Title IX Policy against Sexual Assault, Harassment, and Misconduct and the Non-Discrimination Policy will be handled according to the Policy for Resolving Complaint of Harassment, Discrimination, and Title IX Violations.

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 or her designee. A student may appeal the decision of the Dean of Student to the Provost within 5 business days of notification of the sanction. The appeal decision is final.

All appeals from any process identified above are determine 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 not consistent with prior disciplinary actions
- New evidence not available during the investigation or hearing.

**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.

**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.
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.

JUDICIAL BOARDS

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

COUNCIL ON JUDICIAL AFFAIRS (CJA) – HONOR COUNCIL

CJA adjudicates most violations of the Wesleyan College Honor Code and student-related policies. All non-academic violations must be reported to the chancellor of CJA or the advisor of Honor Council. CJA also serves the College in the capacity 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 President of CJA, who serves as Chancellor, the Judicial Secretary/Treasurer, the Judicial Clerk, one representative from each class and one representative from the Encore Student Body. The Honor Council must have quorum in order to conduct any hearing. Quorum is defined as 51% of all voting members. Class Representatives are voting members of Honor Council. The Advisor and Officers are non-voting members.

ACADEMIC VIOLATIONS OF THE HONOR CODE

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 member who will then notify the accused of the alleged charge. Students may not report Honor Code violations anonymously. After being informed about the alleged violations, accused students have 24 hours to report the incident by speaking to the faculty member. Students are highly encouraged to self-report.

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 program director, the student’s academic advisor, or the dean of the faculty 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 on Wesnet under the Provost’s Office tab.

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. The Provost may also recommend an Honor Council hearing for additional social sanctions for repeated or egregious academic offenses.

**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 of 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 below 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.
SOCIAL VIOLATIONS OF THE HONOR CODE
REPORTING A VIOLATION AND PROCEDURES FOR ACTION

1. Any member of the administration, faculty, staff, or student community should, when possible, confront a student for an honor offense at the time of the offense. Students who are unable to confront another student at the time of the offense should report the violation to the appropriate staff member who will then notify the accused of the alleged charge within 24 hours. Students may not report Honor Code violations anonymously.

2. The accused has 24 hours from that time to report the incident by speaking to the Council on Judicial Affairs Advisor. Students are highly encouraged to self-report. Honor Council will take this into consideration.

3. The accuser will report the charges to the Advisor of the Council on Judicial Affairs.

4. The Judicial Secretary will notify the accused in writing of the charges, the procedures, and the date and time of the hearing at least 48 hours before the scheduled hearing. In emergency situations, 48 hours may not be provided.

5. A hearing will be held to hear accounts of the incident by both the accuser and accused. If the accused does not attend the hearing, it will be held in her absence and the student will forfeit her right to appeal. If a student has class during her scheduled hearing time, she may request a new hearing time. No other change requests will be honored. Requests for a new hearing due to an academic obligation must be made prior to 3pm on the day of the hearing.

6. Honor Council will deliberate; decide on a verdict and sanction (if necessary).

7. Students will be notified in writing of the hearing outcome.

8. 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.

9. 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.
   a. Deferred Hearing: When allowable, Honor Council will defer an end of the semester case to the following semester in order to allow a student to represent themselves during the hearing with the full board. This is not permitted with students who are not returning to the college, when a student is graduating or in other situations as deemed necessary by the advisor.
   b. Administrative Hearing: If a scheduled hearing or deferred hearing is not possible, the case will be heard administratively by the Advisor of the Council on Judicial Affairs. If an administrative hearing is held, the same appeal process will be followed.

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

THE RIGHTS OF AN ACCUSED STUDENT
A student who has been accused of an Honor Council violation:

1. Will have the case heard without undue delay

2. Will receive written notice of the charges, procedures and date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of extenuating circumstances.

3. May testify or remain silent

4. Can present witnesses and/or evidence on their own behalf

5. May appeal to the Dean of Students, only when in attendance at initial hearing.

THE RIGHTS OF AN ACCUSER
1. Will receive written notice of the date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of extenuating circumstance.
2. Must be present at the time of the hearing unless the accuser has an academic class obligation. If the accuser has class during the scheduled hearing, they may present a written statement regarding their firsthand knowledge of the violation. Written documentation must be presented to the advisor of CJA no later than 3pm on the day of the hearing. In the case of an academic violation such as plagiarism involving faculty, the faculty member may provide written documentation consisting of a copy of the original paper and plagiarized source in lieu of their attendance.

3. If an accuser fails to attend the hearing or submit the appropriate documentation by the set deadline, the case will be dismissed.

4. The accuser can present witnesses and/or evidence of the violation committed by the accused student.

HEARING PROCEDURES

1. The accused will be called into the Honor Council room, at which time the Judicial Clerk will explain the hearing procedure and the accused will be reminded that she is bound by the Honor Code and is required to tell the truth.

   The accused will be informed that the proceedings will be tape-recorded to insure accuracy and for appeal purposes.

2. The Judicial Clerk will state the student’s name and the charges being brought against her.

3. The accused will be asked to plead responsible or not responsible to the charges brought against her.

4. The accused will be asked to state her name and will be given the opportunity to present her case.

5. Honor Council members will be given the opportunity to question the accused. The accused will then leave the room.

6. The accuser will be brought into the room and asked to present her or his account of the incident and to present any witnesses about any matter logically relevant to the charge against the student. All witnesses appearing before Honor Council must present firsthand knowledge of the violation. Character witnesses are not allowed.

7. After the accuser presents all testimony, they will leave the hearing.

8. 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)).

9. The Chancellor may limit unproductively long, repetitive or irrelevant questioning.

10. The accused will be given an opportunity to present a closing statement.

11. The Chancellor will inform the accused that the results of the hearing will be presented, in person, and that the accused will be required to coordinate a meeting with the Chancellor within 24 hours of the hearing by e-mailing cja@wesleyancollege.edu. The accused will leave the hearing.

12. After the case has been presented, the Council will hold confidential deliberations. A decision will be rendered, and the accused will be notified in person and in writing within twenty-four (24) hours of the conclusion of the hearing. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).

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

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

REPORTING PROCEDURES WHEN NO ACCUSER IS NAMED

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

1. Any student who self-reports and accepts responsibility for a violation but does not name an accuser

2. Any student involved in a situation where no accuser is present

3. Any number of students involved in a situation which would cause all students involved to accuse each other of similar policy violations. 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:

1. The student self-reports her policy violation to the Advisor for the Council on Judicial Affairs or CJA Chancellor.

2. The student will be summoned to her Honor Council hearing according to the policies listed above, under the Reporting a Violation and Procedures for Action section.

3. Procedures for the hearing will follow those listed in the Hearing Procedures section listed above. However, steps 6 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:

1. The accused students will be called into the Honor Council room, at which time the Judicial Clerk will explain the hearing procedure and the accused students will be reminded that they 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.

2. The Judicial Clerk will state each student’s name and the charges being brought against that particular student. The Judicial Clerk will do this for each student involved.

3. After each student’s name is read and the violations have been stated, the hearings will proceed in the following fashion:
   A. Step 1- The first accused student will be asked to plead responsible or not responsible to the charges brought against her.
   B. Step 2- She will then be asked to state her name and will be given the opportunity to present her case.
   C. Step 3- Honor Council members will be given the opportunity to question that particular accused student about the information she has presented.
   D. Steps 1-3 will be followed for each additional accused student involved. The ensure fairness, the initial order of accused students will be predetermined using alphabetical order of last name.

4. Each accused student will be allowed to ask questions of their fellow accused students or will be allowed to present witnesses on their behalf. The same 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.

5. The Chancellor may limit unproductively long, repetitive or irrelevant questioning and statements.

6. After all witnesses have been presented, the board will be given a final opportunity to question each accused student.

7. Each accused student will be given an opportunity to present a closing statement.

8. After all closing statements have been given, the Chancellor will 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 cja@wesleyancollege.edu.

9. After the case has been presented, the Council will hold confidential deliberations. During deliberations, each student will be processed separately and separate findings will be rendered. After a decision has been rendered for each student, separate sanction letters will be presented to each student. The accused students will be notified in person and writing within twenty-four (24) hours of the conclusion. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).

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

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

Honor Council Possible Sanctions

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

● **Demerits**- A notation that becomes a part of the student’s permanent college judicial record. The accumulation of 10 will be grounds for a recommendation for suspension or removal to the 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 placed of restricting all involvement. Restrictions can also limit or remove a student’s residence hall visitation privileges.
- **Removal from the Residence Halls** - Removal from the residence halls, with loss of residence hall privileges including visitation to students in the residence halls. At which time, no refund of fees will be given and full payment of room and board are required to be paid for the current semester. A student may be considered for readmission to the residence halls if outlined at the time of removal. The Director of Residence Life may consider readmission.
- **Removal from the College** - Removal from the College, with loss of visitation privileges for on-campus and College sponsored events. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester. A student may be considered for readmission if outlined at the time of removal. The 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** - 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 her tenure at Wesleyan College. Other sanctions not listed above may be issued by the Honor Council Board as deemed appropriate as they pertain to a particular violation.

**APPEALS**

A formal, typed appeal must be presented to the 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 Ground 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 make a referral to the Student/Faculty Judicial Board based on the grounds for appeals as listed. When a student submits an appeal, the initial sanction and actions taken by CJA will be administered and all deadlines must be met. In the event an appeal decision is rendered that overturns the initial outcome or sanction from CJA, the actions can be reversed. Appeal decisions are final.

**GROUNDS FOR APPEAL**

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

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

**LOSS OF APPEAL PRIVILEGES**

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

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

CONFIDENTIALITY
The Honor Council, the 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 Advisor of the Council on Judicial Affairs. All college judicial cases are confidential. Cases, students involved, outcomes, or any related circumstances will not be discussed. Exceptions include relevant administrators associated with the case on a need to know basis as defined by the designated College official. Accusers may inquire as to whether or not cases have been processed by Honor Council, however verdicts remain confidential.

PROTECTION FROM RETALIATION
Retaliation against an individual who makes a report of a policy violation (an accuser) or assists in providing information relevant to a policy violation is a serious violation. Acts of retaliation shall be reported 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 Advisor of the Council on Judicial Affairs in Student Affairs. Student files are kept confidential and released only with an official request. (See the FERPA Policy found in the Catalogue for more information on privacy rights.)

STUDENT-FACULTY JUDICIAL BOARD
In the event of a student appeal of an Honor Council decision, the Dean of Students reserves the right to assign an appeal case to the Student-Faculty Judicial Board. The activation of the Student-Faculty Judicial board will be in place of an appeal decision from the Dean of Students, and the decision of this board is final. The Student-Faculty Judicial Board follows the same hearing procedures as Honor Council and there are no appeal privileges. Committee members include the Advisor of the Council on Judicial Affairs as Chair, Director of Student Involvement, Director of Career Development, the vice presidents of the four classes, and four faculty representatives with two years of teaching at the College, elected by the faculty representing four of the six divisions. The Chancellor and Secretary-Treasurer of Honor Council serve as ex-officio members.
APPENDIX A: 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 B: GUIDE TO REPORTING AN INCIDENT OF SEXUAL HARASSMENT OR ASSAULT

The Wesleyan College Title IX Policy Against Sexual Assault, Harassment, and Misconduct can be found in full on Wesportal and on the Wesleyan College website.

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

   During regular business hours (8:30 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 Discrimination, Harassment and Title IX Complaint Form
   - This form can be found at the following link: wesportal.wesleyancollege.edu/ICS/WesNet/. Once completed, please email it to Title IX Coordinator Tonya Parker at tparker@wesleyancollege.edu.

2. If you file a complaint, you have a right to adequate, reliable and impartial investigation of your complaint, the right to present evidence and witnesses, the right to appeal decision made during the complaint process. If you chose not to file a complaint, the College will investigate the incident in order to seek further understanding for the protection against recurrences.

3. The College may issue a “cease all contact” order to the accused (with a copy to you) that prohibits any contact - personal, written, electronic - by the accused or his/her associates acting on behalf of the accused with or without their knowledge.

4. The College can address conditions in your living, learning or working environment as appropriate to reduce the level of hostility in your environment, such as room assignment changes, class changes, work location changes, or limits on access for the accused.

5. You will be notified of the time frame within which the College will conduct a full investigation related to the report or complaint.

6. The College will decide outcomes of the complaint, the sanctions imposed upon the accused, and all aspects of the complaint that relate to you and may affect your learning, living or working environment.

7. You will be notified of the outcome of the complaint that you submit and any conditions of the outcome that may affect you.

8. If you or your witnesses are subjected to retaliation (pressure, intimidation, or coercion by the accuser or his/her associates, with or without the accuser’s knowledge), you should immediately report the incident so the Title IX Coordinator can investigate and take action.

9. You may opt for a voluntary informal method of resolving the complaint if the College deems the incident to warrant an informal approach. You may choose to end such informal resolution methods at any time and choose to proceed with formal stages of this complaint process.
APPENDIX C: FILING A WORK ORDER

To file a work order, please follow these simple steps. Remember in a Maintenance emergency situation you should report the incident immediately to 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 Work Order:

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

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

Area Code 478 Applies to All Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Main Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC AFFAIRS (PROVOST OFFICE)</td>
<td>Tate Hall</td>
<td>Main Office</td>
<td>757-5228</td>
</tr>
<tr>
<td>ACADEMIC RESOURCE CENTER (ARC)</td>
<td>Willet Library</td>
<td>Main Office</td>
<td>757-5193</td>
</tr>
<tr>
<td>ADMISSIONS</td>
<td>Huckabee Hall</td>
<td>Main Office</td>
<td>757-5206</td>
</tr>
<tr>
<td>ALUMNAE</td>
<td>Candler 2ND Floor</td>
<td>Main Office</td>
<td>757-5173</td>
</tr>
<tr>
<td>ATHLETICS</td>
<td>Porter Gym</td>
<td>Main Office</td>
<td>757-5253</td>
</tr>
<tr>
<td>BUSINESS OFFICE</td>
<td>Tate Hall 104</td>
<td>Main Office</td>
<td>757-5120</td>
</tr>
<tr>
<td>CAMPUS POLICE</td>
<td>OSP Third Floor</td>
<td>Main Office</td>
<td>757-5145</td>
</tr>
<tr>
<td>CAMPUS STORE/AUXILIARY SERVICES</td>
<td>OSP Ground Floor</td>
<td>Main Office</td>
<td>757-5272</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>OSP Barracks</td>
<td>Main Office</td>
<td>757-5137</td>
</tr>
<tr>
<td>COMPUTER INFORMATION RESOURCES</td>
<td>OSP Barracks 313</td>
<td>Main Office</td>
<td>757-5239</td>
</tr>
<tr>
<td>EMBA</td>
<td>Taylor 121</td>
<td>Main Office</td>
<td>757-5225</td>
</tr>
<tr>
<td>EQUESTRIAN CENTER</td>
<td>Mary Ellis Knox</td>
<td>Main Office</td>
<td>757-5103</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>Huckabee Hall</td>
<td>Main Office</td>
<td>757-5205</td>
</tr>
<tr>
<td>FOOD SERVICES (Metz)</td>
<td>Anderson Dining Hall/Hurdle Café</td>
<td>Main Office</td>
<td>757-5270</td>
</tr>
<tr>
<td>HUMAN RESOURCES</td>
<td>Tate Hall</td>
<td>Main Office</td>
<td>757-3803</td>
</tr>
<tr>
<td>INSTITUTIONAL ADVANCEMENT</td>
<td>Candler First Floor</td>
<td>Main Office</td>
<td>757-5187</td>
</tr>
<tr>
<td>LANE CENTER FOR COMMUNITY ENGAGEMENT</td>
<td>OSP Ground Floor</td>
<td>Main Office</td>
<td>757-3799</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>Willet Memorial Library</td>
<td>Main Office</td>
<td>757-5200</td>
</tr>
<tr>
<td>MATHEWS ATHLETIC CENTER</td>
<td>Back Campus</td>
<td>Main Office</td>
<td>757-5251</td>
</tr>
<tr>
<td>PHYSICAL PLANT</td>
<td>Physical Plant Warehouse</td>
<td>Main Office</td>
<td>757-5140</td>
</tr>
<tr>
<td>PRESIDENT’S OFFICE</td>
<td>Tate 102</td>
<td>Main Office</td>
<td>757-5212</td>
</tr>
<tr>
<td>REGISTRAR</td>
<td>Tate 120</td>
<td>Main Office</td>
<td>757-3840</td>
</tr>
<tr>
<td>STUDENT AFFAIRS</td>
<td>Location: OSP</td>
<td>Main Office</td>
<td>757-5214</td>
</tr>
</tbody>
</table>


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.

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.

CHAPTER ONE - COLLEGE AND COMMUNITY INFORMATION

Mission of the College

Statement of Nondiscrimination

History of Wesleyan College

Macon, Georgia

College Leadership
**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’s Policy for Resolving Complaints of Discrimination, Harassment and Sexual Misconduct. Individuals who have questions, concerns and reports regarding discrimination 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 the state legislature changed its name to Wesleyan Female College. In 1917, the “Female” was eliminated from the title, and the school assumed its present name of Wesleyan College. Today, the College continues its affiliation with the United Methodist Church and, in 1993, Wesleyan was designated a historic landmark by the church.
In 1858, Wesleyan’s trustees adopted a resolution that the faculty should have a meeting with the alumnae at the next commencement. An organizational meeting of the alumnae took place on July 11, 1859, at Macon’s Mulberry Street Methodist Church, thus establishing the very first alumnae association of a degree-granting college.

Earlier in the decade, Wesleyan had become the birthplace of the first two Greek societies for women, the Adelphean Society in 1851 (now Alpha Delta Pi) and the Philomathean Society in 1852 (now Phi Mu). Today, instead of sororities, Wesleyan 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 minors 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 visit the Macon and Bibb County Convention and Visitors Bureau at [www.maconga.org](http://www.maconga.org).

**COLLEGE LEADERSHIP**

**President of the College**  
Dr. Vivia 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 Administration/CFO**  
Robert Moye  
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
Vision for Student Affairs

Student Affairs Mission Statement

Student Service Offices
  Academic Resource Center
  Athletics
  Campus Ministry
  Campus Police
  Career Development
  Disability and Advocacy Services
  Equestrian Center
  Equity and Inclusion
  Food Service (Metz Culinary)
  Health Services
  International Student Services
  Mathews Fitness Center
  Residence Life
  Student Activities and Students in Transition
  Student Counseling Services

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 Appendix the.
**ACADEMIC RESOURCE CENTER**

**Director:** LaTasha Andre, Director of the Academic Resource Center  
Mia Varnadoe, Assistant Director  
**Location:** Academic Resource Center, Willet Library, 1st Floor  
**Phone:** 478-757-5193

The Academic Resource Center (ARC) is designed to assist students in achieving academic success. Recognizing that different students have different needs, many and various on-campus resources are provided to support a student’s academic concerns, needs and goals. Workshops take place throughout the semester on various topics to help students achieve academic success, and free peer tutoring is provided to all students. The ARC is a 24-hour space located on the first floor of Willet Library and consists of the Writing Center, the Testing Center, the Tutoring Center and study zones for student use.

**ATHLETICS**

**Director:** Penny Siqueiros  
**Location:** Porter Gym  
**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. Coaches have experience in playing, coaching, and training for each sport. Selection for participation in intercollegiate activities is based on interest, skill, dedication, academic soundness, and good physical health. Participants must provide proof of personal health insurance (copy of insurance card), a current (conducted by a nurse practitioner or physician within 1 year) physical examination that states the student is medically cleared to participate, comply with all departmental, conference, and NCAA Division III rules, and maintain a minimum 2.0 cumulative GPA to be eligible for intercollegiate sports.

**CAMPUS MINISTRY**

**Director:** Tyler Schwaller, Chaplain  
**Location:** Pierce Chapel, Lovick P. Corn Center (lower level)  
**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**

**Location:** Police Office, Olive Swann Porter Building, 3rd Floor  
**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 crime statistic 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:** Sarah Schanck  
**Stephanie Baugh,** Assistant Director  
**Location:** Olive Swann Porter, 1st Floor  
**Phone:** 478-757-5224

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

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

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

**DISABILITY & ADVOCACY SERVICES**

**Director:** Jill Amos  
**Location:** Olive Swann Porter, 1st floor  
**Phone:** 478-757-5219

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 Resources in order to finalize the accommodations.

Accommodations that decrease the integrity of a course or program or cause an undue burden will not be approved. Accommodations will not be granted 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**  
**Barn Manager:** Laura Murphy  
**Location:** Nancy Ellis Knox Equestrian Center  
**Phone:** 478-757-5103

The Wesleyan College Equestrian Center can stable up to 24 horses, owned by the college for lessons and team training. Some stalls are available for students 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  
**Phone:** 478 757-4028

The Assistant Dean for Equity and Inclusion partners with community members to build and maintain an inclusive community. The assistant dean’s office supports diversity programs and initiatives and creates opportunities for campus members to learn, grow and work together to embrace and celebrate the unique differences of each individual. The office provides diversity and inclusion workshops and trainings for student leaders and the assistant dean serves as the chair of the Diversity and Inclusion Board of Students (DIB). The assistant dean is also the campus Title IX Coordinator and manages the discrimination and harassment complaint and resolution processes.

**Food Service (Metz Culinary)**  
**Director:** Josh Nowell  
**Location:** Anderson Dining Hall and Hurdle Café, Olive Swann Porter Building  
**Phone:** 478-757-5270  
**Hours of Operation:**

<table>
<thead>
<tr>
<th></th>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 am – 9:30 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>11:15 am – 1:00 pm</td>
<td>11:00 am – 1:00 pm</td>
<td>11:00 pm – 2:00 pm</td>
</tr>
<tr>
<td>(Brunch)</td>
<td></td>
<td>(Brunch)</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 pm – 7:00 pm</td>
<td>5:00 pm – 6:00 pm</td>
<td>5:00 pm – 6:00 pm</td>
</tr>
<tr>
<td></td>
<td>(5:00 – 6:00 pm on Fridays)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

1. Patrons may eat all they want while dining in the dining hall; however, no food should be taken out of the dining area.  
   Exceptions: ice cream, a cookie, one piece of whole fruit or items designated as specific “take out” items.
2. If a meal is needed for a sick student, a request form for a take-out meal must be submitted with signature of the Director of Health Services or their designee.
3. Students must show Wesleyan College ID to enter the dining hall.
4. No college owned utensils, plates, glasses, or other items may be taken from the dining hall.
5. Beverages may be taken out in paper or plastic containers.
6. 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.
7. All students should enter and exit Anderson Dining Hall through the Hurdle Cafe door.
8. 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  
**Phone:** 478-757-4025  
**Nurse Practitioner Hours:** Monday: 9 am - 4:30 p.m.  
Tuesday & Thursday: 11 a.m. - 5:30 p.m.  
Friday: 1 p.m. - 5 p.m.  
One Saturday per month, 10 a.m. - 2 p.m., announced each semester  

**Physician Hours:** Designated dates by appointment only  
Health Services is 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 twice 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 are encouraged to make an appointment to see the nurse practitioner at [https://wesleyancollegehealthservices.setmore.com](https://wesleyancollegehealthservices.setmore.com)  
When Health Services is closed, medical treatment is available at the nearby Navicent Health Urgent Center on Zebulon Road or CVS Pharmacy Minute Clinic. Coliseum Northside Hospital and Navicent Health emergency rooms are available for life-threatening emergencies. Students will be responsible for the cost of all off-campus services not covered by their insurance.  
All new students must provide documentation of required immunizations or verification of immunity. New students are also required to have a PPD tuberculosis test, done within 6 months prior to college enrollment. Any student with a positive PPD must have documentation of a negative chest x-ray. All new students are required to have documentation of a physical examination, done within 6 months prior to college enrollment. All students must provide the required medical documents prior to moving into the residence halls or attending classes.  
Full-time students and all residential students are required to have verification of adequate health insurance or other health coverage for the calendar year, starting August 1. The health insurance policy must include coverage for accidental injury and hospitalization in Macon, Georgia, as well as coverage of required vaccines and prescription coverage. 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 PROGRAMS**

**Director:** Emily Jarvis  
**Location:** Olive Swann Porter, 2nd Floor  
**Phone:** 478-757-4023  
International Programs oversees Study Abroad and International Student Services. Wesleyan offers many study abroad opportunities, and the office of International Programs will advise students 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. Additionally, the director serves as the DACA (Deferred Action for Childhood Arrivals) liaison to the campus community and to individuals in need of guidance and support with regard to immigrant status.

**MATHEWS ATHLETIC CENTER**

**Director:** Kathy Malone  
**Location:** Mathews Athletic Center  
**Phone:** 478-757-5251  
**Hours:** Monday-Friday: 7am-9pm; Saturday: 9am-6pm; Sunday: 12pm-6pm
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.

RESIDENCE LIFE

Director: Dionne George
Location: Olive Swann Porter, 2nd floor
Phone: 478-757-5215

The Department of Residence Life at Wesleyan College has established a co-curricular environment that 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.

STUDENT INVOLVEMENT AND LEADERSHIP

Director: Alex Lyon
Location: Olive Swann Porter, 2nd floor
Phone: 478-757-5257

The Director of Student Involvement 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).

The Director 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) are facilitated by the Director. Students are encouraged to participate in planned social activities in order to become acquainted with the curricular program and co-curricular opportunities available at the College.

STUDENT COUNSELING SERVICES

Director: Jamie Thames, LPC
Location: Olive Swann Porter, 3rd floor
Phone: 478-757-4024
Lifeline: 478-741-1355 24-hour Crisis Line

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

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 provider.
CHAPTER THREE- COLLEGE POLICIES AND PROCEDURES

Academic Probation
Aggressive Behavior
Air Conditioning and Heating Policy
Alcohol Policy
Bicycles
Bullying and Intimidation
Campus Access
Chalking Policy
Complaint Process
Conduct Toward College Officials
Convocations
Damage/Destruction of Property
Drug Policy
Email
Emergency Procedures
Fireworks
Grade Appeals Process
Hate Crimes
Hazing Policy
Helping Hand Fund
Hoverboard Policy
ID Cards
Insurance
Library Policy
Litter Policy
Non-Sexist/Inclusive Language
Notification of Parents
**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 nor are they allowed 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.

**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 74 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.

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 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**

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

2. Any person purchasing, possessing or consuming alcohol on Wesleyan’s campus and at college-sponsored events at which alcohol consumption is permitted must comply with applicable Georgia laws and Wesleyan College policies.

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

4. Anyone 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.

5. Students may not drink alcoholic beverages in any area of the campus except in designated areas and during approved college-sponsored events.

6. Those who choose to consume alcohol must use it in a responsible manner that will not interfere with the rights of others or be detrimental to themselves, those around them, or Wesleyan as a whole.

**ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS**

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

1. **Designated Areas:**
   a. Alcohol storage, possession and consumption is permitted in only those residence halls, or portions thereof, that are designated as such by the Wesleyan College Administration, which has the exclusive authority to make such designations and to prescribe rules regarding such storage, possession and consumption. The Administration also has the sole discretion to revoke or modify such designations.
   
   b. The Administration has designated the North and South Apartments as designated residence halls in which alcohol may be stored, possessed and/or consumed. With respect to this designation:
      i. Alcohol may not be stored, possessed or consumed in any apartment in which one or more of the apartment mates are under 21 years of age.
      
      ii. Alcohol consumption is prohibited within the apartment public lounges or on the apartment porches.
      
      iii. Guests, including other Wesleyannes, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms of the apartments after all other apartment mates have agreed to allow guests to drink in the apartment. This agreement will be stated in writing and signed by each apartment resident at the beginning of each academic year. This agreement may be revoked at any time by the parties to the agreement and may be overridden by the Administration at any time. Should a conflict occur the apartment residents will be required to participate in a mediation process with the Director of Residence Life.
      
      iv. Residents are permitted to have no more than 3 guests per resident within a given apartment when alcohol is being consumed.
      
      v. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall or room.
   
   c. Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Wortham, Persons, Hightower and Jones residence halls.

2. Wesleyannes are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.

3. Each resident is permitted to possess no more than 72 oz. in a designated area. Kegs are prohibited from designated areas.
4. 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.

5. Alcohol containers are not permitted to be used for display purposes.

**ON/OFF CAMPUS EVENT POLICIES**

1. In order for alcohol consumption at an event, either on or off campus, to be officially sanctioned by the College and the Office of Student Involvement, an event registration form must be completed by the president of the organization desiring to have alcohol and submitted to the Director of Student Involvement no later than **two months** prior to the date of the scheduled event for approval. Requests will be reviewed within one week of submission.

2. Alcoholic beverages may only be served to students of legal age.

3. Nonalcoholic beverages and food must be served at all events at which alcohol consumption is permitted.

**BICYCLES**

Bicycle owners must store their bicycles at an 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, AND HARASSMENT**

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

1. substantially interfering with a student’s education;
2. creating a threatening environment; or
3. substantially disrupting the orderly operation of the College.

Bullying is prohibited, and participating in such acts will result in disciplinary action. **Intimidation** is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. **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. (See the Student Sexual Misconduct Policy for the definition of and procedures related to sex/gender-based harassment by an undergraduate or graduate student.)

Any student involved in bullying, intimidation, or harassment 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 are being bullied should follow the reporting procedures listed below.

**REPORTING**

Any member of the Wesleyan Community who feels they have been subjected to bullying, 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, or harassment 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 Protection From 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 or her designee.
**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:

1. The student complainant may file a written complaint with the direct supervisor of the staff or faculty member involved within ten (10) working days of discussing the matter with such staff or faculty member.
2. The complaint shall be investigated and processed by the supervisor, who shall determine a resolution within ten (10) working days of receipt of the written complaint and shall notify all involved parties in writing.
3. If the resolution is not satisfactory to the complainant, the complainant may appeal the decision to the 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.

A written complaint must include the following:

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

This process should be followed for all complaints except for grade appeals (which should follow the grade appeal process) and complaints of harassment, discrimination, or violations of Title IX.

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

**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 to the Assistant Provost. Students who feel they have been treated inappropriately by a college staff member may report such incidents to the Dean of Students. Students are encouraged to follow the student complaint process.
CONVOCATIONS

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.

Criteria for Convocations

Convocations should contribute to the campus's academic atmosphere. Ceremonial occasions celebrating the life and accomplishments of the Wesleyan community (Fall Convocation and Honors Day Convocation, for example) and endowed lectures (such as the Lamar Lecture, the Belk Lecture, and the Carnes Lecture) are vital to the campus environment.

As a part of a liberal arts education, Convocations expose students to a broad knowledge base often outside of the student’s major and stimulate thought on a wide range of subjects. They also offer opportunities for students to explore academic and co-curricular interests outside of the classroom. Convocations provide occasions for students to question and explore the issues that affect their lives and futures.

Convocations should be organized with a clear academic goal in mind. Events must go beyond a conversation among students to include expertise not available within the general student population (faculty, staff, community members, etc.). Club meetings and events designed for smaller groups of students (a class, for instance) are not appropriate for a Convocation.

Procedures

1. Wesleyan College shall offer 20 convocations per semester. The complete Convocation calendar will be released on or before the first day of classes each fall and spring semester.

2. The deadline for submitting Convocation requests for the fall semester is May 1. If the maximum number of 20 convocations is not reached at that deadline, additional requests are due August 1. The deadline for submitting convocation requests for the spring semester is October 1. If the maximum number of 20 convocations is not reached at that deadline, additional requests are due November 1. Applications should be submitted electronically to the chair of P&E.

3. Convocations may be scheduled for 11:15 am on Thursdays, evenings, or weekends. Convocations will not be scheduled for 11:15 am on Tuesdays.

4. Any materials purchased with funds from the Programs and Exhibitions Committe budget are the property of Wesleyan College and should be housed where they are accessible to the College community.

5. Student groups wishing to sponsor a convocation must obtain their faculty sponsor's and Director of Student Involvement’s approvals prior to submitting the convocation request.

6. Campus constituencies may certainly hold events that are not part of the convocation series. Also, opportunities for quality events often arise suddenly; events may be funded through Programs and Exhibitions that are not part of the convocation series.

Student Requirements

1. To earn convocation credit, students must be present for the entire event. Furthermore, students must behave professionally during the event. Activities (such as texting or talking on cell phones) that distract others and signal disrespect for speakers/presenters and audience will not be tolerated. Lack of adherence to these guidelines constitutes an Honor Code violation, and the student will not receive convocation credit for the event.

2. Each fall and spring semesters, all Wesleyan students have the opportunity to have earn a 0.50 credit hour GPA boost (A, 4.00) and noted on her transcript as Convocation Attendance. Credit earned for convocation attendance will boost a student’s Wesleyan institutional GPA. However, credit hours earned do not apply towards graduation. Convocation credits do not apply to full-time/part-time credit hours. The convocation credit GPA boost may not apply to GPA’s configured for external scholarships and/or federal and state aid programs; it will apply to President's Scholar, Provost's List, and Latin honors. To earn the 0.50 credit hour GPA boost, a student must meet the following requirements:

   a. For Fall Semester: 6 Convocations; Attendance at Fall Convocation will count as two Convocations

   b. For Spring Semester: 6 Convocations total; Attendance at TBD number of Celebrating Student Scholarship presentations will count as two Convocations.
c. Each term, no later than the last class day (before finals), Student Affairs will inform the Registrar of the students who attended the required amount of convocations. The Registrar will add students to the Convocation class and post an A grade.

3. Each semester students who completes the convocation attendance requirement will be entered into a drawing for a $100 gift card.

**DAMAGE/DESTRUCTION OF PROPERTY**

The college reserves the right to bill any currently or previously enrolled student for damage or destruction of college property. The student will be billed for the actual cost of repair or replacement and labor. Any student who takes part in or has knowledge of damage or destruction of college property should self-report to the 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 substance, or similar agent or prescription drug 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 use. Violations will be adjudicated by the Dean of Students or her designee. A student found in violation of the Drug Policy will be subject to 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**

1. 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.
2. 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.
3. 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.
4. Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
5. 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**

1. Acceptable messages to be sent over StudentNews include notifications of campus activities, programs and events, and important information for the good of the community.
2. 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.
3. Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
4. 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.

**Emergency Procedures**

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

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

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

To make our campus a more secure location it is recommended that you keep your Wesleyan ID with you at all times. It is highly recommended that ALL members of the Wesleyan community sign up for the Wesleyan Alert system.

**Fire**

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

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

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

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

### Campus Fire Safety Locations: Emergency Assembly Area

- **Candler** – Flag Pole
- **Equestrian Center** – Parking Lot E
- **Huckabee** – Parking Lot B
- **Library** – Flag Pole
- **Mathews Fitness Center** – Parking Lot E
- **Munroe** – Flag Pole
- **Murphy** – Parking Lot B
- **Olive Swann Porter** – Flag Pole
- **Physical Plant** – Parking Lot B
- **Porter Auditorium** – Flag Pole
- **Porter Gym** – Flag Pole
- **Tate** – Flag Pole
- **Taylor** – Flag Pole
- **Pierce Chapel** – Grassy area by Hightower Hall
Residential Fire Safety Locations: Emergency Assembly Area

Hightower Hall: Parking Lot B
Jones Hall: Parking Lot G
Persons Hall: Flag Pole
Wortham Hall: Parking Lot G
Corn Hall/South Apartments: Parking Lot A on the corner of Forsyth Rd and Tucker Rd.

TORNADO

Upon notification of a tornado warning:

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

A Tornado Safety Location is one that:

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

Campus Tornado Safety Locations: Emergency Assembly Area

Candler – 1st floor hallway left of lobby (women’s bathroom side)
Equestrian Center – Bathroom in center of building, with warning and advisement go to Mathew’s Athletic Center
Huckabee – Behind front desk, close partition doors
Library – Basement
Mathews Fitness Center – In stairwells, stay on ground level
Munroe – 1st floor hallway away from lobby and stairwells, close classroom doors
Murphy – central hallways away from doors and windows
Olive Swann Porter – Trice Room
Physical Plant – Murphy Building – central hallways away from doors and windows
Porter Auditorium – Lower level of building in classrooms in center of building
Porter Gym – Men’s locker room basement area, enter from Pioneer Lounge
Tate – Hallway on lowest level of building away from stairwells, close classroom doors
Taylor – Hallway on lowest level of building away from stairwells, close classroom doors
Pierce Chapel - Lower level restrooms, out of the hallway

Residential Tornado Safety Locations: Emergency Assembly Area

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.
**OTHER PROTOCOLS**

Additional safety protocols for natural and man-made disasters can be found on the Wesleyan College website under Campus Security and on Wesportal in the Campus Police section of Wesnet.

**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.

**HATE CRIMES**

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

A hate crime is considered an offense to a person or property, intimidating that person because of his or her race, color, creed, religion, ancestry, gender, sexual orientation, ability, national origin, 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 crimes); or
- A physical attack (assault and battery, as well as other violent crimes such as murder, manslaughter, and rape); or
- Damage to property (arson, vandalism)

Should any member of our campus community experience any such action against themselves or others they should report the situation immediately to Campus Police or to the Dean of Students. Students found responsible for a hate crime may be suspended or expelled from the college.

**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, students will be put on registration/transcript hold. 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
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 to the dining hall, ride campus transportation, and cash a personal check in the Business Office.

It is imperative that you carry your Wesleyan ID Card with you at all times. The Wesleyan College ID card is non-transferable. Any student who uses another person’s ID card or allows her ID card to be used by someone else is subject to disciplinary action. Found or damaged Wesleyan ID cards should be returned immediately to the Student Affairs Office in OSP or Campus Police. The cost for replacing a Wesleyan ID card is $10.00 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 other minimum required benefits. 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 at www.firststudent.com.

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.
  o 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.
  o The second floor contains a classroom and other group study areas. Please refrain from excessive noise and disruptions.
  o 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 and Saturday 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.

24-HOUR ACCESS POLICY
• Current Wesleyan faculty, students and staff will have 24-hour access to the 1st floor and 2nd floor lounge of Willet Library.
• The main doors and all access doors to the 2nd and 3rd floors will be locked at 10:00 pm. You may access the 2nd floor lounge via the main stairwell. Access to study carrels and all print library resources will not be granted after 10:00 pm.
• 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.
  o You may be asked to show your ID to a Wesleyan College staff member or Campus Police.
  o Do not allow other students to use your ID.
  o Students CANNOT, under any circumstances, allow any non-Wesleyan student access to the library after posted hours.
  o Do not prop open any access doors.
  o 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 floor. All other food and beverages must be consumed in the 2nd floor lounge.
  o 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 10:00 pm. 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 $25 per offense. Repeated violations will be referred to Honor Council.

**NON-SEXIST/INCLUSIVE LANGUAGE**

At Wesleyan College we encourage all members of our community to use non-sexist/inclusive language. Among models to which students, staff and faculty may refer is the National Council of Teachers of English (NCTE) publication, "Guidelines for Non-sexist Use of Language in NCTE Publications."

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.

**NOTIFICATION OF PARENTS**

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

**PAINTING POLICY**

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

**PARKING POLICIES**

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

1. All cars must be registered with the Campus Police Office and a Wesleyan vehicle decal must be displayed. Vehicle decals are free of charge. All students without a vehicle decal will be ticketed. Student parking spaces are not reserved, but are available on a first come, first served basis. Decals are available in the Office of Student Affairs, located in OSP.
2. The College is not responsible for personal injury, damage to vehicles, vandalism, or theft of a vehicle or its contents.
3. The only reserved parking on campus is in Visitor and 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.
4. If students, faculty or staff members are going to have visitors parking vehicles on campus, they should contact Campus Police for instructions.
5. 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.
6. 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.
7. The campus speed limit is 15 m.p.h.
8. Driving is restricted to campus streets. Parking is permitted in designated parking spots only. No parking is permitted next to yellow curbs.

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

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

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

**Parking Appeals**

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

**posted Materials Policy**

To publicize events on and off campus (i.e., flyers, posters, etc.), the Director for Student Involvement 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:

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

The Director for Student Involvement 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 the education records of their daughters unless:

1. the student gives written consent to release information, or
2. the parents provide evidence that the student is a dependent as defines in Section 152 of the Internal Revenue Code of 1986.
Under this policy, students will be notified of grades (on line), 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 herein provided.

**RIGHT OF ACCESS**

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

**EDUCATION RECORDS**

An education record is any record (in handwriting, print, tapes, film, or other medium) maintained by Wesleyan College or an agent of Wesleyan College which is directly related to the student, **EXCEPT:**

1. A personal record kept by an administrator, a faculty member, or a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record. (Temporary substitute means an individual who performs on a temporary basis the duties of the individual who made the record and not an individual who permanently succeeds the maker of the record in his/her position.)

2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.

3. Records maintained by a unit of Wesleyan College if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by Wesleyan College.

4. Records maintained by the Health Center, the Director of Counseling or the Office of Student Affairs (e.g. medical, psychological, counseling records) if the records are used only for treatment of a student and made available only to those persons providing the treatment.

5. Alumnae records which contain information about a student after she is no longer in attendance at Wesleyan College and which do not relate to the person as a student.

6. Disciplinary records that contain information regarding judicial matters, summons, sanctions, and/or policy violations.

7. The Vice President for Student Affairs, Dean of Students or her designee reserve the right to contact a student’s parents in the event of problems associated with judicial matters, psychological concerns, health-related problems, or other areas covered under the Student Affairs umbrella.

**DISCLOSURE OF EDUCATION RECORDS**

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

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

   A school official has a legitimate educational interest if the official is
   A. performing a task in his or her position or by a contract agreement,
   B. performing a task related to a student’s education,
   C. performing a task related to the discipline of a student. The determination as to whether an official of the College requesting access to a student’s educational record has a legitimate educational interest in that record shall be made by the official responsible for the custody of the record.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To the following individuals:
   - the Attorney General of the United States,
   - the Comptroller General,
   - the Secretary of the United States Department of Education,
   - the Veterans Administration,
   - the Department of Defense representatives obtaining, among other things, student information for recruiting purposes under the Solomon Amendment (10 USC § 983),
   - and to certain officials of state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state or local law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of Wesleyan College.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena. The College will make a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith, except where a subpoena is issued by a federal grand jury or for a law enforcement purpose and the court or other issuing agency orders the College not to disclose the existence or contents of the subpoena.

10. To appropriate parties in a health or safety emergency.

11. To an alleged victim of any crime of violence or a non-forcible sex offense, or the alleged victims next of kin (if the victim dies as a result of the crime or offense) of the final results of an institutional disciplinary proceeding dealing with that crime or offense.

12. To others as may be defined under FERPA.

Student records released by the College, whether by student authorization or by exceptions as stated, are released under the express condition that the receiving party or agency not redisclose the record to a third party or agency without the written consent of the student.

**PROCEDURE TO INSPECT EDUCATION RECORDS**

Students should submit to the record custodian a written request which identifies as precisely as possible the record or records she wishes to inspect. The request must be signed and dated by the student. The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to her.

The student will examine her record in the office in which the records are maintained; she may not remove any item of information from her record file.

**RIGHT OF WESLEYAN COLLEGE TO REFUSE ACCESS**

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

1. The financial records and statement of the student’s parents or any information contained therein.

2. Letters and statement of recommendation for which the student has waived her right of access, or which were placed in file before January, 1975.

3. Records connected with an application to attend Wesleyan College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

**RIGHT OF WESLEYAN COLLEGE TO REFUSE TO PROVIDE COPIES**

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

1. the student has an unpaid financial obligation to Wesleyan College;
2. there is an unresolved disciplinary action against the student;
3. the student lives within commuting distance of Wesleyan College.

**FEES FOR COPIES OF RECORDS**

The fee for copies of transcripts requested through Docufide by Parchment is $5.00 for electronic copies and $10.00 for paper copies, and notice of such is published in the *Wesleyan College Catalogue* and on the College website. Additional charges will be incurred for expedited delivery and delivery outside the United States. The fee for transcripts requested through the Registrar’s Office is $12 for a paper transcript. The fee for xerox copies of records other than transcripts shall be 50 cents per page plus labor for copying at the rate of $6.00 per hour and postage, if applicable. The College reserves the right to make reasonable increases in copy fees by giving annual notice.

**RECORD OF REQUESTS FOR DISCLOSURE**

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

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

**DIRECTORY INFORMATION**

Wesleyan College designates the following items as Directory Information: the student’s name, permanent address, permanent telephone listing, e-mail address, date and place of birth, major field(s) of study of the student, dates of attendance at Wesleyan, full-time vs. part-time status of attendance at Wesleyan, class (year in school), degree(s) awarded, participation in officially recognized activities and sports including weight and height of members of athletic teams, awards and honors, most recent previous school attended, and photograph.

Directory Information is not considered confidential and will be released to outside parties upon request unless the student specifies in writing no later than two weeks after registration each semester (or two days after registration in each short term) that certain information is not to be released. Directory Information will not be published on any basis for general off-campus distribution or for commercial purposes.

The College occasionally publishes a Student Directory made available to current students, faculty and staff. Students who do not wish to be included in a Student Directory must inform the Office of Student Affairs in writing no later than three weeks after Registration Day of the fall term.

In addition, the College releases announcements of students’ activities and achievements to the press. Students who do not wish this information released about themselves, even for public relations purposes, should notify the offices of the Registrar, Communications, and Student Affairs.

**CORRECTION OF EDUCATION RECORDS**

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

1. A student must ask the official in charge of the record to amend it. In so doing, the student should identify the part
of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading or in violation of his/ her right to privacy. This particular provision does not apply to questions of merit in the awarding of grades by instructors, only to questions of accuracy in recording.

2. Wesleyan College may comply with the request or it may decide not to comply. If it decides not to comply, Wesleyan College will notify the student of the decision and advise the student of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of his/ her rights.

3. Upon the student’s written request to the President, Wesleyan College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing committee of disinterested parties, appointed by the President; however, the hearing committee may be officials of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney.

5. Wesleyan College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If Wesleyan College decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If Wesleyan College discloses the contested portion of the record, it will also disclose the statement.

8. If Wesleyan College decides that the information is inaccurate, misleading, or in violation of the student’s right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

RIGHT TO WAIVE

A student may waive his/ her right of access to confidential recommendations placed in his/ her files.

GRADES/WARNING/DISSMISSAL

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

CONDITIONS FOR NON-RELEASE

Wesleyan College reserves the right to withhold copies of transcripts, or diploma, of any student who is past due or delinquent on her loan obligations to the College, is delinquent or has defaulted on federal student loans, owes the College money from previous enrollment, has failed to submit official transcripts from previous high school or college attendance, has failed to secure proper immunization as required by the Health Services of the College, or has not completed Honor Council sanctions. This stipulation does not in any way abrogate the student’s right to personally examine or inspect such records.

DESTRUCTION OF RECORDS

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

NOTIFICATION OF STUDENTS

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

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

REMOVAL/SUSPENSION FROM COLLEGE

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

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

1. Violations of the Honor Code
2. Creating a nuisance or disruption of College life
3. Health or psychological reasons
4. Non-payment of fees
5. Residence hall violations
6. 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 Wesleyanne.

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.

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:

a. If the animal is required because of a disability
b. 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.

**SMOKING POLICY**

In order to promote a health- and safety-conscious environment on the Wesleyan College campus, smoking is not permitted inside any campus buildings. *Smoking* is defined as any type of tobacco, smokeless, and non-tobacco products including, but not limited to, cigarettes, e-cigarettes, vaping, cigars, pipes, chewing tobacco, etc. Additionally, to meet the standards of LEED Certification, smoking is prohibited within 25 feet of ANY building entrance, window or air intake. *Smoking is allowed only in designated areas listed below.* Walking through or around campus while smoking, is not permitted.

**RESIDENTIAL SMOKING AREAS**

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

**NON-RESIDENTIAL SMOKING AREAS**

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

Smoking is not allowed on any covered porches or sidewalks. Designated smoking areas are subject to change with prior notification. When possible, ashtrays are provided near designated smoking areas. Cigarette butts must be discarded in an appropriate receptacle. In addition, trash should not be discarded in the ashtrays unless they are specifically designed as both an ashtray and a trash can. Student violations should be reported to the Honor Council. Staff and Faculty violations are to be reported to Campus Police who will then notify the individual’s supervisor. A complete report will include name of violator, date, time and location of violation. 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.

**SOLICITING POLICY**

Soliciting by individual students or student organizations is prohibited on- or off-campus without the permission of the Director of Student Involvement in conjunction with the Division of Student Affairs. Soliciting by agents of businesses is prohibited except in rare instances approved by the Director of Student Involvement. 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 Student Involvement, dozens of clubs and organizations are available to students. In addition, the Division of Student Affairs supports the Student Government Association, and four major boards. For more detailed information, please refer to the Club and Organization Handbook, 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.

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

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

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

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

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

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

7. The responsibility to serve as requested on various faculty and administrative committees and ensure that the student viewpoint is accurately represented during such meetings.

8. The right to be protected by standards of justice and fairness in any proceedings with the College in accordance with the Wesleyanne.

9. The responsibility to observe all duly established College, local, state and federal laws. Being a student at Wesleyan College does not affect in any way the jurisdiction of courts and other civil authorities over any college student. Membership in the College community does not provide a privileged or immune status from the laws and regulations that other residents of the state of Georgia must obey.

10. The right of Official Student Publications to maintain their publications as vehicles for free inquiry and free expression in the Wesleyan College community. The responsibility of official student publications is to produce a publication based upon professional standards of accuracy, quality, objectivity and fair play. Publications are bound by the canons of responsible journalism, such as avoidance of libel, indecency, profanity, undocumented allegation, attacks on personal integrity, and the techniques of harassment or innuendo. Additionally, all college-published editors and financed student publications shall explicitly state on the editorial page that the opinions are not necessarily representative of Wesleyan College or its student body.

11. The responsibility to attend all judicial meetings when required to do so. Failure of the respondent to appear at a scheduled judicial meeting will result in the hearing being held in her absence and the student forfeiting her right to appeal.

12. The responsibility to participate actively in training and educational opportunities tied to campus leadership roles.

13. The responsibility to refrain from actions which deny other members of the College community their rights as described.

**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, 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 staff mandates that we continue to do all we can to preserve this safety and maintain a safe haven for learning. Wesleyan College is a peaceful community dedicated to non-violence, and the introduction of guns will not be tolerated.

Any student possessing a firearm and/or other dangerous weapons will be assessed a penalty of a minimum $100 fine up to removal from the College with no refund of fees and full payment of room and board required.
As a residential student at Wesleyan College, you are the most important part of Residence Life. Please be aware that in a residential community, everything that you do has an impact on others residing around you. It is important that you are respectful and considerate of others in order for your residential community to be a success. All students in the community have rights as well as responsibilities. All residential students are required to know and follow all college policies and procedures including residence hall guidelines at all times. These policies have been implemented for your benefit and protection and also help the Residence Life staff provide and maintain the best possible environment for our communities. As a student, you are bound by the honor code to uphold these policies and all of the college’s policies.

**Staff Directory**

*Professional Staff*

*Resident Advisors & Instructional Technology Assistants*

**General Policy and Procedures**

*Alcohol Policy*

*Babysitting/Children Staying Overnight*

*Balconies and Porches*

*Bed Bug Protocol*

*Cable*

*Campus Police*

*Candles and Incense*

*Cleanliness/Health and Safety Inspections*

*Computer Ports and Internet Access*

*Conduct Toward Residence Life Staff*

*Credit Hours*

*Deposit (Housing)*

*Dimensions*

*Drugs*

*Electrical Appliances*

*Elevators*

*Exam Week*

*Fines*

*Fire Safety*

*Grills*

*Hall Meetings*
Housekeeping/Trash Removal
Insect and Pest Control
Insurance
Irons and ironing boards
Keys
Kitchen Use
Laundry Facilities
Lock-outs
Lofts and Bunkbeds
Maintenance
Meal Plans
Occupancy and Private Rooms
Pets
Public Areas
Quiet Hours and Courtesy Hours
Roofs
Roommate(s)/Suitemate(s) Conduct
Room Personalization
Service & Emotional Support Animals
Severe Weather
Smoke Detectors/Alarms
Smoking
Solicitation
Storage
Telephone
Television
Vandalism and Common Damages
Violations
Windows

Guidelines for Room Usage and Access
Access to Residence Halls and Apartments
Access to Student Rooms by College Staff
Apartment Eligibility
Break Housing (Semester)
Check-in
Check-out
Hall Closings
Nontraditional Housing
Public Area Usage Guidelines
Removal from Campus Housing
Residence Agreement
Residence Hall Space
Residency Requirement
Room Assignments/Room Selection
Room Changes and Consolidation Policy
Room and Apartment Condition Forms
Rooms Not In Use
Summer Housing
Searches and Entry by College Officials
Searches After a Fire Alarm
Vacancies
Visitation Policy and Procedures
Conduct
Escort
Open Visitation Hours
Overnight Guests
Overnight Guest Registration Policy
Guest Housing

STAFF DIRECTORY

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

RESIDENT ADVISORS
Wortham 114 - Imani Somner
GENERAL POLICY AND PROCEDURES

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:

1. Designated Areas:
   a. Alcohol storage, possession and consumption is permitted in only those residence halls, or portions thereof, that are designated as such by the Wesleyan College Administration, which has the exclusive authority to make such designations and to proscribe rules regarding such storage, possession and consumption. The Administration also has the sole discretion to revoke or modify such designations.
   b. The Administration has designated the North and South Apartments as designated residence halls in which alcohol may be stored, possessed and/or consumed. With respect to this designation:
      vi. 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. vii. Alcohol consumption is prohibited within the apartment public lounges or on the apartment porches.
      viii. Guests, including other Wesleyannes, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms of the apartments after all other apartment mates have agreed to allow guests
to drink in the apartment. This agreement will be stated in writing and signed by each apartment resident at the beginning of each academic year. This agreement may be revoked at any time by the parties to the agreement and may be overridden by the Administration at any time. Should a conflict occur the apartment residents will be required to participate in a mediation process with the Director of Residence Life and the Dean of Students.

i. Residents are permitted to have no more than 3 guests per resident within a given apartment when alcohol is being consumed.

x. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall or room.

c. Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Banks, Wortham, Persons, Hightower and Jones residence halls.

2. Wesleyannes are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.

3. Each resident is permitted to possess no more than 72 oz in a designated area. Kegs are prohibited from designated areas.

4. 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.

5. Alcohol containers are not permitted to be used for display purposes.

See complete Alcohol Policy under the section College Policies and Procedures.

BABYSITTING/CHILDREN STAYING OVERNIGHT

Babysitting in the residence halls or apartments is strongly discouraged but allowed on a limited basis, provided it does not occur on a regular and continual basis and does not become a nuisance to other students 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:

1. 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.

2. 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.

   o 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.)

3. 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.

4. 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.

5. 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. Cable remote controls will be distributed by members of the Computer Information Resources Office.

CAMPUS POLICE

The residence halls and apartments are monitored on a regular basis by Campus Police officers. Campus Police is available 24 hours a day, 7 days a week, to assist students with a variety of issues. Campus Police also offers an escort service for students not Health Services or any outside person.

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. Any candles or incense found in the residence halls or apartments will be removed by residence hall staff, and the student may be reported to Honor Council.

CLEANLINESS/HEALTH AND SAFETY INSPECTIONS

For health and safety reasons, residence halls and apartment rooms must be kept in a reasonable state of cleanliness at all times, and all trash must be disposed of in the proper receptacles. Residence Life staff will conduct periodic health and safety inspections at least once per semester. When possible, students will be given at least 24-hour notice prior to these inspections (via flyers or emails). However, unannounced inspections may occur if there is information concerning the violation of a Residence Life or College Policy. Students living in rooms not complying with health and safety standards will be given 24 hours to correct the problem, at which time, if the problem has not been corrected, the student(s) will be fined $25 per day for non-compliance and will still be required to fix the issue. If a policy violation is in plain sight during a health and safety inspection, Residence Life Staff may confiscate any unauthorized item(s). Additional sanctions 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 4 - 6 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 and will take serious disciplinary action up to and including removal from the college of the students involved. Possible criminal action may also be taken.

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

ELECTRICAL APPLIANCES
Due to the overloading of circuits, no electrical equipment other than small appliances may be used in residence hall rooms. Electrical appliances with heating coils or exposed heating elements are not permitted. The use of extension cords is strictly prohibited. Electrical surge protectors that can extend or multiply electrical outlets are the only approved appliance 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 residing in the apartments may keep the following items in their kitchen only: microwave, toaster, toaster oven, sandwich maker, waffle maker.
UNAUTHORIZED APPLIANCES
The following appliances are not approved for use in residence hall rooms or apartment rooms: halogen lamps, microwave, toaster, toaster oven, George Foreman grill, electric skillet, fryer, gas and charcoal grill, hot plate, hot pot, sandwich maker, waffle maker, hot oil popcorn popper, iron, extension cords, space heaters, multi-plug outlet, percolator coffee maker, coffee maker without automatic shut-off, waterbed, etc. If an appliance has an open eye burner or exposed heating element, it is not allowed. The Director of Residence Life has discretion to declare appliances to be unauthorized that are not on this list. Students are not allowed to store any flammable or combustible materials such as propane, charcoal, paint or lighter fluid in any living area. Any unauthorized appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a $50 fine and reported to Honor Council. 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, or their designee, 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.

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

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

DESIGNATED MEETING SPOTS

- **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 offenses 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 maintenance request. If special extermination procedures are needed, it will be done so at the student’s expense. Students are encouraged to keep a supply of pest control products for their personal use.

Insurance
The College is not an insurer of students’ personal property. Students are encouraged to determine whether their 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
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 ID card will be used to access your assigned residence hall or apartment. ID cards 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 promptly to the Office of Student Affairs. Id cards should never be loaned to other students or guests. Student found in violation of this policy will be fines $25.

KITCHEN USE
Kitchen facilities including microwaves, stoves, ovens, refrigerators, and sinks are available in all of the residence halls. Students may not cook in their residence hall rooms due to the potential risk of fire. Students utilizing kitchen facilities must never leave cooking food unattended. It is the responsibility of the resident to completely clean the kitchen after each use. If kitchens are not kept clean or kitchen privileges are abused, the kitchen may be closed temporarily or permanently at the discretion of the RA and Director of Residence Life. The housekeeping staff will not clean any publicly used fridge, oven, or microwave while school is in session.

- To use the kitchen, residents must check out a key from a RA after 5pm and Student Affairs before 5pm. Any damage or mess will be attributed to the resident who last checked out the key, and residents will be responsible for reporting any misuse to the RA.
- Do not leave food unattended while using the stove, oven, or microwave. While in use, the stove, oven, and/or microwave cannot be left unattended at any time. Violations of this of this policy will result in a $100 fine on the first offense and automatic loss of kitchen privileges for the remainder of the year on the second offense.
- 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.

LAUNDRY FACILITIES

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

APARTMENTS
Washers and dryers are provided in each individual apartment in both Corn North and Corn South Apartments.

Any service related problems related to washers or dryers should be reported through a Residence Life staff member or to Physical Plant through a work order.

LOCK-OUTS
It is important that students keep track of their room keys. Students will 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. **Students should not contact Campus Police to be let into their rooms.**

MAINTENANCE

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

MEAL PLANS

Meal plan services are provided by Metz Culinary, and each student is assigned a meal plan based upon her housing assignment. Students living in Worham, Persons, Hightower and Jones are assigned to the 18 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. A violation of the pet policy will result in the immediate removal of the animal and reporting to the Director of Residence Life. Violations will result in a $250 fine 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 a service animal or emotional support animal must do so through the Director of Disability & Advocacy Services. Unauthorized support animals are not permitted in the residence halls. (See ESA Policy)

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 Wesleyanies 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. Students are permitted to use Magic Mounts in order to decorate their room. Magic Mounts are available for purchase in the Campus Store and on various other online retailers. As designated by the Fire Marshall, wall and door coverings must not cover more than 35% of any given surface.

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

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

**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 & 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. Upon the first violation of this policy, the student will have 24 hours to remove the animal from College property, which may require off-campus boarding, with all associated costs being the responsibility of the student. Failure to remove the animal within 24 hours will result in a $500 fine per day the animal is not removed and ineligibility for future ESA approval. ESA approval is designated for a particular animal and does not automatically transfer to another animal.

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 $25 fine; the second violation will result in a $50 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 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.

**Emergency Siren**

If the state emergency siren sounds at any time other than the regularly scheduled monthly test, on the last Wednesday of the month at 11:00 a.m., students should immediately go to the interior hallways of the lowest floor of their residence hall or apartment building and wait for further instruction from a Residence Life staff member or other College official. Students should stay away from windows and exterior doors. Regularly scheduled drills may be conducted as deemed necessary. Failure to leave the building or gather in the appropriate designated area upon alarm sounding will result in a $100 fine.
**Smoke Detectors/Alarms**
Smoke detectors/alarms are provided in each residence hall room and apartment and are maintained by Physical Plant. If you hear an intermittent beep from a smoke alarm, it means the battery is low. Do not remove the battery or attempt to change the battery! Please submit a Physical Plant Request through the Work Order Process. 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.

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

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

**Violations**
Students who violate any residence hall policy are bound by the Honor Code to report themselves to the Director of Residence Life or for further instruction. 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 through a work order.
Guidelines for Room Usage and Access

ACCESS TO RESIDENCE HALLS AND APARTMENTS
In order to provide a safe and secure residential environment, all residence hall and apartment buildings are locked 24 hours a day. Students are issued keys by Residence Life staff at check-in and are required to return the keys to Residence Life staff upon checkout. Students are not permitted to use their key to enter a residence hall in which they do not reside and may not loan their key to anyone at any time. Residents who are found to have loaned their key or ID card to any person will automatically incur a $50 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 key of a student living in that particular building. Propping open doors compromises the safety of everyone in the residence hall and is considered a residence hall violation. A fine and/or additional sanction may be imposed depending on the circumstances of the situation. Continually propping open exterior residence hall or apartment doors can result in a student’s removal from campus housing by the Director of Residence Life with no refund of fees and full payment of room and board required. Pounding on residence hall or apartment building doors creates a distraction for students living in the hall and is not permitted.

ACCESS TO STUDENT ROOMS BY COLLEGE STAFF
College staff reserve the right to enter a student’s room at any time to make periodic inspections of residential facilities or when acting in an official capacity on behalf of the College. This applies regardless of whether or not a student is present at the time of entry. If a student has special circumstances requiring that she stay late, return early, or remain on campus during a break period she should follow the Student Housing procedure listed below.

APARTMENT ELIGIBILITY
The Corn Apartments were built with the specific goal of creating an independent living environment to help start our senior students in their transition to post-Wesleyan life. As such, priority for the apartments is given to senior students followed by junior students. Eligibility for the apartments is based on the number of earned credit hours. Meeting the credit hour minimum does not guarantee placement in the apartments.

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 2018 for Fall 2018 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 2018 semester for Spring 2019 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 2018 in order to sign up for the apartments during Room Selection Spring 2019. Student would Move in Fall 2019)

BREAK HOUSING (SEMESTER)
Each year the Wesleyan College residence halls and apartment buildings close for the Semester Break in December. These dates are published in the College Calendar and the Wesleyanne.

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

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

3. Students who need housing during the semester break will be charged a set fee 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.

Wesleyan College of Guangzhou University Dual Degree students should follow specific guidelines outlined for this program.

**CHECK-IN**

Upon the beginning of each academic year, every student must check-in to her residence hall or apartment with a Residence Life Staff member. The check-in process requires completing the Residential Emergency Contact Form, Signing of the Honor Code and Handbook Acknowledgement form, receiving a room key and completing the Room/Apartment Condition Form. Each student will be provided instructions on how to complete the online Apartment or Room Condition Inventory for their assigned living space. This form must be completed within 48 hours of receiving keys and it is the responsibility of the student to make sure that the room/apartment condition form is thorough and lists all current damages in the room. For more information on the Room Condition Form please view the appropriate information in this section. Students must follow the same check-in procedure during the summer months, if applicable.

**CHECK-OUT**

Before a student vacates her residence hall room or apartment, she must make an appointment with her RA to officially check-out of her room at least 24 hours prior to her desired departure. The RA will compare the room/apartment condition form filled out at the beginning of the year, to the condition of the room at checkout. Any differences or discrepancies will be noted on the room/apartment condition form and will be presented to the student to sign during check-out. In the event of a double occupancy room or shared common space in the apartments, the check-out condition of all roommates’ forms will be compared for any discrepancies or damages which were not visible at the time of the other roommate’s checkout. All changes will be reported the Director of Physical Plant who will review each case and determine if an actual damage has occurred. In the event of actual room damage the student will be billed at the cost to repair the damage. Damages are applied to student’s account approximately 4 to 6 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 for forth in the student handbook. Efforts will be made to place nontraditional students in housing that is with and around other nontraditional students when possible. Nontraditional students desiring to live in the apartments must meet the eligibility requirements as set forth in the student handbook and should secure 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/BREEZWAYS**
- 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 from campus housing receive no refund of fees and must pay in full all tuition, room and board charges. Students will be given a deadline for removal, and if they have not vacated their campus residence by the designated deadline, the student will be escorted off campus by Campus Police and may be denied visitation privileges in the future.

Students removed from college housing 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 for final consideration. Appeals must be submitted in writing within 72 hours of first notification of denial.

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:

1. Choose a roommate;
2. Choose to remain in a private room and pay the private room fee of $500/semester;
3. Accept a change of assignment.

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

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

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

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

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

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

**SUMMER HOUSING**
Summer housing is available to all current students registered for the fall semester at a reasonable cost. Housing may be made available to recent Wesleyan graduates in good standing with the college as space is available. Students living in campus housing during the summer months are required to adhere to all Residence Life policies and guidelines stated in the student handbook. Students failing to comply will be subject to sanctions imposed by residence hall staff. Space is limited and priority for housing will be determined by the Director of Residence Life.

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

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

**VACANCIES**
Vacancies in the residence halls and apartments that occur after the designated room selection time will be 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**

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 AND JONES HALL**

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

**PLAN C: APARTMENTS**

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

**OVERNIGHT VISITATION - MINOR**

Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment. Children between the ages of 6 – 16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room. 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

Wesleyan College Intellectual Property 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 network 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 Network Policy is distributed to all incoming students and can be downloaded from the College’s WesPortal at: http://WesPortal.WesleyanCollege.edu. Once logged in with your id and password select the WesNet tab, click on the left menu item labeled “Computer Resources”, and then the section, “Information”. You will find the policy there.

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

WESLEYAN COLLEGE INTELLECTUAL PROPERTY POLICY

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

In what follows, the term “intellectual property” refers to inventions, creations, new processes, innovations, and tangible research materials—that is, all copyrightable or patentable works, and the patents and copyrights that reserve rights to them.

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

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

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

A full copy of the policy can be downloaded from the College’s WesPortal website at: http://WesPortal.WesleyanCollege.edu under the WesNet tab. Select the left menu item labeled “College Policies”.
ENFORCEMENT

Any violation of these or other published policies for the appropriate use of computers, networks, and telephones must be reported to the Network Administrator or the Director of Computer and Information Resources. (The network or system administrator will temporarily suspend a user's account when it is deemed necessary to assure proper security of the College systems until a proper review is performed). Upon indication of a violation, the Director of Computer and Information Resources shall convene a hearing committee to review the case. For a student violation, the committee will consist of the following members of the campus community: Chancellor of Honor 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

Honor Code

Judicial Boards

Council on Judicial Affairs (CJA) - Honor Council

Academic Violations of the Honor Code

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

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.

All 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 or her designee as stated in the Council on Judicial Affairs - Honor Council policies.

All alleged violations of Residence Life policies and procedures will be heard by the Director of Residence Life or her designee. A student may appeal the decision of the Director 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 Title IX Policy against Sexual Assault, Harassment, and Misconduct and the Non-Discrimination Policy will be handled according to the Policy for Resolving Complaint of Harassment, Discrimination, and Title IX Violations.

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 or her designee. A student may appeal the decision of the Dean of Student to the Provost within 5 business days of notification of the sanction. The appeal decision is final.

All appeals from any process identified above are determine 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 not consistent with prior disciplinary actions
- New evidence not available during the investigation or hearing.

**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.

**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.
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 Wesleyan catalogue. Rules and regulations concerning the overall expectations of students can be found in the Wesleyan Honor Code 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.

JUDICIAL BOARDS

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

COUNCIL ON JUDICIAL AFFAIRS (CJA) – HONOR COUNCIL

CJA adjudicates most violations of the Wesleyan College Honor Code and student-related policies. All non-academic violations must be reported to the chancellor of CJA or the advisor of Honor Council. CJA also serves the College in the capacity 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 President of CJA, who serves as Chancellor, the Judicial Secretary/Treasurer, the Judicial Clerk, one representative from each class and one representative from the Encore Student Body. The Honor Council must have quorum in order to conduct any hearing. Quorum is defined as 51% of all voting members. Class Representatives are voting members of Honor Council. The Advisor and Officers are non-voting members.

ACADEMIC VIOLATIONS OF THE HONOR CODE

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 member who will then notify the accused of the alleged charge. Students may not report Honor Code violations anonymously. After being informed about the alleged violations, accused students have 24 hours to report the incident by speaking to the faculty member. Students are highly encouraged to self-report.

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 program director, the student’s academic advisor, or the dean of the faculty may be present during this discussion;
2. Must make copies of relevant materials before returning them to the student(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 on Wesnet under the Provost’s Office tab.

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. The Provost may also recommend an Honor Council hearing for additional social sanctions for repeated or egregious academic offenses.

**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 of 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 below 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.
SOCIAL VIOLATIONS OF THE HONOR CODE
REPORTING A VIOLATION AND PROCEDURES FOR ACTION

1. Any member of the administration, faculty, staff, or student community should, when possible, confront a student for an honor offense at the time of the offense. Students who are unable to confront another student at the time of the offense should report the violation to the appropriate staff member who will then notify the accused of the alleged charge within 24 hours. Students may not report Honor Code violations anonymously.

2. The accused has 24 hours from that time to report the incident by speaking to the Council on Judicial Affairs Advisor. Students are highly encouraged to self-report. Honor Council will take this into consideration.

3. The accuser will report the charges to the Advisor of the Council on Judicial Affairs.

4. The Judicial Secretary will notify the accused in writing of the charges, the procedures, and the date and time of the hearing at least 48 hours before the scheduled hearing. In emergency situations, 48 hours may not be provided.

5. A hearing will be held to hear accounts of the incident by both the accuser and accused. If the accused does not attend the hearing, it will be held in her absence and the student will forfeit her right to appeal. If a student has class during her scheduled hearing time, she may request a new hearing time. No other change requests will be honored. Requests for a new hearing due to an academic obligation must be made prior to 3pm on the day of the hearing.

6. Honor Council will deliberate; decide on a verdict and sanction (if necessary).

7. Students will be notified in writing of the hearing outcome.

8. 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.

9. 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.
   a. Deferred Hearing: When allowable, Honor Council will defer an end of the semester case to the following semester in order to allow a student to represent themselves during the hearing with the full board. This is not permitted with students who are not returning to the college, when a student is graduating or in other situations as deemed necessary by the advisor.
   b. Administrative Hearing: If a scheduled hearing or deferred hearing is not possible, the case will be heard administratively by the Advisor of the Council on Judicial Affairs. If an administrative hearing is held, the same appeal process will be followed.

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

THE RIGHTS OF AN ACCUSED STUDENT
A student who has been accused of an Honor Council violation:

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

THE RIGHTS OF AN ACCUSER
1. Will receive written notice of the date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of extenuating circumstance.
2. Must be present at the time of the hearing unless the accuser has an academic class obligation. If the accuser has class during the scheduled hearing, they may present a written statement regarding their firsthand knowledge of the violation. Written documentation must be presented to the advisor of CJA no later than 3pm on the day of the hearing. In the case of an academic violation such as plagiarism involving faculty, the faculty member may provide written documentation consisting of a copy of the original paper and plagiarized source in lieu of their attendance.

3. If an accuser fails to attend the hearing or submit the appropriate documentation by the set deadline, the case will be dismissed.

4. The accuser can present witnesses and/or evidence of the violation committed by the accused student.

**Hearing Procedures**

1. The accused will be called into the Honor Council room, at which time the Judicial Clerk will explain the hearing procedure and the accused will be reminded that she is bound by the Honor Code and is required to tell the truth.

   The accused will be informed that the proceedings will be tape-recorded to insure accuracy and for appeal purposes.

2. The Judicial Clerk will state the student’s name and the charges being brought against her.

3. The accused will be asked to plead responsible or not responsible to the charges brought against her.

4. The accused will be asked to state her name and will be given the opportunity to present her case.

5. Honor Council members will be given the opportunity to question the accused. The accused will then leave the room.

6. The accuser will be brought into the room and asked to present her or his account of the incident and to present any witnesses about any matter logically relevant to the charge against the student. All witnesses appearing before Honor Council must present firsthand knowledge of the violation. Character witnesses are not allowed.

7. After the accuser presents all testimony, they will leave the hearing.

8. 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)).

9. The Chancellor may limit unproductively long, repetitive or irrelevant questioning.

10. The accused will be given an opportunity to present a closing statement.

11. The Chancellor will inform the accused that the results of the hearing will be presented, in person, and that the accused will be required to coordinate a meeting with the Chancellor within 24 hours of the hearing by e-mailing cja@wesleyancollege.edu.

   The accused will leave the hearing.

12. After the case has been presented, the Council will hold confidential deliberations. A decision will be rendered, and the accused will be notified in person and in writing within twenty-four (24) hours of the conclusion of the hearing. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).

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

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

**Reporting Procedures When No Accuser is Named**

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

1. Any student who self-reports and accepts responsibility for a violation but does not name an accuser

2. Any student involved in a situation where no accuser is present

3. Any number of students involved in a situation which would cause all students involved to accuse each other of similar policy violations. 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:

1. The student self-reports her policy violation to the Advisor for the Council on Judicial Affairs or CJA Chancellor.

2. The student will be summoned to her Honor Council hearing according to the policies listed above, under the Reporting a Violation and Procedures for Action section.

3. Procedures for the hearing will follow those listed in the Hearing Procedures section listed above. However, steps 6 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:

1. The accused students will be called into the Honor Council room, at which time the Judicial Clerk will explain the hearing procedure and the accused students will be reminded that they 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.

2. The Judicial Clerk will state each student’s name and the charges being brought against that particular student. The Judicial Clerk will do this for each student involved.

3. After each student’s name is read and the violations have been stated, the hearings will proceed in the following fashion:
   A. Step 1- The first accused student will be asked to plead responsible or not responsible to the charges brought against her.
   B. Step 2- She will then be asked to state her name and will be given the opportunity to present her case.
   C. Step 3- Honor Council members will be given the opportunity to question that particular accused student about the information she has presented.
   D. Steps 1-3 will be followed for each additional accused student involved. The ensure fairness, the initial order of accused students will be predetermined using alphabetical order of last name.

4. Each accused student will be allowed to ask questions of their fellow accused students or will be allowed to present witnesses on their behalf. The same 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.

5. The Chancellor may limit unproductively long, repetitive or irrelevant questioning and statements.

6. After all witnesses have been presented, the board will be given a final opportunity to question each accused student.

7. Each accused student will be given an opportunity to present a closing statement.

8. After all closing statements have been given, the Chancellor will 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 cja@wesleyancollege.edu.

9. After the case has been presented, the Council will hold confidential deliberations. During deliberations, each student will be processed separately and separate findings will be rendered. After a decision has been rendered for each student, separate sanction letters will be presented to each student. The accused students will be notified in person and writing within twenty-four (24) hours of the conclusion. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).

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

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

HONOR COUNCIL POSSIBLE SANCTIONS

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

- **Demerits**- A notation that becomes a part of the student’s permanent college judicial record. The accumulation of 10 will be grounds for a recommendation for suspension or removal to the 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**- Removal from the residence halls, with loss of residence hall privileges including visitation to students in the residence halls. At which time, no refund of fees will be given and full payment of room and board are required to be paid for the current semester. A student may be considered for readmission to the residence halls if outlined at the time of removal. The Director of Residence Life may consider readmission.
• **Removal from the College**- Removal from the College, with loss of visitation privileges for on-campus and College sponsored events. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester. A student may be considered for readmission if outlined at the time of removal. The 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**- 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 her tenure at Wesleyan College. Other sanctions not listed above may be issued by the Honor Council Board as deemed appropriate as they pertain to a particular violation.

**APPEALS**
A formal, typed appeal must be presented to the 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 Ground 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 make a referral to the Student/Faculty Judicial Board based on the grounds for appeals as listed. When a student submits an appeal, the initial sanction and actions taken by CJA will be administered and all deadlines must be met. In the event an appeal decision is rendered that overturns the initial outcome or sanction from CJA, the actions can be reversed. Appeal decisions are final.

**GROUNDS FOR APPEAL**
The following are the only grounds for appeal regarding Honor Council cases.

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

**LOSS OF APPEAL PRIVILEGES**
An accused student will lose their right to appeal the decision of Honor Council in the following ways:

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

CONFIDENTIALITY
The Honor Council, the 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 Advisor of the Council on Judicial Affairs. All college judicial cases are confidential. Cases, students involved, outcomes, or any related circumstances will not be discussed. Exceptions include relevant administrators associated with the case on a need to know basis as defined by the designated College official. Accusers may inquire as to whether or not cases have been processed by Honor Council, however verdicts remain confidential.

PROTECTION FROM RETALIATION
Retaliation against an individual who makes a report of a policy violation (an accuser) or assists in providing information relevant to a policy violation is a serious violation. Acts of retaliation shall be reported 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 Advisor of the Council on Judicial Affairs in Student Affairs. Student files are kept confidential and released only with an official request. (See the FERPA Policy found in the Catalogue for more information on privacy rights.)

STUDENT-FACULTY JUDICIAL BOARD
In the event of a student appeal of an Honor Council decision, the Dean of Students reserves the right to assign an appeal case to the Student-Faculty Judicial Board. The activation of the Student-Faculty Judicial board will be in place of an appeal decision from the Dean of Students, and the decision of this board is final. The Student-Faculty Judicial Board follows the same hearing procedures as Honor Council and there are no appeal privileges. Committee members include the Advisor of the Council on Judicial Affairs as Chair, Director of Student Involvement, Director of Career Development, the vice presidents of the four classes, and four faculty representatives with two years of teaching at the College, elected by the faculty representing four of the six divisions. The Chancellor and Secretary-Treasurer of Honor Council serve as ex-officio members.
Appendix A: Title IV Student Consumer Complaint Process
Appendix B: Campus Safety Tips
Appendix C: Guide to Reporting an Incident of Sexual Harassment of Assault
Appendix D: Filling A 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 SEXUAL HARASSMENT OR ASSAULT

The Wesleyan College Title IX Policy Against Sexual Assault, Harassment, and Misconduct can be found in full on Wesportal and on the Wesleyan College website.

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

   During regular business hours (8:30 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 Discrimination, Harassment and Title IX Complaint Form
   − This form can be found at the following link: wesportal.wesleyancollege.edu/ICS/WesNet/. Once completed, please email it to Title IX Coordinator Tonya Parker at tparker@wesleyancollege.edu.

2. If you file a complaint, you have a right to adequate, reliable and impartial investigation of your complaint, the right to present evidence and witnesses, the right to appeal decision made during the complaint process. If you chose not to file a complaint, the College will investigate the incident in order to seek further understanding for the protection against recurrences.

3. The College may issue a “cease all contact” order to the accused (with a copy to you) that prohibits any contact - personal, written, electronic - by the accused or his/her associates acting on behalf of the accused with or without their knowledge.

4. The College can address conditions in your living, learning or working environment as appropriate to reduce the level of hostility in your environment, such as room assignment changes, class changes, work location changes, or limits on access for the accused.

5. You will be notified of the time frame within which the College will conduct a full investigation related to the report or complaint.

6. The College will decide outcomes of the complaint, the sanctions imposed upon the accused, and all aspects of the complaint that relate to you and may affect your learning, living or working environment.

7. You will be notified of the outcome of the complaint that you submit and any conditions of the outcome that may affect you.

8. If you or your witnesses are subjected to retaliation (pressure, intimidation, or coercion by the accuser or his/her associates, with or without the accuser’s knowledge), you should immediately report the incident so the Title IX Coordinator can investigate and take action.

9. You may opt for a voluntary informal method of resolving the complaint if the College deems the incident to warrant an informal approach. You may choose to end such informal resolution methods at any time and choose to proceed with formal stages of this complaint process.
**APPENDIX D: FILING A WORK ORDER**

To file a work order, please follow these simple steps. Remember in a Maintenance emergency situation you should report the incident immediately to 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 Work Order:**

1) To access the Work Order Website, click on the “Physical Plant Help Desk” link located on the left sidebar of the Wesleyan Portal Website front page.

2) To log in to the Work Order System, use your Portal Username and Password.

3) Once you are logged in, click the large grey “Enter a Request” button located in the center of the screen.

4) Next select your building from the drop down menu and enter your room number.

5) In the Subject Line give a brief description of the problem with the Building and Room Number. For Example:
   - Wortham 203 Sink Knob Broken
   - North 104A Window Screen out
   - Hightower 021 Lights out

6) In the Description box give a short description of the program with the Building and Room Number. Students will not need to diagnose the problem or list potential remedies. The basic information will greatly assist the Physical Plant Staff in timely response to your issue. For Example:
   - The 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

7) Once you have entered all of your information, click the “Submit Request” Button. You will receive an email once your work order has been placed into the system with the work order ID number.

8) Once your work order has been completed by Physical Plant, you will receive an email informing you that the work order has been completed.

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

*Area Code 478 Applies to All Phone Numbers*

<table>
<thead>
<tr>
<th>Division</th>
<th>Location</th>
<th>Main Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC AFFAIRS (PROVOST OFFICE)</strong></td>
<td>Tate Hall</td>
<td></td>
<td>757-5228</td>
</tr>
<tr>
<td><strong>ACADEMIC RESOURCE CENTER (ARC)</strong></td>
<td>Willet Library</td>
<td>Main Office</td>
<td>757-5193</td>
</tr>
<tr>
<td><strong>ADMISSIONS</strong></td>
<td>Huckabee Hall</td>
<td>Main Office</td>
<td>757-5206</td>
</tr>
<tr>
<td><strong>ALUMNAE</strong></td>
<td>Candler 2ND Floor</td>
<td>Main Office</td>
<td>757-5173</td>
</tr>
<tr>
<td><strong>ATHLETICS</strong></td>
<td>Porter Gym</td>
<td>Main Office</td>
<td>757-5253</td>
</tr>
<tr>
<td><strong>BUSINESS OFFICE</strong></td>
<td>Tate Hall 104</td>
<td>Main Office</td>
<td>757-5120</td>
</tr>
<tr>
<td><strong>CAMPUS POLICE</strong></td>
<td>OSP Third Floor</td>
<td>Main Office</td>
<td>757-5145</td>
</tr>
<tr>
<td><strong>CAMPUS STORE/AUXILIARY SERVICES</strong></td>
<td>OSP Ground Floor</td>
<td>Main Office</td>
<td>757-5272</td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td>OSP Barracks</td>
<td>Main Office</td>
<td>757-5137</td>
</tr>
<tr>
<td><strong>COMPUTER INFORMATION RESOURCES</strong></td>
<td>OSP Barracks 313</td>
<td>Main Office</td>
<td>757-5239</td>
</tr>
<tr>
<td><strong>EMBA</strong></td>
<td>Taylor 121</td>
<td>Main Office</td>
<td>757-5225</td>
</tr>
<tr>
<td><strong>EQUESTRIAN CENTER</strong></td>
<td>Mary Ellis Knox Equestrian Center</td>
<td>Main Office</td>
<td>757-5103</td>
</tr>
<tr>
<td><strong>FINANCIAL AID</strong></td>
<td>Huckabee Hall</td>
<td>Main Office</td>
<td>757-5205</td>
</tr>
<tr>
<td><strong>FOOD SERVICES (Metz)</strong></td>
<td>Anderson Dining Hall/ Hurdle Café</td>
<td>Main Office</td>
<td>757-5270</td>
</tr>
<tr>
<td><strong>HUMAN RESOURCES</strong></td>
<td>Tate Hall</td>
<td>Main Office</td>
<td>757-3803</td>
</tr>
<tr>
<td><strong>INSTITUTIONAL ADVANCEMENT</strong></td>
<td>Candler First Floor</td>
<td>Main Office</td>
<td>757-5187</td>
</tr>
<tr>
<td><strong>LANE CENTER FOR COMMUNITY ENGAGEMENT</strong></td>
<td>OSP Ground Floor</td>
<td>Main Office</td>
<td>757-3799</td>
</tr>
<tr>
<td><strong>LIBRARY</strong></td>
<td>Willet Memorial Library</td>
<td>Main Office</td>
<td>757-5200</td>
</tr>
<tr>
<td><strong>MATHWS ATHLETIC CENTER</strong></td>
<td>Back Campus</td>
<td>Main Office</td>
<td>757-5251</td>
</tr>
<tr>
<td><strong>PHYSICAL PLANT</strong></td>
<td>Physical Plant Warehouse</td>
<td>Main Office</td>
<td>757-5140</td>
</tr>
<tr>
<td><strong>PRESIDENT’S OFFICE</strong></td>
<td>Tate 102</td>
<td>Main Office</td>
<td>757-5212</td>
</tr>
<tr>
<td><strong>REGISTRAR</strong></td>
<td>Tate 120</td>
<td>Main Office</td>
<td>757-3840</td>
</tr>
<tr>
<td><strong>STUDENT AFFAIRS</strong></td>
<td>OSP</td>
<td>Main Office</td>
<td>757-5214</td>
</tr>
</tbody>
</table>
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.

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.

CHAPTER ONE- COLLEGE AND COMMUNITY INFORMATION

Mission of the College

Statement of Nondiscrimination

History of Wesleyan College

Macon, Georgia

College Leadership
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’s Policy for Resolving Complaints of Discrimination, Harassment and Sexual Misconduct. Individuals who have questions, concerns and reports regarding discrimination 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 the state legislature changed its name to Wesleyan Female College. In 1917, the “Female” was eliminated from the title, and the school assumed its present name of Wesleyan College. Today, the College continues its affiliation with the United Methodist Church and, in 1993, Wesleyan was designated a historic landmark by the church.
In 1858, Wesleyan’s trustees adopted a resolution that the faculty should have a meeting with the alumnae at the next commencement. An organizational meeting of the alumnae took place on July 11, 1859, at Macon’s Mulberry Street Methodist Church, thus establishing the very first alumnae association of a degree-granting college.

Earlier in the decade, Wesleyan had become the birthplace of the first two Greek societies for women, the Adelphean Society in 1851 (now Alpha Delta Pi) and the Philomathean Society in 1852 (now Phi Mu). Today, instead of sororities, Wesleyan 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. Vivia 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 Administration/CFO
Robert Moye
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
Vision for Student Affairs

Student Affairs Mission Statement

Student Service Offices

Academic Resource Center
Athletics
Campus Ministry
Campus Police
Career Development
Disability and Advocacy Services
Equestrian Center
Equity and Inclusion
Food Service (Metz Culinary)
Health Services
International Student Services
Mathews Fitness Center
Residence Life
Student Activities and Students in Transition
Student Counseling Services

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 Appendix the.
**ACADEMIC RESOURCE CENTER**

**Director:** LaTasha Andre, Director of the Academic Resource Center  
Mia Varnadoe, Assistant Director  
**Location:** Academic Resource Center, Willet Library, 1st Floor  
**Phone:** 478-757-5193

The Academic Resource Center (ARC) is designed to assist students in achieving academic success. Recognizing that different students have different needs, many and various on-campus resources are provided to support a student’s academic concerns, needs and goals. Workshops take place throughout the semester on various topics to help students achieve academic success, and free peer tutoring is provided to all students. The ARC is a 24-hour space located on the first floor of Willet Library and consists of the Writing Center, the Testing Center, the Tutoring Center and study zones for student use.

**ATHLETICS**

**Director:** Penny Siqueiros  
**Location:** Porter Gym  
**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 (IHLA). 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. Coaches have experience in playing, coaching, and training for each sport. Selection for participation in intercollegiate activities is based on interest, skill, dedication, academic soundness, and good physical health. Participants must provide proof of personal health insurance (copy of insurance card), a current (conducted by a nurse practitioner or physician within 1 year) physical examination that states the student is medically cleared to participate, comply with all departmental, conference, and NCAA Division III rules, and maintain a minimum 2.0 cumulative GPA to be eligible for intercollegiate sports.

**CAMPUS MINISTRY**

**Director:** Tyler Schwaller, Chaplain  
**Location:** Pierce Chapel, Lovick P. Corn Center (lower level)  
**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**

**Location:** Police Office, Olive Swann Porter Building, 3rd Floor  
**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 crime statistic 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.
The Center for Career Development (CCD) coordinates career services and implements and administers activities related to the From Here to Career initiative. Students are highly encouraged to pursue a four-year approach to career exploration and preparation. The CCD Career Development provides a number of resources including one-on-one career advising, career development workshops, seminars and convocations, career assessments such as the Focus2 as well as a library that contains information about careers, job search preparation, employment opportunities and graduate schools. Students are encouraged to approach their career development with a liberal arts mindset assisted by faculty and staff members.

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

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

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 Resources in order to finalize the accommodations.

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

**Barn Manager:** Laura Murphy  
**Location:** Nancy Ellis Knox Equestrian Center  
**Phone:** 478-757-5103

The Wesleyan College Equestrian Center can stable up to 24 horses, owned by the college for lessons and team training. Some stalls are available for students 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  
**Phone:** 478 757- 4028

The Assistant Dean for Equity and Inclusion partners with community members to build and maintain an inclusive community. The assistant dean’s office supports diversity programs and initiatives and creates opportunities for campus members to learn, grow and work together to embrace and celebrate the unique differences of each individual. The office provides diversity and inclusion workshops and trainings for student leaders and the assistant dean serves as the chair of the Diversity and Inclusion Board of Students (DIB). The assistant dean is also the campus Title IX Coordinator and manages the discrimination and harassment complaint and resolution processes.

**FOOD SERVICE (METZ CULINARY)**

**Director:** Josh Nowell  
**Location:** Anderson Dining Hall and Hurdle Cafè, Olive Swann Porter Building  
**Phone:** 478-757-5270  
**Hours of Operation:**

<table>
<thead>
<tr>
<th></th>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 am – 9:30 am</td>
<td>11:00 am – 1:00 pm</td>
<td>11:00 pm – 2:00 pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:15 am – 1:00 pm</td>
<td>(Brunch)</td>
<td>(Brunch)</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 pm – 7:00 pm</td>
<td>5:00 pm – 6:00 pm</td>
<td>5:00 pm – 6:00 pm</td>
</tr>
<tr>
<td></td>
<td>(5:00 – 6:00 pm on Fridays)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

1. **Patrons may eat all they want while dining in the dining hall; however, no food should be taken out of the dining area.** Exceptions: ice cream, a cookie, one piece of whole fruit or items designated as specific “take out” items.
2. **If a meal is needed for a sick student, a request form for a take-out meal must be submitted with signature of the Director of Health Services or their designee.**
3. **Students must show Wesleyan College ID to enter the dining hall.**
4. **No college owned utensils, plates, glasses, or other items may be taken from the dining hall.**
5. Beverages may be taken out in paper or plastic containers. 
6. 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. 
7. All students should enter and exit Anderson Dining Hall through the Hurdle Cafe door. 
8. 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  
**Phone:** 478-757-4025  
**Nurse Practitioner Hours:** Monday: 9 am - 4:30 p.m.  
Tuesday & Thursday: 11 a.m. - 5:30 p.m.  
Friday: 1 p.m. - 5 p.m.  
One Saturday per month, 10 a.m. - 2 p.m., announced each semester

**Physician Hours:** Designated dates by appointment only

Health Services is 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 twice 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 are encouraged to make an appointment to see the nurse practitioner at https://wesleyancollegehealthservices.setmore.com

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

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

Full-time students and all residential students are required to have verification of adequate health insurance or other health coverage for the calendar year, starting August 1. The health insurance policy must include coverage for accidental injury and hospitalization in Macon, Georgia, as well as coverage of required vaccines and prescription coverage. 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 Programs**

**Director:** Emily Jarvis  
**Location:** Olive Swann Porter, 2nd Floor  
**Phone:** 478-757-4023

International Programs oversees Study Abroad and International Student Services. Wesleyan offers many study abroad opportunities, and the office of International Programs will advise students 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. Additionally, the director serves as the DACA (Deferred Action for Childhood Arrivals) liaison to the campus community and to individuals in need of guidance and support with regard to immigrant status.

**Mathews Athletic Center**

**Director:** Kathy Malone  
**Location:** Mathews Athletic Center  
**Phone:** 478-757-5251
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.

**RESIDENCE LIFE**

**Director:** Dionne George  
**Location:** Olive Swann Porter, 2nd floor  
**Phone:** 478-757-5215

The Department of Residence Life at Wesleyan College has established a co-curricular environment that 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.

**STUDENT INVOLVEMENT AND LEADERSHIP**

**Director:** Alex Lyon  
**Location:** Olive Swann Porter, 2nd floor  
**Phone:** 478-757-5257

The Director of Student Involvement 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).

The Director 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) are facilitated by the Director. Students are encouraged to participate in planned social activities in order to become acquainted with the curricular program and co-curricular opportunities available at the College.

**STUDENT COUNSELING SERVICES**

**Director:** Jamie Thames, LPC  
**Location:** Olive Swann Porter, 3rd floor  
**Phone:** 478-757- 4024  
**Lifeline:** 478-741-1355 24-hour Crisis Line

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

Academic Probation
Aggressive Behavior
Air Conditioning and Heating Policy
Alcohol Policy
Bicycles
Bullying and Intimidation
Campus Access
Chalking Policy
Complaint Process
Conduct Toward College Officials
Convocations
Damage/Destruction of Property
Drug Policy
Email
Emergency Procedures
Fireworks
Grade Appeals Process
Hate Crimes
Hazing Policy
Helping Hand Fund
Hoverboard Policy
ID Cards
Insurance
Library Policy
Litter Policy
Non-Sexist/Inclusive Language
Notification of Parents
**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 nor are they allowed 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.

**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 74 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.

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 goal of this and all Wesleyan policies is to insure that our students are provided for with the tools and guidelines needed to become sound decision makers, responsible citizens, and key contributors to Wesleyan College and beyond.

**GENERAL PROVISIONS**

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

2. Any person purchasing, possessing or consuming alcohol on Wesleyan’s campus and at college-sponsored events at which alcohol consumption is permitted must comply with applicable Georgia laws and Wesleyan College policies.

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

4. Anyone 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.

5. Students may not drink alcoholic beverages in any area of the campus except in designated areas and during approved college-sponsored events.

6. Those who choose to consume alcohol must use it in a responsible manner that will not interfere with the rights of others or be detrimental to themselves, those around them, or Wesleyan as a whole.

**ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS**

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

1. Designated Areas:
   a. Alcohol storage, possession and consumption is permitted in only those residence halls, or portions thereof, that are designated as such by the Wesleyan College Administration, which has the exclusive authority to make such designations and to prescribe rules regarding such storage, possession and consumption. The Administration also has the sole discretion to revoke or modify such designations.
   b. The Administration has designated the North and South Apartments as designated residence halls in which alcohol may be stored, possessed and/or consumed. With respect to this designation:
      i. Alcohol may not be stored, possessed or consumed in any apartment in which one or more of the apartment mates are under 21 years of age.
      ii. Alcohol consumption is prohibited within the apartment public lounges or on the apartment porches.
      iii. Guests, including other Wesleyannes, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms of the apartments after all other apartment mates have agreed to allow guests to drink in the apartment. This agreement will be stated in writing and signed by each apartment resident at the beginning of each academic year. This agreement may be revoked at any time by the parties to the agreement and may be overridden by the Administration at any time. Should a conflict occur the apartment residents will be required to participate in a mediation process with the Director of Residence Life.
      iv. Residents are permitted to have no more than 3 guests per resident within a given apartment when alcohol is being consumed.
      v. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall or room.
   c. Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Wortham, Persons, Highower and Jones residence halls.

2. Wesleyannes are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.

3. Each resident is permitted to possess no more than 72 oz. in a designated area. Kegs are prohibited from designated areas.
4. 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.

5. Alcohol containers are not permitted to be used for display purposes.

**ON/OFF CAMPUS EVENT POLICIES**

1. In order for alcohol consumption at an event, either on or off campus, to be officially sanctioned by the College and the Office of Student Involvement, an event registration form must be completed by the president of the organization desiring to have alcohol and submitted to the Director of Student Involvement no later than **two months** prior to the date of the scheduled event for approval. Requests will be reviewed within one week of submission.

2. Alcoholic beverages may only be served to students of legal age.

3. Nonalcoholic beverages and food must be served at all events at which alcohol consumption is permitted.

**BICYCLES**

Bicycle owners must store their bicycles at an 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, AND HARASSMENT**

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

1. substantially interfering with a student’s education;
2. creating a threatening environment; or
3. substantially disrupting the orderly operation of the College.

Bullying is prohibited, and participating in such acts will result in disciplinary action. **Intimidation** is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. **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. (See the **Student Sexual Misconduct Policy** for the definition of and procedures related to sex/gender-based harassment by an undergraduate or graduate student.)

Any student involved in bullying, intimidation, or harassment 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 are being bullied should follow the reporting procedures listed below.

**REPORTING**

Any member of the Wesleyan Community who feels they have been subjected to bullying, 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, or harassment 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 Protection From 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 or her designee.

**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:

1. The student complainant may file a written complaint with the direct supervisor of the staff or faculty member involved within ten (10) working days of discussing the matter with such staff or faculty member.

2. The complaint shall be investigated and processed by the supervisor, who shall determine a resolution within ten (10) working days of receipt of the written complaint and shall notify all involved parties in writing.

3. If the resolution is not satisfactory to the complainant, the complainant may appeal the decision to the 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.

A written complaint must include the following:

1. A statement describing the complaint in the clearest possible terms.

2. A clear and concise written description of the evidence upon which the complaint is based. Materials and documentation used to support a complainant’s concerns should be limited and directly related to the reported situation.

3. A description of the action taken to this point.

4. Signature of student complainant.

This process should be followed for all complaints except for grade appeals (which should follow the grade appeal process) and complaints of harassment, discrimination, or violations of Title IX.

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

**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 to the Assistant Provost. Students who feel they have been treated inappropriately by a college staff member may report such incidents to the Dean of Students. Students are encouraged to follow the student complaint process.
CONVOCATIONS -

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.

Criteria for Convocations
Convocations should contribute to the campus's academic atmosphere. Ceremonial occasions celebrating the life and accomplishments of the Wesleyan community (Fall Convocation and Honors Day Convocation, for example) and endowed lectures (such as the Lamar Lecture, the Belk Lecture, and the Carnes Lecture) are vital to the campus environment.

As a part of a liberal arts education, Convocations expose students to a broad knowledge base often outside of the student’s major and stimulate thought on a wide range of subjects. They also offer opportunities for students to explore academic and co-curricular interests outside of the classroom. Convocations provide occasions for students to question and explore the issues that affect their lives and futures.

Convocations should be organized with a clear academic goal in mind. Events must go beyond a conversation among students to include expertise not available within the general student population (faculty, staff, community members, etc.). Club meetings and events designed for smaller groups of students (a class, for instance) are not appropriate for a Convocation.

Procedures
1. Wesleyan College shall offer 20 convocations per semester. The complete Convocation calendar will be released on or before the first day of classes each fall and spring semester.

2. The deadline for submitting Convocation requests for the fall semester is May 1. If the maximum number of 20 convocations is not reached at that deadline, additional requests are due August 1. The deadline for submitting convocation requests for the spring semester is October 1. If the maximum number of 20 convocations is not reached at that deadline, additional requests are due November 1. Applications should be submitted electronically to the chair of P&E.

3. Convocations may be scheduled for 11:15am on Thursdays, evenings, or weekends. Convocations will not be scheduled for 11:15am on Tuesdays.

4. Any materials purchased with funds from the Programs and Exhibitions Committee budget are the property of Wesleyan College and should be housed where they are accessible to the College community.

5. Student groups wishing to sponsor a convocation must obtain their faculty sponsor's and Director of Student Involvement’s approvals prior to submitting the convocation request.

6. Campus constituencies may certainly hold events that are not part of the convocation series. Also, opportunities for quality events often arise suddenly; events may be funded through Programs and Exhibitions that are not part of the convocation series.

Student Requirements
1. To earn convocation credit, students must be present for the entire event. Furthermore, students must behave professionally during the event. Activities (such as texting or talking on cell phones) that distract others and signal disrespect for speakers/presenters and audience will not be tolerated. Lack of adherence to these guidelines constitutes an Honor Code violation, and the student will not receive convocation credit for the event.

2. Each fall and spring semesters, all Wesleyan students have the opportunity to have earn a 0.50 credit hour GPA boost (A, 4.00) and noted on her transcript as Convocation Attendance. Credit earned for convocation attendance will boost a student’s Wesleyan institutional GPA. However, credit hours earned do not apply towards graduation. Convocation credits do not apply to full-time/part-time credit hours. The convocation credit GPA boost may not apply to GPA’s configured for external scholarships and/or federal and state aid programs; it will apply to President's Scholar, Provost's List, and Latin honors. To earn the 0.50 credit hour GPA boost, a student must meet the following requirements:
   a. For Fall Semester: 6 Convocations; Attendance at Fall Convocation will count as two Convocations
   b. For Spring Semester: 6 Convocations total; Attendance at TBD number of Celebrating Student Scholarship presentations will count as two Convocations.
c. Each term, no later than the last class day (before finals), Student Affairs will inform the Registrar of the students who attended the required amount of convocations. The Registrar will add students to the Convocation class and post an A grade.

3. Each semester students who completes the convocation attendance requirement will be entered into a drawing for a $100 gift card.

**Damage/Destruction of Property**

The college reserves the right to bill any currently or previously enrolled student for damage or destruction of college property. The student will be billed for the actual cost of repair or replacement and labor. Any student who takes part in or has knowledge of damage or destruction of college property should self-report to the 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 substance, or similar agent or prescription drug 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 use. Violations will be adjudicated by the Dean of Students or her designee. A student found in violation of the Drug Policy will be subject to 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

1. 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.

2. 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.

3. 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.

4. Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.

5. 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

1. Acceptable messages to be sent over StudentNews include notifications of campus activities, programs and events, and important information for the good of the community.

2. 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.

3. Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
4. 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.

**Emergency Procedures**

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

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

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

To make our campus a more secure location it is recommended that you keep your Wesleyan ID with you at all times. It is highly recommended that **ALL** members of the Wesleyan community sign up for the Wesleyan Alert system.

**Fire**

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

**Upon hearing the fire alarm:**

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

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

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

**Campus Fire Safety Locations: Emergency Assembly Area**

- **Candler** – Flag Pole
- **Equestrian Center** – Parking Lot E
- **Huckabee** – Parking Lot B
- **Library** – Flag Pole
- **Mathews Fitness Center** – Parking Lot E
- **Munroe** – Flag Pole
- **Murphy** – Parking Lot B
- **Olive Swann Porter** – Flag Pole
- **Physical Plant** – Parking Lot B
- **Porter Auditorium** – Flag Pole
- **Porter Gym** – Flag Pole
- **Tate** – Flag Pole
- **Taylor** – Flag Pole
- **Pierce Chapel** – Grassy area by Hightower Hall

**Residential Fire Safety Locations: Emergency Assembly Area**

- **Hightower Hall**: Parking Lot B
**Tornado**

*Upon notification of a tornado warning:*

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

*A Tornado Safety Location is one that:*
- Has no windows
- Is on the lowest possible floor of a building
- Has no exterior walls

**Campus Tornado Safety Locations: Emergency Assembly Area**

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

**Equestrian Center** – Bathroom in center of building, with warning and advisement go to Mathew’s Athletic Center

**Huckabee** – Behind front desk, close partition doors

**Library** – Basement

**Mathews Fitness Center** – In stairwells, stay on ground level

**Munroe** – 1st floor hallway away from lobby and stairwells, close classroom doors

**Murphy** – central hallways away from doors and windows

**Olive Swann Porter** – Trice Room

**Physical Plant** – Murphy Building – central hallways away from doors and windows

**Porter Auditorium** – Lower level of building in classrooms in center of building

**Porter Gym** – Men’s locker room basement area, enter from Pioneer Lounge

**Tate** – Hallway on lowest level of building away from stairwells, close classroom doors

**Taylor** – Hallway on lowest level of building away from stairwells, close classroom doors

**Pierce Chapel** - Lower level restrooms, out of the hallway

**Residential Tornado Safety Locations: Emergency Assembly Area**

**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.
**OTHER PROTOCOLS**

Additional safety protocols for natural and man-made disasters can be found on the Wesleyan College website under Campus Security and on Wesportal in the Campus Police section of Wesnet.

**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.

**HATE CRIMES**

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

A hate crime is considered an offense to a person or property, intimidating that person because of his or her race, color, creed, religion, ancestry, gender, sexual orientation, ability, national origin, 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 crimes); or
- A physical attack (assault and battery, as well as other violent crimes such as murder, manslaughter, and rape); or
- Damage to property (arson, vandalism)

Should any member of our campus community experience any such action against themselves or others they should report the situation immediately to Campus Police or to the Dean of Students. Students found responsible for a hate crime may be suspended or expelled from the college.

**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, students will be put on registration/transcript hold. 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
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 to the dining hall, ride campus transportation, and cash a personal check in the Business Office.

*It is imperative that you carry your Wesleyan ID Card with you at all times.* The Wesleyan College ID card is non-transferable. Any student who uses another person’s’ ID card or allows her ID card to be used by someone else is subject to disciplinary action. Found or damaged Wesleyan ID cards should be returned immediately to the Student Affairs Office in OSP or Campus Police. The cost for replacing a Wesleyan ID card is $10.00 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 other minimum required benefits. 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 at www.firststudent.com.

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 a classroom 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 and Saturday 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.

24-HOUR ACCESS POLICY
- Current Wesleyan faculty, students and staff will have 24-hour access to the 1st floor and 2nd floor lounge of Willet
Library.
- The main doors and all access doors to the 2nd and 3rd floors will be locked at 10:00 pm. You may access the 2nd floor
lounge via the main stairwell. Access to study carrels and all print library resources will not be granted after 10:00
pm.
- 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 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 10:00 pm. 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 $25 per offense. Repeated violations will be referred to Honor Council.

NON-SEXIST/INCLUSIVE LANGUAGE
At Wesleyan College we encourage all members of our community to use non-sexist/inclusive language. Among models to which students, staff and faculty may refer is the National Council of Teachers of English (NCTE) publication, "Guidelines for Non-sexist Use of Language in NCTE Publications."

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.

NOTIFICATION OF PARENTS
In any serious matter involving the student’s welfare, the College reserves the right to notify the parents.

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

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

1. All cars must be registered with the Campus Police Office and a Wesleyan vehicle decal must be displayed. Vehicle decals are free of charge. All students without a vehicle decal will be ticketed. Student parking spaces are not reserved, but are available on a first come, first served basis. Decals are available in the Office of Student Affairs, located in OSP.

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

3. The only reserved parking on campus is in Visitor and 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.

4. If students, faculty or staff members are going to have visitors parking vehicles on campus, they should contact Campus Police for instructions.

5. 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.

6. 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.

7. The campus speed limit is 15 m.p.h.
8. Driving is restricted to campus streets. Parking is permitted in designated parking spots only. No parking is permitted next to yellow curbs.

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

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

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

**Parking Appeals**

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

**POSTED MATERIALS POLICY**

To publicize events on and off campus (i.e., flyers, posters, etc.), the Director for Student Involvement 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:

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

The Director for Student Involvement 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 the education records of their daughters unless:

1. the student gives written consent to release information, or
2. the parents provide evidence that the student is a dependent as defines in Section 152 of the Internal Revenue Code of 1986.
Under this policy, students will be notified of grades (online), academic warnings, probationary status, and dismissal. Transcripts of records and other information from student files will not be disclosed without the prior written consent of the student, except as herein provided.

**Right of Access**

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

**Education Records**

An education record is any record (in handwriting, print, tapes, film, or other medium) maintained by Wesleyan College or an agent of Wesleyan College which is directly related to the student, **except:**

1. A personal record kept by an administrator, a faculty member, or a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record. (Temporary substitute means an individual who performs on a temporary basis the duties of the individual who made the record and not an individual who permanently succeeds the maker of the record in his/her position.)
2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.
3. Records maintained by a unit of Wesleyan College if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by Wesleyan College.
4. Records maintained by the Health Center, the Director of Counseling or the Office of Student Affairs (e.g. medical, psychological, counseling records) if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumnae records which contain information about a student after she is no longer in attendance at Wesleyan College and which do not relate to the person as a student.
6. Disciplinary records that contain information regarding judicial matters, summons, sanctions, and/or policy violations.
7. The Vice President for Student Affairs, Dean of Students or her designee reserve the right to contact a student’s parents in the event of problems associated with judicial matters, psychological concerns, health-related problems, or other areas covered under the Student Affairs umbrella.

**Disclosure of Education Records**

Wesleyan College will disclose information from a student’s education records only with the written consent of the student, **except:**

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

   A school official has a legitimate educational interest if the official is
   A. performing a task in his or her position or by a contract agreement,
   B. performing a task related to a student’s education,
   C. performing a task related to the discipline of a student. The determination as to whether an official of the College requesting access to a student’s educational record has a legitimate educational interest in that record shall be made by the official responsible for the custody of the record.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To the following individuals:
   - the Attorney General of the United States,
   - the Comptroller General,
   - the Secretary of the United States Department of Education,
   - the Veterans Administration,
   - the Department of Defense representatives obtaining, among other things, student information for recruiting purposes under the Solomon Amendment (10 USC § 983),
   - and to certain officials of state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state or local law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of Wesleyan College.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena. The College will make a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith, except where a subpoena is issued by a federal grand jury or for a law enforcement purpose and the court or other issuing agency orders the College not to disclose the existence or contents of the subpoena.

10. To appropriate parties in a health or safety emergency.

11. To an alleged victim of any crime of violence or a non-forcible sex offense, or the alleged victims next of kin (if the victim dies as a result of the crime or offence) of the final results of an institutional disciplinary proceeding dealing with that crime or offense.

12. To others as may be defined under FERPA.

Student records released by the College, whether by student authorization or by exceptions as stated, are released under the express condition that the receiving party or agency not redisclose the record to a third party or agency without the written consent of the student.

**PROCEDURE TO INSPECT EDUCATION RECORDS**

Students should submit to the record custodian a written request which identifies as precisely as possible the record or records she wishes to inspect. The request must be signed and dated by the student. The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to her.

The student will examine her record in the office in which the records are maintained; she may not remove any item of information from her record file.

**RIGHT OF WESLEYAN COLLEGE TO REFUSE ACCESS**

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

1. The financial records and statement of the student’s parents or any information contained therein.

2. Letters and statement of recommendation for which the student has waived her right of access, or which were placed in file before January, 1975.

3. Records connected with an application to attend Wesleyan College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

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

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

1. the student has an unpaid financial obligation to Wesleyan College;
2. there is an unresolved disciplinary action against the student;
3. the student lives within commuting distance of Wesleyan College.

**Fees for Copies of Records**

The fee for copies of transcripts requested through Docufide by Parchment is $5.00 for electronic copies and $10.00 for paper copies, and notice of such is published in the *Wesleyan College Catalogue* and on the College website. Additional charges will be incurred for expedited delivery and delivery outside the United States. The fee for transcripts requested through the Registrar’s Office is $12 for a paper transcript. The fee for xerox copies of records other than transcripts shall be 50 cents per page plus labor for copying at the rate of $6.00 per hour and postage, if applicable. The College reserves the right to make reasonable increases in copy fees by giving annual notice.

**Record of Requests for Disclosure**

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

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

**Directory Information**

Wesleyan College designates the following items as Directory Information: the student’s name, permanent address, permanent telephone listing, e-mail address, date and place of birth, major field(s) of study of the student, dates of attendance at Wesleyan, full-time vs. part-time status of attendance at Wesleyan, class (year in school), degree(s) awarded, participation in officially recognized activities and sports including weight and height of members of athletic teams, awards and honors, most recent previous school attended, and photograph.

Directory Information is not considered confidential and will be released to outside parties upon request unless the student specifies in writing no later than two weeks after registration each semester (or two days after registration in each short term) that certain information is not to be released. Directory Information will not be published on any basis for general off-campus distribution or for commercial purposes.

The College occasionally publishes a Student Directory made available to current students, faculty and staff. Students who do not wish to be included in a Student Directory must inform the Office of Student Affairs in writing no later than three weeks after Registration Day of the fall term.

In addition, the College releases announcements of students’ activities and achievements to the press. Students who do not wish this information released about themselves, even for public relations purposes, should notify the offices of the Registrar, Communications, and Student Affairs.

**Correction of Education Records**

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

1. A student must ask the official in charge of the record to amend it. In so doing, the student should identify the part
of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading or in violation of his/her right to privacy. This particular provision does not apply to questions of merit in the awarding of grades by instructors, only to questions of accuracy in recording.

2. Wesleyan College may comply with the request or it may decide not to comply. If it decides not to comply, Wesleyan College will notify the student of the decision and advise the student of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of his/her rights.

3. Upon the student’s written request to the President, Wesleyan College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing committee of disinterested parties, appointed by the President; however, the hearing committee may be officials of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney.

5. Wesleyan College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If Wesleyan College decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If Wesleyan College discloses the contested portion of the record, it will also disclose the statement.

8. If Wesleyan College decides that the information is inaccurate, misleading, or in violation of the student’s right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

**RIGHT TO WAIVE**

A student may waive his/her right of access to confidential recommendations placed in his/her files.

**GRADES/WARNING/DISMISSAL**

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

**CONDITIONS FOR NON-RELEASE**

Wesleyan College reserves the right to withhold copies of transcripts, or diploma, of any student who is past due or delinquent on her loan obligations to the College, is delinquent or has defaulted on federal student loans, owes the College money from previous enrollment, has failed to submit official transcripts from previous high school or college attendance, has failed to secure proper immunization as required by the Health Services of the College, or has not completed Honor Council sanctions. This stipulation does not in any way abrogate the student’s right to personally examine or inspect such records.

**DESTRUCTION OF RECORDS**

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

**NOTIFICATION OF STUDENTS**

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

**RECYCLING**
Wesleyan College is committed to supporting the waste reduction efforts and minimization of the college’s carbon footprint. As such, the college is guided by the principles of the College Sustainability Committee and commitment to the American College and University Presidents’ Climate Commitment. Wesleyan College has put forth several efforts in recycling, waste management and responsible purchasing that guide the actions of the college community.

**REMOVAL/SUSPENSION FROM COLLEGE**

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

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

1. Violations of the Honor Code
2. Creating a nuisance or disruption of College life
3. Health or psychological reasons
4. Non-payment of fees
5. Residence hall violations
6. 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 *Wesleyanne*.

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.

**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 definitions of “service animal” under the Americans with Disability Act (ADA) regulations at 28CFR 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:

a. If the animal is required because of a disability
b. 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.

**SMOKING POLICY**

In order to promote a health- and safety-conscious environment on the Wesleyan College campus, smoking is not permitted inside any campus buildings. *Smoking* is defined as any type of tobacco, smokeless, and non-tobacco products including, but not limited to, cigarettes, e-cigarettes, vaping, cigars, pipes, chewing tobacco, etc. Additionally, to meet the standards of LEED Certification, smoking is prohibited within 25 feet of ANY building entrance, window or air intake. **Smoking is allowed only in designated areas listed below.** Walking through or around campus while smoking, is not permitted.

**RESIDENTIAL SMOKING AREAS**

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

**NON-RESIDENTIAL SMOKING AREAS**

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

Smoking is not allowed on any covered porches or sidewalks. Designated smoking areas are subject to change with prior notification. When possible, ashtrays are provided near designated smoking areas. Cigarette butts must be discarded in an appropriate receptacle. In addition, trash should not be discarded in the ashtrays unless they are specifically designed as both an ashtray and a trash can. Student violations should be reported to the Honor Council. Staff and Faculty violations are to be reported to Campus Police who will then notify the individual’s supervisor. A complete report will include name of violator, date, time and location of violation. 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.

**SOLICITING POLICY**

Soliciting by individual students or student organizations is prohibited on- or off-campus without the permission of the Director of Student Involvement in conjunction with the Division of Student Affairs. Soliciting by agents of businesses is prohibited except in rare instances approved by the Director of Student Involvement. 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 Student Involvement, dozens of clubs and organizations are available to students. In addition, the Division of Student Affairs supports the Student Government Association, and four major boards. For more detailed information, please refer to the Club and Organization Handbook, 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.

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

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

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

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

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

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

7. The responsibility to serve as requested on various faculty and administrative committees and ensure that the student viewpoint is accurately represented during such meetings.

8. The right to be protected by standards of justice and fairness in any proceedings with the College in accordance with the Wesleyanne.

9. The responsibility to observe all duly established College, local, state and federal laws. Being a student at Wesleyan College does not affect in any way the jurisdiction of courts and other civil authorities over any college student. Membership in the College community does not provide a privileged or immune status from the laws and regulations that other residents of the state of Georgia must obey.

10. The right of Official Student Publications to maintain their publications as vehicles for free inquiry and free expression in the Wesleyan College community. The responsibility of official student publications is to produce a publication based upon professional standards of accuracy, quality, objectivity and fair play. Publications are bound by the canons of responsible journalism, such as avoidance of libel, indecency, profanity, undocumented allegation, attacks on personal integrity, and the techniques of harassment or innuendo. Additionally, all college-published editors and financed student publications shall explicitly state on the editorial page that the opinions are not necessarily representative of Wesleyan College or its student body.

11. The responsibility to attend all judicial meetings when required to do so. Failure of the respondent to appear at a scheduled judicial meeting will result in the hearing being held in her absence and the student forfeiting her right to appeal.

12. The responsibility to participate actively in training and educational opportunities tied to campus leadership roles.

13. The responsibility to refrain from actions which deny other members of the College community their rights as described.

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, 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 staff mandates that we continue to do all we can to preserve this safety and maintain a safe haven for learning. Wesleyan College is a peaceful community dedicated to non-violence, and the introduction of guns will not be tolerated.

Any student possessing a firearm and/or other dangerous weapons will be assessed a penalty of a minimum $100 fine up to removal from the College with no refund of fees and full payment of room and board required.
CHAPTER FOUR - RESIDENCE LIFE POLICIES AND PROCEDURES

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

Staff Directory

Professional Staff

Resident Advisors & Instructional Technology Assistants

General Policy and Procedures

Alcohol Policy
Babysitting/Children Staying Overnight
Balconies and Porches
Bed Bug Protocol
Cable
Campus Police
Candles and Incense
Cleanliness/Health and Safety Inspections
Computer Ports and Internet Access
Conduct Toward Residence Life Staff
Credit Hours
Deposit (Housing)
Dimensions
Drugs
Electrical Appliances
Elevators
Exam Week
Fines
Fire Safety
Grills
Hall Meetings
Housekeeping/Trash Removal

Insect and Pest Control

Insurance

Irons and ironing boards

Keys

Kitchen Use

Laundry Facilities

Lock-outs

Lofts and Bunkbeds

Maintenance

Meal Plans

Occupancy and Private Rooms

Pets

Public Areas

Quiet Hours and Courtesy Hours

Roofs

Roommate(s)/Suite(s) Conduct

Room Personalization

Service & Emotional Support Animals

Severe Weather

Smoke Detectors/Alarms

Smoking

Solicitation

Storage

Telephone

Televisions

Vandalism and Common Damages

Violations

Windows

Guidelines for Room Usage and Access

Access to Residence Halls and Apartments

Access to Student Rooms by College Staff
Apartment Eligibility
Break Housing (Semester)
Check-in
Check-out
Hall Closings
Nontraditional Housing
Public Area Usage Guidelines
Removal from Campus Housing
Residence Agreement
Residence Hall Space
Residency Requirement
Room Assignments/Room Selection
Room Changes and Consolidation Policy
Room and Apartment Condition Forms
Rooms Not In Use
Summer Housing
Searches and Entry by College Officials
Searches After a Fire Alarm
Vacancies
**Visitation Policy and Procedures**
Conduct
Escort
Open Visitation Hours
Overnight Guests
Overnight Guest Registration Policy
Guest Housing

**STAFF DIRECTORY**

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

**RESIDENT ADVISORS**
Wortham

114 - Imani Somner
GENERAL POLICY AND PROCEDURES

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:

1. Designated Areas:
   a. Alcohol storage, possession and consumption is permitted in only those residence halls, or portions thereof, that are designated as such by the Wesleyan College Administration, which has the exclusive authority to make such designations and to proscribe rules regarding such storage, possession and consumption. The Administration also has the sole discretion to revoke or modify such designations.
   b. The Administration has designated the North and South Apartments as designated residence halls in which alcohol may be stored, possessed and/or consumed. With respect to this designation:
      vi. 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. vii. Alcohol consumption is prohibited within the apartment public lounges or on the apartment porches.
      viii. Guests, including other Wesleyannes, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms of the apartments after all other apartment mates have agreed to allow guests...
to drink in the apartment. This agreement will be stated in writing and signed by each apartment resident at the beginning of each academic year. This agreement may be revoked at any time by the parties to the agreement and may be overridden by the Administration at any time. Should a conflict occur the apartment residents will be required to participate in a mediation process with the Director of Residence Life and the Dean of Students.

ix. Residents are permitted to have no more than 3 guests per resident within a given apartment when alcohol is being consumed.

x. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall or room.

c. Unless the Administration determines otherwise, alcohol storage, possession and consumption is prohibited in Banks, Wortham, Persons, Hightower and Jones residence halls.

2. Wesleyannes are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.

3. Each resident is permitted to possess no more than 72 oz. in a designated area. Kegs are prohibited from designated areas.

4. 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.

5. Alcohol containers are not permitted to be used for display purposes.

See complete Alcohol Policy under the section College Policies and Procedures.

**BABYSITTING/CHILDREN STAYING OVERNIGHT**

Babysitting in the residence halls or apartments is strongly discouraged but allowed on a limited basis, provided it does not occur on a regular and continual basis and does not become a nuisance to other students 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:

1. 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.

2. 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.

   o 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.)

3. Exterminator Findings
   o 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.
   o 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.
   o Only the College’s exterminator can confirm or deny the presence of bed bugs – not Health Services or any outside person.

4. 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.

5. 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. Cable remote controls will be distributed by members of the Computer Information Resources Office.

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

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. Any candles or incense found in the residence halls or apartments will be removed by residence hall staff, and the student may be reported to Honor Council.

CLEANLINESS/HEALTH AND SAFETY INSPECTIONS
For health and safety reasons, residence halls and apartment rooms must be kept in a reasonable state of cleanliness at all times, and all trash must be disposed of in the proper receptacles. Residence Life staff will conduct periodic health and safety inspections at least once per semester. When possible, students will be given at least 24-hour notice prior to these inspections (via flyers or emails). However, unannounced inspections may occur if there is information concerning the violation of a Residence Life or College Policy. Students living in rooms not complying with health and safety standards will be given 24 hours to correct the problem, at which time, if the problem has not been corrected, the student(s) will be fined $25 per day for non-compliance and will still be required to fix the issue. If a policy violation is in plain sight during a health and safety inspection, Residence Life Staff may confiscate any unauthorized item(s). Additional sanctions 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 4 - 6 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 and will take serious disciplinary action up to and including removal from the college of the students involved. Possible criminal action may also be taken.

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

ELECTRICAL APPLIANCES
Due to the overloading of circuits, no electrical equipment other than small appliances may be used in residence hall rooms. Electrical appliances with heating coils or exposed heating elements are not permitted. The use of extension cords is strictly prohibited. Electrical surge protectors that can extend or multiply electrical outlets are the only approved appliance 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 residing in the apartments may keep the following items in their kitchen only: microwave, toaster, toaster oven, sandwich maker, waffle maker.
**Unauthorized Appliances**
The following appliances are not approved for use in residence hall rooms or apartment rooms: halogen lamps, microwave, toaster, toaster oven, George Foreman grill, electric skillet, fryer, gas and charcoal grill, hot plate, hot pot, sandwich maker, waffle maker, hot oil popcorn popper, iron, extension cords, multi-plug outlet, percolator coffee maker, coffee maker without automatic shut-off, waterbed, etc. If an appliance has an open eye burner or exposed heating element, it is not allowed. The Director of Residence Life has discretion to declare appliances to be unauthorized that are not on this list. Students are not allowed to store any flammable or combustible materials such as propane, charcoal, paint or lighter fluid in any living area. Any unauthorized appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a $50 fine and reported to Honor Council. 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, or their designee, 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.

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

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

**Designated Meeting Spots**
- **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 maintenance request. If special extermination procedures are needed, it will be done so at the student’s expense. Students are encouraged to keep a supply of pest control products for their personal use.

**INSURANCE**

The College is not an insurer of students’ personal property. Students are encouraged to determine whether their 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**

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 ID card will be used to access your assigned residence hall or apartment. ID cards 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 promptly to the Office of Student Affairs. Id cards 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 all of the residence halls. Students may not cook in their residence hall rooms due to the potential risk of fire. Students utilizing kitchen facilities must never leave cooking food unattended. It is the responsibility of the resident to completely clean the kitchen after each use. If kitchens are not kept clean or kitchen privileges are abused, the kitchen may be closed temporarily or permanently at the discretion of the RA and Director of Residence Life. The housekeeping staff will not clean any publicly used fridge, oven, or microwave while school is in session.

- To use the kitchen, residents must check out a key from a RA after 5pm and Student Affairs before 5pm. Any damage or mess will be attributed to the resident who last checked out the key, and residents will be responsible for reporting any misuse to the RA.
- Do not leave food unattended while using the stove, oven, or microwave. While in use, the stove, oven, and/or microwave cannot be left unattended at any time. Violations of this of this policy will result in a $100 fine on the first offense and automatic loss of kitchen privileges for the remainder of the year on the second offense.
- 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.

**LAUNDRY FACILITIES**

**RESIDENCE HALLS**

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

**APARTMENTS**

Washers and dryers are provided in each individual apartment in both Corn North and Corn South Apartments.

Any service related problems related to washers or dryers should be reported through a Residence Life staff member or to Physical Plant through a work order.

**LOCK-OUTS**

It is important that students keep track of their room keys. Students will 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.
LOCOUTS 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. Students should not contact Campus Police to be let into their rooms.

MAINTENANCE

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

MEAL PLANS

Meal plan services are provided by Metz Culinary, 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 18 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. A violation of the pet policy will result in the immediate removal of the animal and reporting to the Director of Residence Life. Violations will result in a $250 fine 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 a service animal or emotional support animal must do so through the Director of Disability & Advocacy Services. Unauthorized support animals are not permitted in the residence halls. (See ESA Policy)

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 Wesleyannes 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. Students are permitted to use Magic Mounts in order to decorate their room. Magic Mounts are available for purchase in the Campus Store and on various other online retailers. As designated by the Fire Marshall, wall and door coverings must not cover more than 35% of any given surface.

**DECORATIONS**

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

**FURNITURE**

Feel free to arrange the furniture provided by the College in your residence hall room or apartment to your liking. You may add your own furniture to the room but College furniture must remain in your room at all times and cannot be placed in storage or removed from its designated area. Upon check-out, all furniture must be put back together and arranged as found upon check-in. Fines will be
assessed upon room inspection or checkout for any missing, broken, or damaged furniture. Any furniture that is not assembled in the manner at which it was found will also result a fee assessed to the student (i.e. 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 & 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. Upon the first violation of this policy, the student will have 24 hours to remove the animal from College property, which may require off-campus boarding, with all associated costs being the responsibility of the student. Failure to remove the animal within 24 hours will result in a $500 fine per day the animal is not removed and ineligibility for future ESA approval. ESA approval is designated for a particular animal and does not automatically transfer to another animal.

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 $25 fine; the second violation will result in a $50 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 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.

**Emergency Siren**

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

Smoke detectors/alarms are provided in each residence hall room and apartment and are maintained by Physical Plant. If you hear an intermittent beep from a smoke alarm, it means the battery is low. **Do not remove the battery or attempt to change the battery!** Please submit a Physical Plant Request through the Work Order Process. 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 one television in a common area of each residence hall. Service problems with the television should be communicated to an ITA or a Residence Life staff member. Additionally, service issues with the cable service can be reported to the Resident Advisor or Information Technology Assistant. This service is provided with the understanding that all students will respect college property. Damaged or missing equipment will be charged to the student(s) involved.

**Vandalism and Common Damages**

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

**Violations**

Students who violate any residence hall policy are bound by the Honor Code to report themselves to the Director of Residence Life or for further instruction. 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 through a work order.
Guidelines for Room Usage and Access

ACCESS TO RESIDENCE HALLS AND APARTMENTS
In order to provide a safe and secure residential environment, all residence hall and apartment buildings are locked 24 hours a day. Students are issued keys by Residence Life staff at check-in and are required to return the keys to Residence Life staff upon checkout. Students are not permitted to use their key to enter a residence hall in which they do not reside and may not loan their key to anyone at any time. Residents who are found to have loaned their key or ID card to any person will automatically incur a $50 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 key of a student living in that particular building. Propping open doors compromises the safety of everyone in the residence hall and is considered a residence hall violation. A fine and/or additional sanction may be imposed depending on the circumstances of the situation. Continually propping open exterior residence hall or apartment doors can result in a student’s removal from campus housing by the Director of Residence Life with no refund of fees and full payment of room and board required. Pounding on residence hall or apartment building doors creates a distraction for students living in the hall and is not permitted.

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

APARTMENT ELIGIBILITY
The Corn Apartments were built with the specific goal of creating an independent living environment to help start our senior students in their transition to post-Wesleyan life. As such, priority for the apartments is given to senior students followed by junior students. Eligibility for the apartments is based on the number of earned credit hours. Meeting the credit hour minimum does not guarantee placement in the apartments.

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 2018 for Fall 2018 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 2018 semester for Spring 2019 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 2018 in order to sign up for the apartments during Room Selection Spring 2019. Student would Move in Fall 2019)

BREAK HOUSING (SEMESTER)
Each year the Wesleyan College residence halls and apartment buildings close for the Semester Break in December. These dates are published in the College Calendar and the Wesleyanne.

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

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

3. Students who need housing during the semester break will be charged a set fee 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.

Wesleyan College of Guangzhou University Dual Degree students should follow specific guidelines outlined for this program.

CHECK-IN

Upon the beginning of each academic year, every student must check-in to her residence hall or apartment with a Residence Life Staff member. The check-in process requires completing the Residential Emergency Contact Form, Signing of the Honor Code and Handbook Acknowledgement form, receiving a room key and completing the Room/Apartment Condition Form. Each student will be provided instructions on how to complete the online Apartment or Room Condition Inventory for their assigned living space. This form must be completed within 48 hours of receiving keys and it is the responsibility of the student to make sure that the room/apartment condition form is thorough and lists all current damages in the room. For more information on the Room Condition Form please view the appropriate information in this section. Students must follow the same check-in procedure during the summer months, if applicable.

CHECK-OUT

Before a student vacates her residence hall room or apartment, she must make an appointment with her RA to officially check-out of her room at least 24 hours prior to her desired departure. The RA will compare the room/apartment condition form filled out at the beginning of the year, to the condition of the room at checkout. Any differences or discrepancies will be noted on the room/apartment condition form and will be presented to the student to sign during check-out. In the event of a double occupancy room or shared common space in the apartments, the check-out condition of all roommates’ forms will be compared for any discrepancies or damages which were not visible at the time of the other roommate’s checkout. All changes will be reported the Director of Physical Plant who will review each case and determine if an actual damage has occurred. In the event of actual room damage the student will be billed at the cost to repair the damage. Damages are applied to student’s account approximately 4 to 6 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 from campus housing receive no refund of fees and must pay in full all tuition, room and board charges. Students will be given a deadline for removal, and if they have not vacated their campus residence by the designated deadline, the student will be escorted off campus by Campus Police and may be denied visitation privileges in the future.

Students removed from college housing 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 for final consideration. Appeals must be submitted in writing within 72 hours of first notification of denial.

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:

1. Choose a roommate;
2. Choose to remain in a private room and pay the private room fee of $500/semester;
3. Accept a change of assignment.

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

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

**ROOM AND APARTMENT CONDITION FORMS**

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

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

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

**ROOMS NOT IN USE**

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

**SUMMER HOUSING**

Summer housing is available to all current students registered for the fall semester at a reasonable cost. Housing may be made available to recent Wesleyan graduates in good standing with the college as space is available. Students living in campus housing during the summer months are required to adhere to all Residence Life policies and guidelines stated in the student handbook. Students failing to comply will be subject to sanctions imposed by residence hall staff. Space is limited and priority for housing will be determined by the Director of Residence Life.

**SEARCHES AND ENTRY BY COLLEGE OFFICIALS**

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

**SEARCHES AFTER A FIRE ALARM**

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

**VACANCIES**

Vacancies in the residence halls and apartments that occur after the designated room selection time will be 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 apartment-mates 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, suitemate or apartment-mate. 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
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 AND JONES HALL
Overnight male guests are permitted in Hightower Hall and Jones Hall on Friday and Saturday evenings. Male visitation begins at 10:00 am on Friday and ends at midnight on Sunday.

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

OVERNIGHT VISITATION - MINOR
Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment. Children between the ages of 6 – 16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room. 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

Wesleyan College Intellectual Property 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 network 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 Network Policy is distributed to all incoming students and can be downloaded from the College’s WesPortal at: http://WesPortal.WesleyanCollege.edu. Once logged in with your id and password select the WesNet tab, click on the left menu item labeled “Computer Resources”, and then the section, “Information”. You will find the policy there.

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

WESLEYAN COLLEGE INTELLECTUAL PROPERTY POLICY

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

In what follows, the term “intellectual property” refers to inventions, creations, new processes, innovations, and tangible research materials—that is, all copyrightable or patentable works, and the patents and copyrights that reserve rights to them.

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

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

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

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

ENFORCEMENT
Any violation of these or other published policies for the appropriate use of computers, networks, and telephones must be reported to the Network Administrator or the Director of Computer and Information Resources. (The network or system administrator will temporarily suspend a user's account when it is deemed necessary to assure proper security of the College systems until a proper review is performed). Upon indication of a violation, the Director of Computer and Information Resources shall convene a hearing committee to review the case. For a student violation, the committee will consist of the following members of the campus community: Chancellor of Honor 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**

**Honor Code**

**Judicial Boards**

- Council on Judicial Affairs (CJA)- Honor Council
  - Academic Violations of the Honor Code
  - 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**

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.

All 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 or her designee as stated in the Council on Judicial Affairs - Honor Council policies.

All alleged violations of Residence Life policies and procedures will be heard by the Director of Residence Life or her designee. A student may appeal the decision of the Director 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 Title IX Policy against Sexual Assault, Harassment, and Misconduct and the Non-Discrimination Policy will be handled according to the Policy for Resolving Complaint of Harassment, Discrimination, and Title IX Violations.

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 or her designee. A student may appeal the decision of the Dean of Student to the Provost within 5 business days of notification of the sanction. The appeal decision is final.

All appeals from any process identified above are determine 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 not consistent with prior disciplinary actions
- New evidence not available during the investigation or hearing.

**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.

**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.
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 Wesleyan. Rules and regulations concerning the overall expectations of students can be found in the Wesleyan 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.

JUDICIAL BOARDS

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

COUNCIL ON JUDICIAL AFFAIRS (CJA) – HONOR COUNCIL

CJA adjudicates most violations of the Wesleyan College Honor Code and student-related policies. All non-academic violations must be reported to the chancellor of CJA or the advisor of Honor Council. CJA also serves the College in the capacity 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 President of CJA, who serves as Chancellor, the Judicial Secretary/Treasurer, the Judicial Clerk, one representative from each class and one representative from the Encore Student Body. The Honor Council must have quorum in order to conduct any hearing. Quorum is defined as 51% of all voting members. Class Representatives are voting members of Honor Council. The Advisor and Officers are non-voting members.

ACADEMIC VIOLATIONS OF THE HONOR CODE

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 member who will then notify the accused of the alleged charge. Students may not report Honor Code violations anonymously. After being informed about the alleged violations, accused students have 24 hours to report the incident by speaking to the faculty member. Students are highly encouraged to self-report.

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 program director, the student’s academic advisor, or the dean of the faculty 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 on Wesnet under the Provost’s Office tab.

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. The Provost may also recommend an Honor Council hearing for additional social sanctions for repeated or egregious academic offenses.

**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 of 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 below 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.
SOCIAL VIOLATIONS OF THE HONOR CODE

REPORTING A VIOLATION AND PROCEDURES FOR ACTION

1. Any member of the administration, faculty, staff, or student community should, when possible, confront a student for an honor offense at the time of the offense. Students who are unable to confront another student at the time of the offense should report the violation to the appropriate staff member who will then notify the accused of the alleged charge within 24 hours. Students may not report Honor Code violations anonymously.

2. The accused has 24 hours from that time to report the incident by speaking to the Council on Judicial Affairs Advisor. Students are highly encouraged to self-report. Honor Council will take this into consideration.

3. The accuser will report the charges to the Advisor of the Council on Judicial Affairs.

4. The Judicial Secretary will notify the accused in writing of the charges, the procedures, and the date and time of the hearing at least 48 hours before the scheduled hearing. In emergency situations, 48 hours may not be provided.

5. A hearing will be held to hear accounts of the incident by both the accuser and accused. If the accused does not attend the hearing, it will be held in her absence and the student will forfeit her right to appeal. If a student has class during her scheduled hearing time, she may request a new hearing time. No other change requests will be honored. Requests for a new hearing due to an academic obligation must be made prior to 3pm on the day of the hearing.

6. Honor Council will deliberate; decide on a verdict and sanction (if necessary).

7. Students will be notified in writing of the hearing outcome.

8. 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.

9. 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.
   a. Deferred Hearing: When allowable, Honor Council will defer an end of the semester case to the following semester in order to allow a student to represent themselves during the hearing with the full board. This is not permitted with students who are not returning to the college, when a student is graduating or in other situations as deemed necessary by the advisor.
   b. Administrative Hearing: If a scheduled hearing or deferred hearing is not possible, the case will be heard administratively by the Advisor of the Council on Judicial Affairs. If an administrative hearing is held, the same appeal process will be followed.

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

THE RIGHTS OF AN ACCUSED STUDENT

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

1. Will have the case heard without undue delay

2. Will receive written notice of the charges, procedures and date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of extenuating circumstances.

3. May testify or remain silent

4. Can present witnesses and/or evidence on their own behalf

5. May appeal to the Dean of Students, only when in attendance at initial hearing.

THE RIGHTS OF AN ACCUSER

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

3. If an accuser fails to attend the hearing or submit the appropriate documentation by the set deadline, the case will be dismissed.

4. The accuser can present witnesses and/or evidence of the violation committed by the accused student.

**HEARING PROCEDURES**

1. The accused will be called into the Honor Council room, at which time the Judicial Clerk will explain the hearing procedure and the accused will be reminded that she is bound by the Honor Code and is required to tell the truth. The accused will be informed that the proceedings will be tape-recorded to insure accuracy and for appeal purposes.

2. The Judicial Clerk will state the student’s name and the charges being brought against her.

3. The accused will be asked to plead responsible or not responsible to the charges brought against her.

4. The accused will be asked to state her name and will be given the opportunity to present her case.

5. Honor Council members will be given the opportunity to question the accused. The accused will then leave the room.

6. The accuser will be brought into the room and asked to present her or his account of the incident and to present any witnesses about any matter logically relevant to the charge against the student. All witnesses appearing before Honor Council must present firsthand knowledge of the violation. Character witnesses are not allowed.

7. After the accuser presents all testimony, they will leave the hearing.

8. 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)).

9. The Chancellor may limit unproductively long, repetitive or irrelevant questioning.

10. The accused will be given an opportunity to present a closing statement.

11. The Chancellor will inform the accused that the results of the hearing will be presented, in person, and that the accused will be required to coordinate a meeting with the Chancellor within 24 hours of the hearing by e-mailing cja@wesleyancollege.edu. The accused will leave the hearing.

12. After the case has been presented, the Council will hold confidential deliberations. A decision will be rendered, and the accused will be notified in person and in writing within twenty-four (24) hours of the conclusion of the hearing. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).

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

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

**REPORTING PROCEDURES WHEN NO ACCUSER IS NAMED**

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

1. Any student who self-reports and accepts responsibility for a violation but does not name an accuser

2. Any student involved in a situation where no accuser is present

3. Any number of students involved in a situation which would cause all students involved to accuse each other of similar policy violations. 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:

1. The student self-reports her policy violation to the Advisor for the Council on Judicial Affairs or CJA Chancellor.

2. The student will be summoned to her Honor Council hearing according to the policies listed above, under the Reporting a Violation and Procedures for Action section.

3. Procedures for the hearing will follow those listed in the Hearing Procedures section listed above. However, steps 6 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:

1. The accused students will be called into the Honor Council room, at which time the Judicial Clerk will explain the hearing procedure and the accused students will be reminded that they 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.

2. The Judicial Clerk will state each student’s name and the charges being brought against that particular student. The Judicial Clerk will do this for each student involved.

3. After each student’s name is read and the violations have been stated, the hearings will proceed in the following fashion:
   - A. Step 1- The first accused student will be asked to plead responsible or not responsible to the charges brought against her.
   - B. Step 2- She will then be asked to state her name and will be given the opportunity to present her case.
   - C. Step 3- Honor Council members will be given the opportunity to question that particular accused student about the information she has presented.
   - D. Steps 1-3 will be followed for each additional accused student involved. The ensure fairness, the initial order of accused students will be predetermined using alphabetical order of last name.

4. Each accused student will be allowed to ask questions of their fellow accused students or will be allowed to present witnesses on their behalf. The same 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.

5. The Chancellor may limit unproductively long, repetitive or irrelevant questioning and statements.

6. After all witnesses have been presented, the board will be given a final opportunity to question each accused student.

7. Each accused student will be given an opportunity to present a closing statement.

8. After all closing statements have been given, the Chancellor will 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 cja@wesleyancollege.edu.

9. After the case has been presented, the Council will hold confidential deliberations. During deliberations, each student will be processed separately and separate findings will be rendered. After a decision has been rendered for each student, separate sanction letters will be presented to each student. The accused students will be notified in person and writing within twenty-four (24) hours of the conclusion. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).

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

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

HONOR COUNCIL POSSIBLE SANCTIONS

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

- Demerits- A notation that becomes a part of the student’s permanent college judicial record. The accumulation of 10 will be grounds for a recommendation for suspension or removal to the 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 placed of restricting all involvement. Restrictions can also limit or remove a student’s residence hall visitation privileges.
• **Removal from the Residence Halls**- Removal from the residence halls, with loss of residence hall privileges including visitation to students in the residence halls. At which time, no refund of fees will be given and full payment of room and board are required to be paid for the current semester. A student may be considered for readmission to the residence halls if outlined at the time of removal. The Director of Residence Life may consider readmission.
• **Removal from the College**- Removal from the College, with loss of visitation privileges for on-campus and College sponsored events. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester. A student may be considered for readmission if outlined at the time of removal. The 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**- 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 her tenure at Wesleyan College. Other sanctions not listed above may be issued by the Honor Council Board as deemed appropriate as they pertain to a particular violation.

**APPEALS**

A formal, typed appeal must be presented to the 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 Ground for Appeal listed below. The Dean of Students reserves the authority to uphold or amend the sanction or to have Honor Council re-hear cases when deemed proper or make a referral to the Student/Faculty Judicial Board based on the grounds for appeals as listed. When a student submits an appeal, the initial sanction and actions taken by CJA will be administered and all deadlines must be met. In the event an appeal decision is rendered that overturns the initial outcome or sanction from CJA, the actions can be reversed. Appeal decisions are final.

**GROUNDS FOR APPEAL**

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

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

**LOSS OF APPEAL PRIVILEGES**

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

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

**CONFIDENTIALITY**

The Honor Council, the 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 Advisor of the Council on Judicial Affairs. All college judicial cases are confidential. Cases, students involved, outcomes, or any related circumstances will not be discussed. Exceptions include relevant administrators associated with the case on a need to know basis as defined by the designated College official. Accusers may inquire as to whether or not cases have been processed by Honor Council, however verdicts remain confidential.

**PROTECTION FROM RETALIATION**

Retaliation against an individual who makes a report of a policy violation (an accuser) or assists in providing information relevant to a policy violation is a serious violation. Acts of retaliation shall be reported 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 Advisor of the Council on Judicial Affairs in Student Affairs. Student files are kept confidential and released only with an official request. (See the FERPA Policy found in the Catalogue for more information on privacy rights.)

**STUDENT-FACULTY JUDICIAL BOARD**

In the event of a student appeal of an Honor Council decision, the Dean of Students reserves the right to assign an appeal case to the Student-Faculty Judicial Board. The activation of the Student-Faculty Judicial board will be in place of an appeal decision from the Dean of Students, and the decision of this board is final. The Student-Faculty Judicial Board follows the same hearing procedures as Honor Council and there are no appeal privileges. Committee members include the Advisor of the Council on Judicial Affairs as Chair, Director of Student Involvement, Director of Career Development, the vice presidents of the four classes, and four faculty representatives with two years of teaching at the College, elected by the faculty representing four of the six divisions. The Chancellor and Secretary-Treasurer of Honor Council serve as ex-officio members.
CHAPTER SEVEN- APPENDICES

Appendix A: Title IV Student Consumer Complaint Process
Appendix B: Campus Safety Tips
Appendix C: Guide to Reporting an Incident of Sexual Harassment of Assault
Appendix D: Filling A 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 SEXUAL HARASSMENT OR ASSAULT

The Wesleyan College Title IX Policy Against Sexual Assault, Harassment, and Misconduct can be found in full on Wesportal and on the Wesleyan College website.

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

   During regular business hours (8:30 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 Discrimination, Harassment and Title IX Complaint Form
   - This form can be found at the following link: wesportal.wesleyancollege.edu/ICS/WesNet/ . Once completed, please email it to Title IX Coordinator Tonya Parker at tparker@wesleyancollege.edu.

2. If you file a complaint, you have a right to adequate, reliable and impartial investigation of your complaint, the right to present evidence and witnesses, the right to appeal decision made during the complaint process. If you chose not to file a complaint, the College will investigate the incident in order to seek further understanding for the protection against recurrences.

3. The College may issue a “cease all contact” order to the accursed (with a copy to you) that prohibits any contact - personal, written, electronic - by the accused or his/her associates acting on behalf of the accused with or without their knowledge.

4. The College can address conditions in your living, learning or working environment as appropriate to reduce the level of hostility in your environment, such as room assignment changes, class changes, work location changes, or limits on access for the accused.

5. You will be notified of the time frame within which the College will conduct a full investigation related to the report or complaint.

6. The College will decide outcomes of the complaint, the sanctions imposed upon the accused, and all aspects of the complaint that relate to you and may affect your learning, living or working environment.

7. You will be notified of the outcome of the complaint that you submit and any conditions of the outcome that may affect you.

8. If you or your witnesses are subjected to retaliation (pressure, intimidation, or coercion by the accuser or his/her associates, with or without the accuser’s knowledge), you should immediately report the incident so the Title IX Coordinator can investigate and take action.

9. You may opt for a voluntary informal method of resolving the complaint if the College deems the incident to warrant an informal approach. You may choose to end such informal resolution methods at any time and choose to proceed with formal stages of this complaint process.
**APPENDIX D: FILING A WORK ORDER**

To file a work order, please follow these simple steps. Remember in a Maintenance emergency situation you should report the incident immediately to 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 Work Order:**

1) To access the Work Order Website, click on the “Physical Plant Help Desk” link located on the left sidebar of the Wesleyan Portal Website front page.

2) To log in to the Work Order System, use your Portal Username and Password.

3) Once you are logged in, click the large grey “Enter a Request” button located in the center of the screen.

4) Next select your building from the drop down menu and enter your room number.

5) In the Subject Line give a brief description of the problem with the Building and Room Number. For Example:
   - Wortham 203 Sink Knob Broken
   - North 104A Window Screen out
   - Hightower 021 Lights out

6) In the Description box give a short description of the program with the Building and Room Number. Students will not need to diagnose the problem or list potential remedies. The basic information will greatly assist the Physical Plant Staff in timely response to your issue. For Example:
   - The 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

7) Once you have entered all of your information, click the “Submit Request” Button. You will receive an email once your work order has been placed into the system with the work order ID number.

8) Once your work order has been completed by Physical Plant, you will receive an email informing you that the work order has been completed.

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Main Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC AFFAIRS (PROVOST OFFICE)</strong></td>
<td>Tate Hall</td>
<td>757-5228</td>
</tr>
<tr>
<td><strong>ACADEMIC RESOURCE CENTER (ARC)</strong></td>
<td>Willet Library</td>
<td>757-5193</td>
</tr>
<tr>
<td><strong>ADMISSIONS</strong></td>
<td>Huckabee Hall</td>
<td>757-5206</td>
</tr>
<tr>
<td><strong>ALUMNAE</strong></td>
<td>Candler 2ND Floor</td>
<td>757-5173</td>
</tr>
<tr>
<td><strong>ATHLETICS</strong></td>
<td>Porter Gym</td>
<td>757-5253</td>
</tr>
<tr>
<td><strong>BUSINESS OFFICE</strong></td>
<td>Tate Hall 104</td>
<td>757-5120</td>
</tr>
<tr>
<td><strong>CAMPUS POLICE</strong></td>
<td>OSP Third Floor</td>
<td>757-5145</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell Number 960-7969</td>
</tr>
<tr>
<td><strong>CAMPUS STORE/AUXILIARY SERVICES</strong></td>
<td>OSP Ground Floor</td>
<td>757-5272</td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td>OSP Barracks</td>
<td>757-5137</td>
</tr>
<tr>
<td><strong>COMPUTER INFORMATION RESOURCES</strong></td>
<td>OSP Barracks 313</td>
<td>757-5239</td>
</tr>
<tr>
<td><strong>EMBA</strong></td>
<td>Taylor 121</td>
<td>757-5225</td>
</tr>
<tr>
<td><strong>EQUESTRIAN CENTER</strong></td>
<td>Mary Ellis Knox Equestrian Center</td>
<td>757-5103</td>
</tr>
<tr>
<td><strong>FINANCIAL AID</strong></td>
<td>Huckabee Hall</td>
<td>757-5205</td>
</tr>
<tr>
<td><strong>FOOD SERVICES (Metz)</strong></td>
<td>Anderson Dining Hall/ Hurdle Café</td>
<td>757-5270</td>
</tr>
<tr>
<td><strong>HUMAN RESOURCES</strong></td>
<td>Tate Hall</td>
<td>757-3803</td>
</tr>
<tr>
<td><strong>INSTITUTIONAL ADVANCEMENT</strong></td>
<td>Candler First Floor</td>
<td>757-5187</td>
</tr>
<tr>
<td><strong>LANE CENTER FOR COMMUNITY ENGAGEMENT</strong></td>
<td>OSP Ground Floor</td>
<td>757-3799</td>
</tr>
<tr>
<td><strong>LIBRARY</strong></td>
<td>Willet Memorial Library</td>
<td>757-5200</td>
</tr>
<tr>
<td><strong>MAYHEW ATHLETIC CENTER</strong></td>
<td>Back Campus</td>
<td>757-5251</td>
</tr>
<tr>
<td><strong>PHYSICAL PLANT</strong></td>
<td>Physical Plant Warehouse</td>
<td>757-5140</td>
</tr>
<tr>
<td><strong>PRESIDENT’S OFFICE</strong></td>
<td>Tate 102</td>
<td>757-5212</td>
</tr>
<tr>
<td><strong>REGISTRAR</strong></td>
<td>Tate 120</td>
<td>757-3840</td>
</tr>
<tr>
<td><strong>STUDENT AFFAIRS</strong></td>
<td>OSP</td>
<td>757-5214</td>
</tr>
</tbody>
</table>