

# Wesley College Student Handbook 2016-2017

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## **WESLEY IN OVERVIEW**

Wesley College is a selective, comprehensive college of the liberal arts and sciences affiliated with The United Methodist Church. Founded in 1873 as a preparatory school, Wesley College has a covenant relationship with the United Methodist Church. The College offers 28 bachelor's degrees and master's degrees in business administration, education, environmental science, nursing, and sport leadership in a multi-denominational, multi-cultural campus setting. Associate's degrees and certificates are also available. The emphasis at Wesley has always been on educating the whole person. With an annual enrollment of over 1,400 students (approximately 1,200 full time), individual assistance, teaching, and counseling become personal realities. Modern residence hall facilities, classrooms, and academic buildings offer the student an instructional environment conducive to learning. Partnerships with a varied group of businesses and other institutions offer students unique internship opportunities.

## **HISTORY OF THE COLLEGE**

The College's long history is a testament to its goal of providing quality educational opportunities to the citizens of the First State and beyond. From its inception, the College also has been committed to providing for the spiritual needs of its students. Wesley believes that education must foster the personal growth and development needed to persevere and survive academically, socially, and professionally in today's complex culture. Begun in 1873 as Wilmington Conference Academy, a preparatory school for boys, it went through several transitions, culminating as a comprehensive higher education institution. New programs emerged, and professional studies joined with the liberal arts to strengthen each student's preparation for life. Recognizing the importance of life-long learning, graduate programs were developed, and evening and off-campus programs were established, reaching out into surrounding communities to make education available to a broader constituency. Concurrently, new and renovated facilities prepared the College for the technologically based information age.

Wesley College is well positioned to meet today's challenges. Its enrollment growth, faculty enhancement, physical facilities expansion and creative programs have made the College a beacon of higher education for The United Methodist Church in the eastern United States.

## **GOVERNANCE OF THE COLLEGE**

Wesley College is an independent nonprofit corporation of the state of Delaware. Nonprofit status is confirmed by the Internal Revenue Service and by Internal Revenue Code Section 501(c) (3). The corporation's members, who are also members of the Peninsula-Delaware Annual Conference of The United Methodist Church, elect the members of the Wesley College Board of Trustees. By legal and by moral obligation, the Wesley College Board of Trustees, an autonomous Board, reserves the right always to establish policy for the College. It is the function of the President of the College to implement and administer the policies of the Board of Trustees.

## **PHILOSOPHY OF THE COLLEGE**

Wesley College is committed to an educational philosophy that reflects its Christian and its United Methodist traditions. The Wesley College concept of education is based upon several assumptions.

FIRST, education is an intellectual response to a loving God. Such a response should involve the pursuit of truth and knowledge and the development of skills that, together, will facilitate the fulfillment of the individual to serve humanity and the world more effectively.

SECOND, education is concerned with the whole person. While academic excellence is a primary objective of the College, an education is much more than the sum of all academic work. All members of the College community are encouraged to discover and appreciate cultural, aesthetic, and religious realities that are vital to personal growth and development.

THIRD, education is value centered. Questions of values emerge in a changing society as technological advances influence daily life and help determine the shape of the future. The College recognizes its re-

sponsibility to be involved in the study of ethical issues to make informed choices and be responsive to human needs.

FOURTH, education is a human enterprise that serves persons who may benefit from its collective resources. In seeking to reflect and celebrate the richness of a pluralistic life, the College welcomes persons from all religious, national and ethnic groups. Such a college creates a learning environment that respects each individual.

FIFTH, education is a shared responsibility. The College believes that learning is interactive and personal and offers programs that give opportunity for creative expression and the development of leadership. At the same time, the College holds that privileges are inseparable from responsibilities.

## **LOCATION**

Wesley College is located in historic Dover, Delaware. Dover, on the Delmarva Peninsula, is the county seat of Kent County and the capital of the nation's first state. It has 35,000 residents. The campus is in Dover's major residential community, with stores and banks within easy walking distance. In addition to many pre-Revolutionary War buildings and sites, Dover is also the home of Dover Air Force Base and Dover Downs International Speedway, which hosts NASCAR races. The city has many churches, a Y.M.C.A., several parks and recreational areas, and restaurants. Seafood is a specialty because of the city's proximity to the Delaware and Chesapeake Bays and to the Atlantic Ocean. The downtown shopping area is a short three blocks from campus, with a second large shopping area located within two miles. New York City, Baltimore, Philadelphia, and Washington, D.C., are within a two- to four-hour drive of the Campus.

## **WESLEY COLLEGE STUDENT AFFAIRS MISSION**

The mission of the Student Affairs Division is to provide all students with a challenging and supportive College community that encourages responsible choices, fosters intellectual growth, and enhances personal development at Wesley and in the world.

The purpose of the Wesley college experience is to help students grow and develop as whole persons: academically, intellectually, emotionally, personally, socially and spiritually. To this end, the College offers the skills, knowledge, and expertise of faculty and staff to help students make mature and responsible decisions about their lives. Within this process, the College has the responsibility to challenge those decisions it believes are not in the best interest of the student or the community. Within this framework of mutual accountability, student opinions are an important element in the determination of Student Affairs policies.

The College is committed to a holistic community which:

1. Encourages learning and self-direction
2. Stimulates the quest for knowledge
3. Provides the orderly structure necessary for harmonious campus functioning
4. Protects the rights, privileges, and individuality of each person
5. Endorses the highest principles of moral and ethical behavior

### *Student Affairs Division Vision*

The Division of Student Affairs seeks to collaborate with the Alumni, faculty, staff, students and the Dover community to assist students in their development as global citizens by fostering a co-curricular environment that honors integrity, celebrates diversity, facilitates interpersonal development, embraces technology, promotes transparency and effectively utilizes data to influence decisions.

## *Student Affairs Values*

“G.I.T.”

GRACE (To provide service/assistance in a polite and pleasant manner)

INTEGRITY (To be consistently honest, fair and just in our actions)

TRANSPARENCY (To be open and collaborative in our decision making)

## **STUDENT PROGRAMS AND SERVICES**

### **STUDENT SUCCESS & RETENTION TEAM**

The Department of Student Success and Retention (SSR) is a comprehensive and collaborative set of services, resources, and structured support programs designed to transition, educate, and empower our students to be effective leaders within and beyond the Wesley community.

Our professional academic staff members implement current best practices and make data-driven decisions in an effort to support the academic, professional, and personal success of all Wesley students. The SSR team aims to be both approachable and accountable as they advocate for students.

The SSR team includes Academic Support programs, Disability Support Services, Academic Advising, Career Development, the Robert H. Parker Library and our Early Alert program called Student Success Outreach.

### **ACADEMIC SUPPORT**

Wesley College is proud of our tradition of individual attention and academic support for each student. The Department of Academic Support seeks to assist all students in their quest for academic excellence by providing comprehensive services and individual support. Programs and services are designed to help students respond effectively to specific academic challenges and reflect the Wesley College mission of imparting students with a desire for lifelong learning.

The Department of Academic Support, located at the back of Parker Library, provides a broad range of academic support for all Wesley students throughout their entire college experience. These programs include a first-year mentoring program, Seminars for Academic Success, peer tutoring in both subject areas and in writing in all classes. Disability Support services are offered for all students with documented disabilities and provides equal access in accordance with the Americans with Disabilities Act (ADAAA).

The Department of Academic Support assists students on their path to academic success with the following resources, programs and individual support:

- Full time professional staff members
- Dedicated study areas with wireless Internet access
- Peer tutoring in subjects and writing across the curriculum
- Seminar workshops covering topics most important for student success
- Academic Computer lab with 18 computer stations
- Academic accommodations through Disability Support Services (DSS)

## **DISABILITY SUPPORT SERVICES**

Disability Support Services (DSS) is located on the first floor of the Robert H. Parker Library. DSS provides equal access in all aspects of campus life for students with documented disabilities. Individualized accommodation plans are created through one-on-one counseling sessions and students are guided through the process.

## **TUTORING PROGRAMS**

Free peer tutoring is provided to all students. The Department of Academic Support (DAS) typically employs 35 to 40 tutors each academic year. The tutors become CRLA certified and participate in ongoing paraprofessional development by professional staff members. Tutoring is provided for various subjects including, but not limited to, writing, math, science, history, philosophy, and religion. All tutoring is appointment based through the online TutorTrac system ([www.arc.wesley.edu](http://www.arc.wesley.edu)).

## **SEMINARS FOR ACADEMIC SUCCESS**

Workshops on a wide range of topics are led by college wide professional staff and student leaders each semester and feature strategies needed for academic and personal development. Seminars on Time Management, Career Development, Writing Skills, Coping with College, Test Anxiety, and more are featured each semester.

## **CAREER DEVELOPMENT**

Career Development, located in the Advising Center, provides counseling and resources to help current students select a major, explore careers, and search for either graduate school or employment opportunities. Students are supported with advice on resumes, cover letters, mock interviews, career-focused seminars, and the creation of professional social media presences on platforms such as LinkedIn. Career fairs and other networking opportunities are offered each year. Career Development will continue to offer support even after graduation from Wesley College.

## **ACADEMIC ADVISING**

Advisors are a key component in engaging, connecting, and transitioning students into and throughout their college experience. All students are assigned to an academic advisor upon entrance to the college based upon their declared field of interest.

## **ROBERT H. PARKER LIBRARY**

The Robert H. Parker Library (RHP) provides access to books, journals, and other resources for every major and class in addition to being a part of a statewide consortium of libraries that supports research. RHP Library has a variety of spaces for student use for group and individual work. The mission of the RHP Library is to support the academic and research success of our students, faculty, and staff in the true liberal arts tradition.

## **STUDENT SUCCESS OUTREACH**

Wesley College utilizes an early alert program that assists students facing challenges that may impede their academic success. The SSO team reaches out to students in an effort to connect them with appropriate resources to help them achieve their goals or to offer extra support in times of need.

## **BOOKSTORE**

The College Bookstore, located on the ground floor of the College Center, contains a complete line of required textbooks and college supplies. Additionally, there are items such as clothing, sweatshirts, class rings, and greeting cards for sale. Normal hours are 9:00 a.m. through 4:00 p.m., Monday through Friday. Special hours are established at the beginning of each semester to accommodate students purchasing textbooks. The Bookstore should be contacted for special orders and hours and to order books on line.

## **CHURCH RELATEDNESS AND RELIGIOUS LIFE**

Wesley College, as a college affiliated with The United Methodist Church, recognizes the importance of and the need for spiritual understanding and expression in each student's life. The College promotes individual involvement in religious activities and encourages each student to participate in organizations and worship services on and off campus, according to personal choice and religious affiliation. Ecumenical chapel services are held on campus and often feature guest speakers from the Wesley community.

These Ecumenical Chapel Services are held on a regular basis in the College Chapel on Wednesdays during the academic year. Students, faculty, and staff from a broad cross section of faith traditions participate in Chapel in a variety of ways. Chapel services are intended to supplement, not replace, participation in a local church or religious group. The Coordinator of Spiritual Life and Community Engagement should be contacted for information about local congregations.

## **COMPUTER USE**

In support of its mission of teaching, research, and public research, Wesley College provides computing, networking, and information resources to the College community and works to create an intellectual environment in which users may feel free to create and to collaborate with colleagues both at Wesley College and at other institutions. Access to the College's computing facilities is a privilege granted by the College. The College reserves the right to limit, restrict, or extend computing privileges and access to its information resources. All members of the College community who use the College's computing and information resources must act responsibly to maintain the integrity of these resources. Accepting any account and/or using the Wesley College information systems shall constitute an agreement between the user and the College to abide by the provisions in these Guidelines and all of the College's policies governing computing resources. These policies include the College's Computer and Network Use Policy and its Electronic Information Publication Policy, available from Information Technology.

## **COUNSELING SERVICES**

Recognizing that the college years are a time of transition and development, counseling services are available at Wesley College to help students navigate the difficult transitions and changes at this time in their lives.

Individual counseling often includes assisting students in overcoming their current personal and educational concerns. It can also provide a preventative function by helping students anticipate situations that may hinder their growth and by planning constructive interventions. Students in need of psychiatric services are referred off-campus to professionals in the Dover community.

## **STUDENT FINANCIAL PLANNING (FINANCIAL AID)**

Financial aid is awarded to eligible students in the form of scholarships, grants, loans, and employment to help them meet educational expenses. Federal and state agencies, philanthropic groups and individuals, endowment bequests, and Wesley College provide student aid. Grants and scholarships are considered gift assistance and do not have to be repaid. Loans are usually offered at low-interest rates and must be repaid over an extended period after the student graduates or withdraws from Wesley College. Federal, state and institutional guidelines determine the amounts and types of student financial aid an individual may receive. Because financing a college education is primarily the responsibility of the family, students and families of dependent students are expected to make a reasonable contribution toward educational expenses, according to the family's financial ability as calculated by an approved needs analysis.

## ELIGIBILITY

To be eligible, a student must meet the following criteria:

- Be a U.S. citizen or eligible noncitizen
- Be a matriculating student
- Maintain satisfactory academic progress
- Not be in default on a Federal grant or loan
- Have a valid social security number
- Register with the Selective Service, if required
- Have a high school diploma or a General Education Development (GED) certificate
- Never been convicted for possessing or selling illegal drugs.

## APPLICATION PROCESS

Students must complete the Free Application for Federal Student Aid (FAFSA) annually. February 1 is the priority deadline for applications. Applications received after February 1 will be awarded based on the availability of funds. Applications must include Wesley College's Title IV School Code (001433).

**The Office of Student Financial Aid** reviews applications and makes awards based on applicant eligibility and the availability of funds. An award letter will be mailed to the student. The student may accept (or reject) the award, sign the letter and return it to the Office of Student Financial Aid for processing.

Federal, state, and some of the College's financial aid programs are based on need. The student must reapply each year for most of these programs. Awards are made on a first-come, first-serve need basis, according to Federal regulations. Under Federal regulations, Wesley College maintains the right to withdraw any offer of student financial assistance if the student:

- Fails to meet satisfactory academic progress for financial aid recipients.
- Fails to report any changes in financial resources.
- Fails to use financial aid for educational expenses or submits inaccurate data to establish financial aid eligibility.

## FEDERAL AID PROGRAMS

**Pell Grants** are awarded to students meeting eligibility criteria based on data submitted on the FAFSA, the College's accepted need analysis form.

**Federal Supplemental Educational Opportunity Grants (FSEOG)** are awarded annually by the College to undergraduates with exceptional financial need. Students with the lowest "Expected Family Contributions" (EFC) who are Pell Grant eligible receive priority for these awards.

**Direct Loans** are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank. Your eligibility for Direct Subsidized and Unsubsidized Loans is based on the information reported on the *Free Application for Federal Student Aid* (FAFSA). No interest is charged on subsidized loans while you are in school at least half-time, during your grace period, and during deferment periods. Interest is charged on unsubsidized loans during all periods.

**Direct PLUS Loans**—Direct PLUS Loans are low-interest loans available to parents of dependent students and to graduate and professional degree students. Interest is charged during all periods.

**Federal Perkins Loans** are awarded to those students with exceptional need pending availability. Students are required to sign a promissory note and attend entrance and exit interviews, outlining repayment responsibilities, to receive a Perkins Loan.

## **STATE AID PROGRAMS**

State aid programs include Postsecondary Scholarships for Delaware Residents and scholarships for residents in surrounding states.

## **PRIVATE AID PROGRAMS**

Local organizations, companies, church groups, unions and social organizations offer student scholarships. Students should contact civic, social groups and other organizations for scholarship opportunities.

**The United Methodist Board of Higher Education:** Through the General Board of Higher Education of The United Methodist Church, students who are members of the United Methodist Church who meet the requirements of character, scholarship, thriftiness, age, and promise of future usefulness, may borrow limited amounts of money at low interest rates. (Information is available in the Office of Student Financial Aid.)

## **EMPLOYMENT OPPORTUNITIES**

Opportunities are available for library assistants, office assistants and clerks, mail clerks, and other positions. Many of these positions are part of the Federal Work-Study Program.

**Federal Work-Study and Wesley Work-ship Program(s):** These programs provide jobs for students that have financial need and who must earn a part of their educational expenses.

**Other Employment Opportunities:** Many students find part-time employment opportunities in the Dover area. Listings of these employment opportunities may be found in the Career Services Center.

## **VETERANS BENEFITS**

Students who are eligible for benefits from the Veterans Administration (VA) must submit an application to the VA. Students determined by the VA to be eligible must be certified each semester that they attend school. It is the student's responsibility to contact the Registrar's Office at the beginning of each semester to arrange for this certification.

Students are certified for VA benefits only for those courses required in or appropriate to their program of study. Such students must meet Wesley College standards for satisfactory academic progress. Students who are academically suspended will have their benefits terminated. Upon readmission, the VA will determine if further benefits will be paid. VA standards require that students attend class. If any veteran accumulates more than two absences or fails to do class work, thus jeopardizing success in the course, the instructor will warn the student and notify the Registrar's Office. When a student withdraws, is dropped, or is suspended, the Registrar's Office will notify the Veterans Administration. VA regulations are subject to periodic change. It is the student's responsibility to keep current on requirements.

## **WESLEY COLLEGE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Federal regulations require the College to establish and apply reasonable standards of satisfactory academic progress (SAP) for the purpose of administering financial assistance under the programs authorized by Title IV of the Higher Education Act. Wesley College students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

## **INSTITUTIONAL POLICY**

In order to receive and maintain federal financial assistance, students are required to progress satisfactorily toward completion of their course of study. Federal financial assistance includes grants, loans and employment.

*Satisfactory Academic Progress (SAP) is measured in three ways:*

1. Students must progress qualitatively by earning the required number of grade points.

2. Students must progress quantitatively by completing the required minimum number of credits each year (PACE)
3. Students must complete their program of study within a reasonable time period.

### 1. Qualitative Measure

The Student Financial Aid Office strictly adheres to the academic standards established by Wesley College and printed in the College Catalog. Students who have attempted up to a total of 28 hours must earn a 1.67 Cumulative Grade Point Average (GPA). Students who have attempted more than 28 hours but less than 60 hours must earn a 2.0 GPA. Students who have attempted 60 or more hours must also earn and maintain a 2.00 GPA. Graduate Students must earn and maintain a 3.00 GPA.

**Transfer Students Note:** Coursework transferred from other institutions are included in the total number of credits attempted and earned, but are not factored into the cumulative GPA.

Minimum acceptable academic standards are represented in the following table:

<b>Total Hours Attempted (Including Transfer Hours.)</b>	<b>Required Cumulative GPA</b>
<b>0-28 cr. hrs.</b>	1.67
<b>29-59 cr. hrs.</b>	2.0
<b>60 &amp; above cr. hrs.)</b>	2.0
<b>Graduate Student</b>	3.0

\***Note:** All letter grades, including F's, are counted toward a student's GPA. (Passing grades include A, A-, B+, B-, C+, C, C-, D+, and D. Grades of I, CR, W, NR, NC, IP, and AU will not be accepted as passing grades.)

### 2. Quantitative Measure (PACE)

Students, regardless of class rank, receiving financial aid must also satisfactorily complete 67% of their financial aid hours at the end of each spring term. Financial aid hours are defined as those hours in which a student is enrolled as of the last day of Wesley College's Drop/ Add period each semester.

The following definitions apply to the Quantitative Measure policy regarding the treatment of special grades:

- **Incomplete Grades**

Courses for which a student received a grade of "I" are included in the number of attempted credits but don't count as earned credits for SAP calculations. It is the responsibility of the student to notify the Student Financial Aid Office of all grade changes once complete.

- **Withdrawals**

Courses for which a student receives a grade of "W", "AW and IW" are included in the number of attempted credits but do not count as earned credits for SAP determination.

- **Audited Courses**

Courses in this category do not count as credits attempted or earned.

- **Repeating Courses**

Regardless of whether the student received financial aid or not, all repeated coursework must be counted as attempted credits. The grade earned in the repeated course is the grade that determines the student's cumulative

grade point average. The most recent grade will replace the old grade in a repeat course. No additional credits will be considered as earned credits for repeated courses for which credits were earned previously.

- Developmental/Remedial Courses

Are counted as hours attempted and, if successfully completed, as hours earned.

### 3. Maximum Time Frame

The maximum period in which students may receive Federal financial aid based on their degree program is limited. To remain eligible, the maximum time frame may not exceed 150% of the credits required to complete their degree.

**For example:** a student whose program is 124 credit hours in length may not exceed 186 attempted credits hours (124 X 150%) and receive financial aid.

## INSTITUTIONAL PROCEDURES

### Review Process

The Satisfactory Academic Progress of students is monitored at the end of each spring semester. A student will be denied assistance if any one of the following occurs:

- The student's GPA is below the minimum requirements.
- The student does not make the incremental progress.
- The student reaches the maximum time frame for completion of his/her program of study.

### Financial Aid Suspension

Students who fail to meet the minimum SAP requirements will be placed on financial aid suspension. Students on financial aid suspension are **NOT** eligible to receive Federal financial aid. The mere passage of time will not restore eligibility to a student who has lost eligibility for failure to make SAP. The student may appeal the Financial Aid Suspension if unusual circumstances beyond their control prevented them from meeting satisfactory academic progress (see appeal process below).

### Appeal Process

Any student denied financial aid, who can document circumstances pertaining to his or her reasons for not meeting SAP standards, may appeal the decision denying aid. A successful appeal will result in a Financial Aid Probation period of one semester where eligibility is reinstated.

You must appeal a financial aid termination resulting from SAP in writing, if you feel that our records are not accurate or that there are extenuating/special circumstances. Appeals should be addressed to the Student Financial Aid Office within 10 Business Days from the date of your aid termination notice.

### Extenuating/Special Circumstances

The following items may be considered as extenuating/special circumstances under the terms of U.S. Department of Education mandate:

1. **Improved performance** (e.g., your GPA significantly improved during the first two years.)
2. **Change in major** (i.e., if you realize after a semester of study that your talents lay elsewhere, and you do better in your new course of study).
3. **Allowance for one bad semester** (e.g., you have three semesters of 2.30 GPA and you subsequently get a 1.0 in one semester for reasons other than illness, etc.).

4. **Other unusual circumstances that are documented by the Student Financial Aid Office or other administrators** (i.e., Academic Dean, Dean of Students, professors, etc.).

**\*Note: The appeal of a financial aid suspension is a separate process from an appeal of an academic suspension. The two processes are not related!! A successful appeal of an academic suspension does not remove the suspension of your financial aid.**

The student will be notified by a letter to the student's permanent address regarding the results of their appeal.

If the Appeal is approved: Aid is continued under Financial Aid Probation for one term.

The student should carefully review the SAP appeal notification which will outline any unique, individualized SAP requirements that the student must meet in order to maintain eligibility for Federal financial aid.

Standard SAP requirements state that the student must 1) complete 12 credit hours; 2) cannot withdraw from any courses committed to for the academic period in question; **and** 3) earn a 2.0 GPA during their probationary semester. The student is strongly encouraged to work with their Academic Student Advisor during the term to ensure compliance with their academic requirements and their academic plan.

If the Appeal is denied: Aid is immediately suspended until eligibility is re-established.

**The Appeal decision is final for the term of enrollment specified in the letter.**

A student may still be able to re-establish eligibility on their own, for future enrollment periods, by completing sufficient credit hours and/or by improving their cumulative GPA. The student may appeal no more than two terms at Wesley College. Requests for multiple appeals must be for different circumstances.

#### **FINANCIAL AID PROBATION**

The Financial Aid Probation status is assigned to a student who has successfully appealed their financial aid suspension. The reinstatement under probation may require that the student's advisor submit an approved academic plan to the Student Financial Aid Office. The plan must be specific as to what courses they will be taking and when. The plan may also indicate how they intend to successfully complete those courses as well as how and when they expect to graduate. If they are not graduating that subsequent semester the plan must be approved and re-evaluated after each semester term. Continued success is the goal of the academic plan.

Students placed on "Probation" regain eligibility for federal financial aid if:

- The student meets ALL of the standards of SAP policy at the end of a period of enrollment; or
- The student is placed on an academic plan that insures graduation and meets SAP guidelines by a specific timeframe

If a student fails to meet the minimum SAP requirements or fails to meet their academic plan at the end of their probation period, the student is placed back into financial aid suspension. The student is **not** permitted to appeal a suspension following Financial Aid Probation unless there is a new and different circumstance that meets the definition of the acceptable extenuating/special circumstances as discussed earlier within the policy.

#### **INSTITUTIONAL GRANTS AND SCHOLARSHIPS**

Institutional scholarships and grants will be applied to the actual cost of education, which includes tuition, fees, and room.

This policy applies only to students who are non-Title IV recipients. A Title IV recipient receives funds from the federal government such as Pell Grant, Federal Supplementary Educational Opportunity Grant, Stafford Subsi-

dized or Unsubsidized Loan, Perkins Loan, and Parent PLUS Loan. The federal government calculation differs from the institutional refund policy.

Wesley College offers a variety of institutional grants and scholarships through the generosity of private donors, industry, and organizations. The Office of Student Financial Planning allocates all grants and scholarships. For information on grants and scholarships currently available and the criteria for receiving them, please contact the Office of Student Financial Planning.

## **FINANCIAL AID APPEAL PROCESS**

Wesley College financial aid award packages are based upon the federally defined calculation of financial need. Wesley College has an appeal process in place to allow for a possible recalculation of financial need based on special or unusual circumstances. These circumstances could include your family's loss of income, unemployment, unusual medical expenses, tuition expenses, or other difficult situations. Not all changes in circumstance will result in an adjustment to financial aid eligibility.

Students interested in pursuing an appeal should request a Special Circumstances Financial Aid Appeal Form from the Student Financial Planning Office. Students should also explain in writing why a change in circumstances makes continuing their education at Wesley College impossible. Once your request is received, a financial aid counselor will contact you regarding the status of your appeal. Please allow up to two weeks for a response. Wesley College offers a variety of institutional grants and scholarships through the generosity of private donors, industry, and organizations. All full-time students are invited to apply for the scholarships in the fall semester each year (announcements are made via email to their Wesley accounts) with a deadline in mid-to-late November. Scholarships are awarded during the Founders Day Celebration in March for the following academic year (the Office of Student Financial Planning allocates the funds toward tuition expenses). For more information, please contact the Office of Student Financial Planning.

For further information regarding financial aid please see the link below:

[http://www.wesley.edu/fileadmin/editors\\_images/Financial\\_Aid/Financial\\_Aid\\_2013-14\\_Handbook.pdf](http://www.wesley.edu/fileadmin/editors_images/Financial_Aid/Financial_Aid_2013-14_Handbook.pdf)

## **ENDOWED SCHOLARSHIPS**

(Awarded each year to students who meet the eligibility criteria as specified by the donors)

***Ashbrook Scholarship*** was established in memory of Dr. and Mrs. William B. Ashbrook. The Scholarship is awarded annually to a worthy student.

***Elizabeth and Stan Barber Scholarship*** is awarded annually to a worthy student. Libby Barber, class of 1952, is a former Board of Trustees member and longtime friend of the College.

***Joseph and Mary Bellmeyer Memorial Scholarship*** is awarded annually to a returning student with the highest academic standing in the liberal arts. Dr. Bellmeyer was an inspiration to many students in his classroom teaching and provided years of invaluable service as a Trustee and in a variety of major college projects. **Recipients are selected by faculty in the Liberal Studies program.**

***Rev. Jason Blundon Memorial Scholarship*** was established by the Reverend and Mrs. Charles D. Burge in memory of her brother. This award is made to a worthy student who is planning to enter the United Methodist Ministry.

***The Robyn J. Boswell Memorial Scholarship*** was established through the generosity of family and friends in memory of Robyn J. Boswell, Class of 1996. The award is presented to a returning student with financial need from a single-parent household, with a Wesley College cumulative grade point average of at least 2.8, and with demonstrated potential to make a difference and uphold the values of Wesley College.

**Dr. and Mrs. Henry George Budd II Scholarship** was established by their daughter, Caroline Budd, as an endowed scholarship for worthy students.

**Mona Lynn Casey Environmental Scholarship** is awarded to a student who best exemplifies the spirit of Christian care, concern, and service to improving environmental quality as illustrated in the life of Mona Lynn Casey. The award criteria includes a demonstrated commitment and involvement in church, campus, and community, a daily practice of Christian ethics, an enrolled major in the Environmental Sciences program, an excellent academic record, and a member in good standing of the rising junior or senior class. **Recipients are selected by faculty from the Environmental Science Program.**

**William T. and Hazel R. Cloud Memorial Scholarship** provides financial assistance for a Delaware high school graduate.

**Vaughn Smith Collins Memorial Scholarship** was established by Elizabeth Vaughn Jacobs Earp in memory of her uncle. It is to be awarded to a worthy student.

**Dr. Presley Spruance Downs Memorial Scholarship** was established by Donald Van Lear Downs (Class of 1907) in memory of his father, who was a member of the first graduating class of the Wilmington Conference Academy, 1875. Income from this fund is awarded annually to two graduates of Dover High School. In the event there is no candidate from Dover High School, the income from this fund will accrue to candidates in the following year, or be given at the discretion of the Financial Aid Office for that year.

**Reynolds duPont Endowed Scholarships** are awarded to full-time returning students (sophomore, junior, senior) who are pursuing a degree program within the School of Business and Accounting. These scholarships are awarded to students with a minimum cumulative grade point average of 3.33 and evidence of leadership. **Faculty from the Business Department select the recipient(s) of this scholarship.**

**Gregory J. Flor Memorial Scholarship** was established by his family in recognition of Greg's struggle to earn a college degree despite learning disabilities resulting from a brain tumor. This endowed scholarship is awarded annually to provide tuition or tutorial assistance to a student who exhibits motivation and perseverance in the face of exceptional challenge.

**Andrew Joseph Geyer Endowed Scholarship** was established by his family and friends. The scholarship is awarded to a Delaware resident who demonstrates good character, a strong commitment to attaining a degree in higher education, being hard-working, self motivated, and having academic promise with a GPA of 3.2 or higher.

**Russell Grier Scholarship** was established to support a student who resides in the Lake Forest or Caesar Rodney School District.

**Norman M. and Eleanor H. Gross Scholarship** was established by the estate of Eleanor H. Gross for financially needy students of high scholastic standing.

**William Randolph Hearst Endowed Scholarship** was established by the William Randolph Hearst Foundation in 2000 to provide grants for underserved students. Proceeds from the endowment are awarded annually to a student or students who intend to permanently reside in the United States upon completion of their studies.

**Grover Hermann Scholarship** was created by the trustees of Wesley College in appreciation of the generous financial contribution made by Mr. Hermann to the College. The income is used to aid worthy students.

**Ruth W. Holt Nursing Scholarships** were established by a bequest from Mrs. Ruth W. Holt and are awarded to nursing students.

**Thomas S. Holt Scholarship** was established by the late Thomas S. Holt of Federalsburg, Maryland. The income provides for annual scholarships for two graduates of the Col. Richardson High School in Federalsburg, Maryland. In the event no students from that high school are eligible, the scholarships are awarded to any students who, by virtue of preparation and character, give promise of future usefulness.

**William A. Hughes Memorial Scholarship** was endowed by Professor Hughes after twenty eight years of service at Wesley College. The scholarship is awarded to a student involved in the performing arts.

**Isabel Hope Jackson Memorial Scholarship** provides for a scholarship to a rising sophomore who has shown, during the first year, qualities of leadership in the campus community.

**Martin W. Jensen Memorial Scholarship** was made possible by a gift from the estate of the late Mr. Martin W. Jensen. Income from this fund is used to assist worthy students each year.

**Samuel R. Johnson Scholarship** is in memory of Professor Samuel R. Johnson and is awarded to a returning student majoring in multimedia communication. The scholarship should aid a worthy student who demonstrates service to the institution. **Faculty members from the Multimedia Communication Department are asked to recommend students from the applications received.**

**Roland O. Jones Scholarship** is in memory of Professor Roland Jones whose life at Wesley College began when he was 40 years of age and the pursuit of obtaining a college degree. After earning his Master's degree, he returned to Wesley College 10 years later (1964) where he was a member of the Business Department faculty. This scholarship is awarded to a returning student who demonstrates outstanding scholarship, dedication and character with a preference for a student majoring in Business.

**Legacy Scholarship** was established by Stephanie Smith Christiano '98 and Wendy K. Rust '00 in support of students who have a family legacy of attending Wesley College. Income from this fund is awarded to a child, grandchild, or great-grandchild of a Wesley College graduate; preference will be given to a business or history major.

**C. Delaware and Marian D. Lightcap Memorial Scholarship** was established in memory of Mr. and Mrs. Lightcap. The income is awarded to assist worthy students in furthering their education.

**Dr. and Mrs. Alton E. Lowe Scholarship** is used as scholarship aid for a resident student preparing for the ministry or full-time Christian service or teaching.

**William H. and Laura Griffin Lurty Memorial Scholarship** was established with a gift by their daughter, Miss Florence G. Lurty. Income from this endowment will aid a worthy student who resides in Smyrna, Delaware and is involved in the music program at Wesley.

**Jack L. Marine Scholarship** was established from the trust estate of Jack L. Marine, Wesley Class of 1955. The scholarship is awarded to a deserving full-time student who has financial need, is a member of a United Methodist Church (preferably located on the Delmarva Peninsula) and who demonstrates potential for academic success and personal growth.

**George McLaughlin, Jr. Memorial Scholarship** was established by his family and friends in memory of George McLaughlin, Jr. who was killed in the 9/11 attacks. This scholarship is awarded annually to a worthy student with a preference for students from New Jersey majoring in Business and involved in social and/or extra-curricular activities.

**Mr. and Mrs. Richard C. McMullen Scholarship** is made possible by a gift from Mrs. McMullen and her son. Income from this fund is awarded annually to a needy and worthy student.

***William F. Milbury Memorial Scholarship*** is presented to a graduating or returning student selected by the College for his or her contributions toward the improvement of the environment through voluntary activities and through further work in any of the fields of environmental studies or sanitary engineering. This annual scholarship is made through an endowment provided by the Reverend and Mrs. F. Douglas Milbury in memory of their son. If no student is available in the above fields of study, it is to be presented to a student in the field of biology.

***John Montgomery Scholarship*** is awarded to a freshman or sophomore who displays those qualities of character, scholarship, and leadership that Professor Montgomery exemplified in his life and teaching. Initiated by the Wesley College Faculty Club.

***The Moor Music Award*** was established by Betty Moor in honor of her daughter Judith Moor Teal. These awards recognize students who are active participants in the College music ensembles.

***The Roman K. and Clara P. Morgan Scholarship*** is awarded to a student in good academic standing whose vocational goal is Christian Pastoral Ministry of Christian Education.

***Theodore A. H. O'Brien Scholarships*** were established by a bequest from Colonel Theodore W. and Mrs. Frances H. O'Brien in memory of his father, The Reverend T. A. H. O'Brien, former trustee of the Wilmington Conference Academy. **Recipients are selected by faculty from the Medical Technology Program and are awarded to outstanding juniors and seniors in the program.**

***Harry Palmer Scholarship*** was established by Mrs. Palmer and Perdue Farms in memory of Mr. Palmer, a former Wesley College Board of Trustees member. The scholarship is to be awarded to a full-time sophomore, junior, or senior student who is a resident of Wicomico County, MD or a resident of the Delmarva Peninsula, is a Business major, and has a minimum GPA of 3.33.

***Meredith and Robert Parker Honor Scholarship*** were created in honor of Dr. Robert H. Parker, eleventh president of Wesley College (1960-1975) and his wife, Meredith G. Parker. Class rank, extracurricular and service activities, counselor recommendations, and financial need are used to allocate these awards. Incumbent recipients with a minimum 3.10 cumulative grade point average will be considered for continuing awards.

***Richard Paul Pepper Memorial Scholarship*** was established as a memorial to Richard Paul Pepper by his parents. The proceeds from this gift are awarded annually to aid a worthy student who is in need of financial assistance.

***Pollak Work Scholarships*** are available to returning students majoring in the sciences. Faculty members of the Division of Natural Sciences and Mathematics choose recipients who receive a monthly stipend for performing laboratory assistant assignments. This endowed fund is named in honor of Dr. Otakar Pollak, former Executive Director of the Dover Medical Society.

***Sharon D. Roberts Remsburg Memorial Scholarship*** was established by family and friends as a memorial to Sharon Remsburg's many years of dedicated teaching and involvement in the education of young people and to continue her efforts to promote academic achievement in English. The scholarship is awarded annually to an outstanding junior or senior. Priority is to former students of Holy Cross High School; second priority is to a student in the humanities.

***The Thomas and Emma Roe Endowed Scholarship*** was established by Dr. and Mrs. Thomas Roe (class of 1931). The scholarship was established to provide additional financial assistance to deserving Wesley students.

***Rogin-Knipe Endowed Scholarship*** was established by Mr. and Mrs. James Rogin in 2000. The proceeds from the endowment are awarded annually to a deserving student who meets the following criteria: a GPA of 3.0 or above and involvement with the theater arts. If no theater arts opportunities are offered, the award may be extended to a student involved in any area of language arts.

**William W. Sharp and Olive T. Sharp Scholarship** was established in memory of William and Olive Sharp. It is awarded to a worthy student.

**The Reverend and Mrs. Tilghman Smith Memorial Scholarship** was created by their son, J. Henry Smith and assists worthy ministerial students.

**John P. Strudwick Persevering Achievement Scholarship** is given annually to a student who has displayed the determination to improve performance during the first year. Priority is given to persons who have persevered in the face of some adversity.

**Elsie Dennis Thomas and Essell Park Thomas Scholarship** was established by Mr. and Mrs. Richard Stazesky in honor of Mrs. Stazesky's parents who attended Wesley. The scholarship is awarded annually to a worthy student.

**Julius and Bernadine Tudor Scholarship** is used to help a resident of Kent County, Delaware. If such a student is not available in a given year, the scholarship may be awarded to another deserving student.

**Frank Vasfai, III Memorial Scholarship** was established in 2011 by his classmates, Patrick Hughes '93 and Chris Furrule '94, his family and friends. "Frankie V" as he was known to his friends will always be remembered for his outgoing, enthusiastic personality and his devotion to his family and friends. Fund raising events are held annually to support the scholarship that is awarded to a student from New Jersey who is active in either sports or other campus activities.

**Dr. Howard B. Warren Endowed Scholarship** is made possible by gifts from Dr. Howard B. Warren (Class of 1910) and his widow, Dorothy M. Warren. The scholarship is awarded annually to needy, active United Methodist students. Minimum qualifications include active membership in a United Methodist Congregation, a completed application for admission, and financial need; a letter of recommendation from a pastor is required. Preference is given to liberal arts and nursing students.

## **ALUMNI ASSOCIATION SCHOLARSHIPS**

There are five Alumni Association Scholarships awarded each year as selected by the scholarship committee of the Alumni Association Board of Directors. There are three endowed scholarships – one named for former alumnus Mildred Spencer from the Class of 1918, one in memory of former professor Lewis Wells and the third scholarship named in memory of John Atkins whose service to Wesley College was outstanding. There are also two annual scholarships whose funds are derived from fund raising events sponsored by the Alumni Association throughout the year.

To qualify for these scholarships, recipients must show evidence of scholastic achievement, commitment to the College and their community, and demonstrate potential for success. ***Students who are applying for Alumni Association Scholarships are required to submit a letter of recommendation from a faculty member in order to be considered.***

The Alumni Association Scholarships are:

- Scott D. Miller Leadership Award
- Mildred B. Spencer Memorial Award
- Lewis A. Wells Memorial Scholarship
- John Atkins Alumni Scholarship
- Alumni Association Scholarship

## **ANNUAL SCHOLARSHIPS**

(Non-endowed) – *Availability of these awards is based upon funding each year.*

**Colonel Erwin T. Koch Award** is awarded annually to a returning student who shows unusual service to the College.

**John Pelzer Award** was established in memory of John Pelzer, a part-time instructor at Wesley. It is awarded to a student majoring in communications with a minimum GPA of 3.0, who has demonstrated involvement in student media activities, and demonstrates financial need.

**Helen Wambui Kamau Award** was established by Elizabeth (MSN '13) and James Thuo in memory of Elizabeth's mother who was a caregiver and health educator in Mombasa, Kenya. Prior to her untimely death in 2002, Helen responded to the AIDS/HIV epidemic by becoming a Nurse Educator in AIDS/HIV Awareness.

**Chrissy Tolomeo Memorial Award** was established by family and friends of Chrissy Tolomeo who was a Sophomore student at Wesley College until her untimely death. Chrissy majored in Psychology and was a member of the Delta Phi Epsilon Sorority. She is remembered by her family and friends as a very loyal and loving young woman who will be greatly missed by those whose lives she touched. Applicants are required to submit an essay to be considered for the award. The Tolomeo family will select the recipients with a preference for members of the Delta Phi Epsilon sorority.

## **FOOD SERVICE**

All resident students are required to purchase a College Board Plan. Upper class students have a choice between the Unlimited meal plan and a modified meal plan providing up to 14 meals per week. Malmberg Hall, Zimmerman Hall, and the Bellmeyer Honors House residents have the option of a 10 meals per week plan. Additionally Zimmerman and Honors House residents have another option of choosing a special meal plan designed for them with a block of meals. Freshmen are required to have the Unlimited Board plan. Non-resident students desiring to utilize the dining hall services may purchase flexible commuter meal plans at the Business Office or purchase individual meals at the Dining Hall.

The food service not only operates the Dining Hall, Wolverine Den, the Wolverine Stop convenience store and a Starbucks coffee cart which all accept meal plan points provided on each plan. Overall, the food service provides a pleasant dining atmosphere, nutritious, balanced meals, and a menu which appeals to various students' interests. Students requiring special dietary needs or alternate meal schedule considerations due to work or class schedule should make arrangements directly with the food service office at 302-736-2452. Students are encouraged to take suggestions and concerns to the Food Committee which meets monthly.

## **WESLEY COLLEGE HEALTH CENTER /HEALTH SERVICES**

The College Health Center provides ambulatory and urgent health care to all full-time students. The center is open from 7:30 am – 4:30 pm, Monday – Thursday and 7:30 am – 12:00 pm on Friday, throughout the academic year. The services of the College physician, Nurse Practitioner, and the part-time Registered Nurse are provided to full-time students without charge. The Center is located in Carpenter Hall with the entrance located behind Carpenter Hall.

In order to receive treatment from the Wellness Center you must present a valid student ID. If you do not have your student ID with you at the time of your appointment you will be rescheduled for a later time. Please contact the Wellness Center if you have any questions.

The College physician has scheduled hours each week and appointments are arranged in advance by the College nurse. Throat cultures and other limited laboratory tests are done in the Center. Students who require allergy injections will be referred to a local Allergist. Limited quantities of over-the-counter medication are provided in

the Health Center. Prescriptions, as ordered by the College physician, can be obtained at local pharmacies at the student's expense. Referrals will be made to local physicians, clinics and dentists when necessary. Students will be responsible for payment of these visits. All full-time students must submit a completed Student Health History and documentation of specific immunizations prior to admission to the College.

The Director of the Wellness Center, staff, and the contract physician may advise students to seek further medical treatment from a specialist or a PCP. Students with medical conditions beyond the scope of practice of the Wesley College Wellness Center will always be referred to a specialist when appropriate. If the student's insurance requires an authorization to a specialist; it will be the student's responsibility to obtain a referral from their PCP.

The Meningococcal (meningitis) Vaccine is required for all incoming students.

**All required health forms must be submitted by August 1<sup>st</sup> for Fall admission. If your forms are not on file in the Wellness Center you will not be permitted to attend classes or reside in the residential halls. The required forms are the student physical form and immunization form. These forms are located on the Certified Background web site at [www.certifiedbackground.com](http://www.certifiedbackground.com)**

The following forms are required by Wesley College Health Center and the State of Delaware. These forms **MUST** be submitted to Certified Background by August 1<sup>st</sup> for Fall admission and December 1<sup>st</sup> for spring admission. **If your forms are not submitted by the deadlines, you will not be permitted to attend class or reside on campus:**

- Physical Exam
- IMMUNIZATION FORM- signed by a physician. If you are unable to provide the dates of your immunizations, you must provide documentation of a titer/immunity.
- Copy of insurance card

#### TRANSFERRING PRESCRIPTIONS?

Bayard Pharmacy 302-724-4497

Wal-Mart 302-647-4961

Walgreens 302-734-9303

Target 302-741-0466

Rite Aid 302-678-2101

Acme 302-674-8392

The Health Center does require a physical exam for all incoming students. The physical exams must be current and dated the year of entering college. All athletic physicals must be dated on or after June 1.

Physical examinations are required for participation on athletic teams. Athletes must have physicals prior to reporting for camp. The Health Center does not provide physical examinations.

The College Health Center does not provide students with "class excuses for illness". Students must assume responsibility for talking directly to their instructors regarding class absences due to illness.

When the Health Center is closed (evenings and weekends) and serious illness or injury occurs, students are seen at the emergency department of Bayhealth Hospital (less than one mile from campus). Students using this facility will be billed for services rendered. The Health Center does not provide inpatient care. Prolonged recovery from illness or injury is not permitted in the residence halls.

All students are required to submit proof of health insurance by August 1<sup>st</sup> for Fall admission and December 1<sup>st</sup> for Spring admission.

The staff of the Health Center recognizes students as adults and encourages the development of informed decision-making concerning health issues. Confidentiality is maintained.

**If a student is evaluated in the Health Center and advised to seek further emergency medical attention they must be evaluated by physician and cleared by the physician before they are allowed to come back into the residential hall. The College Physician on staff will not clear a student in the event of an emergency.**

*Policy: Student Transportation*

Emergency transfer of a student from the Wesley College Health Center will take place via ambulance. The clinician/health care provider will call 911 for ambulance transfer and give the Wesley College Health Center address: 120 Fulton Street, Carpenter Hall. Cases will arise when non-emergency transportation is indicated either to a physician's office or to the hospital. The staff will make every effort to assist in appropriate transportation as follows:

- Via private auto with family, friends or fellow student.
- Via City Cab (302-734-5968)

Transport of students to the Health Center is primarily the responsibility of the student. The Wesley College Health Center is not an emergency facility and does not accept patients transferred by ambulance. A student living on campus may call the Wesley College Health Center stating that he/she is too ill for self-transport. The staff in the Wesley College Health Center will call the Security office to have EMS evaluate the student.

Students with an immediate/urgent medical issue that live off campus and are unable to get to the Wesley College Health Center must call 911.

**WESLEY COLLEGE PROTOCOL FOR EMERGENCY RESPONSE**

If anyone on the Wesley College Campus is having a seizure, is unresponsive, having difficulty breathing, experiencing shortness of breath, or bleeding profusely call 911 immediately. Follow the BASIC first aid procedures mainly to keep the individual safe.

- 1. CALL 911 immediately**
- 2. Call Wesley College Security at 302-736-2436. The Security Office will notify the Health Center.**
- 3. Stay Calm**
- 4. Check for medical alert bracelet or necklace to help medics assess situation.**
- 5. Prevent injury during a seizure; you can exercise your common sense by insuring that there is nothing within reach that could harm the individual. Remove all chairs, tables or objects that may harm the individual.**
- 6. If an individual is having a seizure, do NOT restrain the person; ensure that the head is supported. Remember to consider your safety as well.**
- 7. Do NOT place anything in a person's mouth if they are having a seizure or if the person is unresponsive.**
- 8. If you find a person unresponsive and they are vomiting, turn the person on their side.**
- 9. Do not give the person water, pills or food until evaluated by medical personnel.**
- 10. Be sensitive and supportive, and ask others to do the same.**

This protocol is in place to ensure the safety of all individuals that are on the Wesley College Campus. Please do not hesitate to call 911 in an emergency situation.

If you should have any questions, please call the Wesley College Health Center at 302-736-2521 or 302-736-2412

Thank you,

Jill Maser, DNP, APRN, FNP, NP-C

Director of Health Services, Wesley College

## **HEALTH INSURANCE**

All students will be required to provide their own health care insurance plan. The Affordable Care Act mandates that families participate in an employer offered health care program or that they have enrolled in insurance coverage through one of the government health insurance exchanges.

The College will not be providing College-funded health insurance. If, for some reason, you or your family does not have health insurance by the time you are ready to come to campus in the fall, please use the following links to find information on available health care plans:

<http://www.humana-one.com/default.aspx>

<http://www.cigna.com/individuals-families/individuals-seeking-insurance>

<http://www.assuranthealth.com/corp/ah/AHHome.htm>

## **INTERNATIONAL PROGRAMS & STUDY ABROAD**

Wesley College looks to support the international students who have selected Wesley to continue their academic career and to provide guidance and opportunities for all our students who wish to study abroad at some time during their collegiate career. Study abroad provides a wonderful option for those who wish to experience another culture, further develop their resume and challenge themselves overseas. The International Programs Office assists in the coordination of the study abroad program, in areas including application, housing, aid and visa support.

The college is partnered with several institution throughout the world is a member of ISEP the International Student Exchange Program opening the door to almost 55 countries for our students and as an exchange program we also welcome international students to the USA.

## **MAIL ROOM**

U.S. Postal Service mail is received daily (except Saturday & Sunday) at the campus mailroom located on the ground floor of the college center. All residential students are assigned a combination mailbox. Mail to students should be addressed as follows:

Student's Name

Box \_\_\_\_\_ (student's box number)

Wesley College

120 N. State St.

Dover, DE 19901

**DO NOT** use P.O. as part of your address. This will slow down the process of your mail with our local post office. Students are encouraged to check their campus mailboxes routinely.

## **RESIDENCE LIFE**

Wesley College believes that residence life is an integral part of the total educational experience. In addition to providing students with a place to live, the residence hall provides students with a working model of a community in which lifestyles can be challenged, tested, and developed. Some of the advantages of residence hall community living include: formation of lifelong friendships, participation in various social and athletic activities, involvement in the operation of the community governance system, exposure to the attitudes and values of others, acceptance of different values and behaviors, enhancement of academic skills by exposure to other students' study habits, and integration of the academic and residential life of the campus.

A large part of college education is the learning that comes from living with others. Wesley's residence life program is designed to make the adjustments – personal, social, and academic – as healthy as possible, and to make the living experience both educational and enjoyable.

Wesley offers a variety of living options on campus: Gooding Hall (all female, first year), Williams Hall (all male,

first year), Roe Hall East and West (co-ed, mixed classifications) Carpenter Hall (co-ed, first year), Malmberg Hall (co-ed, suites, transfer/upperclassmen only), Zimmerman Hall (co-ed, apartment style, transfer/upperclassmen only), and the Joseph S. Bellmeyer Honors House (Honors Students only). For more specific information about each hall, please see the College website under Campus Services, Student Affairs, Residence Life.

## **SAFETY AND SECURITY**

The primary purpose of security personnel is to provide services that pertain to the welfare and safety of students, protect the interests and property of Wesley College, and enforce College Community Standards. The Office is located on the ground floor of the College Center in the rear of the Underground. Students finding unidentified property or seeking to recover lost items should check with Security.

Students should travel in groups on campus and on local streets. They should try not to be on the street after visitation hours and late at night. Unfamiliar or suspicious people should be reported immediately to a security officer or a staff member. Room keys should be secured at all times, and no one should be permitted access to a residence hall without his/her keys. Residents of first floor rooms should use the window safety slide bars and keep the shades drawn. Security is available to provide escort services between College buildings or to a car.

When walking to a vehicle, one should have the keys ready and the back seat of the vehicle should be checked before entering. Students should carry their Wesley ID and room keys at all times. Special security concerns should be reported to the Director of Safety and Security. The Student Life Office in conjunction with the Office of Safety and Security prepares the annual disclosure of crime statistics report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is located on our web site under Campus Services, Safety and Security.

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, Residence Life Office, Office of Safety and Security, Institutional Research, and Student Life Office. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Office of Safety and Security, designated campus officials and local law enforcement agencies for the previous three years. Though not required by law, these statistics may also include crimes that have occurred in private residences or businesses. The Counseling Office staff informs their clients of the procedures to report crime to the Dean of Students or Office of Safety and Security on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Each year, an e-mail notification is made to all enrolled students and all full time faculty and staff that provides the web site to access this report. Copies of the report may also be obtained at the Student Life Office, located in the College Center, room 125. All prospective employees may obtain a copy from Human Resources in DuPont College Center, room 321 or by calling 302-736-2351.

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, a link is provided to the Delaware Sex Offender Central Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained.

Title 11, Section 4120 and 4121 and Amended Title 11, Section 4120 and 4121 of the Delaware Code requires the Delaware State Police to maintain a registry of sex offenders available to the public via the internet. The State Bureau of Identification is the sub unit of the Delaware State Police responsible to provide this service with technical assistance from the Department of Technology and Information. The Delaware State Police is responsible for maintaining this registry. Follow the link below to access the Delaware State Police website <http://sexoffender.dsp.delaware.gov>. In accordance with the Drug Free Schools and Campuses Drug Prevention Program Certification, Wesley College has adopted and implemented a program to prevent the unlawful possession, use, distribution or dispensing of illicit drugs and alcohol by its students and employees on school

premises or as part of any of its activities. Wesley College recognizes the importance of information about drug and alcohol abuse. Therefore provided here for the benefit of each student and employee are standards of conduct, and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse. Listings of area resources for drug/alcohol counseling, rehabilitation and re-entry are available in the office of Counseling (CA Lower Level), Student Life (CC 125), and the Human Resources office (CC 321).

A biennial review of this program will be conducted by Wesley College to determine its effectiveness, to implement changes to the program if they are needed and to ensure that its disciplinary sanctions are consistently enforced.

Students and employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs will receive the penalty in addition to any appropriate college disciplinary action as stated in this publication. The most common legal violations and their consequences are listed below.

### *Delaware Law*

#### *Alcohol*

“Minor in Possession,” shall have their Delaware driver’s license revoked for a period of 30 days for the 1st offense and not less than 90 days nor more than 180 days for each subsequent offense. If the underage person does not have a Delaware driver’s license, the person shall be fined \$100 for the 1st offense and not less than \$200 nor more than \$500 for each subsequent offense. “Purchase of Alcohol by a Minor” shall, in addition to the payment of costs, be fined for the first offense, not less than \$100 nor more than \$500, and may be ordered by the court to perform community service for a period of 40 hours in such form and on such terms as the court shall deem appropriate under the circumstances and may be imprisoned for not more than 30 days; and for each subsequent like offense, shall be fined not less than \$500 nor more than \$1,000 and may be ordered by the court to perform community service for a period of 80 hours in such form and on such terms as the court shall deem appropriate under the circumstances and may be imprisoned for not more than 60 days.

The City of Dover code for Minor in Possession of public consumption shall be fined \$100.00.

“Driving While Intoxicated” has a penalty of \$230 nor more than \$1,150 or imprisoned not more than 6 months or both, and shall be required to complete an alcohol evaluation and a course of instruction and/or rehabilitation program. The maximum punishment for driving while intoxicated shall be fined not less than \$2,000 nor more than \$6,000 and imprisoned not less than 2 years nor more than 5 years.

#### *Other Drugs*

“Possession of Controlled Substances” (drugs) has a minimum punishment of mandatory confinement in jail for a term of two-twelve years, and fines of \$1,000-100,000. More information on Controlled Substance and penalties can be found under Title 16, Chapter 47, Sub-section 4 at the State of Delaware web site:

<http://delcode.delaware.gov>

#### *Federal Law*

“Manufacture, Distribution or Dispensing Drugs” has a minimum punishment of a term of imprisonment not more than one year, and a minimum fine of \$1,000. The federal law mandates a maximum punishment of a term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual). “Possession of Drugs” has a minimum civil penalty in amount not to exceed \$10,000 and a maximum punishment of imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.

“Operation of a Common Carrier Under the Influence of Alcohol or Drugs” has a maximum punishment of imprisonment for up to 15 years and a fine not to exceed \$250,000.

Available Counseling and Treatment Programs Drug and alcohol use, misuse, and abuse are complex behaviors with many determinants at both the cultural and the individual levels. Awareness of the harmful effects of any drug/alcohol is imperative for an individual’s well-being or survival. Wesley College Counseling and Health Services can provide referral to outside agencies.

## Health Risks

Negative consequences may be exhibited through:

- Physical dependence (the body's learned requirement of a drug for functioning).
- Abuse of any drug or alcohol whether licit or illicit may result in marginal to mark and temporary to permanent physical and/or psychological damage, even death. Since many of the illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts.
- Psychological dependence (the experiencing of persistent craving for the drug and/or a feeling that the drug or alcohol is a requirement for functioning).
- Regardless of the type of drug or alcohol utilized, a perceived need for the continued use is likely to ensue, resulting in dependence.
- Dependence on drugs and/or alcohol alters the user's psychological functioning. The acquisition of drugs and alcohol becomes the primary focus of the drug dependent individual and often results in reduced job performance, and jeopardized family and other Interpersonal relationships. Behavior patterns often include violence and assault, as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug and alcohol abuse counseling and referral are available through the Counseling Services located in Parker Library 210-B. Additional information, both on the effects of specific drugs and alcohol and drug counseling resources in the Dover area is also available through Counseling Services and Health Services.

### *Identification Cards "Student ID"*

At the beginning of a student's first semester as a full-time student at Wesley College, the College provides the student with a College identification card. This ID card is used the entire time the student is enrolled as a full-time student. Students are required to carry this card with them to gain access to the residence halls, dining hall facilities, and for the admission to athletic, cultural, and social events. A student must present his/her ID when asked for by any College official including but not limited to Resident Assistants, Resident Directors, Safety and Security Officers, local or State Police Officers, and College Faculty. Students, who refused to submit their identification card, when asked, will face judicial action. Lost, damaged, or misplaced ID cards can be replaced at a cost of \$15.00. ID cards are the property of Wesley College and must be returned upon termination of the student's full-time status at the College. A student may not have more than one Wesley College ID card. Lost cards, which are recovered, must be surrendered immediately to the Safety and Security Office.

### *Motor Vehicle Policies*

Students are permitted to have automobiles on campus provided they comply with all College motor vehicle regulations.

### *Auto Registration*

All motor vehicles on campus must be registered in the Office of Safety & Security by the first week of each semester. Registration is good for the fall and spring semesters of the current academic year.

The College auto registration hanging device must be displayed from the rearview mirror, facing the windshield. Cost of registration is \$50 annually. Registration is good for the academic year. The fine for an unregistered car is \$50.

### *Restricted Parking*

Fire lanes behind buildings, circles at each side of the College Center, and other areas designated by yellow curbs, must be kept free of parked cars at all times. The fine is \$20.

### *Student Parking*

1. Student parking is available in the parking lots at the intersection of Governors Avenue and Cecil Street, in the

Staff Lot A parking lot 5:00 pm to 7:00 am, and in the lot on Governors Avenue and Fulton Street.

2. One-way street signs and speed zones should be carefully observed.
3. Students are urged to be considerate of neighbors living near campus and not block driveways.
4. Students who park illegally and receive 3 or more tickets per academic year are subjected to being booted:
  - 1st Boot:* Must pay all parking fines for boot removal
  - 2nd Boot:* Must pay all parking fines plus a \$50.00 boot removal fee
  - 3rd Boot:* Must pay all fines plus a \$100.00 boot removal fee
  - 4th or subsequent boot:* Must pay all fines, a \$250.00 boot removal fee and lose all on campus parking privileges for the remainder of the Academic Year.

## **SPORTS AND RECREATION**

Wesley College competes in a variety of intercollegiate athletics and is proud of the success of its teams, including: baseball, men's and women's basketball, field hockey, football, men's and women's golf, men's and women's lacrosse, men's and women's soccer, softball, men's and women's tennis, men's and women's cross country and cheerleading.

Wesley College is a member of the NCAA Division III Capital Athletic Conference, and the Eastern College Athletic Conference. The football team is a member of NJAC (New Jersey Athletic Conference). Rules and regulations regarding eligibility are determined by the NCAA. The Director of Sports and Recreation has overall responsibility for the College's athletic program.

The College subscribes to accepted policies and procedures of recognized national organizations such as the National Collegiate Athletic Association (NCAA) as they relate to accepted campus behavior on the part of student athletes. Wesley College has adopted the following position of the NCAA Division III as it refers to the illegal use of alcohol and drugs.

### *NCAA Division III Guidelines For Student Athletes & Banned Drugs*

A student-athlete who is found to have utilized a substance on the list of banned drugs shall be declared ineligible for further participation in postseason and regular season competition during the time period ending one calendar year after the student-athlete's positive drug test, and shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e. the remainder of contests in the current season and contests in the subsequent previous year. The student-athlete shall remain ineligible until the student-athlete retests negative in accordance with the testing methods authorized) and the student-athlete's eligibility is restored by the eligibility subcommittee. If the student-athlete tests positive a second time for the use of any drug, other than a "street drug", he or she shall lose all remaining regular season and post-season eligibility in all sports. If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or she shall lose a minimum of one additional season of competition at least through the next calendar year. Bylaw 18.4.1.5.2 also provides that the Executive Committee shall adopt a list of banned drugs and authorize methods for drug testing of student-athletes on a year-round basis. In addition, as stated in Bylaw 18.4.1.5.1, a student-athlete who previously tested positive for performance-enhancing drugs as a result of tests administered by any other athletic organization and subsequently tests positive (in accordance with the testing methods authorized by the Executive Committee) shall be subject to these "ineligibility provisions".

### *Intramural Sports*

A comprehensive intramural recreational program is offered throughout the year for men and women in a variety of activities. In addition to improving physical fitness, participants will have the opportunity to establish lasting friendships with fellow students, and develop lifelong leisure skills.

## **STUDENT ACTIVITIES**

A comprehensive student activities program is central to College life and includes social events, publications, student organizations, and other related recreational programs, which enrich the quality of student life outside the classroom. Within the College Center are a variety of student activity areas including offices for the Student Government Association, the Student Activities Board, the *Whetstone* (newspaper), WSLY TV/Radio Station, and Underground.

Procedures regarding starting an organization and off campus travel are available from the Campus Life Office and Student Affairs Office. A portion of student fees is utilized to support the programs and activities of student organizations, campus-wide social events, and other special programs of interest to students. A Student Organization's fund is based upon allocations approved by the SGA Executive Board. At the beginning of each semester, each student organization submits a budget request to the SGA Financial Board for use of student activities funds. Organizations are then notified of approved budgets and financial resources available to them for the current semester.

### *Student Organizations*

Involvement in student organizations provides an opportunity to discover and develop leadership skills, to make a positive contribution to co-curricular life, and to develop special friendships with fellow students. Involvement in academic organizations, special interest groups, social organizations, Student Government, and Greek letter organizations create avenues for increased learning and community spirit. All organizations must comply with the Student Organization Handbook. The Handbook contains pertinent information regarding policies and procedures for which all student organizations are responsible. For a complete listing of the student organizations, contact the Campus Life Office in the College Center, room 12 in the Underground, or 302-736-2567 or look on the Student Activities web page under Campus Services, Student Organizations.

Wesley College has a Greek community composed of social service fraternities and sororities that are nationally and locally recognized. Each organization is unique in its traditions, spirit, and heritage. The fraternities and sororities provide excellent opportunities for leadership and community service projects. In the past, students have volunteered with: a soup kitchen, Adopt-A-Highway, Dover Parks and Recreation and the March of Dimes. Additionally, Greeks enjoy social functions, as well as the bonds of brotherhood and sisterhood. Highlights of the Greek calendar include Greek Recruitment Week, the annual Wishfest fundraiser, Homecoming events, and formals. Recruitment is conducted each semester. To be eligible for membership in an organization, the College requires that a student has and maintains a 2.0 cumulative grade-point average, and is enrolled in a minimum of 12 credits.

### *Facilities*

**Fitness Center** - An exercise facility is located in Malmberg Hall and is equipped with weight machines, lifecycles, stair climbers, and an aerobics room. Any full-time student may use this area during scheduled hours when a supervisor is on duty. Specific hours of operation are established each semester and all students using this facility must follow safety guidelines.

**The Underground** - The Campus Life Office operates a gathering spot for students on the ground floor of the College Center. The Underground offers a game room style arena for parties, entertainment, and special activities. Pool tables, ping-pong, foosball tables, movie viewing area, arcade games, board games, and a big screen TV are all located in the Underground.

## **ACADEMIC BASICS**

For complete Academic Policies, see the Academic Catalog.

## **ABSENCES**

Faculty members are free to establish and enforce attendance policies of their choice, provided they are clearly outlined in course syllabi. Students are responsible for adhering to the attendance requirements outlined in the

syllabus for each course. The student is responsible for all class work and assignments missed because of an absence (excused or unexcused); the student is required to make up all missed work.

The Vice President for Academic Affairs and/or the Dean of Students will approve in advance all official College functions that may cause students to miss classes. The Vice President and/or Dean will in turn notify faculty in advance of these events and report student participants. Although student absences from class in these situations will be considered excused, students must still adhere to the attendance and makeup work provisions and requirements outlined in professors' course syllabi.

### **ACADEMIC PROBATION**

Undergraduates are expected to maintain a cumulative GPA of at least 2.00. See the Academic Catalog for specific policies and procedures.

### **ADD/DROP PERIOD**

During the first week of classes in each 14-week semester, students may **add and drop** courses in their class schedules. Courses that are dropped will not appear on the student's academic record. Students must get approval from their academic advisors to add/drop courses.

### **COMMUNICATION**

The Wesley e-mail account is the official means of communication with Wesley College students. Students are required to read their Wesley email on a regular basis.

### **GRADING**

The grading system for undergraduates is as follows:

A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
D	1.00
F	0.00
AW	Administrative Withdrawal
AU	Audit
IW	Involuntary Withdrawal
P	Passing
I	Incomplete
W	Withdrawal

### **INCOMPLETES**

A grade of Incomplete (I) indicates that a student has done passing work in a course but has been unable to meet, generally for nonacademic reasons, a small proportion of the total course requirements (e.g., an exam or a paper). Incompletes given in the Fall semester must be removed by the last day of classes the following Spring semester; Incompletes given in the Spring semester must be removed by the end of the second week of the following Fall semester; Incompletes given in any Summer semester must be removed by the last day of classes the following Fall semester. Failure to complete course requirements by these dates will result in the assignment of an F

grade. An Incomplete grade does not affect a student's GPA. The student must contact the instructor to discuss the possibility of an Incomplete. If the instructor decides that the (I) grade will be assigned, the student must submit an application to the Registrar's Office.

## **WITHDRAWAL FROM THE COLLEGE**

Any full-time student who is contemplating **withdrawal from the College while the semester is in progress** should arrange to discuss this matter with the Dean of Students (graduate students should contact their Program Director). Official withdrawal papers at the undergraduate level must be initiated with the assistance of the Registrar. A student is not officially withdrawn from the College until the withdrawal papers are properly processed. Students who leave the College without filing the proper form will receive failing grades in all classes. Withdrawals from the College are not processed during the last two class weeks of a term or during final examinations.

## **STUDENT RIGHTS**

### **AIDS POLICY**

It has been determined that the Acquired Immune Deficiency Syndrome (AIDS) virus is transmitted from one person to another through contact with certain body fluids. The AIDS virus is spread by exposure to contaminated blood or semen such as through sexual activity, open wounds, or sharing of needles. Information currently being published by the Center for Disease Control emphasizes the fact that there are no risks to others living with an infected person; eating food which has been handled by an infected person; swimming; or casual kissing with an infected person. If new evidence is found which refutes any of these statements, then Wesley College will make the appropriate revisions in its policy.

1. The Education of the College community is the major emphasis of the Wesley College AIDS policy. The Student Health Center and Dean of Students office will work together in coordinating programs, events, and speakers in this particular area.
2. Confidentiality is an important concern at Wesley College. Therefore, it has been decided that knowledge of any member of the College community having AIDS, AIDS-Related Complex (ARC), or who is HIV positive would be limited to those approved by the patient.
3. A person who has tested positive for AIDS, ARC, or HIV will have full access to the College facilities.
4. A person requesting testing or treatment for this condition may go to the Student Health Center and be referred to the proper agency.
5. Wesley College will follow Delaware State guidelines and laws for reporting AIDS as a communicable disease.

Any situations that may occur and are not included in this statement will be handled according to the American College Health Association General Statement on Institutional Response to AIDS. (Available in the Dean of Students Office)

### **ACCESS TO STUDENT RECORDS**

Wesley College guarantees both the privacy and the confidentiality of all student educational records and a student's right to access those records according to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended.

The College is unable to provide parents with their student's grades unless the student has signed a waiver. The College no longer mails final grades to parents or students; grades may be accessed electronically through the student's password account.

The official custodian of student records is the Registrar. Access to student records is limited to the student, the student's current instructors and faculty advisor, the Registrar's staff, professional counseling and administrative personnel with legitimate interests, authorized officials of government and accrediting agencies, persons bearing a lawful judicial order or subpoena, or any party designated by written consent of the student.

A student or former student has the right of access to his or her records; however, the College can deny such access if the student has an unpaid financial obligation to the College. Requests must be made in writing to the

Registrar who will comply within 45 working days. Following review, a student may request any portion of his or her record be expunged. Failure by the College to expunge any records may be appealed to an official hearing board established for this purpose. The hearing board's decision is final.

Any student who wishes the College to withhold the release of his or her name concerning normal directory information may do so by notifying the Registrar in writing. Questions regarding the official procedures and policies of the College relating to the access to and the privacy of student records should be directed to the Registrar.

Requests for transcripts must be made in writing or by requesting the transcript in person at the Office of the Registrar. A student may also request the transcript by facsimile. No telephone requests will be honored. There is a fee for each transcript.

The College reserves the right to refuse to issue a transcript of the record of any student who has not fulfilled all financial obligations due the College.

## **WESLEY COLLEGE POLICY ON ACCOMODATION OF DISABILITIES**

Wesley College adheres to the Americans with Disabilities Act Amendments of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination and protects the rights of people with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADAAA, a disability is defined as “a physical or mental impairment that substantially limits one or more **major life activities**, or having a record of such an impairment or being regarded as having such an impairment.” For more information regarding students with disabilities at Wesley College contact the Disability Support Services Coordinator in the Parker Library.

Wesley College provides qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the College. All accommodations are made on a case-by-case basis. A student requesting any accommodation must contact the Disabilities Support Services Coordinator who manages services for students with disabilities. The coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

## TITLE IX INFORMATION

### **POLICY AND PROCEDURES: Equal Opportunity, Harassment and Nondiscrimination**

Wesley College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the Wesley College's Equity Process. The Equity Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. The College reserves the right to act on incidents occurring on-campus or off-campus, when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

Dean Wanda Anderson serves as the Coordinator/Gatekeeper and oversees implementation of the College's policy on equal opportunity, harassment and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX Advocate Team promptly, but there is no time limitation on the filing of a complaint, as long as the accused individual remains subject to the College's jurisdiction. All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Reporting is addressed more specifically on p. 11, Section 7. Reports of discrimination by a member of the Title IX Advocate Team should be reported to the College President, Robert E. Clark II at (302) 736-2508.

This policy applies to behaviors that take place on the campus, at college-sponsored events and may also apply off-campus and to actions online when the Title IX Advocate Team determines that the off-campus conduct affects a substantial Wesley College interest. A substantial Wesley College interest is defined to include:

- a) Any action that constitutes criminal offense as defined by federal or the State of Delaware law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
- b) Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- c) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d) Any situation that is detrimental to the educational interests of the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the University/College's control (e.g. not on Wesley College networks, websites or between Wesley College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1<sup>st</sup> Amendment.

Off-campus discriminatory or harassing speech by employees may be regulated by the College only when such speech is made in an employee's official or work-related capacity.

Inquiries about this policy and procedure may be made internally to Title IX Advocate Team:

Dean Wanda Anderson  
Coordinator/Gatekeeper  
(302) 736- 2443  
Email: Wanda.Anderson@wesley.edu

Melissa Elliott  
Central Coordinator for Student Conduct and  
Sexual Assault Advocate  
(302) 736- 2586  
Email: Melissa.Elliott@wesley.edu

Dr. Karen Panunto  
Central Coordinator for Anti-Harassment  
Advocate  
(302) 736-2511  
Email: Karen.Panunto@wesley.edu

Renee McGlothlin  
Title IX Educator/Investigator Advocate  
(302) 736-2585  
Email: Renee.McGlothlin@wesley.edu

Brian Belcher  
Central Coordinator for Disability Support  
Advocate  
(302) 736-2739  
Email: Brian.Belcher@wesley.edu

Tracey Short  
Central Coordinator for Athletic Compliance  
Advocate  
(302) 736-2535  
Email: Tracey.Short@wesley.edu

Walt Beaupre  
Investigator  
(302) 736-2436  
Email: Walt.Beaupre@wesley.edu

Heather Schalk  
Central Coordinator for Human Resources Ad-  
vocate  
(302) 736-2306  
Email: Heather.Schalk@wesley.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity Commission (EEOC)  
Contact: <http://www.eeoc.gov/contact/>

For the complete Title IX policy, please see our website:

<http://wesley.edu/wp-content/uploads/2015/03/Title-IX-Policy-June-2016.pdf>

## **Wesley College**

### **Student Affairs**

## **Help and Concerns Request**

### **About Wesley College**

Wesley College is a small vibrant college comprised of a wonderful mixture of students representing a tapestry of cultures, ethnicities, religions, sexual orientations, personalities and views. As an institution, we value, embrace and promote the spirit of civility inside and outside of the classroom. We possess zero tolerance for discrimination, mistreatment, violence and/or abuse of any kind. Each member of the Wesley College community is responsible for helping to create an environment that is free of harassment, discrimination and violence. The College encourages all members of the College community to work and study in co-operative and collaborative ways, respecting the worth and dignity of every person.

If you feel you have been treated in an unacceptable manner or you need help in resolving an interpersonal conflict at the college, Please review the following information.

### **About the Help and Concern Process**

1. It is the desire of Wesley College to resolve any issues or concerns in a prompt and courteous manner. All cases should not exceed 30 business days.
2. It is the expectation of the College that most issues will be resolved informally by way of discussion between the student and the appropriate individual.
3. For help or concerns, Wesley College has established specific procedures. For example, issues regarding grades or withdrawals must be directed to Academic Affairs; issues regarding harassment/discrimination and sexual misconduct are subject to Title IX guidelines pursuant to such policies established by the College. Students will be expected to initiate their concerns or express their concerns in accordance with those specific policies. In any other case, students are invited to follow the general help and concern procedure set out below.

### **Procedure for seeking Help and Concern from the College**

1. In an effort to resolve informally, student will bring the issue to the appropriate staff member. The staff member may request that the student complete a Student Issue Form (available in the Student Affairs Office or at the bottom of this page.)
2. If no resolution at Step 1, the student may present the issue or concern in writing using Student Issues Form to the Assistant Dean of Student Affairs. The written submission must include details related

to the Step 1 process (see **Student Issue Form below**). The Assistant Dean will initiate an individual or joint discussion with the student(s) and staff member(s) involved. If resolved, the Administrator will notify all concerned parties.

3. If no resolution at Step 2, the student may refer the matter to the appropriate Dean of Students. The Dean will review the materials submitted and may convene a meeting between the parties. The Dean will render a final decision and notify all parties concerned.

\*As a guideline, Steps 1 to 3 should not normally exceed one month.

## **About Another Student**

From time to time, interpersonal difficulties and conflicts may arise between students.

If your concern involves a threat to personal safety, to yourself or others – report the matter directly to the police, campus security, or any administrator of the College.

**For all other concerns involving another student, the following steps are recommended:**

## **Procedures for Concerns about another Student**

1. As soon as possible after an issue or concern has arisen, attempt to discuss with the individual involved. Most conflicts are the results of a misunderstanding or miscommunication – find out if this is the case with your issue.
2. At any point during resolution process, seek confidential guidance and support from the professional staff in Student Affairs.
3. If informal attempts to resolve the interpersonal student conflicts are not successful and you feel your learning environment continues to be negative, please report the matter to the office of the Dean of Student Affairs, 302-736-4925, Room 120, College Center.

## **Student Issue Forms**

Student Issue Forms are available (in hard copy) in Student Affairs Office.

Student Issue Forms are also available online under Student Affairs.

## Student Issue Forms

Students with issues or concerns are urged to contact the appropriate college personnel in order to receive assistance (see list on reverse). It is the desire of Wesley College to resolve any such issues in a prompt and courteous manner.

**\*\* As a first step, discuss or attempt to resolve with the student or staff/faculty member involved. \*\***

Your Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Email: \_\_\_\_\_ Major: \_\_\_\_\_ Term: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Best Time To Call: \_\_\_\_\_

**WHAT IS YOUR CONCERN OR ISSUE?** (Describe situation in clear, simple terms.)

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(Please add another sheet, if necessary).

### **BACKGROUND:**

When did this occur? Date and time.

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Where did this occur? Location i.e. room, building, city.

---

---

Who was involved? Staff? Faculty? Students? Police? Security?

---

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Witness? Did anyone else see/hear what may have happened? Provide names and phone numbers if possible.

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### **Resolution Process:**

Have you discussed this issue with anyone? Staff? Faculty? Students? Other outside the College?

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**Resolution Suggested:**

Please provide options for consideration.

Other information and/or evidence:    Yes        No   

Please add additional important information not covered by other parts of this form on a separate sheet.

**Where to take your concern or issue:**

If you did not reach a resolution at the informal stage, direct your concern or issue as follows:

**Classroom or course related**

- First Step:            1. Talk to professor involved if issue is more general.
- If no resolution:    2. Department Chair

**Harassment and/or Discrimination**  
(Coordinator)

**Dr. Karen Panunto** Ext. 2511; Classroom based, (Title IX Coor-

**Housing/Student Rights & Responsibilities**  
Affairs

**Laura Blazewicz**, Ext. 2458; Asst. Director for Housing; Student

**Campus Activities/Program Related**

**Carol King** Ext. 2567; Director of Campus Life

**Student Conduct- including Sexual  
Assault/Sexual Harassment**

**Melissa Elliott** Ext. 2586; Asst. Dean of Students, (Title IX Coordinator)

**Health Concerns**

**Jill Maser** Ext. 2521; Director of Wellness

**Hostile Work Environment**

**Heather Schalk** Ext. 2306; Director of Human Resources, (Title IX Coordinator)

**Other or General issues**

As a starting point contact Student Affairs, CC 125 Ext. 2506

**By signing below, I acknowledge that the statements made herein have been truthful and to the best of my knowledge.**

**Your signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Resolution:**

\_\_\_\_\_  
\_\_\_\_\_

**Administrator – Print and sign name**

**Date**

## STUDENT CODE OF CONDUCT

The Wesley College community strives to realize a holistic campus environment of common purpose, caring, tolerance, inclusiveness, responsibility, and service that is the heart of the community. The Student Code of Conduct outlined in this Handbook provides a framework for student behavior and responsibility. Once a student is accepted to Wesley College through the Admissions process, they are considered a “student,” and are subject to the Student Code of Conduct and all Wesley Policies and Procedures. This includes all students on the main campus, as well as students enrolled at Dover Air Force Base (DAFB).

All the policies in this handbook are subject to change and students should consult the website for the latest policies. These regulations are designed to give students general notice of prohibited conduct and should be read and interpreted broadly, as they are not designed to define the misconduct in exhaustive terms. Each student is expected to be fully aware of the Student Code of Conduct and all published policies, rules, and regulations.

All students are expected and required to obey the law, to comply with the policies of Wesley College and with directives issued by an administrative official in the course of his or her authorized duties. Students are responsible for complying with the Student Code of Conduct and for representing the College in a positive manner. This expectation includes off campus conduct that is likely to have an adverse effect on the College or on the educational process. The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Wesley College campus is located within the jurisdiction of the Dover Police Department and the Delaware State Police. Students are encouraged to utilize police services when necessary. The College will cooperate with law enforcement agencies in the conduct of their jobs and will not in any way interfere or impede their efforts. Furthermore, **it is a violation of the Student Code of Conduct if a student fails to report immediately any serious health or safety risk to the Dover Police, Wesley Security, the Dean of Students Office, or other appropriate college personnel.**

Students may be held accountable to local, state, or federal authorities and to the College for acts that constitute violations of federal, state, and/or local laws and College policy. If a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for the individual because of his or her status as a student. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct without regard to pending civil or criminal litigation in court or criminal arrest and prosecution.

Students, as individuals, and collectively, as members of student groups or organizations, are responsible for complying with the established Student Code of Conduct. The officers or leaders of a student group or organization may be directed to take appropriate action designed to prevent or end violations by the group or organization, or by any persons associated with the group or organization, who can reasonably be said to be acting on behalf of the group or organization. Failure to make reasonable efforts to comply with such a directive will be considered a violation in itself, both by the officers, leaders or organization, and by the group or organization itself.

### *Purpose*

While members of this community contribute a diverse mix of ideas and backgrounds, we hold in common those Codes of Conduct that exemplify personal integrity and ethical behavior and which advance the mission of the College, its traditions and values. The Student Code of Conduct represents both the rights and responsibilities of individual members of the Wesley community and the good of the community, and make it possible for a diverse student body to live, interact and learn together.

Purpose of Wesley’s Student Code of Conduct:

1. The Student Code of Conduct helps to motivate good behavior, enhance respect for individual differences and emphasize a commitment to the overall positive welfare of the community.
2. The Student Code of Conduct represents limits and describes examples of behaviors that are unacceptable conduct of students at Wesley College and their guests.

3. The Student Code of Conduct assists students in learning how to assume public responsibilities beyond the campus and in society.

Students may be charged with violations of the Student Code of Conduct by any faculty or staff member, including Resident Assistants, Area Coordinators or Safety and Security Officers. Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

### **1.0 – ACADEMIC HONESTY**

Wesley students observe the highest principles of academic integrity and support a campus environment conducive to scholarship. Wesley College expects that all students will act in a manner that reflects personal and intellectual honesty. See the Undergraduate Catalog for specific policies and procedures.

### **2.0 – ALCOHOL VIOLATIONS**

**Possession or consumption of any alcoholic beverage by persons under the age of 21 is prohibited. Students and student organizations must comply with the published regulations, and any and all applicable laws, concerning the transport, display, provision, possession, and consumption of beer, wine, and other alcoholic beverages. Other examples of violations of this policy include but are not limited to:**

- Possessing and/or using, without authorization according to College policy, alcoholic beverages
- Possessing or use of alcoholic beverages in prohibited areas of the College except in a residence hall room occupied by residents and guests legally permitted to consume such beverages, with the door closed. Every individual in the room or apartment must be of legal age
  - Underage students found in the presence of alcohol may request a Breathalyzer test if they were not participating in consumption of alcohol. Students whose Breathalyzer tests confirm there was no consumption (a reading of 0.00) may face the lesser charge of Failure to Comply (#10.0), for being in the presence of alcohol underage
- UNDERAGE use, possession, or consumption of alcoholic beverages
- Providing or serving alcohol to minors (less than 21) is prohibited including being in the same room as a minor with alcohol present
- The use of alcohol by any person residing in the room if a resident is under the age of 21
- A student who is legally permitted to consume alcoholic beverages, having more than six (6) individuals, also of legal age, present in their room or apartment when alcohol is being consumed
- Possessing kegs of beer, or other large volume containers, that enable consumption of excessive amounts of alcohol, and related paraphernalia, that are prohibited
- Students of legal age are permitted to bring alcohol into the residence halls in reasonable quantities for their own use. “Reasonable quantities” is defined as not to exceed one 8 oz. bottle of liquor per person, six cans/bottles of beer, or wine coolers per person of legal age not to exceed 24 bottles total or two bottles of liquor in the room
- Presence in an area where alcoholic beverages are present
- Possession or consumption of alcohol at any College function or activity
- Misconduct of any form as a result of intoxication on campus or at College sponsored activities while under the influence of any amount of alcohol or illegal drug
- Public Intoxication
- Possession of open containers of alcohol
- Driving Under the Influence of Alcohol/Driving While Intoxicated

### **3.0 – DRUGS AND/OR DRUG PARAPHERNALIA**

Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance and/or paraphernalia, is prohibited. Students found present where drugs are being used illegally, whether participating or not, may also be in violation of this policy.

#### **4.0 – HAZING POLICY**

Engaging in hazing or voluntarily submitting to hazing, including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student is prohibited. Violation of this policy renders the student(s) involved and the organization subject to discipline. The Wesley College Anti-Hazing Policy is in direct compliance with the State of Delaware Anti-hazing Law, and forbids individual students or student organizations from participating in acts of hazing. “Hazing” is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into an affiliation with, or as a condition for continued membership in, any organization operating under the sanction of, or recognized as an organization by an institution of higher learning (For more information about the Anti-Hazing Policy, please see the Student Organization Manual).

#### **5.0 – HARASSMENT/COMMITMENT TO CIVILITY**

**Wesley students respect the health, safety, welfare and rights of all persons. Wesley College expects that all students will act in a civil manner that reflects maturity, social responsibility, and respect towards others and the Wesley Community. Violations include but are not limited to:**

- Acts of Intolerance/Intimidation – verbal, physical, written, or electronic acts of intimidation and/or harassment aimed towards any person or group on the basis of race, sexual orientation, religion, disability, national origin, or gender is prohibited
- Threats made – in person, by telephone, electronically, in writing or by other means, against any person
- Making racial or ethnic slurs; making slurs against another’s sexual orientation or religion
- The use of social networking websites to harass, stalk, threaten, or in any way intimidate another student

#### **6.0 – HARM TO PERSONS**

**Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons, such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. Violations include but are not limited to:**

- **Fighting**
- Inciting fights, assaults, acts of sexual violence, abuse, or threats
- Language that is designed, or has the impact of inciting others to violate this policy
- Endangering the health or safety of other persons, including, by way of example, unauthorized throwing of any objects in or from College facilities

#### **7.0 – DISRUPTIVE ACTIVITY**

**Disruptive activities or disorderly conduct at a campus activity or on College-owned or controlled property or at a College-sponsored or supervised function which inhibits or interferes with the educational responsibility of the College community or the College’s social/educational activities are prohibited. Violations include but are not limited to:**

- Using abusive, indecent, profane, or vulgar language
- Disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or classroom activities
- Participating in an on-campus or off-campus demonstration or activity that disrupts the normal operation of the College or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area
- Obstructing the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised events

#### **8.0 – VANDALISM AND/OR ABUSE/MISUSE OF PROPERTY**

**Wesley students respect the property of others, and the property, facilities, and resources of the College. Wesley College expects that its students will treat the property of Wesley College and the**

**property of others with the same respect that they would ask others to show to them. Violations include but are not limited to:**

- Destroying, defacing, damaging, or misusing of private or College property (including misuse of fire or life-safety equipment or property) or property belonging to another
- Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of present, past, or future bombing, fire, offense, or other emergency that s/he knows is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; or prevent or interrupt the occupation of a building, room or aircraft, automobile, or other mode of conveyance

#### **9.0 – THEFT**

**Stealing property from Wesley College, another student(s), or any member or guest of the Wesley College community is strictly prohibited. Violations include, but are not limited to:**

- Stealing, or unlawfully taking possession of someone else's personal property without prior permission or consent
- Attempted theft of another individual's personal belongings or property, or that of the college
- Unlawfully entering another student's residence hall room, with the intent to burglarize the room
- Entering a college facility or area, and removing property that belongs to the college or an individual without their prior knowledge or consent
- Unlawfully removing items from the college dining facilities, convenience stores, bookstore, kiosk, or vending operation
- Assisting or being an accessory to a theft or attempted theft
- Having knowledge of, or observing a theft occur and not reporting it; or withholding information relevant to an investigation
- Attempting to sell back textbooks to the bookstore that do not belong to the seller

#### **10.0 – FAILURE TO COMPLY/WILLFUL OBSTRUCTION**

**Failure to comply with the direction of a College official (Residence Life staff included) or Law Enforcement Officer; harassing the aforementioned persons acting in the performance of his/her duties; failure to identify oneself to College staff; or failure to heed an official summons to the office of a College official within the designated time. Violations include but are not limited to:**

- Failure to provide a valid Wesley ID card, or other valid identification upon the request of any Wesley College official, employee, or student affairs student staff member
- Failure to report immediately any serious health or safety risk to the Dover Police, Wesley Security, the Dean of Students Office, or other appropriate college personnel
- Failure to make a reasonable, positive effort to remove themselves from the environment where these standards are being violated
- Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding
- Failure to appear for a scheduled judicial conference, administrative Hearing or Conduct Board Hearing

#### **11.0 – COMPUTER AND NETWORK USE POLICY**

**Violating College's policies governing computing resources as outlined in the College's *Computer and Network Use Policy* and its *Electronic Information Publication Policy*, available from Information Technology. Violations of these policies may be grounds for disciplinary action and/or prosecution as permitted under local, state and federal laws. Misuse of College information systems is prohibited. Violations include but are not limited to:**

- Using a computer account that belongs to another individual
- Modifying, copying, or deleting programs or data without proper authorization
- Using College resources for commercial purposes and/or for personal profit
- Circumventing logon or other security measures

- Modifying system facilities or attempting to disrupt Wesley College computing systems
- Using information systems for any illegal or unauthorized purpose
- Using network resources to send or publish abusive, obscene, or harassing communications
- Making, acquiring, or using unauthorized copies of computer software
- Denying or interfering with computing service to other users in any way, which may include propagating chain letters, spamming (spreading e-mail or postings widely and without good reasons), or bombing (flooding an individual, group, or system with numerous or large e-mail messages)
- Using the College computer system in a way that suggests Wesley's endorsement of any political candidate or ballot initiative
- Playing sounds or messages which could create an atmosphere of discomfort or harassment of others
- Sending forged e-mail, using re-mailers or any shielded identity programs
- Using electronic communications to fabricate research data
- Creating, launching, distributing, or maintaining computer viruses, worms, destructive or other rogue programs, including the unintended participation in such activity by not providing an Antivirus program which can be updated daily (a requirement for network access).
- Reading other users' information or files without permission
- Using electronic communications to steal another person's works, or otherwise misrepresent one's own work
- Engaging in academic dishonesty as defined in the College's Academic Plagiarism and Dishonesty Policy
- Cracking or guessing and applying the ID or password of another user
- Downloading or posting illegal, proprietary, or damaging material to a College computer
- Removing or modifying any College-owned or administered computer equipment or data
- Using systems in violation of criminal or civil law at the federal, state, or local levels (examples include receiving, transmitting, possessing child pornography; making bomb threats; promoting a pyramid scheme; distributing illegal obscenity; infringing copyrights, and so on)
- P2P downloading or sharing programs are not permitted on campus. This includes the use of Limewire, Ares, Torrents, etc. Use of any P2P programs in any manner, may result in network access being revoked which will require the equipment be brought to the Information Systems Department. The use of iTunes and other legal websites is permitted.
- Creating a network disruption, which provides or takes an unfair portion of network resources to or from others, may also result in network access being revoked.
- Using electronic or other devices to make an audio or video record of any person while on College premises without his/her knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom

## **12.0 – POSSESSION OF WEAPONS**

**Using or possessing ammunition, firearms or items that resemble Firearms (Including paintball guns), illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on College property. Violations include but are not limited to:**

- Guns
- Paintball Guns
- BB Guns
- Pellet Guns
- Potato Guns
- Pocket Knives
- Medieval/Collector Swords/Knives

### **13.0 – GENERAL LAWS**

**Students or student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Disciplinary action imposed by the College may precede and/or be in addition to any penalty imposed by an off-campus authority.**

### **14.0 – POSTING AND ADVERTISING POLICY**

**Wesley College prohibits posting and advertisements that are not sponsored by an office, organization, or employee of the College community. All postings and advertisements not sponsored by the College, or not identifying the sponsoring party, will be removed and discarded. Posted materials may not violate the Mission of the College. Wesley College prohibits the distribution, publication, posting, or announcement of advertisements on its campus which promote the sale or consumption of beverage alcohol or which promote businesses whose principle enterprise is the sale of beverage alcohol (i.e., liquor stores, cocktail lounges, bars, nightclubs, and taverns).**

**Some student organizations will be given the privilege of having and using an organizational bulletin board depending on available space. Violations include but are not limited to:**

- Any materials posted on campus that violate the posting policy or are out of assigned posting areas will be removed
- Only registered Wesley College organizations and students selling individual goods (i.e. books, furniture, etc.) may post on campus
- Due to limited space, posting is not permitted for any organization not affiliated with Wesley College unless approved by the President's Office
- Posted material presented may not be of an offensive nature (sexist, racist, obscene, libelous, slanderous, etc.)
- Posted material must have Wesley College, the name of the sponsoring person, organization, or department, and the date on the poster
- Materials may NOT be placed on painted surfaces or any glass windows/doors (including wood and/or plaster finishes)
- No duct tape, masking tape, or strapping tape may be used to adhere posting materials in any area on campus
- Flyers, posters, banners, etc. may be posted for no more than two weeks and must be removed the day after the event
- Posting is not permitted on trees, benches, trash cans, rocks, telephones, banisters, or campus exteriors
- Thumb tacks and staples are to be used only where appropriate
- A drawing of sidewalk chalking must be approved by the Director of Campus Life prior to chalking
- Chalking must be 10 feet from the entrance to a building and may not be done on steps
- Chalking may only be posted for a maximum of five days
- Chalking must be removed by the day after the event date posted
- Banners, sheets, etc. must also be approved for positioning by the Director of Student

Activities and will be approved only for campus-wide events and in specific areas

- Failure to follow these standards will result in the following sanctions: 1st Offense –Written warning from Student Activities Office; 2nd Offense – posting probationary period; 3rd Offense – Revocation of posting privileges for the semester.

### **15.0 – SEXUAL MISCONDUCT POLICY\***

**Wesley College believes in a zero tolerance policy for sexual misconduct. Members of the College community, guests and visitors have the right to be free from sexual violence. When an allegation of sexual misconduct is brought to the administration, and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are never repeated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes. It serves as a measure for us to determine, after the fact, if**

**behaviors trespass on community values. It also should serve as a guide for you on the expectations we have, preventatively, for sexual communication, sexual responsibility and sexual respect.**

## **OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT**

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph. In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is sexual permission. Consent can be given by word or action, but nonverbal consent is less clear than talking about what you want and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity. Silence without actions demonstrating permission cannot be assumed to show consent. There is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy just as much as physically forcing someone into sex. Coercion happens when someone unreasonably pressures someone else for sex. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate the who, what, when, where, why, or how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing. You will do well to keep in mind that under this policy, "No" always means "No," and "Yes" may not always mean "Yes."

**\*Please Note: Sexual Misconduct violations are Title IX cases. Title IX cases are processed differently than other student conduct violations per federal guidelines. Please see the Title IX policy on our website for an explanation of how these cases are handled.**

## **RISK REDUCTION TIPS**

If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

1. If you have limits, make them known before things go too far.
2. Tell a sexual aggressor "NO" clearly and loudly, like you mean it.
3. Try to extricate yourself from the physical presence of a sexual aggressor.
4. Grab someone nearby and ask for help.
5. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. **DON'T MAKE ASSUMPTIONS.** About consent. About someone's sexual availability. About whether they are attracted to you. About how far you can go. About whether they are physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them. Perhaps they haven't figured out how far they want to go with you yet. You need to respect the timeline with which they are comfortable.
4. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.

7. On this campus, silence and passivity cannot be interpreted by you as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Although in campus hearings legal ideas like guilt and innocence are not applicable, rest-assured that the College will never assume a student is in violation of university policy. In fact, campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources. Wesley College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose differing sanctions, ranging from oral warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

## **SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:**

- 1. Sexual Harassment**
- 2. Non-Consensual Sexual Intercourse (or attempts to commit same)**
- 3. Non-Consensual Sexual Contact (or attempts to commit same)**
- 4. Sexual Exploitation**
- 5. Domestic/Intimate Partner Violence**

### **1. SEXUAL HARASSMENT**

Gender based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits or opportunities.

Three Types of Sexual Harassment

- A. Hostile Environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently/objectively offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
- B. Quid pro quo sexual harassment** exists when there are:
  - 1) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
  - 2) submission to or rejection of such conduct results in adverse educational or employment action.
- C. Retaliatory harassment** is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

### **2. NON-CONSENSUAL SEXUAL INTERCOURSE:**

Non-Consensual Sexual Intercourse is

- any sexual intercourse (anal, oral, or vaginal),
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- without consent\*.

### **3. NON-CONSENSUAL SEXUAL CONTACT:**

Non-Consensual Sexual Contact is

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,

- without consent\*.

### **\*CONSENT DEFINED**

Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.

Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

In order to give effective consent, one must be of legal age. If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction.

- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Sexual activity includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

### **4. SEXUAL EXPLOITATION**

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in Peeping Tommmery;
- knowingly transmitting an STI or HIV to another student. The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity.

### **5. DOMESTIC/INTIMATE PARTNER VIOLENCE**

Domestic or Relationship Violence is abuse or violence between partners or former partners involving one or more of the following elements:

- Battering that causes bodily injury;
- Purposely or knowingly causing reasonable apprehension of bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage;
- Repeated telephone, electronic or other forms of communication – anonymously or directly – made with the intent to intimidate, terrify, harass, or threaten.

### **SANCTION STATEMENT**

- Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*
- Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.\*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*

\*The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

### **CONFIDENTIALITY AND REPORTING POLICY**

Wesley College officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the College, nor the law, requires them to divulge private information that is shared with them, except in rare circumstances. The following describes the reporting options at College:

#### **Confidential Reporting**

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with off-campus local rape crisis counselors, domestic violence resources, local or state assistance agencies, [or on or off-campus members of the clergy/chaplains] who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient or parishioner.

#### **Formal Reporting Options**

Alleging parties bringing an investigation forward are encouraged to speak to Wesley College Title IX Coordination Team to make formal reports of incidents of sexual misconduct. The alleging party bringing an investigation forward has the right, and can expect, to have the incident taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information

will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve the individual's rights and privacy.

### **ADDITIONAL POLICIES:**

16. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object that is flammable or which could cause damage by fire or explosion to persons or property on College property.
17. Forging, altering, or misusing College documents, forms, records, or identification cards, or issuance of a check to the College or its contractors without sufficient funds.
18. Gambling or playing cards for money stakes.
19. Littering.
20. Residence Hall Violations include, but are not limited to, quiet hours violations, guest policy violations, prohibited items, failure to exit during a fire alarm, and exiting through emergency exits when no evacuation emergency exists.
21. Smoking and/or the use of any tobacco products are not allowed in any campus building. Smoking is allowed only outside of the facilities where concrete smoking receptacles are available.
22. Violating the off campus travel policy for groups traveling away from the campus, on a College sponsored trip. The policy and guidelines are provided in the Student Organizational Manual. Forms for off campus sponsored travel are available in the Student Activities Office, Student Life Office, and the Safety and Security Office.
23. Public Urination or lewd or indecent conduct.
24. Entering or using College buildings, facilities, equipment, or resources, or possession or use of College keys for unauthorized purposes.
25. Loitering: Due to fire safety concerns and for the personal safety of students, loitering is not permitted in front of any residence hall. Any student who stands, and/or sits idle in a group on the steps, sidewalk, or stands or congregates with others in front of a residence hall will be considered loitering. Any student who violates this policy and/or refuses to move when requested by Wesley College Security or Residence Life staff (ACs; RAs) will be assessed financially for #10.0 – Failure to Comply.

### **GOOD SAMARITAN POLICY**

The health and safety of our students is of the highest priority. At times students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the Student Code of Conduct. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns Wesley College has enacted the following "Good Samaritan" provision.

Although policy violations cannot be overlooked, Wesley College will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter(s) of the problem should be evaluated against the possible negative consequences for the student(s) who needed assistance. At a minimum, students or student organizations should make an anonymous report that would put the student in need in touch with emergency care providers (Police, EMS, etc.). Examples where this policy would apply include but are not limited to:

1. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
2. A student is reluctant to report that he/she has been sexually assaulted because he/she had been consuming alcohol and is under the age of 21.

### **PROCEDURES FOR STUDENT CONDUCT ADMINISTRATION**

The Dean of Students shall have primary authority and responsibility for the administration of student discipline at Wesley College and for investigating allegations that a student has violated College rules and regulations, or

specific orders and instructions issued by an administrative official of the College.

Any member of the College community may file a complaint against a student for violations of the Student Code of Conduct. The report shall be prepared in writing and submitted to the Director of Safety and Security. Any complaint should be submitted as soon as possible after the incident takes place, preferably within two business days. If a conduct complaint has been filed against a student, it is that student's responsibility to report to security to complete a witness statement for the record.

### **Process Overview**

Any violations of the Wesley College Student Code of Conduct must be reported through an incident report. The report may come from a campus Safety & Security Officer, a Residence Life staff member, Law Enforcement Officer, Wesley College student, or any other member of the Wesley College or local community.

### **Standard of Proof**

The Conduct process at Wesley College, like many colleges and universities, operates based on a "preponderance of evidence" as the "standard of proof." A preponderance of evidence is described as enough evidence to make it more likely than not that the accused student has violated the Student Code of Conduct.

### **Educational Conference**

Once an incident or violation of the Student Code of Conduct has been reported, the first step will be an Educational Conference. Educational Conferences are held by trained Conduct Hearing Officers, which may be an Area Coordinator, Student Life staff member, administrator, or faculty member. The Assistant Dean of Students/Director of Residence Life, or a designee, will assign each accused student a Conduct Officer for their Educational Conference. Parents are not permitted to attend Educational Conferences with students.

During the Educational Conference, the accused student(s) and the conduct officer will meet to informally discuss the incident, and the student(s) will be given the opportunity to explain his/her version of events. In the event that the conduct officer determines that a policy has NOT been violated, then the case and any related conduct charges may be dismissed. If the conduct officer maintains that a policy has been violated, the accused student(s) will be given two options: The first option is to accept responsibility for violating the policy; thus, waiving the right to a formal Conduct Board Hearing, and having the conduct officer issue the student(s) his/her sanctions (outcome). When this occurs, the case is considered RESOLVED at the conclusion of the Educational Conference.

Students may NOT appeal the outcome of an Educational Conference, since the student is essentially taking responsibility for violating the Code of Conduct, and they are waiving their right to a formal conduct hearing. Additionally, at an Educational Conference, the student is either informed of the exact disciplinary sanctions being imposed, or at a minimum, they will be given a range of possible sanctions being considered, before the student is required to accept responsibility or request a formal conduct hearing.

Students are responsible for checking their Wesley email accounts for information about their Educational Conference. An attempt will also be made to hand deliver the letter to student rooms. If a student does not attend the scheduled Educational Conference and does not contact the Hearing Officer, the case will be heard in absentia, without the student's input.

Students who do not feel as though they have violated the Student Code of Conduct, have a second option, which is to request a formal Conduct Board Hearing. All students have a right to a fair and objective Conduct Board Hearing.

### **Conduct Board Hearings**

A Conduct Board Hearing will occur when the accused student(s) does not feel he/she is responsible for violating the Student Code of Conduct.

#### *Conduct Boards*

Conduct Board Hearing Officers are thoroughly trained faculty members, staff members, and students. Stu-

dents who wish to serve on the conduct board, may apply through the *Student Affairs Office*. In order for a student to be selected, they must have a clean student conduct record, and may not be on any disciplinary probation status. Students must also be in good academic standing, with a minimum 2.50 cumulative Grade Point Average. Eligible students will be interviewed by the Assistant Dean of Students/Director of Residence Life, or a designee, and members of the Student Affairs staff. There will be a pool of trained faculty, staff, and student conduct board members.

Each Conduct Board for individual incidents or cases will consist of three (3) Conduct Board Hearing Officers. A Conduct Board may consist of the following compositions:

- One faculty member, one staff member, and one student member
- Two Faculty members, and one student member
- Two Staff members, and one student member
- Three Faculty/Staff members (no student member)

Students wanting a Conduct Board Hearing will need to complete a “Request for a Conduct Board Hearing Form.” On the form, the accused student(s) (or the victim in sexual misconduct hearings) may indicate their preferred board composition, among the aforementioned options. While efforts will be made to convene the requested board composition, due to individual schedules Wesley cannot guarantee that the preferred composition will be available. All of this will be thoroughly explained during the accused student’s Educational Conference.

The student may also indicate if they wish to have a “Full Conduct Board Hearing,” or a “Sanction Only” Conduct Board Hearing. In the case of full Conduct Board Hearings, the board will determine if the accused student has violated any policy or policies. If the board finds the accused student responsible for violating one or more policy, they will also determine the appropriate disciplinary sanctioning (outcome). A student may opt for a “Sanction Only” Conduct Board Hearing, when their responsibility for the violation has already been acknowledged (for example, they have already accepted responsibility for the violation); however, they do not wish to accept the sanctions being offered at the Educational Conference. In these cases, it is the Conduct Board’s task to determine the appropriate disciplinary sanctioning.

Every effort will be made to ensure that each accused student is given a fair and objective Conduct Hearing. Part of this will be making sure that there are no conflicts of interest between a board member and an accused student (i.e. the accused student’s academic advisor being on the board, accused student having a personal friendship with any board member, including the student member, etc.). Board members are trained to excuse themselves if there is a significant conflict of interest. Should the accused student feel a conflict of interest may exist, they should immediately bring this to the attention of the Assistant Dean of Students/Director of Residence Life or Dean of Students, upon receipt of the hearing notice.

## **PROCEDURES**

The following procedures will be followed in any case, which results in a hearing before the Conduct Hearing Board (“Board”). College Disciplinary Hearings are not legal proceedings.

1. The accused student will be given written notice of the following:
  - a. The alleged violation(s)
  - b. The date and place of the Hearing
2. Prior to the Conduct Board the accused student will set up a meeting with the Assistant Dean of Students or designee to view the report of the incident that will be submitted to the Conduct Board. In addition, the accused student will be able to view any witness statements that will be presented to the Conduct Board. At the end of this meeting, the accused student will sign a form confirming that access to the report and statements was given. The accused student will also receive information about bringing an advisor or witnesses.
3. The student is entitled to appear in person before the Board to defend against the charges. If the student elects not to appear, the Board will reach its decision on the basis of information available to it at the Hearing.
4. The student or the College may request that witnesses competent to give testimony relevant to the specific

- charges preferred, be called to testify before the Board. Written or tape recorded statements, rather than personal testimony by witnesses before the Board, may be permitted at the Board's discretion when extenuating circumstances prevent the appearance of a witness. Failure of a witness to be present at the time of the Hearing, except in extenuating circumstances, will not be grounds to delay the proceedings.
5. The Conduct Hearing Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, videoconferencing, videotape, audiotape, written statement, or other means, where and as determined in the judgment of the Assistant Dean of Students and/or Conduct Hearing Board to be appropriate.
  6. The College's case will be presented by the Assistant Dean of Students, Director of Safety & Security, or designee, who may ask questions of any witness.
  7. The student may invite an individual of his/her choosing to assist in answering the charge(s) and to be present throughout the Hearing, as an advisor. The advisor's role in the hearing is limited. He or she may write notes or whisper to the student. The advisor is not permitted to directly address the members of the hearing board or any witnesses. The advisor may not offer any testimony to the Conduct Board.
  8. The Complainant, Accused Student and his or her advisors, if any, shall be allowed to attend the entire portion of the Disciplinary Hearing at which information is received except deliberations (except when the board feels this presents safety concerns).
  9. The student may decline to answer questions asked by members of the Board. However, in such a situation, the Board shall make its decision on the basis of information available at the Hearing.
  10. The Board shall not be bound by the rules of evidence used in the conduct of trials and courts of law. Hearings shall be open only to members of the Conduct Hearing Board, the charged student, advisors and witnesses. Witnesses shall be present only during the time they are presenting testimony.
  11. The Board shall make an appropriate record of the proceedings and this record shall be available to the accused upon his/her request; however, it may not leave the Dean of Students Office or Office of Student Affairs. Board Hearings shall be tape recorded in their entirety. Following the Hearing and during the appeal period, the student and/or advisor present throughout the Hearing may listen to the tape in the Dean of Student's office. Recordings of Board Hearings will be deleted one year after the case is completed.
  12. At the conclusion of a Hearing, the Board members shall meet in closed session to determine its decision. The advisor may not be present during deliberations. If the student is found responsible of violating the Community Standards, the Board shall consult with the Dean of Students or Director of Residence Life prior to determining a sanction or censure.
  13. The student shall be promptly informed of the decision by the Chair of the Board. Written notice of the decision shall be sent to the student by a representative of the Conduct Board within three (3) working days.
  14. Students suspended for community standards violations may not withdraw from the college in lieu of suspension.
  15. When suspension or expulsion is considered for conduct cases that are being heard within 4 weeks of the end of the semester, Wesley College will attempt to work with the student to complete the semester. This may involve permission to be on campus during class time only, or completing class requirements online.
  16. The student may elect to waive any and all of the above rights. Such waivers shall be put in writing and made a part of the record of the proceeding.

### **Appeal Procedures**

Students who wish to dispute the outcome of a Conduct Board Hearing, may appeal their case to an Appellate Panel, which is chaired by the Dean of Students and consists of two additional college officials appointed by the President of the College.

To initiate the appeal process, the student must complete an Appellate Form and submit it to the Director of Residence Life, or a designee, within ten (10) College Business days from the “Exit Date” noted at the bottom of the Sanction Assessment Form that the student received following their Conduct Hearing. An appeal must contain complete justification and details about why the student feels an appeal should be granted. An appeal is not a rehearing of the original case. In order for an appeal to be reviewed by the Appellate Panel, the following criteria must be met:

1. A substantive procedural error occurred that significantly affected the outcome of the hearing.
2. New evidence that was not available at the time of the hearing, which, if introduced, would significantly affect the outcome of the hearing.
3. The Sanction is significantly inconsistent with institutional guidelines and/or past practices.

If it is determined that there is just cause for an appeal by meeting one or more of the criteria listed above, the Director of Residence Life, or a designee, will forward the entire case file to the Dean of Students, Chair of the Appellate Panel. The Appellate Panel will review all of the documents related to the case, hearing, and sanction assessment, and will take one of the following two actions:

- i. Affirm the decision of the original hearing body
- ii. Remand the case back to the Conduct Board, with instructions.

**Final determination for sanctioning lies with the Dean of Students.**

## SANCTIONS

The Conduct Officer or Conduct Hearing Board shall render a decision to both parties as soon as practicable as to if the accused student is responsible for violations and shall, if necessary, assess a penalty or penalties. These penalties, which are not exclusive, but may be imposed together with other penalties, include, but are not limited to:

**(Please note, the College reserves the right at any point in the range of offenses to impose sanctions deemed appropriate in addition to or in place of sanctions listed below.)**

	First Offense	Second Offense	Third Offense
<b>1.0 Academic Integrity (Handled by Academic Standing Committee)</b>	Handled through Academic Standing Committee	Handled through Academic Standing Committee	Handled through Academic Standing Committee
<b>2.0 Alcohol</b>	-Disciplinary Reprimand -\$200 fine -Meeting with Alcohol and Other Drug Coordinator -Parental Notification (if under 21)	-Probation for 1 Year -\$300 fine -Meeting with Alcohol and Other Drug Coordinator -Parental Notification (if under 21)	-Deferred Suspension or Suspension -\$300 Fine -Parental Notification (if under 21) -Additional Sanction as determined by AOD Coordinator
<b>In presence of Alcohol violation, with 0.00 on Breathalyzer</b>	- Failure to Comply charge - Disciplinary Reprimand -Additional educational sanctions at Hearing Officer’s Discretion	- Failure to Comply charge - Disciplinary Probation for one semester -Additional educational sanctions at Hearing Officer’s Discretion	- Processed as alcohol offense (see above violation)
<b>Keg, Possession of- sanctions</b>	-Disciplinary Probation for one year	-Deferred Suspension -Deferred Loss of Housing	-Suspension -Loss of Housing (if appli-

are in addition to Alcohol sanctions and only apply in keg cases (example: 2 <sup>nd</sup> Alcohol violation with first keg offense would be a first offense in this row)	-\$300 fine	ing (if applicable)	cable)
<b>3.0 Drug Violation</b>	-Disciplinary Probation for 1 year -\$250 fine -Parental Notification (if under 21) -Meeting with AOD Coordinator	- Suspension for one semester to one year -Meeting with AOD Coordinator as condition of reenrollment -Parental Notification (if under 21)	-Expulsion from the college -Parental Notification (if under 21)
<b>Distribution/selling of drugs</b>	Violations involving the sale or distribution of illegal drugs and/or controlled substances can result in permanent expulsion from the College.	See first block.	See first block.
<b>4.0 Hazing</b>  <b>See Anti-Hazing Policy in Student Organization Handbook and DE State Law</b>	- Disciplinary Probation - Educational sanction relating to specifics of incident	- Deferred Suspension or Suspension - Educational sanction relating to specifics of the incident - 10 hours community service	- Disciplinary Suspension or Expulsion - 20 hours community service and or educational sanction relating to incident as a condition of petitioning to re-enroll
<b>5.0 Harassment/Commitment to Civility</b>	- Disciplinary Reprimand - Educational sanction relating to specifics of incident	- Disciplinary Probation or Suspension - Educational sanction relating to specifics of the incident	- Disciplinary Suspension or Expulsion
<b>6.0 Harm to Persons</b>	Sanctions depend on the specifics of the incident. Minimum first offense sanction would be probation and educational sanction relating to the specific incident, however, severe first offenses can involve suspension or expulsion.	See first block	See first block
<b>7.0 Disruptive Activity (AKA Disorderly</b>	-Disciplinary Reprimand -10 Hours community	-Disciplinary Probation for 1 semester to 1 year -Deferred loss of housing	-Deferred Suspension or Suspension -Loss of Housing (if incident

<b>Conduct)</b>	service -Additional educational sanctions at Hearing Officer's Discretion	(if incident was in housing) - Additional educational sanctions at Hearing Officer's Discretion	was in housing) - Additional educational sanctions at Hearing Officer's Discretion
<b>8.0 Vandalism and/or Abuse/Misuse of Property</b>	-Disciplinary Reprimand or Probation (as appropriate) -10 Hours Community Service -Restitution for Damages	-Disciplinary Probation or Deferred Suspension (as appropriate) -Deferred Loss of Housing -Restitution for Damages	-Deferred Suspension or Suspension -Loss of Housing -Restitution for Damages
<b>Fire Alarm, False Activation of Threats, False report of resulting in evacuation</b>	-Disciplinary Probation for 1 semester -Deferred Loss of Housing -30 Hours Community Service -Essay on Residence Hall Fires	-Deferred Suspension -Loss of Housing	-Suspension - Loss of Housing
<b>Fire Extinguisher, Improper Use of</b>	-Disciplinary Reprimand -Restitution for cleaning charges -Reflection essay on Fire Safety -10 hours community service	-Disciplinary Probation for one year -Deferred Loss of Housing (if incident was in housing) -Restitution for cleaning charges -Meeting with staff to discuss fire safety -20 Hours Community Service	-Deferred Suspension or Suspension -Loss of Housing (if incident was in housing) -Restitution for cleaning charges -Meeting with DFD or Fire Marshall (if possible)
<b>9.0 Theft/ Attempted Theft</b>	- Disciplinary Reprimand or Probation -Return of Item or Restitution	- Disciplinary Probation or Deferred Suspension -Return of Item or Restitution - 5-10 hours community service	- Deferred Suspension or Suspension -Return of Item or Restitution -Additional educational sanctions at Hearing Officer's Discretion
<b>10.0 Failure to Comply</b>	-Disciplinary Reprimand -10 Hours Community Service for significant cases -Additional educational sanctions at Hearing Officer's Discretion	-Disciplinary Probation for 1 month to 1 semester -20 hours community service for significant cases -Additional educational sanctions at Hearing Officer's Discretion	- Deferred Suspension or Suspension - Deferred Loss of Housing (if incident was in housing) -Additional educational sanctions at Hearing Officer's Discretion
<b>11.0 Computer and Network Use Policy/ Electronic Information Publication Policy (Available on WesleyNet)</b>	- Disciplinary Reprimand -Possible Loss of Network Access and/or computer for 3-5 business days (at IT's Discretion)	- Disciplinary Probation -Possible Loss of Network Access and/or computer for 10+ business days (at IT's Discretion)	- Deferred Suspension or Suspension -Possible Loss of Network Access for the semester (at IT's Discretion)

<b>12.0 Weapons</b>	Sanctions depend on the specifics of the incident. Minimum first offense sanction would be probation and educational sanction relating to the specific incident, however, severe first offenses can involve suspension or expulsion.	See first block	See first block
<b>13.0 General Laws</b>	Dependent on specific laws violated. This is used when a student is cited or arrested by police. There are usually other charges associated with this violation and sanctions can be based on those charges.	See first block	See first block
<b>14.0 Posting Policy</b>	- Disciplinary Reprimand	- Disciplinary Probation - Possible loss of posting privileges	- Extended Probation or Deferred Suspension -Loss of Posting Privileges
<b>15.0 Sexual Misconduct (Handled by Title IX Conduct Board) FOR REFERENCE ONLY</b>	- Reprimand to Expulsion depending on severity and conduct history, handled by trained Title IX board members only.	- Reprimand to Expulsion depending on severity and conduct history, handled by trained Title IX board members only.	- Reprimand to Expulsion depending on severity and conduct history, handled by trained Title IX board members only.
<b>16.0 Fireworks and Explosive Devices</b>	Sanctions depend on the specifics of the incident. Minimum first offense sanction would be probation and educational sanction relating to the specific incident, however, severe first offenses can involve suspension or expulsion.	See first block	See first block
<b>17.0 Forgery of College Documents/ Insufficient Funds Check</b>	Sanctions depend on the specifics of the incident. Minimum first offense sanction would be reprimand and educational sanction relating to the specific incident,	See first block	See first block

	however, severe first offenses relating to forgery can involve suspension or expulsion.		
<b>18.0 Gambling</b>	- Disciplinary Reprimand - Educational sanction relating to specifics of incident	- Disciplinary Probation - Educational sanction relating to specifics of the incident	- Extended Probation or Deferred Suspension - 5-10 hours community service - Education sanction relating to specifics of the incident
<b>19.0 Littering</b>	-Disciplinary Reprimand -Rounds with RA to pick up trash	-Disciplinary Probation for 1 month to 1 semester -5 hours community service	- Extended Probation or Deferred Suspension - Deferred Loss of Housing - 10 hours community service
<b>20.0 Residence Hall Violations</b>  <b>Quiet Hours Violation</b>	-Disciplinary Reprimand -5 hours community service (for severe violations) -If no prior conduct history- Warning Letter	-Disciplinary Probation for 1 month to 1 semester -10 Hours Community Service - Additional educational sanctions at Hearing Officer's Discretion	- Extended Probation - Deferred Loss of Housing
<b>Guest Policy Violation</b>	-Disciplinary Reprimand -5 hours community service (for severe violations) -If no prior conduct history- Warning Letter	-Disciplinary Probation for 1 semester -5 Hours Community Service -Additional educational sanctions at Hearing Officer's Discretion	-Extended Probation or Deferred Suspension -Deferred Loss of Housing -Ban on having guests over or ban on entering other residence halls for one semester
<b>Prohibited Items</b>	-Disciplinary Reprimand -5 hours community service -Removal of item	-Disciplinary Probation for 1 semester -10 Hours Community Service - Removal of item -Additional educational sanctions at Hearing Officer's Discretion	-Extended Probation or Deferred Suspension -Deferred Loss of Housing - Removal of item -Additional educational sanctions at Hearing Officer's Discretion
<b>Animals</b>	-Disciplinary Reprimand -Restitution for Cleaning Charges -Animal must be removed -Reflection essay on hazards of type of animal	-Disciplinary Probation -Deferred Loss of Housing -Restitution for cleaning charges -Animal must be removed	-Extended Probation or Deferred Suspension -Loss of Housing -Restitution for cleaning charges -Animal must be removed
<b>Candles/Incense</b>	-Disciplinary Reprimand -5 hours community service	-Probation for 1 semester -Meeting with staff to discuss fire safety	-Extended Probation or Deferred Suspension -Deferred Loss of Housing -Meeting with DFD or Fire

	-Reflection Essay on Residence Hall Fires.	-Additional educational sanctions at Hearing Officer's Discretion	Marshall (if possible) -Additional educational sanctions at Hearing Officer's Discretion
<b>Failure to Exit during a Fire Alarm</b>	-Disciplinary Reprimand -5 hours community service -Essay on Residence Hall Fires	-Disciplinary Probation for 1 semester -10 Hours community service -Meeting with staff to discuss fire safety -Additional educational sanctions at Hearing Officer's Discretion	-Extended Probation or Deferred Suspension -Deferred Loss of Housing -Meeting with DFD or Fire Marshall (if possible) -Additional educational sanctions at Hearing Officer's Discretion
<b>Emergency Exit, Improper use of</b>	-Disciplinary Reprimand -10 hours community service	-Disciplinary Probation for 1 semester -Meeting with staff to discuss fire safety -Additional educational sanctions at Hearing Officer's Discretion	-Extended Probation or Deferred Suspension - Deferred Loss of Housing -Additional educational sanctions at Hearing Officer's Discretion
<b>21.0 Smoking Violation</b>	-Disciplinary Reprimand -5 hours community service -Reflection paper on Smoking or Fire Safety	-Disciplinary Probation for 1 semester -Meeting with staff to discuss fire safety -Additional educational sanctions at Hearing Officer's Discretion	-Extended Probation or Deferred Suspension -Deferred Loss of Housing -Implement an Educational Program
<b>22.0 Travel Policy Violations (See Student Organization Manual)</b>	Sanctions depend on the specifics of the incident. Minimum first offense sanction would be reprimand and educational sanction relating to the specific incident, however, severe first offenses can involve probation or suspension.	See first block	See first block
<b>23.0 Public Urination/ Lewd or Indecent Conduct (excluding Title IX violations)</b>	-Disciplinary Reprimand -Restitution for Damages -10 Hours Community Service	-Disciplinary Probation for 1 semester -Personal Reflection Statement -Restitution for Damages	-Extended Probation or Deferred Suspension -Restitution for Damages -Additional educational sanctions at Hearing Officer's Discretion
<b>24.0 Unauthorized Entry/Use of Keys/Equipment /Buildings</b>	- Disciplinary Reprimand -5 hours community service -Additional educational sanctions at Hearing Officer's Discretion	- Disciplinary Probation or Deferred Suspension -Additional educational sanctions at Hearing Officer's Discretion	- Deferred Suspension or Suspension -Additional educational sanctions at Hearing Officer's Discretion

<b>25.0 Loitering</b>	-Disciplinary Reprimand -5 Hours Community Service	-Disciplinary Probation for 1 month to 1 semester -10 hours community service -Additional educational sanctions at Hearing Officer's Discretion	- Extended Probation or Deferred Suspension - Deferred Loss of Housing (if incident was in housing) -Additional educational sanctions at Hearing Officer's Discretion
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**Potential Fines-** A monetary amount charged as a sanction for violation of College policy.

- Alcohol 1st Offense \$200.00  
2nd Offense \$300.00
- Animal Policy \$200.00
- Candles/incense \$ 50.00
- Discharge of Fire Extinguisher \$100.00 (plus charges filed)
- Disorderly Conduct \$100.00
- Drugs/Drug Paraphernalia \$250  
2nd Offense \$400
- Failure to Comply  
1st Offense \$100.00  
2nd Offense \$250.00
- Failure to Exit during a fire alarm \$50.00
- False Fire Alarm \$300.00 (plus charges filed)
- Guest Misconduct \$50.00
- Littering \$25.00
- Noise Violation  
1st Offense \$50.00  
2nd Offense \$100.00
- Possession of keg \$300.00
- Public Urination \$100.00
- Smoking Violation \$ 30.00
- Vandalism \$100.00 (plus restitution)

The College reserves the right at any point in the range of offenses to impose sanctions deemed appropriate in addition to or in place of sanctions listed above. In all cases, the College reserves the right to prosecute criminally for violation of policies concerning alcohol and drugs. Persons with medical approval for controlled substances must contact the Coordinator of Disability Services. As a private institution, we reserve the right to restrict possession of controlled substances.

### **INTERIM DISCIPLINARY ACTION**

The Dean of Students may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and regulation and when the continuing presence of the student poses a danger to him or herself, other members of the community, property, or an ongoing threat of disrupting the academic process. When immediate interim disciplinary action (such as interim suspension) has been taken, hearings will be held under the disciplinary procedures set forth in the Student Handbook but will be held as soon as practicable after the disciplinary action has been taken unless otherwise agreed to by the student.

## **PARENTAL NOTIFICATION**

The Dean of Students or his or her delegate has the authority to determine when and by what means to notify parents or guardians about their student's infraction and resulting censure. When students under the age of 21 are found to have committed serious or repeated violations of College policies related to the possession, use or distribution of alcohol or drugs, parental notification may occur.

## **RESIDENCE LIFE**

Wesley College believes that residence life is an integral part of the total educational experience. In addition to providing students with a place to live, the residence hall provides students with a community in which lifestyles can be developed, challenged, and tested. Some of the advantages of residence hall community living include: formation of lifelong friendships, participation in various social and athletic activities, involvement in the operation of the community governance system, exposure to the attitudes and values of others, development of a tolerance to different values and behaviors, enhancement of academic skills by exposure to other students' study habits, and integration of the academic and residential life of the campus. While the residence hall experience is designed to allow students to grow and to develop as individuals and leaves many of the decisions which affect their daily lives to their own discretion, the College mandates policies and guidelines for community living. These are not intended to hinder community development, but to promote institutional goals, maintain high standards of security and sanitation conform to local or state fire, building, safety and health codes and regulations, and protect the College's investment in facilities and furnishings. A large part of the college experience is the learning that comes from living with others. Wesley's residence life program is designed to make the adjustments – personal, social, and academic – as healthy as possible, and to make the living experience both educational and enjoyable.

## **RESIDENCE LIFE STAFF**

The Director of Residence Life provides overall coordination for the residence life program. The Assistant Director of Residence Life oversees the assignments and facilities management of the residence halls. An Area Coordinator (AC) resides in each residence area and provides supervision for management of the hall. Each residence hall also has one Senior Resident Assistant (SRA) and a staff of Resident Assistants (RAs), upper-class students who work for the Residence Life Office. The role of these students is to assist the AC in the daily operation of the building, and to be a resource to students.

## **RESIDENCE HALL REGULATIONS**

### **RESIDENCY REQUIREMENT**

**All single full-time students under the age of 21 are required to room and board at the College for a minimum of two full academic years.**

Students who live at the established residence of their parent(s) within commuting distance of the College are exempt from this Policy. All requests for exemptions must be submitted in writing to the office of the Dean of Students. Students, who are not required to live in the residence halls, but elect to do so, may break their contract between semesters. Students who break their contract will be assessed a \$300 cancellation penalty. Resident students carrying fewer than 12 semester hours must have permission from the Dean of Students to remain in the residence halls.

Housing for students who are 21 years of age and older, as well as married couples or families is not provided by the college. A student turning 21 prior to the beginning of a semester (fall, spring, or summer) is not eligible to live on campus any longer. If a student turns 21 during a semester, he/she is expected to move off campus at the end of that semester. Exceptions may be granted to graduating seniors upon application to the Residence Life Office. To be eligible for residence in on-campus housing, traditional students must remain enrolled in full-time academic course load (at least 12 credits) throughout the semester in which they are in residence.

## **HOUSING DEPOSIT**

The \$150.00 housing deposit is required of all resident students before selecting a room assignment for the following school year.

## **APPLIANCES**

The following appliances are prohibited in residence hall rooms: hot plates, electric coils, sun lamps, electric blankets, halogen lamps, air conditioners, heaters, electric percolators, microwave ovens, hot pots, and any appliance used for cooking. One refrigerator per room permitted, not to exceed 3.3 cubic feet.

## **CARE OF COLLEGE FACILITIES**

Students are responsible for the care of their rooms. All students are expected to comply with reasonable standards of neatness and sanitation. Room inspections will be conducted monthly by each Area Coordinator (AC) and or Resident Assistant (RA). These inspections not only involve checks for unsanitary or unsafe conditions, but also involve checks of improper use of College-provided fixtures. In order to protect and maintain College facilities, as well as meet health codes, the College reserves the right to clean, at the occupant's expense, any room which is not being kept reasonably clean. The minimum cleaning fee is \$50. Cleaning for all common areas is provided by the College's housekeeping staff. However, students are expected to maintain the common areas of their residence halls in a reasonable state of order and cleanliness. Students will be collectively charged for any "excessive housekeeping" necessary.

## **CHECK-IN/CHECK-OUT PROCEDURES**

At check-in, all students must fill out and sign a room inspection form documenting the original condition of the room. This form is to be filled in again at check-out, documenting the condition of the room before departure. Residents will be held financially responsible for damages caused in their room. Students who fail to complete the room inventory forms will forfeit their right to contest any damage assessments and will be charged a \$25 improper check out fee. Students must maintain all room furnishings (lights, furniture, shades) as provided by the College. All furniture must stay in the room it is originally assigned.

Students are expected to vacate their rooms 24 hours after their last final exam, or at the date and time of hall closing, whichever comes first. All residents of each room are responsible for leaving the room in good condition by:

- sweeping the room and removing trash (trash bags available at the desk; dumpsters are located outside)
- cleaning and freeing hallway of trash
- removing tape and posters from walls and doors
- closing and locking windows; leaving shade or blinds down
- turning out lights; locking door
- completing Room Inspection Report Form – noting damage
- returning their key to the Residence Life Staff in that building or to the Residence Life Office

## **DAMAGE CHARGES**

Residents in a room will be held jointly responsible for any loss or damage to the room. Residents will be held individually or collectively responsible for damage in public areas of their residence hall (corridors, bathrooms, lounges). Damages to common lobby areas will be assessed to persons responsible if they can be identified. Otherwise, the repairs will be charged to the smallest identifiable group of students in the residential area.

## **FIRE SAFETY**

Safety of those living in a residence hall begins with an awareness of emergency fire drills, procedures, and proper usage of fire detection and alarm devices. Abuse, tampering with fire detection or alarm devices, or misuse of

fire extinguishing equipment will not be tolerated and will result in disciplinary action by the College. Students will be informed about emergency evacuation of residence halls through regularly scheduled and unannounced drills.

***Special precautions should be taken by all students to reduce the dangers of fire in their living areas.***

- Halogen lamps are not permitted.
- Flammable liquids: flammable liquids such as gasoline, kerosene, Coleman fuel and similar products may not be kept in a residence hall. These liquids are extremely volatile and can rapidly fuel an explosion.
- Smoking is not permitted in any Wesley College building.
- Candles and open flames: because of the danger of fire, lighted candles, incense and any kind of open flame (including charcoal grills and stoves) cannot be allowed in the residence halls. If found, candles and incense will be confiscated.
- Obstacles: the storage of bicycles, chairs, desks, bed frames, and other items in the hallways or stairways is prohibited.

Evacuation Procedure – Resident students will be instructed in emergency evacuation plans through regularly scheduled fire drills. Students are required to evacuate the building whenever the alarms are activated.

Burning candles or incense (or any other open flame) in the residence halls is prohibited and such items will be confiscated if found and possible disciplinary actions taken against the resident. In case of fire or visible heavy smoke the following procedures must be followed:

- The nearest alarm should be set off.
- When the alarm sounds all residents and guests must immediately evacuate the building.
- All doors must be closed as one leaves a room.
- If smoke is visible, one should crawl to the nearest exit.
- If the door is too hot to touch – The door should not be opened.
- Cloth should be wedged around the cracks of the door and the student should remain in the room.
- The window should be opened wide enough to attract the attention of the firemen and then one should wait for rescue.
- No attempt should be made to jump.
- Remain low as smoke rises.

## **GUESTS**

The residence hall guest program provides the opportunity for all residents to have guests within the living areas of all residence halls. Visitation is a privilege afforded all residents. We have a duty to regulate and track guests for the safety and security of our residents. In order to preserve the residence hall environment for our students to be able to live and study comfortably, each resident is limited to signing in a total of 2 guests at a time. Wesley College does not condone or permit cohabitation or patterns of extended visitation in the residence halls or apartments.

### **24 Hours Before your Overnight Guest Arrives:**

- \* Inform roommate of overnight guest at least 24 hours prior to stay. Guests are allowed in residence hall rooms only with prior consent from a roommate(s). The rights of the roommate take precedence in issues involving a guest.
- \* Students are responsible for registering their guests by completing a “Visitation Form,” which are available in each residence hall, and must be submitted to the Area Coordinator a minimum of 24 hours in advance of the guest’s arrival. Guests who are not registered in advance may do so with the approval of the RA on duty.

### **When your Guest Arrives:**

- \* Sunday through Thursday 8pm-12am and Friday & Saturday 8pm-2am all guests will be required to sign-in at the desk in the building lobby. These desks are staffed by Area Office Assistants and Resident Assistants (RAs). Residents must also sign out their guests when leaving. Hosts who do not sign out their guests may be cited along with their guests for violating this policy.
  - \* Guests who stay past 12am Sunday through Thursday or past 2am Friday & Saturday are considered overnight guests and must follow the procedure for overnight guests. Guests who arrive before 7 AM are also considered overnight guests.
- \* All guests must have a valid Wesley, State, or Federal government issued picture ID. Wesley does not accept IDs from other institutions.
- \* **Overnight guests are permitted to stay in college housing for a period of no more than two (2) nights within a 7-day period.**

### **Important Reminders about Guests:**

- \* Residents are responsible for the conduct of their guests and are responsible for escorting them into and out of the building at all times. Hosts must be present when guests are signed out. Guests must also be escorted anywhere they go within the building, for single-gender buildings, building specific bathroom policies must be followed.
- \* Students are accountable at all times for the behavior of any guests and ensuring that the guests comply with all Community Standards and College policies.
- \* Guests are not permitted to borrow or utilize residents' Wesley ID Card or key to their individual room.

### **HEALTH AND SAFETY INSPECTIONS**

Each month Residence Hall Staff will complete Health and Safety inspections in all residence halls on campus. Additionally, inspections will occur before each break (Thanksgiving Break, Winter Break, and Spring Break). Staff will post signs before the inspections.

### **HOLIDAY AND FINAL EXAM PERIODS USE OF ROOMS**

Room and board are provided during the time when the College is in session. Residence hall rooms may be occupied during breaks, on a limited basis, with an added cost, and only with pre-approval from the Dean of Students or the Director of Residence Life. Students are required to vacate their rooms 24 hours after their last final or at the date of hall closing, whichever comes first. At the end of the Fall term, any student not planning to return for the Spring semester must check out with the Residence Life Staff of that building and clear all outstanding bills with the College. At the end of the Spring term, all non-graduating students must completely vacate the room, check out with the Residence Life Staff of that building, and clear any outstanding bills with the College.

### **KEYS**

Students must turn in room keys to the Resident Assistant prior to moving out of the residence hall. Each student is issued one key to his/her room. Lost keys must be reported immediately to the Assistant Director of Residence Life. The student will be charged for the cost of replacing the keys to the room and changing the lock.

### **LAUNDRY**

Each building has a laundry room which is similar to a small Laundromat. The machines are coin operated. Additionally, students can add money to ID cards through the business office to be used in the laundry machines.

### **MAINTENANCE AND HOUSEKEEPING**

Students should report maintenance and/or housekeeping issues to their RA, AC, the Assistant Director of Residence Life, or the Director of Residence Life as soon as a problem is discovered. In emergency situations, Maintenance Staff may be called by a staff member to address problems. (The Safety and Security Officer(s) on

duty, in consultation with the AC will decide if after hours situations require immediate attention). Students are responsible for cleaning their individual rooms. Residence hall common areas (bathrooms, lounges, hallways) are cleaned by Housekeeping Staff once daily Monday through Friday. Trash is removed from the buildings once daily. Students are responsible for keeping common areas reasonably clean. Any cleaning deemed “excessive” by the Residence Life and/or Housekeeping Staff may result in additional housekeeping fines for the student(s) responsible. In the event that the responsible party cannot be identified, the building/floor may be billed collectively.

## **NOISE**

*Quiet Hours* are observed in each residence hall from 10:00 p.m. until 10:00 a.m., Sunday through Thursday and from 12:00 midnight until 10:00 a.m. on weekends (Friday and Saturday). During the week of final exams, *Quiet Hours* are enforced 24 hours per day, 7 days per week. Noise levels which permeate outside the room above normally accepted levels are considered excessive noise.

*Courtesy Hours* are observed 24 hours per day, 7 days per week. Students are expected to be considerate of neighbors and to comply with requests to control noise which interferes with neighbors’ ability to study, sleep, or conduct their daily business at any time during the day.

## **PERSONAL PROPERTY PROTECTION**

**Wesley College is not responsible for loss or damage of personal property including vehicles.** Each residential student is encouraged to have personal property insurance. Doors to student rooms and ground floor windows should be kept locked when occupants are not present and when they are asleep. Any incidents of theft and/or vandalism should be reported immediately to the Area Coordinator, the Office of Safety and Security and, when appropriate, to the Dover Police Department. Wesley College is not responsible for any items left in student rooms after check out.

## **PROHIBITED ITEMS**

The following things are not permitted in the residence halls:

- Microwaves (not permitted in Gooding, Williams, Roe, and Carpenter Halls. They are provided in the Zimmerman Hall apartments and Malmberg Hall Suites).
- Cooking appliances
- Candles and incense
- Lofts – beds may be bunked as intended by the manufacturer, but no commercial or homemade rising of beds is permitted
- Halogen lamps
- Duct tape is not permitted for use walls or carpeting (Painters Tape or 3M stickies that are safe for walls are only permitted to hang things; nails and pins are not permitted)
- Pets of any kind
- Weapons of any kind
- Illegal drugs and/or alcohol

## **RESIDENCE HALL ACCESS**

The entrance doors to the residence halls are controlled by an electronic access system. Students’ College identification cards are used to gain access to the residence halls. Lost ID cards should be reported immediately to the Security office. Students will be charged for replacement of lost cards.

## **RESIDENCE HALL HOUSING AGREEMENT**

Each student assigned a room in a residence hall must sign a housing agreement and return it to the College at check-in. Housing agreements issued in August each year are for the period of one academic year (Fall and

Spring semester). Unless a student is not enrolled for the Spring semester, he/she is expected to resume his/her academic year assignment. Any student who fails to do so will be held financially responsible for the full cost of room and board. Students, who are not required to live in the residence halls, but elect to do so, may only break their contract between semesters. Students wishing to break their contract must seek permission from the Director of Residence Life no later than the last day of fall term classes. Students who break their contract after the time allotted will be assessed a \$300.00 cancellation penalty. All students and parents are urged to read the agreement carefully. This is an agreement between the student and the College, in which the student agrees to abide by the terms and conditions of occupancy, in return for which the College agrees to provide housing accommodations. Violations of the terms of the Residence Hall Housing Agreement are handled by the Dean of Students and/or the Director of Residence Life. Repeated or serious violations may result in the termination of the student's right to reside in College housing.

## **ROOM AND ROOMMATE ASSIGNMENTS**

All housing assignments are made by the Residence Life Office. Returning students are given consideration for housing through a process announced each spring. Freshmen students are assigned rooms based on availability. Freshmen students are matched with roommates based on information provided on the housing form.

## **ROOM CHANGES**

The second week of each semester will be an Open Room Change Period. Students, who wish to, may apply for a room change at this time. Room Changes will be approved based on space availability. All room change applications must be submitted to the Area Coordinator of their respective hall. Unauthorized room changes will subject the individuals to College disciplinary action.

## **ROOM CONSOLIDATION**

It is necessary to consolidate students living within a residence hall when several students have no roommates. If a student lives alone in a designated double occupancy room, s/he will at the discretion of the Assistant Director of Residence Life have two or three options:

- Have the Residence Life Office assign the student a roommate, or a new room to consolidate to
- Move in to another room for consolidation with a list provided
- Pay double the standard room fee for the space (if space on campus permits)

One of the above options must be completed by the assigned consolidation deadline. By the second or third week of the semester, students will be notified in writing that they must consolidate. Students will have one week to find a roommate and consolidate rooms or will be assigned a roommate by the Residence Life Office.

Students failing to comply with the room consolidation process will be billed for double the standard room fee for their spaces. In addition, a student may be required to consolidate at any time during the semester.

## **ROOM INSPECTION**

Prior to final check out, each student must have the room inspected by designated Residence Hall staff to identify student damage and/or furniture replacement. Students will be billed for those charges and/or excessive cleaning during the winter and summer months. It is the responsibility of each student to prepare his/her room for this inspection by contacting the appropriate hall staff. The room inspection must be performed prior to the student moving out (when carpets and rugs are taken from the floor, tapestries/posters taken from walls and ceilings, etc.). This room inspection is mandatory, and the resident must be present. Visible damage may be pointed out to the student at this time. Actual damage assessment, in terms of dollars, will NOT be made to the student at the time of the inspection; however, the student will be given an idea of the chargeable items. Also, once a roommate checks out, the remaining roommate will be held responsible for any damage occurring before he or she leaves. **ANY STUDENT WHO DOES NOT CHECK OUT PROPERLY FORFEITS THE RIGHT TO CONTEST ANY DAMAGE CHARGES.** Additionally, there is a \$25 improper check out fine that will be charged. Typically, most damage charges occur for room painting, door refinishing, screen replacement, furniture repair, and/or the replacement of damaged items.

## **SEARCH AND SEIZURE PROCEDURES – ROOM ACCESS**

College officials, in the performance of their duties, will be allowed to enter student rooms when there is suspicion that violations of College policy or state or local laws are taking place. College officials will be allowed to conduct searches of student rooms or vehicles located on College property, based upon reasonable cause as determined by the Dean of Students or designate.

Reasonable cause shall be established when physical evidence or direct testimony of a member of the College community or municipal or state official casts serious, reasonable suspicion of the existence of illegal items or materials deemed contraband in accordance with College regulations. A student may not deny access, prevent, or delay entry into a room by a College official. Attempts to deny or delay access may subject the student to immediate and indefinite suspension from the College. This regulation does not prohibit the normal College authority from making regular unscheduled inspections of student rooms for fire, safety, and cleanliness conditions.

## **SECURITY**

Entrance doors to the residence halls are to remain locked at all times. Students may gain entry by using the card access system. Propping of doors or otherwise allowing illegal entry to the building is a violation of College policy. Attempting to disable or damage the access system in any way is also a violation.

## **SMOKING**

No smoking is permitted within 50 feet of any entrance of any residence hall. All residence halls are smoke free environments. Smoking is permitted in designated outside areas. This Policy applies to all other areas and facilities of the College.

## **SOLICITING**

Solicitation of any kind is not permitted in or around campus buildings.

## **TELEVISION**

Each residence hall room is equipped with a basic cable outlet. There is no additional charge for this service, but it cannot be expanded to include additional service and channels. Anyone tampering with the cable outlet may face prosecution by the cable company.

## **THEFT**

A College campus is very vulnerable to theft. Students should be aware of the possibility of theft and should take precautions against it. Serial numbers of items which are considered to be of value should be recorded and kept in a safe place. Rooms should be locked at all times. Wesley College is not responsible for items lost or stolen from residence hall rooms. The college recommends that students carry renters insurance.

## **WITHDRAWAL AND REFUND POLICY**

Room charges along with the housing deposit are not refundable after the time a student moves into an assigned residence hall room. No refund may be made unless authorized by the Controller in accordance with approved policy. Any student that does not retrieve their belonging within 48 hours of their withdrawal from the college will have their item removed from their previous room at the students' expense.