Wesley College
Student Handbook
2019-2020
Notice of Non-Discrimination

Wesley College does not discriminate against any person on the basis of race, color, national origin, sex, gender identity, sexual orientation, marital status, disability, age, genetic information, disability, or status as a veteran in admission to, access to, treatment in, or employment in its programs, activities, or employment.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dawn Howard-Bailey  
Human Resources Director  
Title IX Coordinator  
120 North State Street  
Dover, Delaware 19901  
(302)736-2306

Dr. Wanda Anderson  
Dean of Students,  
Deputy Coordinator  
for Student Conduct  
120 North State Street, CC125  
Dover, Delaware 19901  
(302)736-2506

Justin Berg  
Deputy Coordinator for Disability Support Services  
120 North State Street  
Dover, Delaware 19901  
(302)736-2739

Inquiries concerning the application of nondiscrimination policies also may be made to:

**Office for Civil Rights**
Philadelphia Office  
Wanamaker Building Suite 515  
100 Penn Square East  
Philadelphia, PA 19107  
T: 215-656-8541  
F: 215-656-8605  
Email: OCR.Philadelphia@ed.gov

**Equal Employment Opportunity Commission (EEOC)**
http://www.eeoc.gov/contact
# Wesley College Student Handbook 2019-2020

## Table of Contents

**Wesley Overview**
- History of the College  Page 4
- Governance of the College  Page 4
- Philosophy of the College  Page 4
- Location  Page 5

**Wesley College Student Affairs Mission**  Page 5

**Students Programs and Services**
- Student Success & Retention Team  Page 6
- Bookstore  Page 8
- Church Relatedness and Religious Life  Page 8
- Computer Use  Page 8
- Counseling Services  Page 9
- Student Financial Planning  Page 9
- Food Service  Page 19
- Wesley College Health Center/Health Services  Page 20
  - Health Insurance  Page 21
- International Programs & Study Abroad  Page 21
- Mail Room  Page 22
- Department of Public Safety  Page 22
- Sports and Recreation  Page 26
- Student Activities  Page 27

**Academic Basics**
- Absences  Page 28
- Academic Probation  Page 28
- Add/Drop Period  Page 28
Communication
Grading
Incompletes
Withdrawal from the College
Student Rights
AIDS Policy
Access to Student Records
Wesley College Policy on Accommodation of Disabilities
Title IX Policy
Help and Concerns Request Form
Student Code of Conduct
Procedures for Student Conduct Administration
Interim Disciplinary Action
Sanctions
Residence Life
Residence Life Staff
Residence Hall Regulations
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 lifelong 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 responsibility 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 function
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. SSR 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

**SEMINARS FOR ACADEMIC SUCCESS**
Workshops on a wide range of topics are led by professional staff and student leaders each semester and feature strategies needed for academic and personal development. Seminar series on Career Development, Writing Skills, Coping with College, and more are featured each semester.

**CAREER ADVISING**
Current and former students of Wesley College 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, graduate school fairs, and other networking opportunities are offered each year.

**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.

**ACADEMIC STRATEGIES FOR EXCELLENCE**
S198 is a three-credit course designed to assist in the transition to college for double-developmental
and conditional admitted students. The course counts as an elective credit and helps at-risk students develop academic and personal skills to smooth the transition to college academics and culture.

**ACADEMIC RECOVERY PROGRAM**
Wesley College provides a mentoring program for first-year students whose GPA falls below 2.0. Students on academic probation are enrolled in a semester length workshop called Academic Success 2.0. Targeted at self-reflection and strategies for academic improvement, Academic Success 2.0 guides students to review past study habits and create plans for academic improvement.

**ROBERT H. PARKER LIBRARY**
The Robert H. Parker Library 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. Dept. of Student Success & Retention resides in Parker Library.

**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. The Bookstore will price-match amazon.com, bn.com, and local competitors for your textbook needs! At the end of each semester the Bookstore offers textbook buyback. The Bookstore also runs a rental program for your textbook needs. Additionally, you can purchase Wesley College spirit gear there, 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. Contact the Bookstore for special orders, special hours and to order books online.

**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 Bible Studies are held on campus and often feature guest speakers from the Greater Dover Area. Some of the student Groups on Campus are: Impact and a chapter of InterVarsity Christian Fellowship.

**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. Our services play a vital role in ensuring that the students can have the best set of skills necessary to thrive in what may be one of the most challenging environments of their lives. Some students may resist the idea of seeking professional help, and this is why we offer on-line counseling as well in order to reach the unreachable.

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. The FAFSA can be filed as early as October 1; and 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. Parents may complete PLUS Loan applications after April 1 of each award year.

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 OPPORTUNITES
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:

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

*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.

### 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.

Professor Robert W. Bailey Endowed Scholarship is awarded to a worthy student enrolled in the music program with a preference for those who focus on piano or song. Established with a gift from the estate of Priscilla Reich Fleming ’62 and David Fleming, the scholarship honors the memory of Professor Robert W. Bailey, a beloved member of faculty in the music program.

Delaware Bioscience Endowed Scholarship is awarded to a worthy, full-time student enrolled in biology or biological chemistry, who is a Cannon Scholar involved in undergraduate research in the biological sciences, and who has demonstrated academic merit. The scholarship was established with a gift from the members of the Delaware Bioscience Association as part of its mission to “catalyze the growth of Delaware’s bioscience industry.”

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 extracurricular 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 Vafailo, 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 SERVICES**
All resident students are required to be on a College Meal Plan. Different Meal Plans are available to our students based on which Residence Hall that you live in. Different Residence Halls have different amenities (Zimmerman Hall and Honors House have a full kitchen available to students) allowing students to select more creative meal plans. All First Year students are required to have the Unlimited Meal Plan. Non-resident students desiring to utilize the dining hall services may purchase flexible commuter meal plans in the Residence Life Office or purchase individual meals at the Dining Hall.

Wesley Dining Services are managed by Aramark. Wesley Dining Services operates multiple dining options on campus. The Dulany Dining Hall (traditional dining experience) The Wolverine Den, hosts the POD Market (convenience store) and “Grille Works” which all accept meal plan points provided on each plan as well as cash and credit. Wesley Dining Services provides a pleasant dining atmosphere, nutritious, balanced meals, and a menu which appeals to various students’ interests. Students requiring special dietary needs or have questions concerning any aspect of dining services should contact the main office at 302-736-2452. Other information is available on our Dining Services website: wesley.campusdish.com or follow us on Instagram: @wesleydiningservices

**WESLEY COLLEGE HEALTH CENTER/HEALTH SERVICES**
**Hours 8:30 am-4:30 pm Monday –Friday**
302-736-2412 or 302-736-2521

The Wellness Center or the Health Center is located in Carpenter Hall with the entrance located behind Carpenter Hall. A full time nurse is available for all the students attending Wesley College. The services available are listed below and are free of charge to Wesley students. In order to receive treatment from the Wellness Center, you must present a valid student ID.

- **Ambulatory care-** Common health complaints, injuries, respiratory infections, headaches, stomach aches, rashes, ETC
- **Procedures-** Suture removal, dressing change, urine pregnancy testing.
- **Pharmacy Supplies-** Limited over-the-counter medications available in samples at no charge. It is the student’s responsibility to have prescriptions filled at a local pharmacy.
- **Health Education-** Staff available for residence hall programs, consultations or individual counseling. Printed literature is available.
- **Help upload documents on Castle Branch**

All students attending Wesley College are required to purchase a Castle Branch tracker to keep track of their required health documents. Information on how to purchase a Castle Branch tracker will be emailed to each student. It will be the student’s responsibility to upload their required health documents on Castle Branch. The following forms are required by Wesley College Health Center and the State of Delaware.

- Physical Examination – must be signed by a physician
- Immunization Form – must be signed by a physician. If you are not able to provide the dates of your immunizations, you must provide documentation of a titer/immunity.
- Copy of insurance card (front and back)

Physical form and Immunization forms can be downloaded from [www.wesley.edu/wellnesscenter](http://www.wesley.edu/wellnesscenter) or from Castle Branch. Both forms MUST be completed and uploaded to Castle Branch by August 1st for Fall admission and December 1st for Spring admission. If your forms are not submitted by the deadlines, you will have a Health Center hold on your account which will prevent you from seeing your final grades, receiving transcripts, and registering for classes.

**POLICY: STUDENT TRANSPORTATION**

Emergency transfer of a student from the Wesley College Health Center will take place via ambulance. The Health Center staff will call 911 for ambulance transfer in case of emergency. Students are required to arrange their own transportations for any non-emergency situations. Also, 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 students transferred via ambulance. A student living on campus may call the Wesley College Health Center stating that he/she is too ill for self-transport. In such cases, the staff at the Health Center will call the Security office to have EMS evaluate the student. Students with an immediate/urgent medical issue and after hours needing urgent medical attention 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 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 736-2521 or 736-2412.

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 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 but not limited to application, housing, aid, and visa support.

Students have the opportunity to study abroad at 155+ institutions in 55+ different countries through Wesley College Faculty Led Courses, International Student Exchange Program (ISEP), and Education First Language Abroad Programs.

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.

**The Department of Public Safety**  
Located in the lower level of the College Center, the Department of Public Safety takes pride in serving the needs of Wesley College. The department widely publicizes to the campus that it is open 24 hours a day, seven days a week to respond immediately to emergencies and/or reports of criminal actions and to provide security to the campus. A twenty-four hour telephone number (2436) is widely published to the campus community for use in reporting any situation. In addition, public safety officers regularly patrol the campus on foot, by bicycle and by vehicle.

The department, under the charge of the Director of Public Safety includes a staff who address the patrolling, communications, crime prevention, traffic/parking, investigative and administrative needs of the Wesley College community. Personnel who are assigned to the Public Safety staff receive their authority to enforce the policies of the college from the President of the Institution. In order to protect life and property, and while in the performance of the lawful duties of the state of Delaware and Wesley College, some Wesley College public safety officers are commissioned as constables and have arrest authority. Persons deemed to be without legitimate reasons to be on the campus are considered to be trespassers and are reported to local police for arrest if they do not leave when requested to do so.

The Wesley College Public Safety Department is responsible for enforcement of College policy and the campus community is encouraged to report all campus crimes immediately. The department conducts a preliminary investigation of any reported situation and refers it to the appropriate law enforcement agency when necessary or mandated. An excellent working relationship exists between the Department of Public Safety and the local, state and federal law enforcement agencies. All violations of state and federal criminal law that come to the attention of the department are immediately reported to the appropriate law enforcement agency for investigation and disposition. However, persons desiring to do so may report incidents directly to the appropriate agency.

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. Public Safety 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 Public Safety. The Student Affairs Office in conjunction with the Department of Public Safety 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 website 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, Department of Public Safety, Institutional Research, and Student Affairs 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 Department of Public Safety, 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 Department of Public Safety 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 Affairs 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, Public Safety 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 Department of Public Safety.

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.

**Intercollegiate Athletics**
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 golf (women’s golf coming), men’s and women’s lacrosse, men’s and women’s soccer, softball, men’s and women’s cross country, men’s and women’s indoor track and field, men’s and women’s outdoor track and field, and women’s volleyball.

Wesley College is a member of the NCAA Division III, the Atlantic East Conference, the New Jersey Athletic Conference (for football only) and the Eastern College Athletic Conference. Rules and regulations regarding eligibility are determined by the NCAA. The Director of Athletics 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.

The College also offers Cheerleading as a Club sport.

**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 campus administrators, and develop lifelong leadership and 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 in the Campus Life and/or Student Government Association Offices. 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.

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. Recruitment is conducted only during the Spring Semester. To be eligible for membership in a Greek Letter organization, the College requires that a student has and maintains a 2.5 cumulative grade-point average, has completed 24 or more academic credits, taken Bacchus Peer Leadership Training and the introductory Anti-Hazing Training Course.

**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 student worker is on duty. Specific hours of operation are established each semester and all students using this facility must follow safety guidelines. However, a student can use the fitness center outside of the normal hours of operation. The student would need to complete a Malmberg Gym Waiver with the Student Government Association Office. With a processed waiver, fitness center access is permitted until 12:00am.

**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. Official notification concerning academic standing will be given to all students whose academic performance does not meet the prescribed
standards of the College. After each semester, the Academic Standing Committee will meet and make a recommendation to the Vice President for Academic Affairs determining whether students will be placed on Academic probation or suspension.

The designation “Academic Probation” will appear on the transcript. It is used to alert students that the quality of their work is below the level required for graduation. It is also a way of informing students that they may be suspended unless they show academic improvement.

See the Undergraduate 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 email 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>AW</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td></td>
</tr>
<tr>
<td>IW</td>
<td></td>
</tr>
<tr>
<td>IW</td>
<td></td>
</tr>
<tr>
<td>AW</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td></td>
</tr>
<tr>
<td>IW</td>
<td></td>
</tr>
</tbody>
</table>

This grading system is subject to instructor/departmental grading criteria. See course syllabus for specific grade scale.

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
Course: A student may officially withdraw from a course after the add/drop period and receive a grade of W in the course. The grade of W does not affect the student’s GPA. The last day for a student to withdraw from a class in a given semester can be found in the official academic calendar. Course withdrawal forms must be initiated with the academic advisor, signed by the instructor, and submitted to the Registrar’s Office before the withdrawal is official. If a student withdraws from a course, the student may not register for the course again within the same semester (in a later sub-term of the semester) as the withdrawal. The course
may be repeated in a following semester, or winter or summer term.

**College:** Any full-time student contemplating withdrawal from the College while the semester is in progress should contact the Registrar’s Office. The last day for a student to withdraw from the college in a given semester can be found in the official academic calendar. A student is not officially withdrawn from the College until the withdrawal papers are properly processed by the Registrar’s Office. Withdrawn students will receive grades of ‘W’ in all of their classes for that semester. Students who leave the College without filing the proper form will receive failing grades in all classes.

**Involuntary Withdrawal**
A student who is dismissed from Wesley College for disciplinary reasons will receive an IW (Involuntary Withdrawal) for each class in which he or she is currently enrolled.

**Medical Withdrawal Policy**
Students who are seeking a medical withdrawal should contact the Registrar’s Office. The last day for a student to withdraw from the college in a given semester can be found in the official academic calendar. In addition to the standard withdrawal form, students will receive a form to be filled out by their attending physician/medical professional. The medical withdrawal form must be signed by the student’s physician/medical professional and returned to the Registrar’s Office within ten business days of notification. It is the responsibility of the student to follow up with the Registrar’s Office to ensure that all paperwork was received.

**Medical Withdrawal Appeals**
Students who are denied a medical withdrawal or fail to submit the medical withdrawal by the final date of withdrawal may submit an appeal to both the Registrar’s Office and the Vice President for Academic Affairs. Students must complete the medical withdrawal and standard withdrawal forms along with a letter detailing why they failed to withdraw by the final date and the circumstances of the medical withdrawal. The Vice President for Academic Affairs must review and approve the medical withdrawal before further action will be taken.

**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 ACCOMMODATION 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 “person with a disability” is defined as someone who:

- has “a physical or mental impairment that substantially limits one or more major life activities;
- has a record of such an impairment; or,
- is 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 POLICY STATEMENT**

I. PURPOSE

Wesley College (“Wesley” or the “College”) is committed to maintaining a learning environment and workplace free from discrimination on the basis of sex. The College has established this Sexual Misconduct Policy (the “Policy”) to ensure and promote an academic and work environment that is free from all forms of sexual harassment, including sexual violence. This Policy, including the procedures set forth herein are in addition to, and not a replacement for, any available legal options.

II. SCOPE

This Policy applies to all members of the College community, including but not limited to, students, faculty, and staff, and covers prohibited conduct that occurs on campus or other College property, occurs in connection with College programs or activities (whether on- or off- campus), or otherwise affects the College community. In certain instances, this Policy applies to third parties, such as visitors, volunteers, vendors and contractors while on College property,
participating in a College-sponsored activity, or providing or receiving services to or from the College, as well as applicants for admission to or employment with the College.

This Policy is not intended to and will not be used to infringe upon academic freedom.

III. PROHIBITED CONDUCT

This Policy prohibits all forms of Sexual Misconduct, including Sex Discrimination, Sexual Harassment, and Sexual Violence, committed against employees, students, or third parties, as well as Retaliation.

Questions regarding this Policy and any questions concerning Title IX should be referred to the College’s Title IX Coordinator:

Dawn Howard-Bailey
Wesley College
120 N. State St.
Dover, DE 19901
(302) 736-2306
Dawn.Bailey@wesley.edu

IV. CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual relationship, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. Wesley College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of the College community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party constitute a conflict of interest. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

DEFINITIONS
1. **Complaint**  
A complaint brought under this Policy.

2. **Complainant**  
The alleged victim of an act of Prohibited Conduct, whether reported by the alleged victim or by a third party.

3. **Complicity**  
Any act that knowingly aids, facilitates, promotes, or encourages the commission of Prohibited Conduct by another person.

4. **Confidential Resources**  
Any person who has a legal obligation to protect confidentiality when acting in a professional capacity unless there is an imminent threat to health or safety or other legal basis for disclosure. Confidential Resources include licensed mental-health counselors, pastoral counselors, social workers, psychologists, and psychiatrists.

5. **Consent**  
Words or actions that demonstrate an affirmative, knowing and voluntary agreement to engage in a mutually agreed-upon sexual act. Consent must be informed and freely given by a person aged 16 years or older. Consent cannot be given when it is forced, coerced, or when a person is physically and/or mentally incapable of giving consent. For example, a person who is substantially impaired by drugs or alcohol may not be able to consent.  

Consent is an active, on-going process. It can be withdrawn at any time, and consent for one sexual act does not imply consent for another subsequent sexual act. Consent, a lack of consent, or a withdrawal of consent can be expressed by words, actions, or both. For example, verbal silence or the absence of physical resistance does not automatically mean someone has consented to a sexual act; nor is physical resistance required for a person to verbally communicate a lack of consent or to withdraw consent.  

Some of the key points regarding Consent include:

- Consent to one form of sexual activity does not automatically imply consent to any other form of sexual activity;
- Consent may be withdrawn at any time;
- Previous relationships or prior consent does not automatically imply consent to future sexual acts;
- Consent cannot be given by an individual who one knows to be, or, based on the circumstances, should reasonably have known to be, substantially impaired; and
- Intoxication is not a basis for failing to obtain Consent.

6. **Cyberstalking**  
A form of Stalking in which electronic media, such as the Internet, email, social networks, text messages, cell phones, or other electronic devices are used.
7. **Dating Violence**
Violence committed by a person who is or who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the Complainant’s statement, and with consideration of the length of the relationship, type of relationship, and frequency of interaction between the persons in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include conduct that constitutes Domestic Violence.

8. **Discrimination**
The treatment of a member of the Wesley community less favorably because that person is a member of or associates with a member of a protected class. The College prohibits discrimination on the basis of race, color, religion, sex (including pregnancy), gender identity, sexual orientation, reproductive health decision, national origin, age (over 40), disability (mental or physical), genetic information, marital status, family responsibilities, victim of domestic violence, sexual offense, or stalking, veteran status, or status as a volunteer emergency responder.

9. **Domestic Violence**
Violence committed by a current or former intimate partner of the victim or by any person against a victim who is protected from the person’s acts under the domestic or family-violence laws of the jurisdiction in which the act of violence occurred. Domestic Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

10. **Gender-Based Harassment**
A form of Sexual Harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

11. **Hostile Environment**
Results from unwelcome conduct that is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of a member of the College community to participate in, or receive benefits, services, or opportunities from the College’s programs or activities.

12. **Incapacitated**
A state in which an individual cannot make rational, reasonable decisions because the individual lacks the capacity to give knowing Consent (e.g., to understand the “who, what, when, where, why, or how”) of their sexual interaction. Examples include, but are not limited to, being: unconscious; asleep; voluntarily or involuntarily intoxicated; or use of any drug, intoxicant, or controlled substance. An individual who is incapacitated cannot give Consent.

13. **Interim Measures**
Reasonably available and feasible measures, accommodations, or steps the College may take while a Complaint is pending in order to assist, support, and/or protect the Complainant, Respondent, or another person, and/or to protect the integrity of the investigation and resolution process.

14. **Non-Consensual Sexual Contact**
Any intentional sexual touching, however slight, with any body part or object, by an individual
upon another that is without Consent. Sexual contact includes intentional touching of the individual’s anus, breast, buttocks, or genitalia; or any intentional touching of another person with the Respondent’s anus, breast, buttocks, or genitalia.

15. Non-Consensual Sexual Intercourse
Any penetration of the anus or vagina of another person, however slight, with any body part or object that is without Consent, or the placement, however slight, of the genitalia or any sexual device inside the mouth of another person without Consent.

16. Preponderance of the Evidence
Based on the evidentiary record, the Respondent more likely than not engaged in the conduct at issue.

17. Prohibited Conduct
The conduct prohibited by this Policy, which includes Sexual Misconduct, Complicity, and Retaliation.

18. Relationship Violence
Dating Violence and Domestic Violence.

19. Respondent
The person alleged to have engaged in or committed the Prohibited Conduct.

20. Responsible Employee
Any College employee, who has the authority to take action to report Sexual Misconduct, has the duty to report incidents of Sexual Misconduct to the Deputy Title IX Coordinator, or whom a student reasonably believes has such authority or duty. Responsible Employees do not include Confidential Resources. Responsible Employees include academic administrators, advisors, supervisors, department heads and chairs, deans, student affairs staff, faculty, human-resources personnel, campus-security officers, resident advisors, and athletic coaches. Responsible Employees must promptly report all known relevant information to a Deputy Title IX Coordinator, including the name of the Complainant, Respondent, and any witnesses.

21. Retaliation
Intimidating, threatening, coercing, or in any way discriminating against an individual because the individual filed a Complaint or who participates in the investigation or resolution of a Complaint in any way, or opposes in a reasonable manner an act or policy believed to constitute sex discrimination. For example, Retaliation occurs where a professor gives a student a lower grade because the student appeared as a witness in a proceeding under this Policy, or where a supervisor denies an employee’s request for time off because the employee claimed that they were sexually harassed by the supervisor.

22. Sexual Assault
Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, and all forms of Sexual Violence that occurs without Consent. Resistance, or the absence thereof, is irrelevant to the determination of whether Sexual Assault has occurred.

23. Sexual Exploitation
Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual’s own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited, and that behavior does not otherwise constitute Sexual Assault.

Examples of Sexual Exploitation include but are not limited to:

- Engaging in voyeurism;
- Exposing one’s genitals or inducing another to expose his or her genitals;
- Knowingly transmitting a sexually transmitted infection to another;
- Taking, sharing, or publishing a photograph, video recording, or audio recording of sexual activity without the consent of all persons involved in the activity;
- Going beyond the boundaries of consent (for example, allowing another person to hide in a closet to watch you engage in consensual sex);
- Prostituting another; and
- Possession, use, and/or distribution of alcohol or other drug (e.g., Rohypnol, Ketamine, GHB, Burundanga, etc.) for the purpose of engaging in or facilitating Sexual Misconduct.

24. Sexual Harassment
Unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical.

25. Sexual Intimidation
Threatening behavior of a sexual nature directed at another person and includes threatening to sexually assault another; engaging in indecent exposure; and Stalking.

26. Sexual Misconduct
Sexual Harassment, Sexual Assault, Sexual Exploitation, Sexual Intimidation, Sexual Violence, Relationship Violence, and Stalking.

27. Sexual Violence
One or more physical sexual acts perpetrated against a person’s will or where a person is incapable of giving Consent.

28. Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a “course of conduct” means two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant’s property. Stalking includes Cyberstalking.
29. **Title IX Coordinator**
The role of the Title IX Coordinator is described in detail in later parts of this Policy. Where the “Title IX Coordinator” is used in this Policy, it is implied that this may refer to the Title IX Coordinator or their designee. (i.e., Deputy Coordinator).

**THE TITLE IX TEAM**

The Title IX Coordinator is responsible for the administration of this Policy and oversees the College’s response to, and investigation and resolution of, all reports of Prohibited Conduct. The Deputy Title IX Coordinators assist the Title IX Coordinator with case management, training, and prevention, as well as the investigation of Complaints.

The Title IX Coordinator also leads the College’s Title IX Team. A list of the members of the Title IX Team is published annually and can be found at Appendix A.

The College’s Title IX Coordinator is Dawn Howard-Bailey. She can be reached at (302) 736-2306 or at Dawn.Bailey@wesley.edu.

Individuals should contact the Title IX Coordinator with any concerns about this Policy or the College’s application of Title IX. Complainants also have the right to seek redress from state and federal governmental agencies, including the Department of Education’s Office of Civil Rights (“OCR”), U.S. Equal Employment Opportunity Commission (“EEOC”), and Delaware Department of Labor (“DDOL”):

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Philadelphia Office</td>
<td>Philadelphia Office</td>
<td></td>
</tr>
<tr>
<td>The Wanamaker Building</td>
<td>801 Market St., Suite 1300</td>
<td></td>
</tr>
<tr>
<td>100 Penn Square E., Suite 515</td>
<td>Philadelphia, PA 19107</td>
<td></td>
</tr>
<tr>
<td>Philadelphia, PA 19107</td>
<td>(800) 669-4000</td>
<td></td>
</tr>
<tr>
<td>(215) 656-8541</td>
<td><a href="mailto:info@eeoc.gov">info@eeoc.gov</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:OCR.Philadelphia@ed.gov">OCR.Philadelphia@ed.gov</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RIGHTS OF THE PARTIES**

This Policy and the procedures described herein provide for the prompt, equitable, and impartial investigation and resolution of incidents of Sexual Misconduct reported to the College. Throughout this process, the Complainant and Respondent have the following rights:

**I. RIGHTS OF THE COMPLAINANT**

- The right to be treated with dignity and respect by College officials.
- The right to experience a safe living, educational, and work environment.
- The right to be informed of available on and off campus counseling and support services.
- The right to working, housing, and academic accommodations as necessary.
• The right to have an advisor of one's choice present at any meeting or proceeding held as part of the process to resolve a complaint of Prohibited Conduct.

• The right not to face disciplinary action for consumption of alcohol or drugs at or near the time of the reported incident of Prohibited Conduct.

• The right to be free from retaliation.

• The right to have complaints investigated and/or resolved in substantial accordance with these Procedures.

• The right to refuse to have a complaint resolved through Informal Resolution.

• The right to challenge an individual designated by the College to investigate and/or resolve the complaint based upon a conflict of interest.

• The right to have a complaint investigated by individuals who receive annual training on Sexual Misconduct.

• The right to be promptly notified in writing of the outcome of a complaint.

• The right not to be discouraged by College officials from reporting an incident to law enforcement.

• The right to request a “no contact” order/directive be put in place and enforced.

• The right to review all evidence and witness statements collected as part of the investigation of a complaint.

• The right to be free from direct questioning by the Respondent during any part of the resolution process.

• The right not to have irrelevant prior sexual history discussed during the investigation and resolution process.

• The right to submit an impact statement and have that statement considered in determining sanction(s).

• The right to appeal an Investigator’s determination and/or sanctions imposed upon the Respondent.

• The right to meet with the Deputy Title IX Coordinator at any point in the process.

II. RIGHTS OF THE RESPONDENT

• The right to be treated with dignity and respect by College officials.

• The right to be presumed not responsible for violating the Policy and for an outcome based solely on the evidence presented during the investigation and resolution of a complaint.

• The right to be informed of available on and off campus counseling and support services.

• The right to a written summary of the allegations, the range of potential Policy violations, and the range of potential disciplinary sanctions.

• The right to have an advisor of one’s choice present at any meeting or proceeding as
part of the process to resolve a complaint.

- The right to have complaints investigated and/or resolved in substantial accordance with these Procedures.
- The right to refuse to have a complaint resolved through Informal Resolution.
- The right to be free from retaliation.
- The right to a prompt, fair, and impartial investigation and resolution of all complaints.
- The right to be free from direct questioning by the Complainant during any part of the resolution process.
- The right to review all the evidence and witness statements collected as part of the investigation of a complaint.
- The right not to have irrelevant prior sexual history discussed during the investigation and resolution process.
- The right to submit a mitigation statement and to have that statement considered in determining sanction(s).
- The right to challenge an individual designated by the College to investigate and/or resolve the complaint based on conflict of interest.
- The right to be promptly notified in writing of the outcome of the complaint.
- The right to have the complaint investigated by individuals who receive annual training on Sexual Misconduct, Relationship Violence, and Stalking.
- The right to appeal an Investigator’s determination and/or sanctions imposed.
- The right to meet with the Deputy Title IX Coordinator at any point during the process.

REPORTING OPTIONS

It is important for individuals who experience Sexual Misconduct to be aware of their options in order to make an informed decision when reporting the experience. The College recognizes that individuals who experience Sexual Misconduct have the right to decide whether to file a criminal report with law enforcement, and whether to file a report with the College (via the Title IX Coordinator or Deputy Title IX Coordinator), an anonymous report, or no report at all.

I. REPORTING TO LAW ENFORCEMENT

Individuals who experience Sexual Misconduct are strongly encouraged to report the incident to law enforcement. Reporting an incident to law enforcement does not preclude the individual from also reporting the incident to the College. Reports made to the College and law enforcement may be pursued simultaneously, and the outcome of one investigation does not determine the outcome of the other.

II. REPORTING TO THE COLLEGE

The College can take corrective action and provide support only when it becomes aware of a
problem. Accordingly, individuals who believe they have experienced Sexual Misconduct are encouraged to promptly report the incident to the College by making a report or complaint to the Title IX Coordinator:

Dawn Howard-Bailey  
Wesley College  
120 N. State St.  
Dover, DE 19901  
(302) 736-2306  
Dawn.Bailey@wesley.edu

A. Time Period for Reporting

The College does not impose a time limit for reporting an incident of Sexual Misconduct. However, individuals are strongly encouraged to report the incident as soon as possible in order to maximize the College’s ability to respond promptly and effectively.

B. Anonymous Reporting

Individuals other than Responsible Employees have the option of anonymously reporting an incident of Prohibited Conduct to the College. An individual may make an anonymous report without providing his or her name, the identity of the perpetrator, and/or the specific details of the incident. The Director of Public Safety receives all anonymous reports and may consult with the Title IX team on the most appropriate means to respond, which may include implementing community remedies such as targeted training or increased monitoring and surveillance.

Responsible Employees cannot remain anonymous when reporting Sexual Misconduct.

C. Responsible Employees

Responsible Employees will safeguard an individual’s privacy but are required to immediately share all details known about any alleged violation of this Policy. Responsible Employees are obligated to report allegations of Prohibited Conduct to the Title IX Coordinator. No employee is authorized to investigate or resolve incidents of Prohibited Conduct without the involvement of the Title IX Coordinator.

Responsible Employees may contact the Title IX Coordinator in Human Resources at:

Dawn Howard-Bailey  
Wesley College  
120 N. State St.  
Dover, DE 19901  
(302) 736-2306  
Dawn.Bailey@wesley.edu

The Title IX Coordinator makes every effort to work collaboratively with the Responsible Employee in order to operate with discretion and to maintain the privacy of the individuals involved.

D. Students
All students who are not required to report as a Responsible Employee are strongly encouraged to report any Prohibited Conduct perpetrated by a member of the College community or occurring at a College program or activity.

E. False Allegations

No complaint or report will be considered “false” solely because it cannot be corroborated. The College will take appropriate action to address and/or impose appropriate discipline on members of the College community who file documented false complaints of Sexual Misconduct. In such cases of proven false allegations, discipline may include, but is not limited to, suspension and/or termination.

III. EXTERNAL REPORTING OPTIONS

Inquiries or complaints about the application of Title IX or the College’s handling of complaints made under this policy may be referred to the Department of Education’s Office for Civil Rights:

U.S. Department of Education Office for Civil Rights
Philadelphia Office
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107
(215) 656-8541
OCR.Philadelphia@ed.gov

For information on how to file a complaint, please see http://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt

IV. PRIVACY AND CONFIDENTIALITY

The College is committed to protecting the privacy of all individuals involved in an incident reported under this Policy. Every effort will be made to respect and protect the privacy interests of individuals involved in a manner consistent with need to investigate, eliminate, and prevent Sexual Misconduct.

A. The Distinction Between Privacy and Confidentiality

1. Privacy

Privacy generally means that information related to a reported incident will be shared only with a limited number of individuals on a need-to-know basis. If disciplinary action is pursued, information related to the report will be shared with the Respondent. Information will not be shared with a student’s parents or guardians unless the student has signed a waiver that complies with FERPA or there is an articulable threat to the health or safety of the student or other individuals.

A Responsible Employee cannot offer confidentiality to an individual who discloses an incident of Sexual Misconduct. Responsible Employees will, however, maintain the privacy of the individuals involved on a need-to-know basis.

2. Confidentiality
Confidentiality means that the information will be disclosed only with the individual’s express permission unless there is an imminent threat of harm to self or to others. An individual can seek confidential assistance and support by speaking with specifically designated Confidential Employees and using the Confidential Resources identified in Appendix B.

B. Requests for Confidentiality

When a Complainant requests that their name not be shared with the Respondent or that no formal action be taken, the Deputy Title IX Coordinator, in consultation with the Title IX Team, will balance this request with the College’s obligation to provide a safe and non-discriminatory environment to the Complainant and to the College community.

If the request is honored, the College still will take all reasonable steps to investigate and respond but its ability to do so may be limited. If the College is not able to honor the Complainant’s request, the Deputy Title IX Coordinator will inform the Complainant prior to starting a formal investigation. The Complainant may choose to not participate in the investigation but the College’s ability to meaningfully investigate the incident and/or pursue disciplinary action may be limited.

In instances where the Deputy Title IX Coordinator has determined that the College must proceed with an investigation despite a Complainant’s request to the contrary, the Deputy Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant.

C. Restrictions

While discretion is important, the parties are not prohibited from discussing and sharing information related to the Complaint, Investigation, Hearing, and/or Appeal with others who may support or assist them in presenting their case.

D. Clery Reporting Obligations

The Clery Act requires the College to record and report certain information about certain crimes that occur on or near campus. The Clery Act also requires the College to issue a “timely warning” when it receives a report of certain crimes that pose a serious or continuing threat to the safety of the campus community. Personal identifying information about Complainants will not be included in any timely warning or security notification, or in any publicly available record.

E. Amnesty Provisions

Students who report Sexual Misconduct will not be disciplined by the College for a violation of the College’s drug-and-alcohol policies that may have occurred in connection with the reported incident if: (1) the College determines that the violation occurred during or near the time of the alleged Sexual Misconduct; (2) the student is determined to have made the report or is participating as a witness in good faith; and (3) the College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

Because alcohol and drug misuse can negatively impact a student’s well-being, the College may refer a student for health or medical intervention related to drug or alcohol use.
INVESTIGATION AND RESOLUTION PROCEDURES

I. OFFICIALS CONDUCTING THE INVESTIGATIONS AND RESOLUTION

A. Conflicts of Interest

All persons participating in the investigation or resolution of a Sexual Misconduct case (including hearing, sanctioning, and appeals) must disclose any potential or actual conflict of interest to the Deputy Title IX Coordinator. The Deputy Title IX Coordinator is responsible for sharing relevant information with the Complainant and Respondent.

If either party believes that any person involved in the process has a conflict of interest, they may request that the individual not participate. Any such request should be made to the Deputy Title IX Coordinator and should include a description of the alleged conflict.

If the Deputy Title IX Coordinator determines that a disabling conflict of interest exists, the Deputy Title IX Coordinator will take steps to address the conflict in order to ensure an impartial process.

B. Training

All officials conducting investigations and hearings under this Policy shall, at a minimum, receive annual training on issues related to Sexual Misconduct and on how to conduct an investigation and hearing that protects the safety of victims and promotes accountability.

II. INTAKE AND INITIAL PROCESS

A. Intake Meeting

When a complaint or report is received under this Policy, the Deputy Title IX Coordinator will schedule an Intake Meeting with the Complainant in order to discuss options for resolution and resources available.

B. Initial Determination

Following the Intake Meeting, or upon receipt of notice from the Complainant that they do not wish to participate in the Intake Meeting, the Deputy Title IX Coordinator will review the reported information in order to: (1) evaluate the risk of harm to the Complainant and the College community; and (2) determine whether the report warrants further action (the “Initial Review”).

In some cases, limited fact gathering may be needed. The determination as to whether to initiate an investigation will take into account the nature of the alleged conduct and, if applicable, any request by the Complainant that the matter not to be investigated or for confidentiality, as discussed above.

If the Deputy Title IX Coordinator decides not to conduct an investigation or to conduct a limited investigation, the Deputy Title IX Coordinator will memorialize that decision in a written statement of reasons and will notify the Complainant of that determination.
If an investigation is opened, the Deputy Title IX Coordinator will notify the Complainant and Respondent simultaneously in writing of the alleged violation(s) being investigated and provide both parties with a written explanation of their rights and options during the resolution process, including the availability of interim measures and support services. The College may continue the process without the Complainant’s and/or Respondent’s participation.

III. REMEDIAL AND PROTECTIVE MEASURES

The College may implement remedial and protective measures for the parties involved and/or for the College community, and avoidance of retaliation. The College will offer reasonable and appropriate measures to protect the parties and facilitate their continued access to the College’s programs and activities. Remedial and protective measures may be temporary or permanent and are available regardless of whether the Complainant files or continues to pursue a Complaint.

The Deputy Title IX Coordinator has the discretion to determine what remedial and/or protective measures are appropriate. Failure to abide by remedial and protective measures will result in prompt and appropriate enforcement.

Interim measures will not disproportionately impact the Complainant.

A. Types of Remedial and Protective Measures

Examples of remedial and protective measures that may be imposed by the College upon notice of a violation of this Policy include, without limitation:

- no-contact order;
- ban from campus;
- counseling and/or medical services;
- academic support;
- adjustments to living arrangements;
- campus escort;
- academic- and/or work-schedule and assignment accommodations;
- safety planning; and
- referral to campus and community support resources.

Violations of no-contact orders and failures to comply with other interim measures may result in disciplinary consequences pursuant to applicable procedures.

B. Interim Suspension or Separation

In certain circumstances, the College may place a student or employee on interim suspension. Pending the resolution of the Incident, the individual may be denied access to campus, campus facilities and/or all College activities or privileges.

Requests for interim measures may be made by or on behalf of the Complainant to any College official responsible for Title IX compliance, who will be responsible for ensuring the implementation of appropriate interim steps and coordinating the College’s response to those requests with the appropriate offices on campus.
Interim measures will not disproportionately impact the Complainant. Interim measures are available even if the Complainant does not file or continue to pursue a complaint.

1. **Students**

If the Title IX Coordinator determines that the continued presence of the student on the College campus poses a substantial and immediate threat of harm to the safety or well-being of an individual, the broader College community, or to the performance of normal College functions, an interim suspension may be imposed effective immediately without prior notice.

If the situation does not meet the above criteria, a hearing shall be held to provide the Respondent with the opportunity to demonstrate why the interim suspension should not be imposed (a “Show-Cause Hearing”).

2. **Employees**

The Deputy Title IX Coordinator may request that an employee be suspended or assigned other duties pending the outcome of the investigation. Such request shall be made to the Provost (faculty) or Director of Human Resources (non-faculty staff) and proceed in accordance with the appropriate handbook and/or applicable policies and procedures.

C. **Notice of Rights**

Upon receipt of a complaint or report, the Deputy Title IX Coordinator or a designee will provide written notice to the Complainant of the interim measures that may be available and feasible. Similar notice will be provided to the Respondent upon the initiation of an investigation.

IV. **INFORMAL RESOLUTION**

The parties will be notified of available options for reaching an informal resolution of a complaint.

A. **Eligibility**

If the Complainant and Respondent agree, certain cases may be resolved informally, including, in appropriate cases, through mediation. Cases involving allegations of Sexual Assault or Sexual Violence are not suitable for mediation. Cases involving a student complaint of Sexual Harassment made against an employee in a position of authority over the student are not suitable for mediation.

The Deputy Title IX Coordinator will determine if the case is appropriate for submission to the informal resolution process based on the facts and circumstances of the particular case. The Title IX Coordinator will oversee all informal resolutions. Under no circumstance will a Complainant be asked to resolve a matter directly with the Respondent.

B. **The Informal Resolution Process**

Both parties will have equal and timely opportunity to review any information that will be used in the informal resolution process, consistent with FERPA and to protect other confidential and privileged information.
Either party may withdraw his or her agreement to proceed informally at any time and begin the formal complaint process.

Each party has the right to choose and consult with a supporter, who may be any person, including an attorney, who is not otherwise a party or witness to the reported incident(s). A supporter may attend any meeting or proceeding held as part of the informal-resolution process, provided that he or she first meet with the Deputy Title IX Coordinator to discuss the process. A supporter may provide support and advice to the party but may not speak on behalf of a party or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

Both parties will have access to a neutral staff member within the College to explain and answer any questions about the disciplinary process.

C. **Outcome**

If both parties are satisfied with a proposed informal resolution and the Deputy Title IX Coordinator concludes that the resolution will satisfy the College’s obligation to provide a safe and discrimination-free environment, the resolution will be implemented and the process will be concluded. Both parties will receive, in writing and at the same time, notification of the outcome of the informal-resolution process.

If informal resolution efforts are unsuccessful, the formal process may be initiated. In such instances, the Complainant, Respondent, or the College may pursue the formal process by submitting a written request to the Title IX Coordinator within five (5) business days of the date of receipt of the informal outcome letter.

D. **Timeframe**

The timeframe for completion of the informal-resolution process may vary, but the College will seek to complete the process within sixty (60) business days of the College’s receipt of the Complainant’s request. The Complainant and Respondent will receive written notification of the outcome within (30) business days, while the college is in session, of decision.

E. **Resolution Without a Hearing**

Resolution without a hearing can be pursued at any time during the process. The Deputy Title IX Coordinator will provide written notification of an investigation to the Respondent and will meet with respondent to explain the findings.

Thereafter, Respondent may choose to admit responsibility for all or part of the violations at any point during the process. If all charges are admitted by the Respondent, The Deputy Title IX Coordinator will render a finding that the Respondent is in violation of College policy for the admitted conduct. If the charges are admitted in part, the remaining charge(s) will proceed to the formal hearing process.

For admitted violations, Deputy Title IX Coordinator will recommend an appropriate sanction or responsive action. If the sanction/responsive action is accepted by the Complainant and
Respondent, the Dean of Students, Vice President of Academic Affairs/ Provost or Human Resources will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party rejects the sanction/responsive action, a hearing will be held on the sanction/responsive action only, according to the hearing procedures below, except in the case of at-will employees for whom findings and responsive actions will be determined by Human Resources.

F. Formal Hearing

Complaints that are not appropriate for informal resolution and are not resolved without a hearing will be referred for a formal hearing, as detailed below.

V. INVESTIGATION

An investigation made under this Policy (“Investigation”) is commenced when a formal complaint is filed pursuant to this policy; the complaint is not resolved through the Informal Process and the Deputy Title IX Coordinator determines that an investigation is required; or the College initiates a complaint at the conclusion of the Initial Review.

When an Investigation is initiated, the Deputy Title IX Coordinator will direct information to the Investigator to conduct an Investigation. The Investigator(s) undertake an investigation for the purposes of adjudicating whether the Respondent is responsible for the alleged violation(s).

A. Notice of Investigation

The Deputy Title IX Coordinator or designee will issue a Notice of Investigation to the Complainant and Respondent advising them of the commencement of the College’s investigation. The Notice of Investigation will contain: (1) a summary of the allegations or conduct being investigated, (2) the potential Policy violations for this misconduct, (3) the range of potential sanctions, and (4) the name of the Investigator(s).

Within 6 to 7 business days from the date of the Notice of Investigation, the Respondent must meet with the Deputy Title IX Coordinator. During this meeting, the Deputy Title IX Coordinator will:

- Discuss the nature of the complaint and provide the Respondent with a copy of the complaint;
- Inform the Respondent of their rights and responsibilities during the Investigation and determination process;
- Advise the Respondent of any interim measures that have been imposed;
- Instruct the Respondent not to destroy any potentially relevant evidence;
- Explain the College’s prohibition against retaliation; and
- Provide Respondent with a copy of the Policy and these Procedures.

Failure to meet with the Deputy Title IX Coordinator will not stop or delay the Investigation.

B. Cooperation During an Investigation
All members of the College community are required to cooperate with an Investigation. Failing to cooperate may result in disciplinary action, up to and including, expulsion, termination of employment, or termination of other contract or relationship with the college.

Nothing in this section shall preclude either the Complainant or Respondent from declining to participate in the Investigation. However, the Investigation may proceed and a determination of responsibility and imposition of sanctions may occur without the participation of one or both parties.

C. Presumption of Non-Responsibility

An Investigation is a neutral fact-gathering process. The Respondent is presumed not responsible and this presumption may only be overcome where the Investigator concludes (by a preponderance of the evidence) that the Respondent engaged in the Prohibited Conduct. The Respondent’s decision not to participate in the Investigation when there are potential criminal charges pending will not be given an adverse inference by the Investigator.

D. Withdrawal of Complaint

The Complainant may withdraw their complaint any time prior to the Investigator making the determination whether Respondent violated the Policy. Withdrawal of the complaint, will in most circumstances, end the Investigation. The College, however, reserves the right to move forward with the complaint, even after the Complainant withdraws it, when circumstances require such action in order to protect the interests and safety of the College community.

E. Evidentiary Matters

The Investigation will be adequate, reliable, and impartial and will include interviews with the Complainant and Respondent and any relevant witnesses, as well as a review of other relevant evidence. The Investigation also will include an equal opportunity for the parties to present witnesses and other evidence and equal access to information being considered in a manner that is consistent with FERPA.

Evidence of the effects of off-campus conduct will be considered when evaluating whether there is a hostile environment on campus.

1. Evidentiary Standard

The Investigator’s determination will be made using a preponderance-of-the evidence standard.

2. Sexual History of the Parties

The Claimant’s or Respondent’s sexual history will never be used to prove character or reputation. However, prior sexual history may be considered under the following limited circumstances:

- Where there was a prior or ongoing relationship between the Complainant and Respondent and the Respondent asserts that consent was sought and given during the incident under investigation. The prior sexual history between the parties may be relevant under
these circumstances to assess the manner and nature of communication between the parties. However, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act; and consent on one occasion, does not, by itself, constitute consent on a subsequent occasion.

- To establish a pattern or practice of conduct similar in nature by the Respondent.
- Where relevant in limited circumstances, such as to explain injury.

When the Investigator intends to consider evidence of prior sexual history as part of the investigation, such evidence will be included in the Preliminary Investigation Report and the parties will have an opportunity to challenge its relevance and whether it should be considered in the Investigator’s determination of responsibility.

3. Medical and Counseling Records

Medical and counseling records are privileged and confidential documents that students will not be required to disclose.

F. Preliminary Investigation Report

At the conclusion of the Investigation, the Investigator will prepare a Preliminary Investigation Report, which details the relevant content from the interviews conducted and evidence gathered, but does not include a determination of whether a Policy violation occurred. Absent good cause, the Investigator will use their best efforts to complete the Investigation within sixty (60) calendar days.

The Investigator will arrange for the parties to separately review the Preliminary Investigation Report. To comply with due process and privacy obligations, the parties will not receive a written or electronic copy of the Preliminary Investigation Report and may not photograph or copy the document. The parties, however, are permitted to take notes on the content and ask any questions to the Investigator or designee. When a party is unable to review the Preliminary Investigation Report in-person, at the Deputy Title IX Coordinator’s discretion, the party may receive a copy of the report in a redacted format.

The Complainant and Respondent will have equal opportunity to review the Preliminary Investigation Report, to meet with the Investigator, to submit additional comments and information to the Investigator, to identify any additional witnesses or evidence for the Investigator to pursue, and submit any further questions that they believe should be directed by the Investigator to the other party or to any witness.

The parties will have 1 to 5 business days from the date of the notice to review the Preliminary Investigation Report to submit their written response to the Investigator. This is the final opportunity for the parties to identify any additional information or witnesses and to review their statements for accuracy. In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the Investigator at this juncture will not be considered in the determination of responsibility for a violation of the Policy.

G. Investigative Finding
Unless there are significant additional investigative steps requested by the parties or identified by the Investigator, within 8 to 35 business days after receipt and consideration of additional comments, questions, and/or information from the parties, the Investigator will issue a Final Investigation Report, which will include a determination as to whether the Respondent is responsible for violation(s) of the Policy.

The finding of responsibility will be based on the Investigator’s assessment of the evidence gathered during the investigation and apply the preponderance-of-the-evidence standard. All information relied on by the Investigator shall be included in the Final Investigation Report.

The Investigator shall deliver the Final Investigation Report to the Deputy Title IX Coordinator, who will issue a Notice of Investigative Finding to the parties. The Notice of Investigative Finding shall contain the Investigator’s determination of responsibility and advise that the Final Investigation Report is available for the parties’ review.

1. Finding of Responsibility

If the Investigator determines that the Respondent is responsible for a Policy violation, then the Final Investigation Report shall also include a recommendation for sanctions and remedies. If requested by the Complainant, the College will promptly implement a one-way no-contact order (with the burden of no contact on the Respondent), even if an appeal may be filed, or has been filed and is pending. If the Respondent is found responsible for violating the Policy, the Notice of Investigative Finding will explain the process for determining sanctions and the matter will be referred to the Review Panel.

2. Finding of Non-Responsibility

If the Investigator determines that Respondent is not responsible for violating the Policy, the Investigator may recommend additional remedies for the Complainant that do not unduly burden or prejudice the Respondent. If the Respondent is found not responsible for violating the Policy, the Notice of Investigative Finding also will include procedures for appeal.

VI. DETERMINATION OF SANCTIONS

A. Hearing Panels

The role of the Hearing Panel is to review the information presented in the Investigation Report and to determine whether the accused violated the Policy and, if yes, to determine the appropriate sanction(s).

1. Panel Members

The Title IX Coordinator will appoint a standing pool of trained members of the College community to serve on Title IX Hearing Panels. The Hearing Panel will include one (1) non-voting panel Chair and three (3) members of the Hearing Panel. Hearing Panels may include both faculty and non-faculty employees, with at least one (1) faculty employee in an Investigation of a faculty member. Students may not serve on a Hearing Panel.
The parties will be informed of the panel’s members before the hearing and shall have three (3) business days to object to the participation of any member based on a conflict of interest.

2. **Role of the Chair**

The Panel Chair presides over the Hearing Panel as a non-voting member. The Chair is responsible for the administration of the hearing process, including procedural matters and decisions leading up to the hearing, determinations about information that will be considered or not, appropriate and inappropriate lines of questioning, and the overall decorum and conduct of the proceedings.

B. **Hearing Process and Deliberations**

Upon review of the Investigative Report, the panel may: (i) determine that the case can be decided without hearing from witnesses or receiving further evidence; (ii) remand the case for further investigation or clarification of the Investigative Report; or (iii) convene a hearing.

If the panel determines that the case can be decided without hearing from witnesses or receiving further evidence, both Complainant and Respondent will have the opportunity to make a statement to the panel if they so choose.

1. **Access to Proceedings**

The hearing is a closed proceeding, meaning that no one other than panel members and necessary College personnel may be present. The Complainant and Respondent, their respective supporters, and witnesses called to the hearing will be present in the hearing room only when making a statement or being questioned by the panel. The parties each will be given the opportunity to view or hear the evidence state of the hearing from separate rooms via telephone or similar transmission.

Deliberations of the panel will be closed and private.

2. **Procedures**

In general, hearings will proceed as follows, although the Chair has discretion to alter the order or manner in which the panel hears or receives evidence:

- Opening statement by Complainant
- Questioning of the Complainant by the panel
- Opening statement by Respondent
- Questioning of the Respondent by the panel
- Questioning of witnesses, if any, by the panel, with Complainant witnesses going first and Respondent witnesses following
- Closing statement by Complainant
- Closing statement by Respondent

At no time may the parties cross examine one another. No less than 24 hours in advance of the start of the Hearing, the parties may submit questions that they wish to be asked of the other
party. The Chair shall determine whether the questions are useful to the Panel’s evaluation and determination. The panel may set reasonable time limits for any part of the hearing and may determine the relevance of, place restrictions on, or exclude any witness or information. Formal rules of evidence do not apply.

The hearing panel may ask questions. The presumption is that the information necessary to render a decision and arrive at an appropriate sanction is in the Final Investigative Report, and so extended statements or questioning should be unnecessary.

A party who wishes to present testimony of witnesses may request to do so by identifying in writing, provided to the Chair, the name and summary of the anticipated testimony for each proposed witness at least three (3) business days before the hearing. The Chair will provide the other party with notice of the request.

The Chair has discretion to decide whether witnesses are appropriate in light of the nature of the hearing and the Investigation Report. The Chair also may permit testimony to be presented in written form instead of live. Live testimony of character witnesses may not be presented. However, the panel may accept up to two letters supporting the character of any party.

3. **Official Record**

Hearings are recorded by the College. Hearing panel members, the parties, and appropriate administrative officers may listen to the recording in a location determined by the Deputy Title IX Coordinator. No copies of the recording may be made.

4. **Decision**

The hearing panel will convene to deliberate and render a decision, by majority vote, regarding whether or not the respondent has violated the Policy by a preponderance of the evidence. No member may abstain.

The Chair prepares the hearing panel’s written decision and rationale, including a finding of responsibility or non-responsibility, and, if applicable, the sanction and rationale.

If the panel finds the Respondent not responsible, within seven (7) business days, the panel will simultaneously send the determination, with the reasons for the decision, to the Complainant and Respondent, with a copy to the Title IX Coordinator. If the panel finds the Respondent responsible, it will proceed to the sanctioning phase described in this section.

5. **Notice of Right to Appeal**

The panel will notify the parties in writing of their opportunity to appeal in accordance with the procedures set forth below. The notice will inform each party that they have the right to participate equally in the appeal process, even if the party has not filed an appeal.

C. **Sanctions**

If the panel determines that the Respondent is responsible for one or more violations of the Policy, it will then deliberate as to an appropriate sanction. The hearing panel will be permitted
to consider prior policy violations in determining an appropriate sanction.

If a Respondent is found responsible and the sanction includes separation, they will be immediately removed from campus residentially and (depending on circumstances) either severely restricted in their movements on campus (e.g., only able to attend classes and labs) or barred completely during the entirety of the appeal process.

1. **Factors for Sanction Determination**

Factors that may be considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- The circumstances accompanying any lack of Consent;
- The Respondent’s state of mind (bias-motivated, reckless, negligent, etc.);
- The Respondent’s prior disciplinary history;
- The safety of the College community;
- The Respondent’s conduct during the investigation and resolution process;
- The need for sanctions to bring an end to and prevent discrimination, harassment and/or retaliation;
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the Complainant and the College community; and
- Such other factors as the panel deems appropriate.

2. **Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations, either separately or in combination:

- **Verbal or Written Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any College policy, procedure, or directive will result in more severe sanctions.

- **Denied Access:** Denial of the student’s right to be in specific areas of the campus or a specified period of time (i.e. exclusion from a residence hall, game room). Termination of the Housing Contract is not a censure of denied access under this provision.

- **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.

- **Suspension:** Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at College. This sanction will be noted as a Conduct Suspension on the student’s official transcript.
• **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events. This sanction will be noted as a Conduct Expulsion on the student’s official transcript.

• **Withholding Diploma.** The College may withhold a student's diploma for a specified period of time and/or deny a student’s participation in commencement activities if the student has a grievance pending, or as a sanction if the student is found responsible for an alleged violation.

• **Revocation of Degree.** The College reserves the right to revoke a degree awarded from the College for violation(s) committed prior to graduation.

• **Organizational Sanctions.** Deactivation, de-recognition, loss of all privileges (including registration), for a specified period of time.

• **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

3. **Employee Sanctions**

An employee who is found to have violated this Policy will be subject to any available appropriate disciplinary action, including but not limited to warning, mandatory counseling and/or training, demotion, suspension with or without pay, and termination.

D. **Failure to Comply With Sanctions**

Failure to fully comply with sanctions issued by the panel constitutes a violation both of this Policy and of other applicable policies, such as the Student Code of Conduct. Failure to so comply may result in the issuance of additional sanctions.

E. **Evidentiary Standard**

In making its findings, the Hearing Panel will use and apply the preponderance-of-evidence standard.

VII. **APPEALS**

A. **Grounds for Appeal**

The Complainant and Respondent have the right to appeal final determination of responsibility and/or the resulting sanction based on the limited grounds of: (i) substantial procedural error that materially affected the outcome and/or material; (ii) new evidence not reasonably available at the time of the hearing; and (iii) excessiveness or insufficiency of the sanction(s).

B. **Request for Appeal**

Written requests for appeal must be submitted within three (3) business days following delivery of the notice of the outcome. Each party may respond in writing to any appeal submitted by the
other party. Written responses must be submitted within three (3) business days following de-
livery of the notice of the written appeal. Written requests for appeal submitted by one party
will be shared with the other party.

C. Appeal Procedures

Appeals are heard by a three (3) member appeal panel drawn from the Title IX Team and ap-
proved Hearing Panel members. The appeal will be conducted in an impartial manner by impar-
tial decision makers trained in Title IX and in issues of Sexual Misconduct.

Appeal decisions are deferential to the original decision, reversing or remedying the finding(s)
only where there is clear error and to the sanction only if there is a compelling justification to do
so. To that end, appeals are not intended to be a full rehearing of the Investigation. In most
cases, appeals are confined to a review of the written documentation or record of the original
hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based
on new evidence should normally be remanded to the original hearing panel for reconsideration.

The appeal panel’s responsibility will be strictly limited to determining if there was substantial
procedural error that materially affected the outcome and/or new evidence not reasonably
available at the time of the hearing. If either or both are found by the appeal panel, the appeal
will be granted.

If the appeal is granted due to a substantial procedural error, the matter will be heard by a new
hearing panel. If the appeal is granted due to the discovery of new evidence not reasonably avail-
able at the time of the initial hearing, the matter will be returned to the same panel which origi-
nally heard the matter for reconsideration in light of the new evidence.

If the appeal is denied, the matter is closed.

In the event of a reconsideration, the appeal panel will give the hearing panel instructions re-
garding the nature and extent of its reconsideration. The hearing panel will act promptly to re-
consider the matter consistent with those instructions. Following reconsideration, the finding of
the hearing panel or the sanction imposed by the decision-maker will be final and not subject to
further appeal.

Timeframe for Completion of Investigation and Disciplinary Process

The College cannot promise the definitive timeframe of this process, but ordinarily will complete
its investigation and disciplinary process, if any, within sixty (60) days. This timeframe does not
include the time relating to an appeal.

The U.S. Department of Education has made clear that the length of investigations may vary with
the complexity and unique factors in each case. Examples of such factors include, without limita-
tion, circumstances in which critical witnesses are unavailable or if law enforcement requests the
College temporarily halt its investigation for a brief period of time. Accordingly, all timeframes
set forth in this policy may be altered by the Title IX Coordinator for good cause. The College’s
The overarching goal is that all complaints be investigated in a prompt, fair, and impartial manner. The College will comply with requests by law enforcement, which may require the College to temporarily suspend for a short period the fact-finding aspect of an Investigation while the law-enforcement agency is in the process of gathering evidence. The College will promptly resume its Investigation as soon as it is notified by the agency that it has completed the evidence-gathering process.

Any extension(s) of the sixty-day timeframe and the reason for the extension will be shared with the parties in writing.

VIII. RECORD RETENTION

Records related to the investigation and resolution of reported incidents of Sexual Misconduct are maintained by the Title IX Coordinator. The Office of Student Affairs shall maintain records of any sanctions and/or remedies in accordance with the College’s record-keeping policies and protocols for the retention of student-conduct files. The Office of Human Resources shall maintain records of any discipline and/or remedies in accordance with the College’s record-keeping policies and protocols for the retention of personnel records.

Records shall be maintained for at least as long as the individual remains a student or employee of the College. Documents generated during the Investigation, Hearing Panel, and/or Appeal will be preserved as part of the record. Audio recordings of a Hearing Panel proceeding will be included in the preserved record and will not be deleted while the Complainant and/or Respondent remain affiliated with the College.
APPENDIX A: TITLE IX TEAM MEMBERS

Dawn Howard-Bailey  
Title IX Coordinator  
(302) 736-2306  
Email: Dawn.Bailey@wesley.edu

Latoya Anderson  
Student Conduct Coordinator/Title IX Administrator  
(302) 736-2585  
Email: Latoya.Anderson@wesley.edu

Dr. Wanda Anderson  
Deputy Coordinator for Student Conduct  
(302) 736-2506  
Email: Wanda.Anderson@wesley.edu

Dr. Jack Barnhardt  
Faculty Liaison  
(302) 736-2327  
Email: Jack.Barnhardt@wesley.edu

Garrick Cornish  
Title IX Investigator  
(302) 736-2436  
Email: Garrick.Cornish@wesley.edu

Angie Fowler  
Title IX Investigator  
(302) 736-2436  
Email: Angie.Fowler@wesley.edu

Ericka Hodges-Baines  
Title IX Investigator  
(302) 736-2436  
Email: Erika.Hodges-Baines@wesley.edu

Bill Gorrow  
Central Coordinator for Athletic Compliance  
(302) 736-2405  
Email: Bill.Gorrow@wesley.edu
## APPENDIX B: CONFIDENTIAL AND SUPPORT RESOURCES

### Confidential Resources

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Services Coordinator</td>
<td>Liz Horsey</td>
<td>(302) 736-2445</td>
</tr>
<tr>
<td>Health Center Coordinator</td>
<td>Jiggy Patel</td>
<td>(302) 736-2521</td>
</tr>
<tr>
<td>Chaplin</td>
<td>Pastor Bonniekaren Mullen</td>
<td>(302) 736-2473</td>
</tr>
</tbody>
</table>

### Off Campus Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Lifeline</td>
<td>(800) 262-9800</td>
</tr>
<tr>
<td>Dover Police Department, 911</td>
<td>(302) 736-7111</td>
</tr>
</tbody>
</table>

### Anonymous Reporting Form

http://wesley.edu/campus-services/student-affairs/alerts/anonymous-incident-form

### Title IX Policy

http://wesley.edu/about/title-ix-information

### Student Code of Conduct

https://wesley.edu/about/student-conduct-information

### Additional Resources for International Students

https://www.ilrc.org/u-visa-t-visa-vawa/
http://icwclaw.org/services-available/violence-against-women-act-vawa/
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. (Title IX Link)
Procedure for seeking Help and Concern from the College

1. In an effort to resolve informally, the 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 Dean of Student Affairs. The written submission must include details related to the Step 1 process (see Student Issue Form below). The Dean will initiate an individual or joint discussion with the student(s) and staff member(s) involved. The Dean will render a final decision and notify all parties concerned.

*As a guideline, steps 1 and 2 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 the 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, 302-736-2506, Room 120, College Center.

Student Issue Forms

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

Student Issue Forms are also available online under Student Affairs.
Help & Concerns Form

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 ID Number: ___________________

Email: _______________________________  Major: ___________________  Term: ______

Phone Number: _________________________  Best Time To Call: ___________________

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

_____________________________________________________________________________________

_____________________________________________________________________________________

(Please add another sheet, if necessary).

BACKGROUND:
When did this occur? Date and time.

_____________________________________________________________________________________

_____________________________________________________________________________________

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

_____________________________________________________________________________________

_____________________________________________________________________________________

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

_____________________________________________________________________________________

_____________________________________________________________________________________

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

_____________________________________________________________________________________

_____________________________________________________________________________________

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

_____________________________________________________________________________________

_____________________________________________________________________________________
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:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom or course related</td>
<td>1. Talk to the professor involved if issue is more general. If no resolution: 2. Department Chair</td>
</tr>
<tr>
<td>Harassment and/or Discrimination</td>
<td>Dawn Howard-Bailey, Ext. 2306; Director of Human Resources, (Title IX Coordinator)</td>
</tr>
<tr>
<td>Hostile Work Environment</td>
<td></td>
</tr>
<tr>
<td>Residence Life</td>
<td>Christopher Willis, Ext 2458; Assistant Dean of Students</td>
</tr>
<tr>
<td>Housing Operations/Room Change</td>
<td>Kenny Scharnick, Ext. 2586; Coordinator of Housing Operations</td>
</tr>
<tr>
<td>Campus Activities/Program Related</td>
<td>Quameshia Callwood, Ext. 2567; Director of Campus Life</td>
</tr>
<tr>
<td>Health Concerns</td>
<td>Jiggy Patel, Ext. 2521; Student Health Services Coordinator</td>
</tr>
<tr>
<td>Mental Health Related Concerns</td>
<td>Liz Horsey, Ext. 2445; Counseling Services Coordinator</td>
</tr>
<tr>
<td>Student Conduct/Title IX/Student Concerns</td>
<td>Latoya Anderson, Ext. 2585; Student Conduct Title IX Administrator</td>
</tr>
<tr>
<td>Medical College Withdrawal</td>
<td>Justin Berg, Ext. 2739; Coordinator for Disability Support, (Title IX Coordinator)</td>
</tr>
<tr>
<td>Other or General issues</td>
<td>As a starting point contact Student Affairs, CC 125 Ext. 2506</td>
</tr>
</tbody>
</table>

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 ___________________________

Revised (1/20)
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 of 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 their 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. 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 Student Affairs 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 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 formally charged with violations of the Student Code of Conduct by Area Coordinators, Public Safety, or other designee as appointed by the Dean of Students. 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. All such cases will be heard through the Academic Standing Committee – 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. Possessing alcohol can also include having alcohol amongst your belongings; a student does not have to be physically holding the alcohol). Other examples of violations of this policy include but are not limited to:

2.1 Possessing and/or using, without authorization according to College policy, alcoholic beverages
2.2 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, issued by Public Safety, 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
2.3 UNDERAGE use, possession, or consumption of alcoholic beverages
2.4 Providing or serving alcohol to minors (less than 21) is prohibited including being in the same room as a minor with alcohol present
2.5 The use of alcohol by any person residing in the room if a resident is under the age of 21
2.6 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
2.7 Possessing kegs of beer, or other large volume containers, that enable consumption of excessive amounts of alcohol, and related paraphernalia, that are prohibited
2.8 Possessing or using any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate 1) the rapid consumption of alcohol or 2) drinking games
   • 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 750 ml (a fifth) bottle of liquor, one 1.5 liter bottle of wine per person, six cans/bottles of beer, or wine coolers per person of legal age, although not to exceed 24 cans/bottles of beer or wine coolers total, two bottles (combination) of liquor, and/or wine in the room. For example, you could have one of these combinations:
     • 2 bottles of Liquor
     • 2 bottles of wine
     • 1 bottle of liquor and 1 bottle of wine
2.9 Presence in an area where alcoholic beverages are present
2.10 Possession or consumption of alcohol at any College function or activity
2.11 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
2.12 Public Intoxication
2.13 Possession of open containers of alcohol
2.14 Driving Under the Influence of Alcohol/Driving While Intoxicated

The amnesty provision set forth in the College’s Title IX Sexual Misconduct Policy may be invoked where the terms of that provision are satisfied.
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. The amnesty provision set forth in the College’s Title IX Sexual Misconduct Policy may be invoked where the terms of that provision are satisfied.

Level One: Possession of drug paraphernalia; evidence of possession or use of illegal substances
Level Two: Possession and/or use of illegal substances; inducing or encouraging others to consume illegal substances
Level Three: Possession of a larger quantity and/or use of illegal substances; dealing or distributing illegal substances, controlled substances, or prescription drugs

• Though use of any Schedule I substance as defined by the Controlled Substances Act is strictly prohibited on the Wesley College campus, students who are currently legally prescribed medical marijuana in the state of Delaware should contact the Office of Disability Services and Support (DSS). The DSS Office will discuss specific guidance as it pertains to Section 504 of the Rehabilitation Act and ADA Amendments Act (ADAAA) of 2008 for consideration of disability accommodations. Prescribed medication must not be utilized in such a way that violates the College’s policies as listed above.

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 of 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, gender identity, or religion
• The use of social networking websites to harass, stalk, threaten, or in any way intimidate another student
• Violating the College’s Title IX Sexual Misconduct Policy, including that Policy’s prohibition against harassment.

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

66
• Endangering the health or safety of other persons, including, by way of example, unauthorized throwing of any objects in or from College facilities
• Violations of the College’s Title IX Sexual Misconduct Policy

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 they know 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 their 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 Public Safety, the Student Affairs 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 their knowledge, or without their 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
- Violating the College’s Title IX Sexual Misconduct Policy
12.0 – POSSESSION OF WEAPONS
Using or possessing dangerous weapons on College property. “Property” is defined as all college-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the college’s ownership or control. This policy applies to all college-owned or leased vehicles and all vehicles that come onto Wesley College property.
“Dangerous weapons” include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Students are responsible for making sure that any item possessed by the student is not prohibited by this policy.
Violations include but are not limited to:
• Ammunition
• Firearms (guns) or items that resemble firearms (guns)
• Paintball Guns
• BB Guns
• Pellet Guns
• Potato Guns
• Knives (blades longer than 5 and one half inches)
• Hand instruments designed to cut or stab another by being thrown
• Stilettos
• Poniards
• Bowie knives
• Medieval/Collector Swords/Knives/Spears

Wesley College reserves the right at its discretion to search all college-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Students who fail or refuse to promptly permit a search under this policy may be subject to disciplinary action.

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 Campus Life 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
Sexual misconduct in any form is never acceptable. Students are responsible to know and adhere to the College’s Title IX Policy, which is available at http://wesley.edu/about/title-ix-information.

ADDITIONAL EXAMPLES OF PROHIBITED CONDUCT:
16. Fire Safety: 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. Forgery: 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: Gambling or playing cards for money stakes.
20. Residence Hall Violations: These may 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/Vaping: Smoking, Vaping and/or the use of any tobacco products, including e-cigarettes, are not allowed in any campus building. Smoking is allowed only outside of the facilities where concrete smoking receptacles are available.
22. Off-Campus Travel: 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 Life Office and the Public Safety Office.
23. Obscene Conduct: Public Urination or other lewd or indecent conduct.
24. Prohibited Entry: 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 Public Safety or Residence Life staff (ACs; RAs) will be formally charged.

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 anon-
ymous report that would put the student in need in touch with emergency care providers (Police, EMS, etc.). For example, this policy would apply in a situation where 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.

The amnesty provision in the College’s Title IX Sexual Misconduct Policy will apply where the terms of that provi-
sion are satisfied.

PROCEDURES FOR STUDENT CONDUCT ADMINISTRATION

Conduct that is alleged to violate the College’s Title IX Sexual Misconduct Policy will be handled in accordance with that Policy. For all other violations, the Dean of Students or designee 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 Public Safety or to the Student Affairs office. 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 Public Safety Officer, a Residence Life staff member, Law Enforcement Officer, Wesley College student, or any other member of the Wesley College or local community. For instances of sexual misconduct, the incident should be reported in accordance with the College’s Title IX Sexual Misconduct Policy.

The timeline for any Investigation of a Conduct violation shall not exceed thirty (30) business days unless due to extenuating circumstances, in which case all parties involved must be notified in writing. If this timeline is ex-
ceeded without appropriate notification, the case may be Dismissed, as approved by the Dean of Students.

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 Coordi-nator, Student Affairs staff member, administrator, or faculty member. The Dean of Students, Student Conduct Coordinator, or a designee will assign each accused student a Conduct Officer for their Educational Conference. A student may elect to bring one Advisor of their choice to an Educational Conference. This Advisor may not speak on the student’s behalf. If a student is a minor (under the age of 18) at the time of their Educational Conference, the Conference will be held either with written consent from a parent/guardian or with at least one parent/guardian present.

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 their 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 typically 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) their sanctions (outcome). When this occurs, the case is considered RESOLVED at the conclusion of the Educational Conference.

71
The exception to these two options occurs in cases where a student potentially faces Suspension or Expulsion. Such cases will still have an Educational Conference; however, these will proceed to a Hearing unless indicated otherwise by the Dean of Students.

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. 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.

**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 themselves, 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.

**Conduct Board Hearings**

A Conduct Board Hearing will occur when the accused student(s) does not feel they are responsible for violating the Student Code of Conduct.

Conduct Board Hearing Officers are thoroughly trained faculty members, staff members, and students. Students 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 Dean of Students, Student Conduct Coordinator, or a designee, and members of the Student Affairs staff. There will be a pool of trained faculty, staff, and student conduct board members. Student Board Members may not serve on Title IX Sexual Misconduct cases; such cases will be handled in accordance with the College’s Title IX Sexual Misconduct Policy.

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:

- Two Faculty or Staff members and one Student member
- Three Faculty or Staff members

The student may 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 Dean of Students or Student Conduct Coordinator upon receipt of
PROCEDURES

The following procedures will be followed in any case other than alleged violations of the College’s Title IX Sexual Misconduct Policy, where the case results in a hearing before the Conduct Hearing Board (“Board”). Alleged violations of the College’s Title IX Sexual Misconduct Policy will be handled in accordance with the procedures set forth in that Policy. College Disciplinary Hearings are not legal proceedings.

1. Participants will include the non-voting hearing officiate, three members of the panel, the investigator(s) or designee who conducted the investigation on the grievance, the party bringing an investigation and responding party (ies) (or three organizational representatives in a case where an organization is charged), advisors to the parties and any called witnesses. The hearing official will exchange the names of witnesses the College intends to call, all pertinent documentary evidence and any written findings from the investigators between the parties at least 24 hours prior to the hearing. In addition, the parties will be given a list of the names of each of the hearing panel members at least 24 hours in advance of the hearing. Should either (any) party object to any panelist, they must raise all objections, in writing, to the hearing official immediately. Panel members will only be unseated if the hearing official concludes that their bias precludes an impartial hearing of the grievance. Additionally, any panelist or hearing official who feels they cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

2. The hearing official, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All testimonies summarized by the investigator if the witness is not present must be documented and signed by the said witness. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired (screens, Skype, questions directed through the hearing official, etc.), the parties should request them from the hearing official at least 24 hours prior to the hearing. **If an accused student elects not to appear, the Board will reach its decision on the basis of information available at the Hearing.**

3. Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first, and be subject to questioning by the parties and the hearing panel. The investigator(s) will be present during the entire hearing process, but will only be present during deliberations at the request of the hearing official. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once the investigator(s) is/are questioned, the hearing panel will permit questioning of and by the parties. Questions may be directed through the panel at the discretion of the hearing official.

4. Formal rules of evidence will not apply. Any evidence that the panel believes is relevant and credible may be considered, including history and pattern evidence. The hearing official will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility. The hearing official will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on their own behalf. Unless the hearing official determines it is relevant and appropriate, no one will present information or raise questions concerning: (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the victim/party bringing a grievance.

5. There will be no observers in the hearing. The hearing official may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses, but will accept up to two letters supporting the character of the individuals involved. Both the responding party and the party bringing the investigation are permitted one advisor or support person of their choosing. This person’s name must be provided to the
hearing officiate at least 24 hours in advance. The advisor’s role in the hearing is limited. They may write notes or communicate quietly with the student they are advising. 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 board. If an advisor does not follow these expectations, they may be asked to leave.

6. In hearings involving more than one accused individual or in which two parties bringing an investigation have accused the same individual of substantially similar conduct, the standard procedure will be to hear the investigations jointly; however, the Dean of Students or designee may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

7. Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to Wesley College consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

8. Hearings are recorded for purposes of review in the event of an appeal. Hearing panel members, the parties and/or the persons who initiated the action, and appropriate administrative officers of Wesley College will be allowed to listen to the recording in a location determined by the Dean of Students or designee. No person will be given or be allowed to make a copy of the recording without permission. Persons given access to the recording will be required to sign an agreement confirming that they will protect the confidentiality of the information contained in the recording.

Decisions
1. The Hearing Panel will deliberate in closed session to determine whether the responding party is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual responding party or organization is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Dean of Students or designee.

2. The hearing official will prepare a written deliberation report and deliver it to the Dean of Students or designee detailing the findings and the information cited by the panel in support of its recommendation. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Dean of Students or designee within two (2) business days of the end of deliberations.

3. The Coordinator of Student Conduct will notify the students of the final determination within 5 business days of the hearing, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Wesley College records; or emailed to the parties’ College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

4. Once an Investigation is completed, the timeline for all further Student Conduct proceedings shall not exceed thirty (30) business days unless due to extenuating circumstances, in which case all parties involved must be notified in writing. If this timeline is exceeded without appropriate notification, the case may be Dismissed, as approved by the Dean of Students.

Sanctions
Sanctions or responsive actions will be determined by the Hearing Panel. Factors that may be considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- The circumstances accompanying any lack of Consent;
- The Respondent’s state of mind (bias-motivated, reckless, negligent, etc.)
• The Respondent’s prior disciplinary history;
• The safety of the College community;
• The Respondent’s conduct during the investigation and resolution process;
• The need for sanctions to bring an end to and prevent discrimination, harassment and/or retaliation;
• The need to remedy the effects of the discrimination, harassment and/or retaliation on the Complainant and the College community; and
• Such other factors as the panel deems appropriate.

**Appeal Procedures**

All requests for appeal considerations must be submitted in writing within three business days of the delivery of the written finding of the Hearing Panel.

1. A three-member panel led by the Dean of Students who was not involved in the investigation previously will consider all appeal requests. Any party may appeal, but appeals are limited to the following:
   - A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
   - To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
   - The sanctions imposed are substantially disproportionate to the severity of the violation.

2. The Dean of Students will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final.

3. Where the Dean of Students finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:
   - Appeal decisions by the panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
   - Appeals are not intended to be a full rehearing of the investigation. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original hearing panel for reconsideration. Other appeals may be remanded at the discretion of the Dean of Students or heard by the three-member panel.
   - Sanctions imposed are implemented immediately unless the Dean of Students or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
   - The Dean of Students or designee will normally, after conferring with the appeals panel, render a written decision on the appeal to all parties within 30 business days from receipt of appeal.
   - Once an appeal is decided, the outcome is final: further appeals are not permitted.

**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. The following Table shall serve as a guideline, but discretion is permitted.)

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Academic Integrity (Handled by Academic)</td>
<td>Handled through Academic Standing Committee</td>
<td>Handled through Academic Standing Committee</td>
</tr>
<tr>
<td>Standing Committee</td>
<td>2.0 Alcohol</td>
<td>In presence of Alcohol violation, with 0.00 on Breathalyzer</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Standing Commit-tee</td>
<td>- Disciplinary Reprimand - $100 fine - Educational course through Alcohol and Other Drug Coordinator - Parental Notification (if under 21)</td>
<td>- Failure to Comply charge - Disciplinary Reprimand - Additional educational sanctions at Hearing Officer’s Discretion</td>
</tr>
<tr>
<td></td>
<td>- Probation for 1 Year - $150 fine - Meeting with Alcohol and Other Drug Coordinator - Parental Notification (if under 21)</td>
<td>- Failure to Comply charge - Disciplinary Probation for one semester - Additional educational sanctions at Hearing Officer’s Discretion</td>
</tr>
</tbody>
</table>
| | - Deferred Suspension or Suspension - $200 Fine - Parental Notification (if under 21) - Additional Sanction as determined by AOD Coordinator | - Processed as alcohol offense (see above violation) | - Suspensio
<p>| | | | - Loss of Housing (if applicable) |
| 3.0 Drug Violation | SEE CHART BELOW | | |
| 4.0 Hazing | - 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 |
| <strong>See Anti-Hazing Policy in Student Organization Handbook and DE State Law</strong> | | | |
| 5.0 Harassment/ Commitment to Civility | - 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 |
| 6.0 Harm to Persons | 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 |
| 7.0 Disruptive Activity (AKA Disorderly Conduct) | - Disciplinary Reprimand - 10 Hours community service - $100 fine - Additional educational sanctions at Hearing Officer’s Discretion | - Disciplinary Probation for 1 semester to 1 year - Deferred loss of housing (if incident was in housing) - $100 fine - Additional educational sanctions at Hearing Officer’s Discretion | - Deferred Suspension or Suspension - Loss of Housing (if incident was in housing) - $100 fine - Additional educational sanctions at Hearing Officer’s Discretion |
| | | | |
| 8.0 Vandalism and/or | - Disciplinary Reprimand or Probation (as appropriate) - 10 Hours Community Service | - Disciplinary Probation or Deferred Suspension (as appropriate) - Deferred Loss of Housing | - Deferred Suspension or Suspension - Loss of Housing |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abuse/Misuse of Property</strong></td>
<td>-$100 fine -Restitution for Damages</td>
</tr>
<tr>
<td><strong>Fire Alarm, False Activation of Threats, False report of resulting in evacuation, Tampering with smoke detectors.</strong></td>
<td>-$100 fine -Restitution for Damages</td>
</tr>
<tr>
<td><strong>Fire Extinguisher, Improper Use of</strong></td>
<td>-$100 fine -Restitution for cleaning charges -Reflection essay on Fire Safety -10 hours community service</td>
</tr>
<tr>
<td><strong>9.0 Theft/ Attempted Theft</strong></td>
<td>- Disciplinary Reprimand or Probation -Return of Item or Restitution</td>
</tr>
<tr>
<td><strong>10.0 Failure to Comply</strong></td>
<td>-Disciplinary Reprimand -10 Hours Community Service for significant cases -$100 fine -Additional educational sanctions at Hearing Officer’s Discretion</td>
</tr>
<tr>
<td><strong>11.0 Computer and Network Use Policy/ Electronic Information Publication Policy (Available on WesleyNet)</strong></td>
<td>-Disciplinary Reprimand -Possible Loss of Network Access and/or computer for 3-5 business days (at IT’s Discretion)</td>
</tr>
<tr>
<td><strong>12.0 Weapons</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>13.0 General Laws</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>14.0 Posting Policy</strong></td>
<td>- Disciplinary Reprimand - Possible loss of posting privileges - Extended Probation or Deferred Suspension -Loss of Posting Privileges</td>
</tr>
<tr>
<td>15.0 Sexual Misconduct (Handled by Title IX Conduct Board) FOR REFERENCE ONLY</td>
<td>- Reprimand to Expulsion depending on severity and conduct history, handled by trained Title IX board members only.</td>
</tr>
<tr>
<td>16.0 Fireworks and Explosive Devices</td>
<td>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.</td>
</tr>
<tr>
<td>17.0 Forgery of College Documents/Insufficient Funds Check</td>
<td>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 relating to forgery can involve suspension or expulsion.</td>
</tr>
<tr>
<td>18.0 Gambling</td>
<td>- Disciplinary Reprimand - Educational sanction relating to specifics of incident</td>
</tr>
<tr>
<td>19.0 Littering</td>
<td>- Disciplinary Reprimand - Rounds with RA to pick up trash - $25 fine</td>
</tr>
<tr>
<td>20.0 Residence Hall Violations</td>
<td>- Disciplinary Reprimand - 5 hours community service (for severe violations) - $50 fine (for severe violations) - If no prior conduct history: Warning Letter</td>
</tr>
<tr>
<td>Quiet Hours Violation</td>
<td>- Disciplinary Reprimand - 5 hours community service (for severe violations) - If no prior conduct history: Warning Letter</td>
</tr>
<tr>
<td>Guest Policy Violation</td>
<td>- Disciplinary Reprimand - 5 hours community service (for severe violations) - If no prior conduct history: Warning Letter</td>
</tr>
<tr>
<td>Prohibited Items</td>
<td>- Disciplinary Reprimand - 5 hours community service - Removal of item</td>
</tr>
<tr>
<td>Animals</td>
<td>- Disciplinary Reprimand - Restitution for Cleaning Charges - Animal must be removed - $100 fine - Reflection essay on hazards of type of animal</td>
</tr>
</tbody>
</table>
| Candles/Incense | Disciplinary Reprimand  
- 5 hours community service  
- Reflection Essay on Residence Hall Fires  
- $50 fine/each candle.  
|-----------------|---------------------------------------------|
| Failure to Exit during a Fire Alarm | Disciplinary Reprimand  
- 5 hours community service  
- Essay on Residence Hall Fires  
- $50 fine  
|-----------------|---------------------------------------------|
| Emergency Exit, Improper use of | Disciplinary Reprimand  
- 10 hours community service  
|-----------------|---------------------------------------------|
| 21.0 Smoking Violation | Disciplinary Reprimand  
- 5 hours community service  
- Reflection paper on Smoking or Fire Safety  
- $50 fine  
|-----------------|---------------------------------------------|
| 22.0 Travel Policy Violations (See Student Organization Manual) | See first block  
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  
|-----------------|---------------------------------------------|
| 23.0 Public Urination/Lewd or Indecent Conduct (excluding Title IX violations) | Disciplinary Reprimand  
- Restitution for Damages  
- 10 Hours Community Service  
- $100 fine  
|-----------------|---------------------------------------------|
| 24.0 Unauthorized Entry/Use of Keys/Equipment/Buildings | Disciplinary Reprimand  
- Additional educational sanctions at Hearing Officer’s Discretion  
|-----------------|---------------------------------------------|
| 25.0 Loitering | Disciplinary Reprimand  
- 5 Hours Community Service  
|-----------------|---------------------------------------------|
The following will act as a guide should a student be found responsible for violation of our 3.0 Drug and/or Drug Paraphernalia.

The College reserves the right, based upon the seriousness of said violation, to enforce any of the below sanctions regardless of student’s conduct history.

<table>
<thead>
<tr>
<th>Level</th>
<th>Violation</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Violations include, but not limited to:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Possession of drug paraphernalia (bongs, pipes, rolling papers or other items used specifically to consume, inhale, smoke or inject illegal or controlled substances etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Evidence of possession or use (bodily response that reasonably shows the person to be under the Influence, odor etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>1st Offense</strong></td>
<td>$200.00 Fine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alcohol and Other Drug Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent and Other Interested Parties Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16 Week Probation</td>
</tr>
<tr>
<td></td>
<td><strong>2nd Offense</strong></td>
<td>$250.00 Fine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent and Other Interested Parties Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32 Week Probation</td>
</tr>
<tr>
<td></td>
<td><strong>Subsequent Offense</strong></td>
<td>$300.00 Fine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Removal/Restriction from Residence Halls for 1 Semester (minimum)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent and Other Interested Parties Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must provide outside treatment completion prior to reapplying for housing</td>
</tr>
<tr>
<td><strong>Level II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Violations included but not limited to:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Possession and/or use of illegal drugs, controlled substances, or other’s prescription drugs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Inducing or encouraging others to consume illegal substances</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>1st Offense</strong></td>
<td>$250.00 Fine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alcohol and Other Drug Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflection Paper (2 pages)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent and Other Interested Parties Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>32 Week Probation</td>
</tr>
<tr>
<td></td>
<td><strong>Subsequent Offense</strong></td>
<td>Removal/Restriction from Residence Halls for 1 year (minimum)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May result in Suspension for one semester to one year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent and Other Interested Parties Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must provide outside treatment completion prior to reapplying for housing</td>
</tr>
<tr>
<td><strong>Level III</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Violations included but not limited to:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Possession (of a larger quantity) and/or use of illegal drugs, controlled substances, or other’s prescription drugs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Dealing or distributing illegal drugs, controlled substances or prescription drugs</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>1st Offense</strong></td>
<td>Removal/Restriction from Residence Halls for 1 year (minimum) and may result in expulsion from the College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent and Other Interested Parties Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must provide outside treatment completion prior to reapplying for housing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possible Police intervention</td>
</tr>
</tbody>
</table>

**Potential Fines**- A monetary amount charged as a sanction for violation of College policy.

- Alcohol
  - 1st Offense $100.00
2nd Offense $150.00
3rd Offense $200.00
- Animal Policy $100.00
- Candles/incense $50.00 for each
- Discharge of Fire Extinguisher $100.00 (plus charges filed)
- Disorderly Conduct $100.00
- Drugs/Drug Paraphernalia (see table above)
- Failure to Comply
  1st Offense $100.00
  2nd Offense $150.00
  3rd Offense $200.00
- 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 (for severe instances)
  1st Offense $50.00
  2nd Offense $100.00
- Possession of keg $300.00
- Public Urination $100.00
- Smoking Violation
  1st Offense $50.00
  2nd Offense $100.00
- 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.

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, 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 (first year), Williams Hall (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.

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 Area Coordinators (ACs) reside in the residence halls and provides supervision for management of the halls. The Coordinator for Housing Operations oversees the assignments and assists with the facilities management of the residence halls.

Each residence hall also has one Resident Coordinator (RC) 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) or guardian within commuting distance of the College (40 miles) are exempt from this Policy. All students requesting exemptions must be submit a Residential Living Appeal to the office of Residence Life (see next section for an explanation of the process). 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 Assistant 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.

RESIDENTIAL LIVING APPEAL PROCESS
In order to appeal the 2-year residency requirement, a student must complete a Residential Living Appeal and submit to the Residence Life Office. Appeals for current students are due two weeks before the start of final exam week every semester. Appeals for new incoming students are due August 1st for Fall semester starts and January 1st for Spring semester starts. Students will be required to meet one of the appeal criteria listed on the form and some documentation may be required. The Residential Living Appeal Committee will meet after the deadline and students will be contacted with the committee decision.

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 $100. 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 8 pm-12 am and Friday & Saturday 8 pm-2 am all guests will be required to sign-in at the desk in the building lobby. These desks are staffed by Desk 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 12 am 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 Assistant Dean of Students or the Coordinator for Housing Operations. 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 Coordinator for Housing Operations. The student must pay the Business Office for the cost of replacing the keys to the room and changing the lock prior to the lock change. The cost for lock change and keys is $30.

**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 Coordinator for Housing Operations, 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 Public Safety 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.

Courtes y 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 Department of Public Safety 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 Zimmer man 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
- Alcohol (unless you and all of your roommates are 21 Please see the Code of conduct for amounts and quantities permitted)

THIS LIST IS NOT EXHAUSTIVE.

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 ($15).

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 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 Assistant Dean of Students/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 inquiries must be submitted to the Coordinator for Housing Operations. 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 Coordinator for Housing Operations 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 Single Room fee for the space (if space on campus permits. NOTE this single room fee is in addition to the board fee for their residence hall room)

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 Pay Single 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.

87
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.