

Wilmington College

2005-2006 Handbook

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*The College reserves the right to change policies as deemed necessary.  
Wilmington College does not discriminate on the basis of sex, race, religion,  
handicap, nationality, or ethnic origin in its educational programs or employment*

## **WILMINGTON COLLEGE MISSION STATEMENT**

The purpose of Wilmington College is to educate, inspire, and prepare each student for a life of success and service.

To fulfill that purpose, Wilmington College provides a high quality undergraduate and graduate education shaped by the traditions of the liberal arts, career preparation, and the distinctive values of the Religious Society of Friends (Quakers). By offering academic programs, practical experience, and co-curricular activities in a variety of settings to students from diverse backgrounds, the College leads students to gain an awareness of the world, to acquire knowledge of career and vocation, and to seek truth and social justice.

In keeping with the rich heritage of the liberal arts, the College seeks to educate the *whole person* – intellectual, emotional, physical, and spiritual – in ways that foster critical thinking, reflection, the free exchange of ideas, open inquiry, tolerance, and a desire for lifelong learning. The liberal arts are integrated with career preparation to help students develop the knowledge and skills to succeed in a career or further education.

As an academic community, Wilmington College is rooted in historic Quaker values that include integrity, service, simplicity, equality, peace and social justice, and respect for all persons. These values motivate those who learn and work at Wilmington College to make positive contributions to their professions and their communities.

(3/25/03)

### **Student Life Mission Statement**

The Student Life division has two primary missions: first, to support the academic mission of the College by fostering a community atmosphere that cultivates success while offering co-curricular opportunities that complement the classroom. Second, to implement programs to create experiences that promote student involvement, personal growth and development, and integrity. We embrace the differences that make us individuals while celebrating the traditions that make us a community.

### **Student Government Association Mission Statement**

The SGA Executive Board seeks to promote and defend student welfare, encourage understanding and respect for the Quaker traditions of peace, service, and inner direction, and maximize student involvement, by enhancing interactions among all in the college community.

## **WILMINGTON COLLEGE VISION STATEMENT**

Wilmington College intends to make significant progress in the next decade toward being a model career-oriented liberal arts college. To move toward this vision, Wilmington will:

- integrate career preparation with the traditions of the liberal arts;
- challenge students to bring the Quaker values of integrity, service, peace and social justice, and respect for all persons into their lives, communities and workplaces;
- promote every student's participation in internship, community service, and international study programs;
- create an environment of civility, respect, and trust; and
- demonstrate a commitment to this vision by placing the needs of students at the center of all decision-making.

(3/25/03)

## **QUAKER HERITAGE**

Wilmington is a Quaker college, basing its educational tenets on the Judeo-Christian heritage of Western civilization. It believes that every person is first and foremost a spiritual being, that the active pursuit of Truth is a life-long vocation, and that the development of a strong, personal moral code is equally as important as the development of intellectual skills and knowledge.

It is fundamental to Quakers that each individual life is sacred, that "there is that of God in every person." This belief in the importance of each individual is practiced by Quakers, giving primary attention to their community and to the rights of their neighbors, and secondary attention to their own rights. Consonant with this belief, Wilmington students are encouraged and expected to develop a high degree of self-discipline and personal restraint, a respect for the sensitivities of other students, and an active moral compass for their lives. They are further encouraged to become living witnesses to the belief in the divinely instituted fellowship of humankind and to find commitment to purposes larger and more enduring than themselves by their service to a troubled planet and their active concern for a world of peace and freedom.

## **PHILOSOPHY AND PRINCIPLES**

There is basic oneness of humanity that says all persons have worth. It is out of respect for ourselves as a part of humanity that we at Wilmington College set forth these principles by which we expect our community to live:

1. The expectation at Wilmington College is that all persons and all groups will be treated with respect by trustees, faculty, administrators, staff, and students.
2. Wilmington does not condone racial or ethnic epithets, slurs, derogatory remarks, or publications by any member of the College community at any College event, any public function, or any educational or institutional activity.
3. The College affirms its belief in the equality of the sexes, and its intent is to bring all policies and practices into harmony with the principle of equality.
4. We expect that all members of the Wilmington campus community who attend athletic or other campus or intercollegiate events will refrain absolutely from harassment of an ethnic or racial nature, and will limit personal comments to those which can be reasonably described as good-natured. We affirm our belief that sporting events should involve sportsmanlike conduct by participants and spectators alike, and we intend to work with other colleges and groups with which we share activities, such as intercollegiate athletics, to establish similar codes of conduct.
5. We are committed to a Student Code of Conduct that has as its primary objective the solution of problems, and that is so constituted as to minimize the reality or the appearance of conflict of interest.
6. Wilmington intends to go beyond the legal requirements of "equal opportunity" and pledges itself to seek actively members of minority groups, who are qualified for admission as students, for service as trustees and for employment as faculty, administrators, and staff.
7. Wilmington seeks to "make riches of its diversity," and to that end will sponsor and support both intercultural and integrated intramural, social, recreational, educational, cultural, and service activities.

## WILMINGTON COLLEGE CORE VALUES

*The following core values are fundamental to the success of Wilmington College in realizing its mission and vision. These values are inherited from the College's founding faith -- The Religious Society of Friends (Quakers), from important traditions of American higher education, and from universally held beliefs that serve to guide the best in human thought and action.*

<b><i>Community</i></b>	<i>To work in partnership with one another, encouraging broad participation and active engagement of all who learn and work at Wilmington College. To provide a learning and working environment that encourages and supports open sharing of information, empowerment and shared responsibility for decision-making, and a culture that emphasizes continuous improvement and growth. To build a sense of shared purpose about the importance and value of the College and to inform stakeholders regularly.</i>
<b><i>Diversity</i></b>	<i>To reflect the state and regional communities that the College serves and to enrich our understanding and appreciation of different people, cultures, and ideas</i>
<b><i>Excellence</i></b>	<i>To foster a commitment to the highest standards in all areas of the College's mission</i>
<b><i>Integrity</i></b>	<i>To be fair, honest and ethical and assume responsibility for one's action</i>
<b><i>Peace and Social Justice</i></b>	<i>To seek non-violent resolution of conflict and just treatment of the world's resources, both human and physical</i>
<b><i>Respect for All Persons</i></b>	<i>To value the dignity and worth of all persons</i>
<b><i>Service and Civic Engagement</i></b>	<i>To serve others and to accept individual responsibility for being an effective citizen</i>

(3/25/03)

## **WILMINGTON COLLEGE DIVERSITY STATEMENT**

Wilmington College is committed to achieving and sustaining diversity. It seeks to create a campus culture of inclusion and a learning environment that supports educating students who will work, live, and serve in a diverse nation and world. This statement is consistent with and expands upon the words in the College's mission statement that invoke the historic Quaker commitment to social justice and respect for all persons and that express a desire to provide educational opportunities of high quality to students with varying needs, abilities and backgrounds.

Moreover, this statement is the foundation for all diversity initiatives undertaken at Wilmington College. It defines diversity, delineates our diversity goals, and describes diversity's benefits.

### **Diversity Defined**

The term diversity has many meanings. While the term is used to refer to differences, we intend for diversity to be an inclusive term. Its emphasis at Wilmington College will be inclusion related to racial and ethnic background, religion, gender, sexual orientation, age, disability, and economic class.

### **Diversity Goals**

The following goals will foster increased commitment and align resources to increase diversity and realize more fully the benefits of diversity at Wilmington College:

1. Create a supportive environment for all who work and learn at Wilmington College and build a campus community that respects the inherent dignity of all persons, discourages bigotry and strives to learn from differences in people, ideas and opinions.
2. Recruit and retain individuals who will contribute to making Wilmington College a diverse community.
3. Include within the curriculum and co-curriculum programs of study and activities that explore the experiences, perspectives, and contributions of various cultures, groups, and individuals and prepare students to work, live, and lead in a multicultural world.

### **Diversity's Benefits**

In pursuit of these goals, Wilmington College will enhance and deepen the benefits of diversity for its campus community, especially for its students. We know that diversity:

- Enriches the educational and work experience by providing all members of the campus community with the opportunity to learn from individuals who differ

from them.

- Promotes personal growth and a healthy society by challenging stereotyped preconceptions and helping students learn to communicate effectively with people from varied backgrounds.
- Strengthens communities and the workplace by preparing students for citizenship in an increasingly complex, pluralistic society and fostering mutual respect and teamwork.
- Enhances the country's economic competitiveness by effectively developing and using the talents of all citizens.

Wilmington College aspires to become more diverse and to extend the benefits of diversity to all members of the campus community.

*Reviewed and approved by Faculty Advisory Committee, President's Council, faculty, administrative staff, and Student Government Association March 1, 2002 through April 2, 2002.*

*Reviewed and approved by Wilmington College Board of Trustees April 20, 2002*

## STUDENT CODE OF CONDUCT

### I. PREFACE

Wilmington College is a Quaker college with a tradition of peace, service, inner direction, and a special interest in maintaining community spirit.

The Student Code of Conduct exists to foster and enhance the academic mission of the College. The Student Code also supports and helps to maintain an environment in which learning, growth, and maturation can take place. Members choosing to be a part of this community of scholars commit to uphold high standards of conduct which are stated in the Testimonies that follow.

The Queries are questions that provide ongoing guidance to help all members achieve these goals. If one abides by these, violations of this Student Code of Conduct will be virtually nonexistent, and our campus will be the caring community for which we strive.

Testimony: I will practice personal and academic integrity.

Query: Am I aware that cheating in classes, in games, or in sports is inconsistent with this testimony? Do I make an effort to eliminate the practice of plagiarism, borrowing another student's homework, lying, deceit, excuse making, and infidelity or disloyalty in personal relationships?

Testimony: I will avoid all behaviors that are harmful to my body.

Query: Am I aware of the injurious effects of drugs and alcohol on my judgment, my health, and my influence on others? Do I avoid using drugs and alcohol as a basis for friendships, during recreational activities and sports performances? Am I making responsible choices regarding drugs, alcohol, and tobacco?

Testimony: I will respect the dignity of all persons.

Query: Am I aware that behaviors such as demeaning the dignity of individuals or groups, including hazing, most forms of intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing, and discrimination are inconsistent with this testimony?

Testimony: I will discourage bigotry and strive to learn from differences in people, ideas, and opinions.

Query: Am I a positive influence for equal rights and opportunities for all students regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, political, social or other affiliation or disaffiliation, and sexual orientation?

Testimony: I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Query: Am I compassionate and considerate, avoiding behaviors which are insensitive, inhospitable, or which cause others to feel unsafe or unwelcome?

Testimony: I will respect the rights and property of others.

Query: Am I aware that all forms of theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property is inconsistent with this testimony? Do I

avoid violating persons' rights to move about freely, express themselves appropriately, and to enjoy privacy?

## II. DEFINITIONS

The term *student* is defined for purposes of this Student Code as an individual who has paid tuition and fees, registered for classes, or otherwise entered into any other contractual relationship with the College to take instruction and lasts until that individual graduates, formally withdraws, or is suspended.

The term *College official* is defined for purposes of this Student Code as an individual who is employed by the College and can include, but is not limited to, students, support staff, administrators, and faculty.

The Student Code applies only to student behavior, including recognized student organizations, even when the incident involves faculty and/or staff. However, in these incidents, the student may also file a grievance against the faculty or staff member. Grievance procedures are outlined in the Faculty, Administrator, and Support Staff Handbooks that are available in the Vice-President for Academic Affairs' office and in the Personnel Office.

As members of the Wilmington College community, students are also subject to city, county, state, and federal laws. Legal action in addition to College disciplinary action may occur. Action by the College does not exclude external legal action.

## III. JURISDICTION OF THE COLLEGE

Generally, Wilmington College jurisdiction and discipline shall apply to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives. It is the responsibility of the Judicial Advisor(s) and the Dean of Students to make this determination.

## IV. CONDUCT SUBJECT TO JUDICIAL REVIEW - RULES AND REGULATIONS

- A. Acts of dishonesty, including but not limited to the following:
  - 1. Cheating, plagiarism, or other forms of academic dishonesty.
  - 2. Furnishing false information to any College official, faculty, student, or staff member.
  - 3. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - 4. Tampering with the election of any College recognized student organization.
- B. Disruption or obstruction of teaching, research, administration, College activities, including public-service functions on or off campus, or other authorized non-College activities which occur on College premises.
- C. Participation in a campus demonstration which disrupts the normal operations of the College and 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; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- D. Obstruction of the free flow of pedestrian or vehicular traffic on College

- premises or at College sponsored or supervised functions.
- E. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.
  - F. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
  - G. *Hazing* defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (see also anti-hazing policy – section B under Student Life Policies/Greek Organization Policies).
  - H
    - 1. Attempted or actual theft of property of the College or property of a member of the College community or other personal or public property.
    - 2. Damage or misuse of property of the College or property of a member of the College community or other personal or public property.
  - I. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities.
  - J. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
  - K. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication.
  - L. Possession of firearms (including BB guns), slingshots, knives, explosives (including firecrackers), other weapons, or dangerous chemicals on College property. Possession of any “look-alike” item, toy, etc. that resembles a weapon is prohibited.
  - M. Theft or other abuse of computer time including, but not limited to, the following (see Acceptable Use Policy, VI under Community Standards):
    - 1. Unauthorized entry into a file to use, read, change the contents, or for any other purpose.
    - 2. Unauthorized transfer of a file.
    - 3. Unauthorized use of another person’s identification and password.
    - 4. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
    - 5. Use of computing facilities to send obscene or abusive messages.
    - 6. Use of computing facilities to interfere with normal operation of the College computing system.
  - N. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
  - O. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to, or use of College premises. Trespassing on College property: unauthorized entry into or on a building, in an office, or in the room of another without express permission or during such time as that building, office, or room is generally open to the public.
  - P. Abuse of the Judicial System, including but not limited to:

1. Failure to obey the summons of a judicial body or College official
  2. Falsification, distortion, or misrepresentation of information before a judicial body.
  3. Disruption or interference with the orderly conduct of a judicial proceeding.
  4. Institution of a judicial proceeding knowingly without cause.
  5. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  6. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
  7. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and /or after a judicial proceeding.
  8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  9. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- Q. Violation of published College policies, rules, or regulations.
- R. Phone use: any use of campus phones which avoids direct billing to the student making the call or which causes another party to be billed without their express consent for calls made or received by the student is a violation of College policy as well as Ohio law.

#### V. VIOLATION OF LAW AND COLLEGE DISCIPLINE

- A. If a student is charged only with an off-campus violation of federal, state, or local laws, disciplinary action may be taken and sanctions imposed for grave misconduct, which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt.
- B. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- C. When 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 that individual because of his or her status as a student. The College may advise off-campus authorities of the existence of the Student Code in those cases where the alleged offense is also under judicial proceedings. The College will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
- D. Except for students who are established as independent, parents generally will be notified of charges pending (not results) when the charge(s), if substantiated, may lead to suspension or separation from the College.
- E. Notification of documentation involving student athletes may be reported to the Athletic Director.

## VI. JUDICIAL POLICIES AND PROCEDURES

### A. Definition of Judicial Terms

1. The Judicial Advisor is the College official authorized by the Dean of Students to impose sanctions upon students or recognized student organizations found to have violated the Student Code. For cases involving academic misconduct, the Vice-President for Academic Affairs will appoint the Judicial Advisor. The Dean of Students may authorize on a case-by-case basis other College personnel to serve as Judicial Advisors.

2. The Student Judicial Advisory Board is a group of 3 students and an advisor from Student Life, authorized by the Dean of Students. The students are selected by SGA, pending approval of the Dean of Students. The Board will select a member to serve as chairperson. This Board will recommend imposition of sanctions on students or recognized student organizations found to have violated the Student Code of Conduct.

The Student Judicial Advisory Board may conduct a hearing if a quorum exists at the time of a hearing. A quorum consists of the Judicial Advisor and 2 student members.

3. The Judicial Board is comprised of the Judicial Advisor, two students selected by the Student Government Association, and two faculty members drawn from the panel selected by the faculty. The Judicial Advisor shall serve as the chairperson of the Board. The Judicial Board determines whether a student has violated the Student Code and recommends imposition of sanctions.

The Judicial Board may conduct a hearing if a quorum exists at the time of a hearing. A quorum consists of the Judicial Advisor and 2 members, one student and one faculty member.

4. The Greek Judicial Board is comprised of one representative from each Greek organization recognized by Greek Council, the Director of Greek Life, the Greek council Advisor(s), Greek council president, and a faculty judicial board member. For a hearing, the member(s) of accused organizations do not participate (if the Council President is a member of the accused organization, another member of the executive board is appointed). *Details of the procedures for this board are available from the Director of Greek Life.*

The Greek Judicial Board addresses complaints unique to the Greek community (e.g. rush violations, failure to meet obligations imposed by the Greek Council, failure to pay Greek Council Dues, etc.). If a complaint is brought forward that involves a violation of College policy, a standard Judicial Board is the body that hears the case.

5. The Appellate Board is comprised of the Dean of Students, two students selected by the Student Government Association, and two faculty members selected by the faculty. The Dean of Students shall serve as the chairperson of the Board.

The Appellate Board may conduct a hearing if a quorum exists at the

time of a hearing. A quorum consists of the Dean of Students and 2 members, one student and one faculty member.

6. Attenuated Judicial and Appellate Board hearings may occur at times when the College Calendar makes it difficult to achieve a quorum at a hearing (e.g., finals weeks and during breaks). In these instances, a hearing may occur with a quorum even if the board consists of the Judicial Advisor or Dean of Students and 2 other members who both may be either students or faculty members.

#### **B. Charges and Hearing**

1. Any member of the College community may file a complaint against any student or organization (recognized student organization) for misconduct. Complaints must be in writing and directed to the Dean of Students. Complaints should be submitted as soon as possible after the event takes place, preferably within 48 hours. A charge of a Student Code violation must be filed within six months of the identification of the person allegedly committing the violation. Notification of documentation involving student athletes may be reported to the Athletic Director.
2. The Judicial Advisor or the Student Judicial Advisory Board will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. The Judicial Advisor or the Student Judicial Advisory Board may refer the case for mediation to resolve the case. If the charges cannot be disposed of by mutual consent, the Judicial Advisor investigating the case will refer it back to the Dean of Students to appoint a new Judicial Advisor to hear the case, or serve as chair of the Student Judicial Advisory Board to hear the case. In this instance, the original Judicial Advisor will present the findings of the investigation to the hearing board. A quorum is required to hear a complaint except where an attenuated hearing is permitted (see section A above).
3. In cases of academic misconduct, the faculty member and student or students involved will follow the procedures in Section I, "Academic Integrity Policy." Cases not resolved to the mutual satisfaction of the faculty member and student will ultimately proceed to the Judicial Board and will be handled in the same manner as other violations of the Student Code.
4. All charges shall be presented to the accused student in written form within one week of the filing of charges by the Judicial Advisor or the Student Judicial Advisory Board. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor or the Student Judicial Advisory Board.
5. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a. Hearings normally shall be conducted in private. Admission of any

person to the hearing who is not a support person or a witness shall be at the discretion of the judicial body and/or Judicial Advisor or the Student Judicial Advisory Board.

- b. In hearings involving more than one accused student, the chairperson of the judicial body may permit the hearings concerning each student to be conducted separately.
  - c. The complainant and the accused have the right to be assisted by any member of the College community they choose to act as their support person. The complainant and/or the accused is responsible for presenting his/her own case, however, the support persons are permitted to speak and should assist the student in understanding the judicial process as an educational one.
  - d. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses. The Judicial Advisor or Student Judicial Advisory Board has the right to deny or limit testimony that is repetitious or irrelevant.
  - e. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
  - f. All procedural questions are subject to the final decision of the chairperson.
  - g. After the hearing, the judicial body shall determine (by consensus) whether the student has violated the Student Code.
  - h. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
6. There shall be a single verbatim record, such as a tape recording of all hearings before a judicial board and appellate board. The record shall be the property of the College. The accused student and/or the complainant shall have access to a record of the hearing. All tapes are destroyed either after appeals are completed or after the time allotted for appeals has passed.
  7. Except in the case of students charged with failing to obey a summons, no student may be found guilty of violating the Student Code solely because he or she failed to appear before a judicial body.

### **C. Sanctions**

1. The following sanctions may be imposed upon any student or organization found to have violated the Student Code:
  - a. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Disciplinary Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student or organization is found violating any institutional regulation(s) during

- the probationary period.
- c. Loss of Privileges: Denial of specified privileges for a designated period of time.
  - d. Fine: Previously established and published fines may be imposed. Fine monies are used to enhance student environments.
  - e. Restitution: Compensation for loss, damage, or misappropriation of community or personal property. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions: Work assignments, service to the College, or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
  - g. Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. Residence Hall Expulsion: Permanent separation of the student from the residence halls.
  - i. College Suspension: Separation of the student from the College for a definite or indefinite period of time, after which the student is eligible to apply for readmission may be specified.
  - i. College Dismissal: Permanent separation of the student from the College.
2. More than one of the sanctions listed above may be imposed for any single violation. See section on Substance Abuse for specific sanctioning for offenses involving alcohol and/or drugs.
  3. If a student fails to complete a sanction within the time noted on the sanctioning letter, the Judicial Advisor will impose additional/increased sanctions. Examples of typical increased sanctions are given below.

<b>SANCTION NOT COMPLETED</b>	<b>POSSIBLE INCREASED SANCTION</b>
A) Alcohol/Drug education class	<ul style="list-style-type: none"> <li>• \$50-\$200 additional fine;</li> <li>• Letter to parents;</li> <li>• Letter to coach, advisor, etc.</li> <li>• New educational requirement;</li> <li>• Increased probationary status (e.g. move from written warning to disciplinary warning status) and/or increased time on status (e.g. from 3 months to 6 months or 12 months)</li> </ul>
B) Failure to complete community restitution	<ul style="list-style-type: none"> <li>• Fine equal to the number of hours assigned, multiplied by \$10;</li> <li>• Letter to parents;</li> <li>• Letter to coach, advisor, etc.</li> <li>• Increased probationary status (as above)</li> </ul>

- |   |  |
|---|--|
| C) Failure to attend required counseling session(s) | <ul style="list-style-type: none"> <li>• \$60 fine for each session missed;</li> <li>• Letter to parents;</li> <li>• Letter to coach, advisor, etc.</li> <li>• increased probationary status (as above)</li> </ul> |
| D) Any sanction if placed on disciplinary probation | <ul style="list-style-type: none"> <li>• increased probationary status (as above);</li> <li>• Suspension from College</li> </ul>   |

4. Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions. Residence-hall expulsion or College suspension shall be expunged from the student's confidential record seven years after final disposition of the case.
5. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Section C-1.
  - b. Deactivation—Loss of all privileges, including College recognition, for a specified period of time.
  - c. Sanctions listed under Student Life Policy section addressing drug and alcohol violations.
6. In each case in which a judicial body determines that a student or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor or Student Judicial Advisory Board. The recommendation of all members of the judicial body shall be considered by the Judicial Advisor or the Student Judicial Advisory Board in determining and imposing sanctions. The Judicial Advisor or the Student Judicial Advisory Board is not limited to sanctions recommended by members of the judicial body. Following the hearing, the Judicial Advisor or the Student Judicial Advisory Board shall advise the accused in writing within 5 school days of its determination and of the sanction(s) imposed, if any.

**D. Interim Suspension**

In certain circumstances, the Dean of Students or a designee may impose a College or residence hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:
  - a. To ensure the safety and well-being of members of the College community or preservation of College property,
  - b. To ensure the student's own physical or emotional safety and well-being,
  - c. If the student poses a definite threat of disruption or of interference with the normal operations of the College.
4. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes), and/or all other College activities or privileges for which the student might otherwise be eligible, or as the Dean of Students or Judicial Advisor may determine to

be appropriate.

#### **E. Appeals**

1. A decision reached by the judicial body or a sanction imposed by the Judicial Advisor or the Student Judicial Advisory Board may be appealed by accused students or complainants to an Appellate Board within five (5) school days of notification of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students or his/her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the official record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining part a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case are sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

A quorum is required to hear an appeal except where an attenuated hearing is permitted (see section A above).

3. If the Appellate Board upholds the appeal, the matter shall be remanded to the original judicial body for re-opening of the hearing to allow reconsideration of the original verdict, except in those cases where only the sanction is being appealed, the Appellate Board will make the decision.
4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Dean of Students may, upon review of the case, reduce, but not increase, the sanctions imposed by the Judicial Advisor or Student Judicial Advisory Board.
5. In cases involving appeals by complainants, the Dean of Students may, upon review of the case, reduce or increase the sanctions imposed by the Judicial Advisor or Student Judicial Advisory Board, or remand the case

to the original judicial body and Judicial Advisor or Student Judicial Advisory Board.

6. In any case, ultimate appeal may be made to the President of the College within five (5) school days of the decision of the Appellate Board or Dean of Students as the case may be. The decision of the President shall be final and binding.

**F. Academic Appeals (see section E under Academic Integrity)**

**VII. INTERPRETATION AND REVISION**

- A. Any question of interpretation regarding the Student Code shall be referred to the Dean of Students or his/her designee for final determination.
- B. The Student Code shall be reviewed under the direction of the Dean of Students.

## STUDENT LIFE POLICIES

The policies in this section of the handbook apply to all main campus students.

### I ACADEMIC INTEGRITY POLICY

**Testimony: I will practice personal and academic integrity.**

This policy is directly related to the first Testimony, which is part of the Student Code of Conduct. “I will practice personal and academic integrity.” The College believes it is important that students develop high ethical and scholarly standards, accept responsibility for maintaining these standards, and encourage mutual trust and respect among all members of the academic community.

While affirming these standards of academic integrity, the College acknowledges that students do not always uphold those standards and thus there must be a clear and fair method of dealing with violations of that integrity. Community members who are willing to discourage academic misconduct not only help others assume a higher degree of personal integrity, but by assuming responsibility for the community welfare also develop their own capabilities as responsible leaders. Faculty and students share the responsibility for creating an environment that encourages academic integrity.

#### A. In-Class Examinations

To assure an environment that discourages academic misconduct, the following guidelines have been established when taking in-class examinations:

1. Students should not attempt to obtain unauthorized early copies of examinations or to question clerical personnel about the content of future examinations.
2. Whenever space allows, sit in alternate seats or separate the chairs in the room.
3. Use no notes, papers, or books unless specified exceptions are made by the instructor.
4. Direct all questions to the instructor rather than to other students.
5. Come to the class equipped with pens, pencils, paper, and other materials so that borrowing or leaving the room during the examination will not be necessary.
6. Faculty members may choose to remain in the classroom, have someone else proctor the exam, or leave it un-proctored. However, faculty members must honor students’ requests that the examination be proctored.
7. Students who knowingly permit another student to copy their answers in an examination may be charged with academic misconduct, along with the person who has cheated. Students who observe cheating during an examination should alert the faculty member as to what is going on. At that point, handling of the offense becomes the primary responsibility of the instructor, who must protect the rights of both the accused and the reporter. The faculty member should follow the procedures specified in Section D

below.

## **B. Plagiarism**

Every scholarly activity depends on someone's previous work, and where credit for that work can be specifically given, it should be given. Most people would understandably resent their own ideas being used without acknowledgment. Writers should accord the same respect to others that they would consider fair for themselves.

To quote from Practical English Handbook (Watkins, Dillingham and Martin, 1978, 260): "Using others' words and ideas as if they were your own is a form of stealing called plagiarism." In academic or scholarly writing, plagiarism offends the community of learning as seriously as does cheating on an examination. Developing the habit of giving appropriate credit to others for their ideas is important not only in school but in all other professional and life situations. Following are some guidelines for avoiding plagiarism:

To quote Practical English Handbook again (260-262): "Even when you take only a phrase or a single unusual word from a passage, you should enclose it in quotation marks." You may quote words, phrases, clauses, sentences or even whole paragraphs. Generally, you should quote a sentence or a paragraph only when a writer has phrased something especially well and when you need to supply all the information given.

"In paraphrasing you are expressing the ideas of another writer in your own words. A good paraphrase preserves the sense of the original, but not the form. It does not retain the sentence patterns and merely substitutes synonyms for the original words, nor does it retain the original words and merely alter the sentence patterns. It is a genuine restatement. Invariably it should be briefer than the source...If the source has stated the idea more concisely than you can, you should quote, not paraphrase."

If you are in doubt about footnote form, quoting, or paraphrasing (stating another writer's idea in your own words—this kind of borrowing also requires a footnote), ask your instructor for information and a format. Most footnotes include at least the author's name; the title of the article, essay, story, etc.; the title of the book; the place of publication and publisher; the date of publication; and the page number. The general guideline is that the reader should be able to find, without much difficulty, the source and the page from which you extracted the idea or quotation.

Some instances of plagiarism are the result of ignorance rather than dishonesty. When plagiarism is encountered, the instructor should be sure that the student knows proper procedures for attributing ideas. However, when the infraction seems deliberate, the faculty member should follow the procedures specified in Section D below.

## **C. Classroom Misbehavior**

An essential part of the learning process at the college level is the freedom for students to express their opinions and beliefs and to challenge those of other students and the professor. However, freedom of expression does not protect

inappropriate or disruptive conduct or expression in the classroom or in class assignments. It is essential that students treat each other and the professor with respect and consideration. Actions or expressions that interfere with learning, including rude and disrespectful conduct or expression are not to be tolerated in the learning environment. Professors are expected to challenge such behavior and ask that it not continue. Professors may ask offending students to leave the classroom for the remainder of the session. As soon as possible after the class session, professors should meet with the offending students and proceed with the process described in Section D below.

#### **D. Handling Academic Misconduct Charges**

Faculty members will deal with cases of academic misconduct within five working days after discovering the offense. The goal is for faculty to confront cheating and plagiarism, teach ethical behavior, and provide escalating consequences based on the severity and frequency of cases. Determination of academic misconduct, the severity of each case, and classroom consequences are the responsibility and purview of each faculty member.

**Minor Offense:** Verbally address the matter with the student if possible and notify the Office for Academic Affairs. A minor offense will result in the student's name being recorded for future reference.

**Moderate Offense:** Verbally address the matter with the student if possible and notify the Office for Academic Affairs. Two minor offenses OR a case deemed so by the faculty member involved will be a moderate offense. The second stage will result in a letter in the student's permanent file and a discussion with the Associate Dean for Academic affairs. The letter will identify the offense and the sanction.

**Major Offense:** Verbally address the matter with the student if possible and notify the Office for Academic Affairs. A major offense is defined as two moderate offenses OR a case deemed so by the faculty member involved. The student will face the Judicial Board and abide by their sanctions (typically disciplinary probation, loss of privileges, discretionary sanctions, suspension, and dismissal).

Students can appeal allegations to the Academic Standards and Appeals Committee.

Note: Cincinnati Branch faculty members should notify the Office of the Dean of the Cincinnati Branches, and for moderate offenses, Cincinnati Branch students will meet with the Dean of the Cincinnati Branches.

#### **E. Academic Appeals: Where to go and processes**

Offices or groups responsible for academic appeals are:

### Office of Academic Affairs

- Substitutions within a major or minor (Amendment Form)
- Waiver of graduation requirement such as Physical Education activity requirement or ENG 101
- Participation in Commencement for August graduates with more than 12 credit hours remaining
- Variance on graduation requirements

### Academic Standards and Appeals Committee (Office for Academic Affairs or Student One-Stop)

- Curricular issues such as suspension and dismissal
- Grade appeals
- Exceptions to registration policies and deadlines
- Appeal of academic misconduct charges

Forms are available for all the appeals above. Students should pick up a form from One-Stop, the Office of Academic Affairs, the Records Office, or any branch campus office. The form contains directions for completion and indicates the information the student needs to provide. Forms should be turned into the Office of Academic Affairs or any branch campus main office upon completion of the student portion of the form.

Students should complete the form with particular attention to the rationale for the appeal, making sure to include pertinent facts. Supporting evidence may be attached. Main campus students should seek assistance from an academic advisor or the Associate Dean for Academic Affairs. Branch campus student should seek assistance from an academic advisor or administrators at the branch offices.

For Academic Standards and Appeals Committee appeals, students may attach statements of support from other individuals, such as a professor, advisor, or physician. If they wish, students may present their appeal directly to the Committee. The Committee meets in closed sessions that are confidential and are not open to the public. If the student wishes to make an oral appeal, the student must notify the Office of Academic Affairs to arrange a time at the next available Committee meeting.

The Academic Standards and Appeals Committee may restrict testimony that is irrelevant or redundant. They will consider all appeals in as timely a manner as possible and will notify students in writing after the conclusion of all deliberations.

The Academic Standards and Appeals Committee meets regularly during the academic year, with the first meeting usually one week before classes begin in August and the last meeting being approximately two weeks after grades are submitted. It typically takes a minimum of one month for a grade appeal to have all the appropriate signatures that are necessary before a grade appeal can go before the Committee.

## II ATTENDANCE POLICY

### **Testimony: I will practice personal and academic integrity.**

Each member of the Wilmington College faculty will provide all students enrolled in his/her courses with a written statement on attendance policy for each particular course during the first week of the semester. This statement will specify what role, if any class attendance plays in grading and the specific penalties for excessive absences as the faculty member defines that term. Individual faculty members may elect to impose penalties on students who have excused absences in excess of one week's worth of class meetings in a course at least eight weeks in length, e.g., more than 3 excused absences in a 3-day per week course. No excused absences are recognized for courses shorter than eight weeks in length. The College accepts these four categories of excused absences:

- Activities in which the student serves as an official representative of the College (e.g., musical performances, athletic contests, field trips);
- Personal illness, with documentation by the College nurse or a physician, if possible;
- Family or personal emergencies; and
- When severe weather makes travel to campus dangerous.

Wilmington College recognizes that reasonable attendance requirements will vary somewhat between disciplines, faculty members, and even an individual's courses. The purpose of this policy is to ensure that all concerned are clear about expectations in a given course. Faculty members are expected to accept the College's basic definition of excused absences in their individual policies and monitor attendance, but faculty members may also choose to accept other absences as excused (entirely at the discretion of each faculty member). Students are expected to be responsible for informing faculty members about excused absences (including documentation, if required) and for arranging to make up all work missed because of absences. An excused absence in no way removes this responsibility or obligates the faculty members to provide a student with special assignments or opportunities. Students who miss considerable class time, even for excused reasons\*, must accept the reality that they are increasing the likelihood that they will not do as well in those courses as if they attended class regularly. Particularly in discussion, remedial, performance, and laboratory courses, absences of any sort are liable to be extremely difficult to make up and damaging to the student's grade.

Good communication between students and faculty members is essential in cases of excused absences. Students are responsible for initiating this communication and in as timely a manner as possible. Students who will have to miss class to represent the College should provide schedules of these absences to the faculty member as soon in the semester as they are known. In all cases, it is the student's responsibility to discuss excused absences with affected faculty members and to provide documentation of the excused nature of the absence, if the faculty member requires it.

*\* Students should notify either the Office for Academic Affairs or the Dean of Students Office if they are unable to attend classes for one week or more (e.g., due to surgery, extended illness, etc.).*

### **STUDENT LEARNING ASSESSMENT**

The faculty at Wilmington College is committed to the continued improvement of student learning. They systematically gather and analyze student work to assess student achievement of identified goals and objectives in general education and the major fields of study. Faculty will collect samples of student papers, tests, projects, and tests for the purpose of assessment of student learning. At no time does this assessment affect a student's semester grade.

### **EARLY ALERT RETENTION PROTOCOL**

The faculty and administration are committed to helping students achieve academic success. As an expression of how much we value quality education, we will actively address repeated and unexplained student absence from class.

When students are unable to attend class (also see the inside of the back cover), they should notify the campus nurse or the Academic Affairs Office, Ext. 240. In the event, that a student misses the equivalent of an entire week of classes, without appropriate notification, faculty will alert the Associate Dean of Academic Affairs. The Associate Dean will meet weekly with representatives from Athletics, Admission, Business, Financial Aid, Academic Resource Center, and Student Life to assess the student's status. The Associate Dean will communicate with students who are consistently absent from classes without an excuse to discuss a course of action, such as getting help from the Academic Resource Center or meeting with their academic advisor, coach, or resident assistant. We will discuss the need to drop a class, resume attendance, or withdraw. A second occurrence of a week long absence from all classes without notification to the Office of Academic Affairs will result in a discussion and possible implementation of an immediate administrative withdrawal from the College and, as it applies, residence hall.

### **III SUBSTANCE ABUSE - ALCOHOL POLICY**

The Drug-Free Schools and Communities Act of 1987 requires each institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply can result in the loss of support for any financial assistance provided by the federal government.

The Drug-Free Schools and Communities Act further requires the college to inform faculty, students, and staff about:

- Prevention programs in place that address substance abuse,
- Local standards of conduct, and
- Applicable legal sanctions under local, state, and federal laws for the unlawful possession, use, or distribution of illicit drugs and alcohol.

**Testimony: I will avoid all behaviors that are harmful to my body.**

**Testimony: I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.**

**Testimony: I will respect the rights and property of others.**

It is the college's intention to provide a nurturing environment that fosters student development and autonomy. This can best be accomplished by providing latitude for individual choice with regard to personal use of alcohol. However, that freedom of choice exists with the understanding that students will comply with federal and state law, College policies, take full responsibility for their conduct, and ensure that their behavior does not impinge upon the rights and needs of others. Freedom of choice also requires knowledge of the impact of alcohol abuse on one's health.

**A. Health Issues:**

Mental and physical health problems associated with abuse of alcohol are well documented. Fifty percent of all fatal accidents are drinking related, and accidents related to drinking are a leading cause of death among young adults. A single night of abusive drinking may result in severe health problems.

Abusive drinking interferes with the body's use of many nutrients and vitamins. It can interfere with the mechanism of prescribed medication. Chronic abusive drinking is a disease and affects over 12 million Americans. It can result in liver disease, heart disease, ulcers, nervous disorders, nervous system diseases, changes in blood chemistry and, if untreated, premature death.

**B. Assistance Policies:**

Wilmington College has a variety of prevention and education alternatives available to students, as well as sanctions designed to assist individuals determined to reduce alcohol or other substance abuse problems. Initial screening/assessment interactions and initial counseling sessions are available both on a voluntary basis and through the alcohol policy's sanctioning process. The most effective means of addressing positive change is, however, the willingness of members of the community, who know and care for each other, to face issues such as these and address concerns, values, and expectations to one another.

**C. Pertinent Local and State Laws Regarding Alcohol:**

One must be 21 years old to drink beer, wine, mixed beverages, and spirituous liquor.

It is illegal for any person to possess an open container of beer, wine, mixed beverages, or spirituous liquor in any public place or to consume such in a motor vehicle anywhere in the State of Ohio.

Under the statutes of Ohio, no person under 21 years of age shall order, pay for, share the cost of, or attempt to purchase or possess or consume beer or intoxicating liquor in any public or private place, or furnish false information as to name, age, or other identification for such purposes. Violators are subject to a fine of up to \$1,000, or imprisonment of up to six months, or both.

In the State of Ohio, a special license is required for the sale of alcohol “by the glass,” and “sale” occurs when the payment of an admission fee/donation/gratuity permits the payer access to alcohol.

**D. Campus and College-Owned Properties Alcohol Policy:**

1. Alcohol is not permitted anywhere on the Wilmington College campuses except in the College Commons or Campus Village (*see section VII, Campus Village/College Commons Policies for details*), or in non-student residences supplied for employees. Only those of legal drinking age are permitted to have alcohol in these areas.
2. No kegs, beer/party balls, or mixing of large quantities of assorted alcohol is permitted anywhere on campus.
3. Alcohol is not permitted at athletic events.
4. The sale of alcohol is not permitted anywhere on campus.
5. Alcohol marketing/advertising practices are not permitted on campus.
6. Alcohol may not be given as a prize for any contest.
7. No open or empty containers of alcohol are permitted anywhere on campus except inside designated apartments (open alcohol containers are not allowed anywhere outside on campus grounds). Open containers of alcohol are defined as any container that has the original seal broken. Alcohol poured into a container other than the original one is considered an open container.
8. On campus, no student shall knowingly be present during the illegal use of alcohol or where there are containers of alcohol in violation of College policy.
9. No student should participate in drinking games involving alcoholic beverages.

**E. Regulations for Off-Campus Events Where Alcohol is Present and that is Funded by Student Activity Fees:**

1. No Wilmington College student activity fee money can be used to purchase alcohol or equipment used to dispense alcohol.
2. Student activity fee funded events where alcohol is present may only be held at locations that have a liquor license. If the location’s primary business is selling alcohol, then admission must be limited to Wilmington College students and their guests. Only the licensed vendor may sell the alcohol and no other alcohol is permitted.
3. No student activity fee or departmental budget funded events, at which alcohol is present, may be held on fraternity or sorority house property.
4. The sponsoring student organization must complete a “Planning Guide for Student Activity Fee Sponsored Events.” This form must be signed by the organization’s advisor and submitted to the Director of Student Activities two (2) working days before the event.
5. Consumption of alcohol is only permitted within the approved area designated for the event. All those consuming alcohol must be of legal drinking age.

6. Nonalcoholic beverages must be available and featured as prominently as alcoholic beverages.
7. Promotional materials, including advertisements for any College event, shall not make reference to alcohol, BYOB, or a cash bar. All advertising must be approved by the Dean of Students Office and must be in compliance with the College Posting Policy.
8. The sponsoring organization must provide reasonable amounts of food.
9. At student events where alcohol is available, College approved Student Activity Monitors (SAM) and one contracted security guard shall be present at all times. The Director of Student Activities may permit alternative security arrangements if the facility's primary business is not selling alcohol or if the facility provides their own security.
10. The sponsoring organization(s) is encouraged to provide transportation from the event by non-drinkers. Student activity fee money or departmental budgets may be used to rent vehicles for this purpose. Rentals must be made from a dealership or transportation company.
11. Consumption of alcohol is prohibited while being transported in College vehicles.
12. Irresponsible drinking behavior while representing Wilmington College in any capacity is prohibited. Furthermore, individual departments of the College may choose to prohibit alcohol at their off-campus activities.

**F. Risk Management Policy for Privately-Funded, Off -Campus Events:**

1. The possession, use, and/or consumption of alcoholic beverages while on Greek organization's premises, at any event, or in any situation sponsored or endorsed by any recognized organization, must be in compliance with any and all applicable laws of the state, county, city, and College.
2. No organization members, collectively or individually, may purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
3. The possession, sale, and/or use of any illegal drugs at any organizational activity or organization-sponsored event is strictly prohibited.
4. No alcoholic beverages shall be associated in any manner or form with organizational member recruitment activities (i.e., Greek organization rush).
5. The new-member initiation process/program (i.e., pledging) shall not require, force, or coerce the consumption of alcohol.
6. Social events hosted/sponsored at off campus locations where alcohol is present and is sold or there is an admissions charge to participants, must adhere to the following procedures: (*Does not include social events hosted at a tavern; tavern defined as an establishment generating more than half of its annual gross sales from alcohol, see item #*).
  - a. Must complete an Event Guest-List Form that all participants of the event must sign prior to entry into the event and submit

the completed form to the Dean of Students within 24 hours of the ending time of the event, or the following Monday after an event that begins on a Friday or a weekend.

- b. Must have a minimum of two contracted security guards\* present during the duration of the event. Participants of the event must present a valid ID at the entrance to the event and sign the Event-Guest list. Participants 21 years and older must display the proper color wrist band to purchase or consume alcohol at the event. (*\*Contracted security guards must be from a properly licensed and insured security company that has provided documentation to the Dean of Students. Documentation must be updated annually.*)
  - c. Must secure an F permit issued by the State of Ohio and display it on the premise of the event. A copy of the F permit must be submitted to the Dean of Student Office along with the completed Event Guest List Form.
  - d. Event servers of alcohol must have completed the College's Server Training Program.
  - e. The sponsoring organization(s) must provide reasonable amounts of non-alcoholic beverages
7. Open Social Events that allow unrestricted access to non-members of the organization without specific invitation and where alcohol is present are prohibited
  8. The possession, sale, and/or use of any illegal drugs at any organizational activity or organizational sponsored event is strictly prohibited
  9. The possession, sale, and/or use of any illegal drugs at any organizational activity or organizational sponsored event is strictly prohibited.

**G. Other College events off campus, whatever the source of funding:**

1. Such events as study/service trips, departmentally sponsored student trips, music trips, and athletic trips may be funded with a combination of student activity fees, College funds, and private contributions. Regardless of the source of the funds, an event or trip sponsored by some part of Wilmington College is subject to the alcohol policy in this section.
2. As is indicated in Section C above, the sponsors of any College event off campus may prohibit any use of alcohol during the activity, regardless of the age of the students participating. If this rule is to be applied to the event, information about the rule will be provided to the participants in advance.
3. Students are always subject to the laws of the state or country they visit, and are expected to inform themselves about local laws restricting the use of alcohol.
4. Irresponsible use of alcohol is a violation of College rules and student violators will be subject to the judicial process described in this handbook.
5. College employees supervising the activity are subject to the alcohol and

drug policy in the Administrators Handbook or Faculty Handbook.

## **H. Sanctions & Educational/Support Actions for Alcohol**

### **Violations:**

#### ***Stage 1***

##### **1. VIOLATIONS:**

The following are examples of a Stage 1 violation:

- a. Underage possession/consumption: First offense with no aggravating conditions.
- b. Consumption or possession of an open container of alcoholic beverage in an area other than those designated: First offense with no aggravating conditions.
- c. Creating a disturbance while under the influence of alcohol: First offense with not property damage, personal injury, physical violence, threats of physical violence or other aggravating factors.

##### **2. JUDICIAL PROCEDURE:**

Addressed through a meeting with a Judicial Advisor.

##### **3. SANCTIONS & EDUCATIONAL/SUPPORT ACTIONS**

###### **a. One or more of the following:**

- Fine—up to \$50,
- Work Assignment/Restitution—up to 5 hours,
- Education/Counseling Program—up to 5 hours, plus
- Written Warning

- b. Sanction Duration: A student may not have an alcohol violation addressed as a Stage 1 action more than once. If found responsible for a second violation, the behavior must be addressed at Stage 2, 3, or 4, depending upon the particulars of the incident.

#### ***Stage 2***

##### **1. VIOLATIONS:** The following are examples of a Stage 2 violation:

- a. Second offense of any Stage 1 violation.
- b. Stage 1 violation aggravated by minor property damage, threats of physical violence, harassment or direct defiance of directions of staff involved in the incident.
- c. Possession of kegs/party balls or other excessive quantities of alcohol: First offense with no aggravating conditions.
- d. Hosting a party (i.e., having it occur in one's room/apartment) with alcohol, where underage persons are present, or supplying underage persons with alcohol.

##### **2. JUDICIAL PROCEDURE:**

Addressed through either Judicial Advisor, Judicial Advisory Board or Full Judicial Board.

##### **3. SANCTIONS & EDUCATIONAL/SUPPORT ACTIONS;**

###### **a. One or more of the following:**

- Fine—\$50 to \$100,
- Work Assignment/Restitution—up to 10 hours,
- Education Program—up to 4 hours, plus

- Counseling
- b. Disciplinary Warning status
- c. Sanction Duration: 3, 6, or 12 months
- d. Notification of parents.

### ***Stage 3***

1. VIOLATIONS: The following are examples of a Stage 3 violation:
  - a. A third offense of a Stage 1 violation
  - b. A second offense of a Stage 2 violation
  - c. Any offense of policy that is grossly aggravated by the factors noted in the Stage 2 violations. Includes incidents in which personal injury, physical violence or major property damage occurs.
2. JUDICIAL PROCEDURE:  
Automatic Hearing before Student Judicial Advisory Board or Judicial Board
3. SANCTIONS & EDUCATIONAL/SUPPORT ACTIONS:
  - a. Include all of the following:
    - Fine: \$100-\$200 (could also include monetary restitution for damages and/or injury) and/or Work Assignment/Restitution—up to 20 hours.
    - Participation in substantial counseling program
    - For Students 21 Years and Older, Alcohol privileges will be revoked
    - Loss of a variety of campus privileges.
    - Disciplinary Probation to Suspension
  - b. Sanction Duration: 3, 6, or 12 months.
  - c. Notification of Parents.
  - d. Eligibility for alternative housing may also be suspended including current living arrangements or room selection options for the next year.

### ***Stage 4***

1. VIOLATIONS: The following are examples of a Stage 4 violation:
  - a. Inducing or forcing another to consume alcohol.
  - b. Any violation of the alcohol policy following a Stage 3 violation, or any violation that is greatly aggravated by the factors noted in Stage 2 or stage 3 violations, will be deemed a Stage 4 violation.
2. JUDICIAL PROCEDURE:  
Automatic Hearing before Judicial Board
3. SANCTIONS & EDUCATIONAL/SUPPORT ACTIONS:
  - a. Includes all of the following:
    - Fine: As above in Stage 3
    - Sanction—Suspension up to Dismissal
    - Participation in substantial counseling program
  - b. Sanction Duration: 6 months to 1 year
  - c. Notification of parents
  - d. Readmission after suspension may be dependent upon completion of required treatment/counseling, approval from Dean of Students

office, and agreement to continue counseling while enrolled.

### **VIOLATIONS BY ORGANIZATIONS OF CAMPUS AND COLLEGE ALCOHOL POLICY**

Formal or informal organizations or groups who violate the alcohol policy are subject to, but not limited to, the following sanctions:

- a. Fine of \$50 to \$500;
- b. Work Assignment/Restitution;
- c. Loss of co-sponsor funding;
- d. Loss of campus privileges;
- e. Disciplinary probation for a stated period of time; and/or
- f. Withdrawal of recognition.
- g. Sanction Duration: 3 months to 5 years.

#### **IV SUBSTANCE ABUSE - DRUG POLICY**

**Testimony: I will avoid all behaviors that are harmful to my body.**

**Testimony: I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.**

**Testimony: I will respect the rights and property of others.**

Wilmington College prohibits the illegal use, possession, sale, manufacture, or distribution of drugs. Students must comply fully with all federal, state, and municipal regulations regarding the use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances. In addition, the misuse of substances which present physical or psychological hazards to individuals is prohibited.

Violations of the Drug Policy include but are not limited to:

- Knowing possession of drug paraphernalia.
- Misuse of prescription drugs or over-the-counter medications.
- The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of federal, state, or municipal laws is prohibited by the College and is not permitted in the residence halls or on any College property.
- Failure to report the use, cultivation, manufacture, sale, distribution, and/or possession of illegal substances on any College property to a College official.
- Knowing presence during the use of illegal drugs or the misuse of substances.

#### **A. Health Issues:**

There are extensive risks to mental and physical health associated with the use or abuse of mind-altering drugs. Sedative drugs have a high overdose potential and are physically addictive. Stimulant drugs are psychologically addictive and frequently induce psychotic states in the abuser. Cocaine is perhaps the most psychologically addictive drug known. Hallucinogens distort reality and

can affect memory. Opiates are very physically addictive and have a high overdose potential. The abuse of virtually any drug interferes with memory and learning. Dependency is possible with almost any drug and causes complete disruption of a person's life.

Drugs neither need to be directly mind-altering nor illegal to be threatening to the welfare of an abuser. Steroids used to enhance athletic performance or build body mass have dangerous side effects including mood swings, outbursts of aggression and violence and irregular heart rhythms with the possibility of cardiac arrest. The abuse of prescription drugs can result in all of the problems associated with the abuse of controlled substances.

Wilmington College believes that all drug abuse is contradictory to the goals of the college, its Quaker heritage, and the health and welfare of its students. Any student desiring additional information about the effects and risks of drug abuse may contact the Health Center. The College encourages all students experiencing problems with drugs, either through personal use or the use of a person close to you, to seek help through the Health Center.

## **B. Pertinent Local and State Laws Regarding Drugs:**

Ohio State law prohibits illicit selling, cultivating, manufacturing or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines, and marijuana; knowingly or recklessly furnishing them to a minor; and administering them to any person by force, threat, or deception with the intent to cause serious harm or if serious harm results. These offenses are felonies.

The law also prohibits knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors.

The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors.

A felony conviction may lead to imprisonment (maximum prison term is 25 years) or both imprisonment and fine. A misdemeanor conviction may lead to imprisonment (up to 6 months) and/or a fine (up to \$1000).

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to prison (up to 1 year) and fined (between \$1,000 and \$100,000). A second conviction carries a prison sentence (up to 2 years) and a fine (up to \$250,000).

Persons possessing more than 5 grams of crack cocaine may be imprisoned for five to twenty years and fined up to \$250,000 (first offense). Subsequent convictions carry the same sanctions but would apply to possession of more than 3 grams (second offense) and one gram (third offense).

In addition to sanctions already mentioned, persons convicted of possessing a controlled substance may further have to forfeit property used to possess or facilitate possession (if the offense is punishable by more than one year in prison) and any conveyance used to transport or conceal a controlled substance.

Additionally, any federal benefits (e.g., student loans) may be denied and civil penalties of up to \$10,000 may be assessed.

### **C. Sanctions & Educational/Support Actions for Drug Violations:**

#### ***Stage 1***

1. VIOLATIONS: The following are examples of a Stage 1 violation:
  - a. Possession of drug paraphernalia
  - b. Persistent odor of marijuana smoke
  - c. Recreational use of legal mind-altering substances such as nitrous oxide, cough syrup or “diet pills.”
2. JUDICIAL PROCEDURE:  
Addressed through either Judicial Advisor, Judicial Advisory Board or Full Judicial Board.
3. SANCTIONS & EDUCATIONAL/SUPPORT ACTIONS:
  - a. Includes one or more of the following:
    - Fine—up to \$100
    - Work Assignment/Restitution—up to 5 hours, plus
  - b. Education/Counseling Program—up to 4 hours
  - c. Written Warning
  - d. Sanction Duration: A student may not have a drug violation addressed as a Stage 1 violation more than once. If found responsible for a second violation; the behavior must be addressed at Stage 2 or 3, depending upon the particulars of the incident.
  - e. Notification of parents.

#### ***Stage 2***

1. VIOLATIONS: The following are examples of a Stage 2 violation:
  - a. Possession of a controlled substance.
  - b. Second offense of Stage 1 violation.
  - c. Stage 1 violation aggravated by property damage, personal injury, physical violence, threat of physical violence, harassment or direct defiance of directions of staff involved in the incident.
2. JUDICIAL PROCEDURE:  
Automatic Hearing before Judicial Board
3. SANCTIONS & EDUCATIONAL/SUPPORT ACTIONS:
  - a. One or more of the following:
    - Fine—\$50 to \$200
    - Work Assignment/Restitution—up to 20 hours
    - Education Program—up to 4 hours, plus
  - b. Participation in substantial counseling program
  - c. Disciplinary Probation or Suspension
  - d. Sanction Duration: 3, 6, 12 months
  - e. Notification of parents

#### ***Stage 3***

1. VIOLATIONS: The following are examples of a Stage 3 violation:
  - a. Sale or distribution of a controlled substance.
  - b. Possession of large quantities of a controlled substance

- c. Any offense in policy that is grossly aggravated by factors noted in the Stage 2 violations.
- 2. JUDICIAL PROCEDURE:  
Automatic Hearing before Judicial Board
- 3. SANCTIONS & EDUCATIONAL/SUPPORT ACTIONS:
  - a. Includes all of the following:
    - Fine: \$50 - \$200 plus can include monetary restitution for damages and/or injury
    - Suspension up to Dismissal
    - Substantial Drug Counseling
  - b. Notification of parents
  - c. Notification of authorities
  - d. Sanction Time Range—6 months to 5 years
  - e. Readmission after suspension may be dependent upon completion of required treatment/counseling, approval from Dean of Students office, and agreement to continue counseling while enrolled.

## **VIOLATIONS BY ORGANIZATIONS OF CAMPUS AND COLLEGE DRUG POLICY**

Formal or informal organizations or groups who violate the drug policy are subject to, but not limited to, the following sanctions:

- a. Fine of \$100 to \$500;
- b. Work Assignment/Restitution
- c. Loss of campus privileges
- d. Disciplinary probation for a stated period of time, and/or
- e. Withdrawal of recognition.
- f. Duration of sanction: 3 months to 5 years.

### **V GREEK ORGANIZATION POLICIES**

**Testimony: I will respect the dignity of all persons.**

#### **A. Rushing and Pledging Policies**

Greek organizations (GO) are distinctive in the manner in which they recruit, select and initiate new members. In order to participate in the rush and pledge program, Greek Letter organizations must be recognized and be in good standing with the College, SGA and Greek Council.

- 1. Each organization may conduct one formal **rush activity (defined as a GO party for prospective members for the purpose of formally introducing their organization purpose, activities, membership and alumni)** each semester. Rushes may take place in the fall and spring semesters. A GO rush may not overlap with any other competing GO's activity. Other parties and activities exhibiting characteristics of and for the primary purpose of serving as a rush party are prohibited.

2. Rush activities may be directed toward any full-time student that meets the following criteria:
  - **Transfer students with at least 12 credit hours** from their previous institution accepted by Wilmington College.
  - First Year students with at least **24 hours of post secondary work** accepted by Wilmington College
  - Wilmington College students who have completed a minimum of **12 semester hours** and are in good academic standing with a cumulative **GPA of 2.0 or higher.**
3. **No alcoholic beverages** shall be associated in any manner or form with the GO's rush
4. Prospective pledges may not have been active the previous semester in another GO at Wilmington College. Rushes shall be conducted during the two weeks prior to the start of pledge season.
5. GOs will abide by the rush and pledge season rules and dates set by the Greek Council.
6. All **bids** (an individual formal invitation by a GO inviting an eligible prospective student to pledge the organization) will be issued on Bid Day, which will be specified by the Greek Council each semester.
7. Each GO must provide a list of its pledges to the Director of Greek Life by the end of the first full day of pledge season. The Director of Greek Life will validate the eligibility of each prospective pledge and notify the GO and Advisor by the third day of pledge season of any prospective pledges who are ineligible to continue the pledge program
8. **All Pledges who have chosen to pledge a GO must attend the College's Pledge Education Program** prior to participating in any pledge activity.
9. **Pledge class, (defined as most and/or all of the pledge class)** activities that have the potential to create a disturbance in the residence halls are not allowed. Pledge class residents must notify and seek approval from their residence hall advisor prior to any pledge class activity on their residence hall. Pledge class activities and related pledge homework must be in compliance with all College and Residence Life policies and procedures.
10. **No pledge class activities** can be conducted **past 1:00 AM through 7:00 AM, Monday through Friday.** Pledge class activities may **not exceed two and one half-hours per day** and no more than four days Sunday through Thursday.

11. Pledge class **activities that create a conspicuous disturbance** (i.e. noise, risky or inappropriate behavior) **on or off campus are not allowed.**
12. Weekend pledge activities (Friday evening through Sunday afternoon) will be limited to a total of five hours per weekend.
13. **Pledges may not perform/maintain pledge activities in the classroom.** Specifically, they will not carry paddles or dress in a way that would be considered demeaning or derogatory. They will not address their actives in any unusual or conspicuous manner.
14. **Pledge season may commence on Monday of the fourth week of the semester and must be completed by Sunday of the 8th week of the semester and may not exceed 4 consecutive weeks.**
15. Any exceptions to the above stated policies must have the GO's Advisor and the Director of Greek Life's written approval.

#### **B. Wilmington College Anti-Hazing Policy**

In accordance with Ohio law and Wilmington College policy, hazing by any organization is prohibited. Specifically, hazing is defined by law as “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.”

**Hazing includes**, but is not limited to:

- Any brutality of a physical nature
- Forced tasks of servitude including errands and clean-up activities where an active(s) is not participating in the task
- Forced or encouraged consumption of food, beverages or drugs
- Forced or encouraged calisthenics or other physical activity which could adversely affect the physical health and safety of the individual
- Forced or encouraged exposure to the elements
- Sleep deprivation
- Forced or encouraged exclusion from social contact
- Forced or encouraged conduct which could result in extreme embarrassment or loss of dignity
- Willful destruction or removal of public or private property
- For the purposes of this definition, any activity as described above which may be required for affiliation with or continued membership in, an organization is presumed to be “forced or encouraged” activity, the willingness of an individual to participate in such activity notwithstanding.

**Violators of any of the following Greek organization policies may be subject to discipline under the Student Code of Conduct, Greek Council, or both.**

#### **C. Greek Organization Off-Campus Housing Policy**

Greek organizations that own, lease, or rent off-campus property are required to submit annually to the Dean of Students and the Housing Office appropriate proof, issued by local officials, that their house meets zoning, safety, and health regulations, and has proper insurance.

## VI HOUSING POLICIES

**Testimony: I will respect the rights and property of others.**

**Testimony: I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.**

The residence facilities at Wilmington College are more than just a place to sleep and study. They are living-learning environments that promote individual growth and development. They also provide a community living experience, which is rich with learning opportunities. For many, community living is a new experience; as with any community of people, some guidelines are necessary. The following policies will help facilitate cooperation, appreciation for new ideas, cultural and life style differences. Wilmington College does not offer family housing at this time; children are not permitted to reside in student residences on campus.

### **A. Candles, Incense, and Plug-in Deodorizers**

According to the Building Officials and Code Administrators Basic Fire Prevention Code; 307.1: Open flames, such as candles, are not permitted in the residence halls, Campus Village or College Commons. Candles are allowed on campus, but the wicks must be clipped or removed to prevent them from being lit. Incense and incense burners are not allowed in residential facilities. Plug-in deodorizers (and other similar products) are prohibited due to the residue they leave on smoke detector and other alarm equipment that cause false alarms.

### **B. Damages**

The Business Office will bill a \$100 damage retainer to each student's account. The retainer will be held through the academic year and will be credited minus any charges due to damages or fines that may accrue after billing is completed.

As members of a residence community, students set the standards for their living environment. Each resident has a responsibility to make it a productive place to sleep, socialize, and study. Students are expected to take responsibility for damages they cause that are not due to normal use. Damages to common areas and individual student rooms should be reported immediately to the Resident Assistant (RA) or Housing Staff member. Accidental damage should also be reported immediately to the RA or Housing Staff member, and no questions will be asked, unless necessitated by repeated damage. Residents who observe vandalism within the residence halls, and who do not report the vandalism to residence hall staff members may also be found financially or judicially liable for the damages. If the student chooses, he or she may share information anonymously.

Excessive and malicious damages, those that require repair, replacement, or

cleaning above and beyond the expectations of the custodial staff, will result in assessments and fines for the labor, supplies, and repair/replacement. Every effort will be made to identify the individual(s) responsible for damages in which case that individual(s) will pay all charges. The responsible party or parties will be assessed the cost of the damages: labor, supplies, repair/replacement or \$10/person, whichever is greater. This charge will be assessed from the damage deposit. In some instances, an administrative fee of no less than \$5/person may be included.

Failure to clean up body fluids or excretions will result in a \$75 biohazard clean up fee. In the case of severe illness, a Housing staff member should be contacted.

Common area damage (such as hallways, lounges, public areas, and stairwells), which cannot be assessed to an individual or group, may be charged to all residents of a floor or residence hall should the responsible party or parties be unknown. The responsible party or parties will be assessed the cost of the damages: labor, supplies, repair/replacement or \$10/person, whichever is greater. This charge will be assessed from the damage deposit. In some instances, an administrative fee of no less than \$5/person may be included.

### **C. Electrical Appliances**

Some types of electrical appliances are allowed in student rooms; others are either prohibited or restricted in some way. There are several reasons for these restrictions. Some appliances are hazardous, some are unsightly, and some use an extreme amount of electricity. The electrical appliances that are prohibited or have restrictions placed on them in the residence halls are listed below. If a room is having electrical problems, some appliances will have to be removed to prevent further overloading.

1. Hot plates, pottery water-warmers, immersion coils, halogen bulb lamps, plug-in air fresheners, scented oil heaters, lava lamps, electric skillets, toasters, toaster ovens, microwave ovens, "George Foreman" and similar grills, and large appliances are not allowed in student rooms.
2. Popcorn poppers that come in several pieces and include a heating element that comes apart from the section that holds the corn are not allowed in student rooms.
3. Outside antennae and satellite dishes are not allowed. The installation or tampering of any kind with television antennas, cables, or computer cables is not permitted.
4. Space heaters are not allowed in student rooms. If your room does not get adequate heat the Physical Plant Department should be contacted to make adjustments. If they cannot solve the problem and the temperature of the room cannot be maintained up to at least 68 degrees, a space heater will be provided by the Physical Plant or permission will be granted to the student to obtain one.
5. Extension cords:
  - Extension cords should only be plugged in when in use.
  - An extension cord should be heavy enough to carry the electrical load that is plugged into it. A handy rule to use in judging this is: If the diameter of the appliance cord is larger than the diameter of the

- extension cord, DO NOT PLUG into that extension cord!
- Do not plug more than one appliance into an extension cord at a time.
  - Extension cords are not intended to add more outlets but rather to extend the length of a cord.
  - Do not run extension cords on the floor or under carpet where they will be walked on.
  - Extension cords that are brittle have exposed wires, or loose plugs should not be used.
  - Gang outlets are not permitted in the residence halls; however, appropriate level power strips may be used.
6. Refrigerators larger than 4 cubic feet in capacity and requiring starting amperage of more than 3 amps are not allowed. During each semester break period, refrigerators must be cleaned out and unplugged. Only one refrigerator per room is allowed to prevent electrical overload. Microfidge (i.e. combination microwave/refrigerator) are prohibited.
  7. Air conditioners are permitted for health reasons **ONLY** and with special permission from the College nurse. The student must have a letter from their family physician stating the medical condition and prescription drugs prescribed for the condition. The resident must purchase his/her own unit. The air conditioner will be installed by the Physical Plant Department at the cost of \$255.00, which covers installation and electricity. Pickett Hall is the ONLY residence hall in which air conditioners can be installed. Air conditioners may be installed in the College Commons or College-owned Greek houses (see Housing Office for specific requirements and permissions).
  7. With special permission by the Assistant Dean of Students, sunlamps are permitted for health reasons **ONLY**.
  8. Receptacles containing combustible fuel are not allowed in any housing facility at any time.

#### **D. Excessive Noise**

Students are expected to keep noise to a minimum 24 hours a day, and hallways should be quiet at all times. However the Excessive Noise Policy will be strictly enforced from 10 p.m. until 10 a.m., Sunday through Friday; and from 1 a.m. until noon on Saturdays and Sundays. During exam periods at the end of each semester, this policy is enforced 24 hours a day until all residents have vacated the building.

A residence hall must serve students in many ways. The most important way is to provide a place to study and sleep. Even though strict hours are not in effect during the daytime, residents should be considerate of their neighbors at all times. With many of our students working nights, they must be able to sleep during the day, and those who wish to study during the daytime hours should be able to do so.

Excessive noise will not be tolerated at any time of the day! Residents who play music loudly should use earphones so others are not disturbed. The Housing staff members may find it necessary to define what is too loud.

Speakers may not be placed on window sills/balconies/ porches and/or directed outside.

### **E. Firearms**

As stated in VI, L, firearms (including BB guns), slingshots, knives, explosives (including firecrackers), other weapons, or dangerous chemicals are not permitted on College property. These items found in College-owned residences will be confiscated, and students may face judicial action, including expulsion.

### **F. Fire Equipment and Safety**

Fire safety equipment is to be used only for the purpose for which it was designed. Misuse of or damage to fire safety equipment (i.e., fire alarms, fire extinguishers, smoke detectors, emergency exit doors and alarms, etc.) or failure to leave a building during a fire alarm or a fire drill will be considered a serious matter which will result in disciplinary action and possible legal action. Damaging, disassembling, or removing the battery from a smoke detector will result in an automatic \$25.00 fine and possible disciplinary action. The resident is responsible for testing the smoke detector in their living space and reporting malfunction to the Housing staff in writing. Setting off a false fire alarm or using a fire extinguisher for other reasons than to put out a fire endangers the lives of all occupants of a building. Persons committing such acts will be sanctioned to the full extent of the Student Code of Conduct and may be subject to legal action, including prosecution by off-campus authorities.

Every building is equipped with a fire alarm system and smoke detectors are in every room. If the fire alarm should ring, everyone must vacate the area immediately according to the hall fire evacuation plan. No one may re-enter the building without the authorization of the Housing staff or Campus Safety. Fire drills will be conducted once a year in every residence hall, in compliance with the Wilmington Fire Department. In addition, fire safety inspections will be conducted at least once a year by the Housing staff. The Housing staff may enter any room without prior notification to determine if a violation of fire safety policies exists.

To afford residents easy egress from buildings in emergency situations, bicycles may not be kept in hallways, stairwells or public areas inside the residence halls.

#### **In case of fire follow these procedures:**

1. Quickly extinguish any small fire that may be encountered by cutting off the oxygen supply. Fire extinguishers are located on every hall.
2. Should any fire be encountered, immediately pull the fire alarm lever on the floor where the fire is discovered. The Housing staff will notify Campus Safety. Campus Safety will notify the Wilmington Fire Department.

#### **Evacuation procedure:**

- a. Alert other roommate(s) to the alarm.
- b. Put on your shoes and coat. Take a wet towel.

- c. Close your window. Leave blinds or draperies open.
- d. Leave your room lights on.
- e. Close the door but **DO NOT LOCK IT!**
- f. Proceed calmly to the designated exit and leave the building.
- g. Handicapped persons proceed to assigned areas.
- h. Follow the general evacuation plan for the building. Remain in assigned area until authorized to return to the building.
- i. Remain calm. Do not panic or initiate panic.

**DO NOT:**

- a. Use the elevators during an evacuation.
- b. Open door if the door or door handle feels hot.
- c. Attempt to save personal belongings.
- d. Tamper with fire safety equipment.
- e. Remain in the building during an alarm. Specific directions may be found on wall charts located on each floor. Please acquaint yourself with the evacuation plan.

**Other safety concerns**

Throwing items or shining lasers from residence hall windows is prohibited.

Unauthorized entry to areas of campus facilities including, but not limited to, roofs, window ledges balconies, alcoves, offices, and the dining hall is prohibited.

**G. First-Year Floors**

All first-year students in the residence halls will be assigned to first year floors as space permits. First-year resident students can be exempt from living on a first-year floor if they are transfer students with more than 12 semester hours or if they are 21 years of age or older. To be exempt from this requirement, a written request must be submitted to and approved by the Assistant Dean of Students for Housing.

No room changes to upper-class student floors will be allowed until the end of the first semester. Mandatory first-year student floor meetings will be scheduled for all first-year residents. Failure to attend mandatory floor meetings may be considered a violation of the Student Code of Conduct.

**H. Housing and Meal Plans**

All full-time regular students are required to live in the college housing and board at the campus dining room. Exemptions to these requirements are granted by the Assistant Dean of Students. Because housing on campus is limited, some upper-class students may be released from the housing requirement if the residence facilities are determined to be full.

Compliance with the Housing and Board Requirements is a condition of initial registration and continued enrollment at Wilmington College.

Exemptions to the housing requirement are granted for the following reasons:

- The student will live with his/her parents/guardians in a residence which is within 30 miles of the City of Wilmington.
- The student is legally married.

- The student is a single parent with custodial responsibilities.
- The student is 23 years of age or older by the first day of classes of the fall semester.

Exemptions to the Meal Plan Requirements are granted for the following reason:

- The student has a medical condition (verified by the student's family physician and the College physician) which requires a special diet that cannot be met at the campus dining room.

Requests for the exemption from the housing and/or board requirements must be submitted on the appropriate forms available at the Housing Office. Exemptions must be applied for, prior to the Housing Contract being waived and prior to moving off campus. See the current Academic Calendar/Planner for exemption deadlines.

If the exemption is not granted, the Housing and Board Requirements and the Housing Contract will bind the student. No release from the contractual obligations will be given after the Housing Contract is signed and the cancellation deadline has passed, except as provided in sections 23, 24, and 27 of the Statement of Terms and Conditions. In such cases a cancellation fee is assessed (see housing office for more information.). Proof of compliance with the College Housing and Board Requirements is the responsibility of the student. Failure of the student to comply with these requirements may be cause for denial or cancellation of registration or judicial action. The Housing Office acts as the authorized agent for administration of the Housing and Board Requirements for the College. All approvals for exemption from the College Housing and Board Requirements must be in writing.

Students on meal plans are required to present proper identification upon entry to the campus cafeteria. They are to maintain orderly conduct and bus their own trays. Violation of these dining service policies may be cause for judicial action.

### **I. Insurance and Valuables**

Wilmington College assumes no responsibility for damage, theft, or loss of student property. It is not wise to bring expensive possessions to college or to leave money in the rooms. Residents should lock room doors when no one is in the room and when the residents of the room are sleeping! The College suggests that students consult with their parents in regards to purchasing low-cost insurance to cover the student's property while the student is in college. All thefts must be reported, in writing, to Campus Safety and the Housing Office.

### **J. Laundry Facilities**

There are laundry facilities located in every residence hall. The cost of one wash cycle is \$1.00, and one dry cycle is \$0.75. When laundry machines are out of order, or if you lose money in a laundry machine, report it to the Physical Plant. Wilmington College is not responsible for property that is lost, damaged,

or stolen in the laundry machines or rooms.

- K.** 1. *Littering Policy:* There are small waste paper baskets located on every floor in all residence halls in the bathroom. Room trash is **not** to be left in these receptacles. It is the responsibility of every resident to dispose of his/her room trash in the dumpsters located outside of every building. Students found littering or leaving their room trash in any common area may be fined and charged with violation of the Code of Conduct. Students should not allow excessive trash to accumulate in their room. This could lead to unsanitary conditions, as well as a fire hazard in the residence hall. Sweeping floor dirt into the hallway is littering. Failure to keep rooms clean may be considered a violation of the Student Code of Conduct and may result in a fine or other sanction.
2. *Odor Policy:* All residents are expected to keep their rooms clean and free of odors. A violation of the Odor Policy will occur when an odor is detected from outside of a resident's room that is deemed offensive to the Housing Staff or another resident in the residence hall.

#### **L. Musical Instruments**

If the use of a musical instrument or an amplifier becomes a nuisance, the student will be asked to discontinue its use in the residence halls. In some cases arrangements may be made with the Music Department to practice in the Fine Arts Building.

#### **M. Guests**

Guests include students from other residence halls, students of the college who live off campus, and persons not affiliated with the college but visiting. All guests are subject to College policies, rules and regulations. Hosts are responsible for the actions of, and/or any damages caused by their guests. It is the responsibility of the host to inform their guest(s) about the rules and regulations of the campus and to accompany their guest(s) while on campus. An overnight guest is defined as anyone who is not a resident of a particular room but spends the night in that room. This includes Wilmington College students who live in other residence halls.

Students may **occasionally** have overnight guests. However, **the host student must register his/her guest**. Guest registration cards can be obtained from the Housing Office, RA of the floor, RD of the building, or the RA on duty in the residence hall upon the guest's arrival. This is done for safety and security reasons.

- Failure to register an overnight guest is a violation of the guest visitation policy and may result in loss of privileges.
- Overnight guests must carry a picture ID and copy of the guest registration form at all times.
- Guests must be escorted at all times while in the residence halls.

Roommates must agree on having overnight guests each time a guest stays overnight. If one roommate is not comfortable, the guest must leave. The privacy

of the roommate(s) or housemates takes priority over the presence and behavior of the guest. **In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of guest visitation.** Overnight guests may only stay 48 hours or 2 nights in any seven-day period. Students and guests who abuse this policy may be subject to judicial action, fines, and loss of this privilege.

It is the responsibility of the host to inform his/her guest about the rules of the residence halls and to accompany their guest while on campus. The host is responsible for the actions of his/her guest. If a particular guest becomes a problem, visiting privileges may be revoked or restricted. There are also guestrooms available on campus. Reservations should be made in advance through the Conference Service Office in Pyle Center. It is always advisable for a student and his/her roommate to discuss having an overnight guest. Permission of the roommate should also be obtained in advance of having an overnight guest each time that guest is planning to stay overnight.

Students enrolled at Wilmington College who visit students living in the residence halls are expected to abide by the following:

- As with non-student guests, consent is obtained from roommate(s) or housemates. In all cases, the rights of the residents of the room, house, or apartment are paramount and take precedence over the privilege of visitation.
- Unescorted Wilmington College student visitors are not permitted in residence halls between the hours of midnight and noon, Monday through Friday, and between the hours of 2:00 a.m. and noon Saturday and Sunday. Resident hosts must escort their visitors during these times.
- Sanctions for violations of this policy may include a restriction from visiting residential facilities. The resident in violation could be charged with trespassing.
- Residents are responsible for insuring that their Wilmington College student visitor(s) comply with all policies and procedures. A host student can be held accountable for any policy violations, damage, etc., attributed to his/her visitor(s).
- Wilmington College student visitors are permitted to stay in hosts' room overnight for no more than two (2) nights in any seven (7) day period.
- Abuse of the visitation policy can result in revocation of guest privileges.

Cohabitation of anyone other than the assigned roommate(s) is not allowed.

#### **N. Pet Policy**

**Only** non-carnivorous fish that can be kept in aquariums no larger than 20 gallons in capacity are allowed in student residence halls and houses. Housing and Physical Plant staff members have the right to periodically inspect fish and the environs. Pet owners must abide by the following rules:

- All roommates of the pet owner must not object to the presence of

- fish in the room,
- Pet owners must provide a proper and safe environment, appropriate food, and healthcare for their fish.

Due to allergies and other pest issues, students will be assessed a non-negotiable charge for the disinfecting, cleaning, and flea/pest treatment of a room or residential area where a pet or unauthorized animal has been. No pets may be on the premises at any time. Housing staff will not make a judgment regarding how long an animal has been present.

If students have questions concerning the Pet Policy, they should be directed to the Assistant Dean of Students for Housing.

### **O. Publicity Policy**

Only Housing staff may post publicity in the residence halls. Publicity approved by the Housing Office must include the name of the sponsoring organization and/or the name of the responsible person. Please allow one day for information to be posted. Any publicity not approved by the Housing Office and found to be offensive in any manner will be disposed of immediately. The Office of the Dean of Students must approve publicity posted outside of residential facilities.

### **P. Room Assignments**

Upper-class students are given the opportunity in the spring to make room selections for the following fall semester. Details and information regarding room selection are distributed every spring. Should you have further questions about this procedure, please contact the Administrative Assistant for Housing.

Room assignments for new students are made in the order that completed housing applications and housing deposits are received in Admissions. Contact the Housing Office if a student has special needs or for special requests. Also considered in making room assignments are student preferences regarding residence halls, smoking, attitudes about alcohol, and roommates. The Housing Office tries to honor the preference requests made on the housing application, but does not make any guarantees. Once a room assignment has been made, it cannot be changed, so students requesting roommates must coordinate their applications to reflect their roommate preferences.

All **returning** students who request on-campus housing must pay a non-refundable room reservation deposit and be registered for fall classes by the deadline (this day is announced and publicized in the Spring semester). This room reservation deposit will be the final step in securing on-campus housing and will confirm fall semester room assignments. Students who do not pay the deposit by the deadline will not be guaranteed preferred housing assignments. Failure to pay the deposit or register on time results in the student's placement in an available space. These students may have no choice in their placement.

Unless necessitated by overcrowded conditions, only the designated number of students may occupy a particular residence hall room. For example, a double room may not house more than two residents and no more than two beds. If

overcrowding occurs, double rooms may be tripled or quaded beginning with the last assigned first-year rooms, then going backward through the room assignment/ selection order. Triples and quads will be broken down as soon as possible.

1. Room Changes: If for one reason or another it becomes necessary to make a room change, the RA must be contacted. The Housing staff will try to facilitate a resolution to the problem. If this cannot be accomplished, the Assistant Dean of Students for Housing may approve a room change. The procedure for a room change is described step-by-step, on the Room Change Form. This procedure must be followed closely or the room change will be considered illegal. Students who change rooms or exchange keys without authorization will be subject to fines and disciplinary action which may include loss of future room selection privileges. *Normally, no room changes will be authorized within the first three weeks of the semester.*
2. Room Consolidation  
Residents who find themselves in an under-assigned room or apartment may face consolidation. Consolidation exists to bring equity among residents. Students in under-assigned spaces must do one of the following by the third Monday of each semester, or not later than seven (7) calendar days from the date the space becomes under-assigned.
  - a. Request a space buyout and pay the additional daily pro-rated charge (exact rate may be obtained by contacting the Housing Office)
  - b. Have another student move into his/her open space (Secure authorization from the Housing Office)
  - c. Transfer to another assigned space (Secure Authorization from the Housing Office)
3. Single Room: During the year, single rooms will be issued according to the Single Room Waiting List as space in the residence halls allows. During room selection in the spring, no singles will be issued except those rooms designated as singles because of their small size. Rising seniors who desire single rooms will be placed on the Single Room Waiting List first. Then the rising juniors who desire single rooms and the rising sophomores who desire single rooms will be placed on the list. After room selection, single rooms will be granted according to the Single Room Waiting List. Residents who would like a single room should direct their request to the Housing Office. A single room is 50% more per semester than a double room. Single rooms will be assigned on a first-come, first-served basis.
4. Triple Room/Quad room (Standard): Standard triple and quad rooms are assigned during room selection in the spring. If a vacancy occurs in a triple or quad room the Room Consolidation Policy applies. The cost of keeping a standard triple room as a double, or standard quad room as a triple, is 25% more than the cost of a double room. Standard triple and quad rooms are large enough to accommodate three people or four people

respectively, therefore, standard triple and quad rooms are charged at the same rate as double rooms.

5. Standard triples or quads are not eligible to be bought out as singles.

### **Q. Room Check In**

Students may begin checking into their residence hall rooms for the academic year or semester on the day that residence halls are scheduled to open. A returning resident checks in by picking up a room key and an outside door key in the lobby of his/her assigned residence hall and completing a Housing Contract if he/she has not already done so. Shortly thereafter, the student receives a Room Condition Report to complete and sign to verify the current condition of the room. The purpose of the Room Condition Report is twofold:

1. All malfunctions in a room are recorded and reported to the Physical Plant so that attention can be given to them.
2. The Room Condition Report allows the student to verify the pieces of furniture provided by the College, note the condition of the room and any discrepancies. If, at the end of the school year, no additional damages have occurred, the student will not be held responsible for problems that predated his/her arrival. Failure to include damaged/missing items may result in the student being found responsible for the damages.
3. It is your interest to complete a Room Condition Report (RCR) or an Apartment Condition Report (ACR). These reports are our only means of tracking damages so that the responsible parties are held accountable. If you do not file an RCR or ACR with the Housing Office, we will not accept any damage charge appeals.
4. Unauthorized early arrivals will be billed on a per day basis.

### **R. Room Check Out**

When checking out of the room at the end of the academic year, it is imperative that the room is left as it was upon arrival, completely vacated and left reasonably clean. At the end of the academic year, the room must be prepared by the Monday of the last week of classes *before exam week* so as not to disturb others while moving out. Students are required to check-out within 24 hours after his/her last exam. Seniors must check-out following their graduation ceremony.

The furniture that is in the room at the beginning of the year must be there when the student leaves at the end of the academic year. This also applies if a student leaves the residence hall at any time during the year, for any reason (even to move to another room). The cost of replacing furniture will be billed to the occupants of that particular room, unless individual responsibility is established.

Rooms are to be left in good condition, with trash properly disposed of and floors “broom clean.” If debris is swept into the hallway fines and charges will be assessed accordingly.

Students should arrange with a RA or RD to have a closing check made just before departure. Any damage not reported at the time of the original occupancy will be listed on the Room Condition Report, signed by the student and the

RA/RD, and charged to the student's damage deposit account. When this is not possible, the student should make arrangement for Express Checkout. Room checkout is subject to verification by the Assistant Dean of Students for Housing or his/her designee.

Students may be charged a fee for improper checkout if they:

- Fail to set-up a checkout time
- Are not prepared to checkout at their designated checkout time
- Fail to sign the RCR or ACR and/or fail to return keys before leaving

In the event that the student does not arrange for the room check out with a staff member, the room will be checked after departure, a \$50 improper check-out fine will be imposed, and students will be billed for any damage found at that time. Before the student leaves campus, keys must be returned to the Housing Office to avoid key replacement costs.

Appeal of any of the above charges must be submitted in writing to the Assistant Dean of Students for Housing within ten days of the date of the letter notifying a student of charges.

If during a semester, a student plans to move out of the residence hall completely, the Housing Office must be contacted and the appropriate forms completed. **Any student moving out of a residence hall during the academic year will be considered a resident until the Housing Office personnel receive room keys.** Charges will be made according to the Housing Contract and the College refund policy.

#### ***Withdrawals, Leaves of Absences, Suspensions, or Dismissals***

- Students withdrawing or taking leave of absence from the college must vacate the college residence facilities of all personal possessions and turn in their keys within 48 hours of the effective date on the withdraw/leave of absence form. If this 48 period falls on the weekend, the student should put keys in an envelope and drop in the mail slot on the Housing Office door. Write the student's name, building and room number on the envelope. If Pyle Center is closed, the envelope should be given to Campus Safety.
- Students who are suspended or dismissed from the college must contact the Housing Office within 48 hours of receiving official notice from the Office of Academic Affairs. If you do not contact the Housing Office, you will receive a call from us to set up a time for you to remove your personal possessions.
- If the student fails to vacate the facilities and turn in the keys within the designated 48 hour period, the College reserves the right to bill the student for continued occupancy of the space or pack up the belongings and discard at the owner's expense.

The College reserves the right to remove personal belongings from room/apartment/house that have been abandoned. A space will be considered abandoned when: there is a failure to pick up and/or respond to mail (including voice and electronic mail) notices, and/or deliveries; failure to respond to written

notice posted on student's door requesting verification of their presence on the premises; or removal of a substantial portion of the student's personal property.

### **S. Room Decoration**

All rooms are supplied with beds, desks or tables, chairs, blinds, and other essential furniture. Students provide their own linen, pillows, blankets, spreads, towels, lamps, waste baskets, etc. Other small furnishings may be provided by students, if desired.

Every student cares for his/her own belongings and room, and every student is financially responsible for his/her room and other common living areas in the residence hall. He/she will be billed for damages to these areas, as previously described in the section under DAMAGES.

Students are financially responsible for their own belongings. Therefore, it is suggested that students purchase renter's insurance or verify that their belongings are covered by their parents' homeowners insurance.

We respect differing lifestyles and the need for every student to make his/her room as personal as possible. Furniture in student rooms may be rearranged as the residents see fit. *Students are not permitted to move any furniture out of their rooms.* Room furnishings may not be moved from one room to another nor placed in hallways/lounges. Furniture may only be moved by Physical Plant or Housing staff.

If furniture is removed from a room, the student takes sole responsibility for it. If it is lost or misplaced the student must pay to replace it. Furniture may not be moved from student rooms to lounges/study rooms or vice versa. A \$25.00 per day charge will be assessed for lounge/study room furniture found in a student's room.

Students may bring furniture to decorate rooms. It should be remembered that space in the residence hall rooms is limited, so the amount of furniture brought from home should be limited. There is no storage available. Students should remember to keep furniture away from heaters to prevent fire hazards. Following is a list of additional guidelines:

1. Bunk Beds: Students living in residence halls, who wish to bunk their beds may do so, however, there are a limited number of bunk extenders available. These are distributed on a first come, first served basis through the Housing Office.
2. Carpet: Students may put carpet in their rooms. Carpet tape should not be used since it mars the surface of the room floors. All carpet brought into the residence halls by students must be fire resistant. Written proof of its fire resistance must be shown on request or it must be attached to the carpet.
3. Electrical wiring: Any tampering with or rewiring of electrical fixtures is forbidden and violates the total safety of the residence hall.
4. Lofts and room dividers: The construction of lofts and/or a room divider is prohibited.
5. Window and Wall Hangings: Posters and other decorations may be hung on the walls. Nails, screws, thumbtacks, and other items that will damage

cement block, wood, or painted surfaces are not permitted. Windows are open to the public and are therefore restricted much as other public areas. The only permissible decorations include: items which identify the resident(s) as members of recognized campus organizations (e.g., fraternity/sorority paddles/plaques), holiday decorations (hung and removed in a timely fashion), and signs or letters put in place for the purpose of school spirit activities (hung and removed in a timely fashion). As with wall hangings, care should be taken to avoid using materials that will damage the window, frame, etc., and that the window not be obscured so as to hinder any access in emergency situations.

6. Window Screens: Screens must be secured at all times.
7. Water Beds: Water beds are not permitted in any residence facilities.
8. Students will keep their rooms in a non-hazardous manner. Trash should be taken out to the dumpster regularly. In addition to the preceding, students are not permitted to use any furnishings that, in the opinion of the Assistant Dean of Students for Housing or the Wilmington Fire Department, violate city fire ordinances and/or would be considered unsafe. This may include but is not limited to lofts, bookcases, platforms, etc. The College reserves the right to judge what is safe for its buildings and their occupants.

#### **T. Room Inspections/Searches**

The College reserves the right to inspect residence hall rooms for damage and to inventory furniture. If necessary, College staff members may have to enter residence hall rooms to make routine repairs while students are not present. The College staff members may also inspect student rooms in cases of emergencies, such as fire, tornado, or other emergency reasons affecting the health or safety of a student. Fire/Safety inspections will be conducted at least once each year. They will be conducted without advance notice.

Campus-wide searches may be conducted for missing College property with a 24-hour advance written notice that will be distributed through the campus mailboxes or posted on exterior doors of residence halls.

In specific cases, when there is reasonable cause to believe that a student is in violation of College policies, the student's room may be searched by a College official with a witness present whether the student is present or not. If illegal items are found, they may be confiscated.

#### **U. Smoking**

Smoking is prohibited in all residence halls. Students found responsible for violating this policy will be subject to the following actions:

- First Offense- Educational Sanction to be determined by Judicial Advisor/Judicial Board
- Second Offense- Fine ranging from Twenty-Five to Fifty Dollars, Plus community service of cleaning up cigarette butts outside of designated campus facilities.
- Third Offense- Fine ranging from Fifty to Seventy-Five Dollars plus

clean up as stated above

- Additional Offenses- One Hundred Dollar Fine, plus clean up as above

Students found smoking in their rooms may also be assessed additional cleaning fees should physical plant or housing staff determine that need based on odor/smoking residue present in furniture or room.

## **V. Sports**

Wilmington College has excellent facilities for all types of sports outside of the residence halls, such as Hermann Court, Pyle Center, and athletic fields. Sports are prohibited in the hallways, lounges, and other common areas of the residence halls. The use of water guns, water balloons, water cannons or sling shots inside College property is strictly prohibited. Dropping/shooting water balloons or similar items from rooms is prohibited.

## **W. Vacation Housing**

All college residence halls are closed during all official vacation periods and summer. Closing and reopening hours for residence halls are specified and published in advance. Vacation housing at Wilmington College is a privilege and not part of the residential contract. The Village, College Commons, Fife, and other college- owned houses (e.g., Greek houses) will not close for winter break or spring break, but residence wishing to remain in their assigned space must notify the Housing Office of their intent and must complete and sign a *Break Contract*. The following guidelines apply for alternative housing during breaks:

- No Alcohol
- No Overnight Guests
- No Party Permits

Violation of these guidelines will result in judicial action and may also result in all residents of your apartment/area being sent home until classes resume. Questions regarding these guidelines should be directed to the Assistant Dean for Housing.

At the conclusion of each semester, a student must properly check out of the residence hall after his/her final exam. A student must turn in his/her keys at the designated areas. A Twenty-Five Dollar (\$25.00) fine will be assessed for keys not turned in by the official closing. In addition, a Twenty-Five Dollar (\$25.00) fee will be assessed for each day a key is not returned (maximum fee is \$100.00). If a student does not return to Wilmington College and does not return keys; the cost of re-keying the room and/or outside doors to the building will be assessed to the students account.

Students returning to their same room in the spring semester may leave personal possessions in their room. All personal possessions must be removed at the end of spring semester. The College does not assume legal responsibility for lost, stolen or damaged property.

## **X. Visitation Hours**

All residence halls have a 24-hour visitation policy. Although there is 24-hour visitation, all residence halls are locked around the clock. The exceptions to this policy include: move-in days and other special events, and the faculty/classroom entrance to Austin Hall. Every resident has his/her own key with which to enter the building. Visitors should notify their host before their arrival so the host can meet them at the door. A resident must accompany all visitors at all times.

#### VII CAMPUS VILLAGE/COLLEGE COMMONS/COLLEGE OWNED GREEK POLICIES

All campus Housing Policies apply to residents of the Campus Village/College Commons/College owned Greek Houses, but the policies below are applicable to the Campus Village/College Commons/College owned Greek residents only.

- **Alcohol Policy:** Only students age 21 and older are permitted alcoholic beverages in the apartments. Underage students are held responsible to the Federal, State and Local statutes; resident students 21 years of age may also face legal action for contribution to underage consumption.
- Twenty-one-year-old residents and their 21-year-old guests **may not** move around the residences or leave or enter apartments carrying open containers of alcohol. Open containers of alcohol in any common area, such as hallways, stairwells, porches, balconies, decks, back yards, or the courtyard are not permitted. This includes, but is not limited to cans, bottles, cups, etc.
- **Social Events** involving more than 8 people must have a “Social Event Permit” obtainable from WC@Home. The permit will be registered with the Alternative Housing Staff and Campus Safety 24 hours prior to the event. Residents are responsible for their guest’s behavior. State and local fire regulations prohibit occupancy (at one time) of any apartment by more than 16 people. Failure to obtain a permit will result in termination of the party and judicial action.
- **Parking:** All vehicles including motorcycles must be registered with campus safety and parked in a regular zoned parking space. Motorcycles are not allowed on porches.
  
- **Meal Plan Options:**
  - No meal plan
  - Quaker Plus
  - Carte Blanche or Block Plan
- **Furnishings:** All furniture must remain in the apartments, no rebuilding or remodeling of existing interior, no tacks or nails in the walls, double-sided tape prohibited. Yard decorations and furniture are not allowed. Holiday decorations may be approved on a case-by-case basis. Please see the appropriate manager for details.
- **To decorate walls:** Residents may only use college-approved methods to hang items. Holiday light strands are not allowed as wall decorations due to damages that result.
- **Cable Television:** Each common area in the apartments is given one cable television hook-up. Students wishing to purchase cable access for their bedrooms

will be accommodated through a centralized process determined with the cable provider. Splitters are not allowed as they promote theft of service violations. Any student room found to have unauthorized cable or phone access will be addressed judicially and will be subject to substantial fines.

- **Barbecuing and/or grilling** must be supervised at all times. Grills are only allowed on the ground floor. Smokers and deep fryers are strictly prohibited. Grills must be pulled out from under balconies and into the courtyard during use.
- **Smoking** is prohibited in all residential facilities. In the College Commons and Campus Village an exception may be made (**the exception is in effect on a one year trial basis during 2005-06 and will be reviewed in Spring 2006**) for an apartment if all residents of a unit agree to permit smoking in their unit. Residents must complete a permission form available through the Housing Office. *Residents who request this exception should understand that at the end of their occupancy they may be charged for an additional heavy cleaning fee to cover carpets, upholstered furniture and blinds (blinds may actually be replaced). Additional charges may also be imposed if the level of smoking residue is sufficient to warrant repainting or other replacement of items in the unit.* Residents who smoke should be sure to dispose of cigarette butts properly so as to avoid littering the areas around the apartments. *Note: the exception does not apply the other college-owned houses.*

Students found responsible for violating the no smoking policy will be subject to the following sanctions:

- First Offense- Educational Sanction to be determined by Judicial Advisor/Judicial Board
  - Second Offense- Fine ranging from Twenty-Five to Fifty Dollars, Plus community service of cleaning up cigarette butts outside of designated campus facilities.
  - Third Offense- Fine ranging from Fifty to Seventy-Five Dollars plus clean up as stated above
  - Additional Offenses- One Hundred Dollar Fine, plus clean up as above
- 
- **Washers and dryers** located in apartments are to be used by the residents only. (Violation of this policy will result in the discontinuance of laundry facilities to those residents. The Physical Plant will be able to monitor the utilities.)
  - **Cleaning:** The apartments are a new facility, and it is critical that the residents work to keep them in the best condition possible
  - The residents of the apartment who caused the damage must pay expense or damage caused by stopped-up waste pipes, overflow of bathtubs, toilets, basins, or sinks. Students must pay for damage to their apartment or furnishings, other than normal wear. This will include 50% of the responsibility for unassigned glass breakage in an apartment.
  - Residents are responsible for keeping balconies and porches neat and tidy at all times. Balconies are not to be used for storage or for hanging laundry. Flower pots or other articles are not to be left on windowsills, gutters, the roofs or edges of the balconies. Only College-approved balcony furniture is allowed on the

- balconies.
- Excessive trash in common areas will be assessed as damages to residents. Students who smoke should not throw cigarette butts into common areas.
- General Policies for the Campus Village/College Commons:
  - ❑ Nothing shall be thrown or dropped by residents or guests from the windows, doors, balconies, or down passages of the building.
  - ❑ Aerials, clotheslines, or other devices are not to be installed on the exterior of the building. Additionally items may not be temporarily or permanently affixed to exterior or interior doors of apartments.
  - ❑ Lofts are not allowed in the Campus Village or the College Commons. None of the furniture in The Village may be modified in any way. College property may not be removed from an apartment. Residents are welcome to arrange their bedroom and living room furniture.
  - ❑ The student will not transfer his or her interest in the Housing Contract or sublet the apartment.

#### ***COLLEGE OWNED HOUSING FOR GREEK ORGANIZATIONS***

Wilmington College provides a limited number of college owned houses for recognized Greek Organizations in good standing. Greek housing is awarded annually following the completion and results of the Greek Excellence Assessment.

Greek Organizations desiring college owned houses must complete and submit the Greek housing form listing membership to live in the house. At least one of the members seeking housing must be an executive officer of the organization (President, Vice-President, Secretary, and Treasure). One of the members obtaining housing will be identified as the house manager and will represent the Greek Organization with regards to all housing matters and concerns.

Greek Organizations and their membership receiving College owned housing must abide by all College housing rules and regulations. Violations of the Housing Policies may result in judicial action with the Greek Organization, including the loss of housing privilege. Residents of College owned Greek Housing who have lost Greek housing privilege will be placed in other College housing based on availability and qualifications.

#### **VIII. SEXUAL ASSAULT POLICY**

##### **Testimony: I will respect the dignity of all persons.**

Sexual assault is a form of violence and an indication of extreme disregard for the right of others to maintain control of their bodies and make decisions about their sexuality. In addition to the severe legal penalties prescribed by law for sexual assault violations, such behavior is regarded as a most serious violation of the Student Code of Conduct.

##### **A. Definitions**

The phrase *sexual assault* refers to any sexual act against the wishes of the recipient of the behavior and, in the most serious cases, involving force or

coercion. Force may involve the use of or display of a weapon, physical battering, or immobilization of the recipient, or other threatening behavior which causes the recipient to fear bodily harm. This may include an attack upon someone who is physically helpless (i.e., asleep, unconscious, or passed out). Coercion involves psychological pressuring or threats to the recipient that is other than physical, including but not limited to the abuse of a student-to-student power relationship (authority) and the administering of drugs or alcohol to prevent resistance.

*Rape* is the most serious form of sexual assault recognized by law, and it is also the most extreme form of the behavior proscribed by this policy. *Rape* refers to vaginal penetration, anal penetration, or oral-genital contact accomplished through force or coercion and against the wishes of the recipient.

#### **B. What to do if you or someone you know has been sexually assaulted:**

An individual who feels that she/he has been the victim of sexual assault (referred to in this section as the *survivor*) has a variety of options. Those who have been raped or otherwise sexually assaulted as defined in the Ohio Revised Code should file criminal charges with the Wilmington Police Department or the Clinton County Prosecutor's Office. Survivors of sexual assault may also file formal judicial charges on campus or engage an informal grievance process which may involve a number of creative alternatives, such as joint counseling for the survivor and the alleged abuser, or safe opportunities for confrontation. Survivors may also seek information or counseling without any obligation to pursue a formal course of action.

Anyone seeking support, information, or counseling can contact a member of Student Life, Residence Life, Campus Safety, or a Peer Advocate. Peer advocates are students trained to discuss the alternatives available to survivors and to serve as educators for the College community.

#### **C. Reporting and Grievance Process**

A complainant may choose to use either a formal judicial process or an informal grievance process. In either case, the identity of both individuals will remain confidential. However, the College retains the right to take formal action in situations where there is a clear and present danger to the general community or where reporting to the police is required by Ohio State law. For both the informal grievance process and the formal judicial process, the following steps should be taken:

1. Report the sexual assault to the Campus Safety Office, the Dean of Students, a member of the Housing staff, or the On-Call Group member. A written report may also be filed directly with the Dean of Students.
2. The complainant should write a summary of the relevant events while the memory of the incident is still clear.
3. After consultation with the involved parties, the Dean of Students or his/her designate may alter the living arrangements of the involved parties, as necessary.

#### **D. Formal Judicial Process**

In the event the complainant chooses to use a formal process and the alleged attacker denies responsibility for the sexual assault, Judicial Board members will be given special training and will hear the case. The hearing will be closed at the request of the Chair of the Judicial Board, the complainant, or the alleged attacker. Should the alleged attacker admit responsibility for the sexual assault, the Dean of Students or his/her designate may adjudicate the case.

Both the complainant and the accused have the right to be accompanied during all stages of the judicial process by an advisor. The advisor may also be present during interviews.

At the request of the Chair of the Judicial Board or the Dean of Students, an expert in the area of rape trauma syndrome (such as a Clinton Community Counseling Center staff member) may be called upon as an expert witness during the hearing.

Any consensual sexual relationship involving the alleged attacker, the survivor(s), or others is deemed irrelevant to a finding in the hearing. One key to a case of sexual assault is the issue of consent in the particular incident. Evidence from prior judicial cases may be introduced at any time in the proceedings.

#### **E. Appeals**

Decisions made by the Judicial Board or the Dean of Students may be appealed to the Appellate Board. All appeals must follow the procedures listed in this handbook.

#### **F. Informal Grievance Procedures**

In the event that the complainant chooses to use an informal grievance procedure, he/she should contact the Dean of Students to explore a range of options including mediation, counseling, or some other resolution agreeable to the complainant. The complainant may opt to use the formal judicial process if an informal process does not prove satisfactory.

### **IX STUDENT COMPLAINT PROCESS**

This process is designed to afford students the ability to resolve problems with campus procedures, or other students or staff, either informally or formally. The *informal process* offers a means to address concerns short of investigation and disciplinary action. The *formal process* requires a written complaint and addresses the issue(s)/concern(s) through investigation and rendering of a formal judgment. The College already has procedures in place for the following: academic issues, policy violations, sexual harassment, disability issues, and discrimination issues. See the sections of the Student Handbook and/or Catalogue that address them. The process that follows is for all other complaints.

#### **A. Informal Process**

Ideally, a student will first try to work through any concerns or issues directly

with the person(s) with whom they are having a problem. If this is not possible, or proves non-productive, the student may ask for direction or advice from the Dean of Students, Registrar, or someone on staff or faculty with whom they are comfortable and trust. Typically, the following approach can be implemented:

- If the problem is with another student, complainant would talk to the appropriate staff member with responsibility for the area in which the problem exists (e.g., in residence halls an RA, RD, or one of the professional staff members; in an office, work situation, or class environment, the supervisor or faculty member),
- If the problem is with a member of the faculty, administration, or staff, the complainant would talk with the person responsible for the area (e.g., department chair, director, or immediate supervisor).

After meeting with the appropriate person, the complainant may choose to drop the complaint or proceed with a course of action which may include: mediation, a meeting that includes all parties, or some other action which may not require the complainant's direct involvement. If the result of the informal process is satisfactory, nothing further needs to occur. If, however, the informal action does not resolve the situation, the student may choose to address the issue/concern using the formal complaint process.

**B. Formal Process**

The formal complaint process consists of a written complaint with all appropriate information regarding the concern(s)/problem(s) submitted to the appropriate division head within 45 days of the incident. If an informal approach has been undertaken, details of that interaction must also be included. The division head will conduct an investigation and meet with the complainant within 10 working days of receiving the written complaint. After completion of the investigation the division head will issue a statement of findings to both the complainant and the person(s) about whom the complaint has been issued.

A record of complaints submitted under the formal process is to be maintained for a period of two years. The Dean of Students office maintains a summary of the complaints and their resolution. The appropriate division head maintains the actual file with all documentation. Updating of the summary information should be done on a monthly basis and purging of files more than two years old should occur at the beginning of each semester. Persons to whom formal complaints may be sent are provided below.

<b>PERSON/OFFICE</b>	<b>AREAS REPORTING TO THIS OFFICE</b>
Dan DiBiasio/ President	All vice-presidents, Dean of Students, Director of Athletics
Kathy Springsteen/ Vice-President for Academic Affairs	Faculty, Registrar, Library, Academic Resource Center, Career Center, Peace Resource Center, Corrections programs, Evening Program

Tom Jenkins/  
Vice-President for  
Business and Finance

Business Office, Physical Plant, Computer Center,  
Human Resources

Mark Denniston/  
Vice-President for  
Enrollment Management

Admissions Office, Financial Aid, Student  
Accounts Office, One-Stop office

Ken Peress/  
Dean of Students

Residence Life and Housing, Student Activities,  
Clinic, Orientation, Greek Life, Wellness, Service  
Learning, Campus Ministries, Campus Safety,  
Food Service, Book Store, Conference Services

Ed Leonard/  
Vice-President for  
College Advancement

Development Office, Alumni Office, Public  
Relations

Iris Kelsen/  
Dean of Cincinnati Branches

Branch campuses

## COMMUNITY STANDARDS

The policies and procedures in this section of the Student Handbook apply to all students, faculty, staff, and visitors.

### I KEY POLICY

To ensure the safety of all members of the campus community and of their property, as well as the College's property, it is imperative for all community members to use caution in the handling of their keys. Keys should not be loaned, duplicated, abused, or left unattended in a place where they might be stolen.

Only the Housing Office, Physical Plant, and the Campus Safety Office are authorized to issue keys. With the exception of residence hall keys for students, all community members must sign a key control card before a key will be issued.

Any person who has lost a key(s) must notify the Housing Office or the Campus Safety Office immediately. Notification should be made by telephone or in person and followed by a written statement. The cost to re-key an area will be the responsibility of the person who lost his/her keys. The minimum charge for lost keys is as follows:

Each double room key - \$60.00 (cost increases with occupancy)

Elevator key - \$50.00

The size of the building and the number of doors will determine each building outside door key charge. An initial charge of \$100.00 will be assessed with the final cost/additional charge being determined by dividing the cost of re-keying/re-coring by the total number of residents who have not returned keys for that building.

All keys must be turned in either to the Housing Office or the Campus Safety Office. Failure to do so will result in withholding of final paycheck for employees and student fines will be applied to their accounts.

**DUPLICATION OF KEYS IS PROHIBITED AND SUCH ACTION WILL BE GROUNDS FOR DISCIPLINARY ACTION.**

### II PARKING POLICY

#### REGISTERING A VEHICLE

All students, faculty, and staff are permitted to have a vehicle on campus, but it must be registered with the Campus Safety Office. There are no designated parking places for faculty or staff [with the exception of the Austin parking lot (Faculty), the Campus Nurse space and the Campus Physician space], nor are there any designated lots for students. Vehicles may be parked in any area except those that are marked otherwise or violate parking regulations.

If a student or college employee plans to park a vehicle in a college lot the following procedure should be used. Permits may be purchased at the One Stop Center located in Pyle Center between the hours of 8:00 a.m. – 5:00 p.m. Monday – Friday. The fee is \$30.00 for an annual permit or \$20.00 for a semester permit. The annual permit is valid from August 1 through July 31. The semester permit is valid for the semester it is issued.

The Campus Safety Office reserves the right to issue tickets, fines, or tow a

vehicle that is in violation of the following parking regulations.

1. Blocking a campus fire lane - \$50.00 + towing cost
2. Parking in a designated handicap area - \$50.00 + towing cost
3. Blocking an entrance or exit - \$30.00 + towing cost
4. Blocking other vehicles - \$30.00 + towing cost
5. Parking in a No Parking area - \$30.00 + towing cost
6. Using stolen or borrowed permit - \$50.00
7. Unregistered vehicle/expired permit - \$20.00
8. Parking in a company, authorized, or visitor parking area - \$15.00
9. Parking in a 15-minute loading zone - \$15.00
10. Parking in a yellow curb zone - \$30.00
11. Improper display of parking permit - \$15.00
12. Parking/driving on walks/lawns - \$15.00 + repair costs
13. Boot removal - \$25.00 per day
14. If the towing company is called to campus it results in a \$25.00 charge *in addition to all other charges.*

Fines for violating parking regulations will be automatically applied to the student's account. Faculty, staff, and others in violation will pay fines to the Student One Stop Center. Appeals should be made in writing to the Parking Appeals Board (PAB). The PAB consists of one staff member appointed by the Coordinator of Campus Safety, one student appointed by the Dean of Students office, and one student appointed by the SGA. Forms are available at the Campus Safety Office and must be submitted within five (5) business days of the violation.

Students who are injured and need a temporary handicap-parking permit must apply for one at the Campus Safety Office. Visitors to campus who want to park for a short period in a College lot may call Campus Safety to obtain a visitor's pass for parking. Students expecting guests are advised to call in advance with the make and license number of the car so that the pass can be ready when the guest arrives.

### III SALES/SOLICITATION/ADVERTISING POLICY

#### **A. Sales and Solicitation Regulations**

The Dean of Students or his/her designee will make decisions on whether sales or solicitations are permitted in approved areas. Door-to-door solicitation anywhere on campus is expressly forbidden. Anyone approved to solicit in the lobby areas of residential facilities or in Pyle Center must have a photo ID. Students or parents who are solicited by mail or telephone by various organizations selling birthday cakes or exam survival kits, etc., are encouraged to check with the College to find out if these solicitations are College approved.

#### **B. Advertising Regulations**

All advertising must comply with College, local, state, and federal regulations. Only approved student-initiated commercial enterprises may be advertised on campus and must have prior approval by the Dean of Students. No advertising information (signs/posters, etc.) can be posted on any glass surface, such as doors, windows, etc. The following guidelines will be used to determine

whether or not postings will be approved.

1. Postings by any off campus commercial enterprise must be approved by the Office of the Dean of Students and are allowed only in designated areas. This also applies to those commercial enterprises having student representatives. The only means of advertising such an enterprise through student mailboxes is by U.S. Mail. We reserve the right to censor or remove signs that are deemed offensive or inappropriate.
2. The advertising of term or research papers will not be allowed.
3. Exceptions: The sale of personal articles may be advertised in designated areas.
4. Other: No advertising of any kind may be placed under the doors of residents' rooms or on any motor vehicle on campus. *Exceptions are allowed for campus emergencies.*
5. Use of duct tape, packing tape, or double sided tape to hang signs is prohibited.
6. Publicity relating to a specific event must be removed within 72 hours of the completed activity. All materials used to secure posters and/or signs should also be removed.
7. In any non-residential College building, permission for posting in other non-designated areas should be obtained from the appropriate authority in individual buildings.
8. Those wishing to advertise on the Campus Info Channel (32) must visit the Office of Conference Services in Pyle Center.
9. Sidewalk chalking is recognized as an acceptable form of communication by SGA recognized organizations. Sidewalk chalk is permitted *only* on the two 10 foot sidewalks located through the center of campus. Sidewalk chalk is *not permitted* on any brick surfaces or vertical surfaces such as walls. **Only** water-soluble chalk may be used. **Permission for chalking must be secured from the Director of Student Activities.**
10. Displaying inappropriate signs/posters is a violation of this policy.

Violations, in whole or part, of the posting policy are subject to judicial review and may result in, but are not limited to: loss of posting privileges, fines, and community restitution.

For information on publicity in the Residential Facilities, refer to section VI (Housing Policies) O (Publicity Policy).

#### IV SEXUAL HARASSMENT POLICY

As an institution of higher education affiliated with the Society of Friends, Wilmington College seeks to provide an academic and co-curricular environment based on mutual respect, individual dignity, and equality. Consistent with these principles, the College regards the intimidation, harassment, or abuse of any member of the campus community on the basis of gender or sexual orientation as an inappropriate use of power that violates its fundamental values.

The College prohibits any acts of sexual intimidation, harassment, or abuse. Such acts also may constitute a violation of federal and state law.

### **A. Definition of Sexual Harassment**

Wilmington College defines Sexual Harassment as an unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature under any of the following circumstances:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, participation in any program or activity, or status in any program or activity, or status in an academic class;
2. Submission or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting him or her; or
3. Such conduct has the effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working, learning, or living on campus, and has no legitimate relationship to the subject matter of a course.

Sexual Harassment can occur between any individuals associated with the College. For example, it may arise between an employee and a supervisor, between coworkers, between faculty members, or between a faculty member, staff or a student and a customer, vendor, or contractor. It likewise may occur between a student and a faculty member or another student.

### **B. Examples of Sexual Harassment**

Sexual Harassment involves unwanted sexual attention that may be verbal, visual, or physical in nature. Prohibited conduct includes, but is not limited to:

1. Physical Assault (see also item VIII – Sexual Assault Policy, in the previous section on Student Life Policies).
2. Direct or implied threats that submission to or rejection of sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. A pattern of conduct (not legitimately related to the subject matter of a course) that causes discomfort or embarrassment including:
  - a. inappropriate comments of a sexual nature;
  - b. sexually explicit questions, jokes, or anecdotes;
  - c. touching, patting, hugging, brushing against a person's body, or repeated or unwanted staring; or

- d. inappropriate remarks about sexual activity, experience, or orientation; and /or
- e. display of inappropriate sexually explicit materials in a location where others can see them.

### **C. Jurisdiction and Responsibilities**

The Wilmington College Sexual Harassment Policy applies to all faculty, staff, students, or guests of the College. The Office of Human Resources and the Judicial Board are responsible for the administration of this policy and its attendant procedures. All members of the campus community, including those in administrative, faculty, secretarial, coaching, or student roles are responsible for its implementation.

### **D. Retaliation, Confidentiality, and False Allegations**

Wilmington College, the State of Ohio, and the federal government prohibit any act of reprisal against any individual covered by this policy who reports Sexual Harassment to appropriate authorities. The College will make every reasonable effort to conduct all proceedings so as to protect the confidentiality of all parties and maintain their personal safety, dignity, and self-respect. Every reasonable effort will be made to safeguard any victim from further harassment or injury. It is a violation of this policy for any member of the campus community to knowingly make false accusations of Sexual Harassment. However, the mere fact that one fails to prove a claim of Sexual Harassment does not in itself constitute a deliberately false accusation. Sanctions may be imposed for knowingly making a false accusation of Sexual Harassment.

### **E. Consensual Sexual Relationships**

Wilmington College cautions faculty, administrators, and other staff members about the possible ramifications of consensual physical relationships between faculty or administrators and students, or between supervisors and employees. Persons in positions of trust exercise power in assigning grades, according praise or blame, or in making recommendations, and under these circumstances, another's freedom of choice and clarity of decision making may be compromised. Any employee who enters into an ostensibly consensual sexual relationship with a subordinate or a student when a power differential exists should be advised that the asymmetrical nature of the relationship will make it difficult to prove mutual consent in subsequent judicial proceedings.

### **F. Sexual Harassment Investigation Officer**

The Director of Human Resources serves as the College's Sexual Harassment Investigation Officer. S/he is responsible for ensuring that all complaints alleging Sexual Harassment are investigated and that appropriate records of all reports are kept. Individuals who feel that they have been sexually harassed are strongly

encouraged to contact the Sexual Harassment Investigation Officer. Supervisors are required to relay any reports they receive to the Investigation Officer. If a complainant decides to file a formal grievance, the procedures outlined below will be followed. If a complainant elects not to file a formal grievance, the Sexual Harassment Investigation Officer may determine what action, if any, is warranted under the circumstances. Appropriate actions may include, but are not limited to, informal meetings with the accused harasser to discuss the allegations, meetings with the accused harasser's supervisor, further investigation and hearings pursuant to the Sexual Harassment Grievance procedures, and/or appropriate sanctions, up to and including dismissal, where warranted.

### **G. Procedures for Sexual Harassment Grievances**

Individuals who feel that they have been sexually harassed are encouraged to discuss the incident(s) with the Dean of Students, the Associate Dean of the Faculty, or the Sexual Harassment Investigation Officer. This discussion should assist in determining the validity and extent of the problem. If there is a basis for a charge, the complainant prepares a written complaint of the incident, providing a detailed statement of the events of harassment, including dates, places, the identity of the alleged harasser, and the names of any witnesses. S/he submits the complaint to the Sexual Harassment Investigation Officer. Any member of the campus community may assist the complainant in preparing the complaint. Ordinarily, the complaint should be submitted within thirty (30) days of the incident-giving rise to the complaint.

Following submission of the complaint, the Sexual Harassment Investigation Officer notifies the complainant and contacts the accused individual requesting a written response to the complainant. The response shall be returned to the Officer within ten (10) working days. A copy of the complainant's report shall be presented to the accused.

Following a review of both reports, and other investigatory steps if necessary, the Officer determines if there is probable cause for proceeding with the grievance. If the Officer decides that there are no reasonable grounds for a Sexual Harassment complaint, the proceedings are concluded. The complainant may contest the Officer's decision that the Complaint does not constitute Sexual Harassment by submitting a written appeal to the President within five (5) working days of the issuance of the Officer's judgment. The President may uphold the Officer's decision or elect to refer the matter to the Judicial Board. If the Officer decides that the Complaint does constitute Sexual Harassment, s/he refers the matter to the Judicial Board. The Officer shall inform all parties of his or her decision.

### **H. Judicial Board Process**

When the Judicial Board hears a complaint, its composition shall include two faculty members, one student, and two members of the administration or support staff, all of whom have received training in the handling of Sexual Harassment cases. Care shall be taken to ensure gender diversity in the composition of the Board

members. The Sexual Harassment Investigation Officer presents the written reports of both parties to the Judicial Board, and s/he serves as a non-voting, ex-officio member of the Board in Sexual Harassment cases. The Board selects a Presiding Clerk who has primary responsibility for conducting the hearing and making any determinations concerning the admissibility of evidence.

The Judicial Board is responsible for providing adequate notice of all meetings, including notification of agendas, closed proceedings, and the confidentiality of all evidence. The Board should take care to assure the fair examination of all witnesses and evidence, the right of reply, and a process for the production of witnesses and other evidence. In appropriate instances, the Presiding clerk has the authority to restrict repetitive, unreliable, or clearly prejudicial evidence. The Presiding Clerk shall assure that a clear and complete recording is made of all committee hearings where evidence is presented.

The parties shall have the right to obtain a counselor or advisor to attend the hearings to provide assistance and support. The advisor may not be a legal counselor, nor may s/he participate directly in the proceedings.

The Judicial Board shall issue a written decision, including a recommendation of sanctions, if any, within five (5) working days of the conclusion of the deliberations. There are no abstentions. The written decision shall include a statement of the evidence that supports the Board's decision, as well as a statement of whether any proffered evidence is being excluded from its determinations.

If the Board determines that Sexual Harassment has occurred, it shall notify the President, the appropriate Vice President, the Sexual Harassment Officer, and both parties in writing. The Vice President shall issue appropriate sanctions.

If the Board determines that Sexual Harassment has not occurred, it shall notify the President, it shall notify the President, the appropriate Vice President, the Sexual Harassment Officer, and both parties in writing.

The individual bringing the charges may petition to terminate or withdraw from the proceedings at any stage by notifying the Sexual Harassment Investigation Officer. Following an evaluation of the petition, the Officer determines within five (5) working days whether the proceedings will continue.

## **I. Sanctions**

If it is determined that Sexual Harassment has occurred, sanctions will be issued to insure that it stops immediately. Based on the severity of the offense, appropriate sanctions may range from a verbal reprimand, public censure, or, in severe cases, dismissal from the College. With prior notice to the harasser, a record of the sanctions will become a permanent part of his or her personnel records. The complainant will be informed of the sanctions that are issued.

## **J. Appeals**

Either party may appeal the Judicial Board's decision or any imposed sanctions to the Appellate Board within five (5) working days after receiving notification of the decision or disciplinary sanction. When the Appellate Board hears an appeal involving a Sexual Harassment, its composition shall include two faculty members, two students, and one member of the administration/support staff, all of whom have received training in the handling of Sexual Harassment cases. The Appellate Board may affirm the Judicial Board's decision, or reverse it and remand the case to the Judicial Board for further proceedings.

Following the issuance of the Appellate Board's decision, either party may file a written appeal to the President of the College within five (5) working days. The President makes the final decision within ten (10) working days. In the event the President is a direct party to the proceedings, the Executive Committee of the Board of Trustees shall hold evidentiary hearings and issue the final decision. The decision of the President, or in appropriate instances, the Executive Committee of the Board of Trustees, is final, and no further review may take place under any of the previous of this Handbook.

(This policy is taken from the WC Faculty Handbook.)

#### V NON-SMOKING/TOBACCO POLICY

No one shall use tobacco in any form in any College owned or leased building or vehicle, except as specifically provided below:

The only places on campus where tobacco use is permitted will be in the College Commons or Campus Village where the residents have all agreed to designate their living area as an apartment where smoking is permitted (See Section VII of Housing Policies for details). This exception is in place for a one-year trial basis and will be reviewed at the end of the spring 2006 semester.

It is the responsibility of all members of the College community to observe this policy. Its success depends upon the willingness, understanding, and cooperation of all individuals.

##### **A. Violation by Employees**

If a violation occurs and cannot be resolved between the individuals, the matter should be brought to the attention of the appropriate supervisor or administrator. If the matter cannot be resolved at the supervisory level, the matter may be referred to the Personnel Office.

##### **B. Violation by Students**

If a violation cannot be resolved between the individuals, the matter may be referred to the Office of the Dean of Students. Students who have concerns about the violation of this policy by employees may also refer such matters to the Office of the Dean of Students, which will contact the appropriate office. Specific sanctions for offenses that occur in the residence halls may be found in the preceding sections addressing housing policy.

##### **C. Violation by Community Members, including visitors, contractors,**

**vendors, and all other individuals**

If a violation occurs, the matter should be brought to the attention of the individual. If the matter cannot be resolved, it should be brought to the attention of the administrator responsible for the area being visited.

VI WILMINGTON COLLEGE NETWORK POLICY FOR  
ACCEPTABLE USE

The Wilmington College Network is a facility providing data communications services to members of the immediate college community. Insofar as these services and associated communications may extend beyond the confines of college property, the college is responsible for appropriate use of these facilities by its members.

- The Wilmington College Network is provided to facilitate the educational process and the administrative efforts in support of research and instruction for faculty, staff, and students of Wilmington College. The use of the network must be consistent with facilitating the exchange of knowledge and information while encouraging resource sharing and collaborative projects in education and research.
- It is not acceptable to use the Wilmington College Network for illegal purposes including, but not limited to, copyright infringement.
- It is not acceptable to use the Wilmington College Network to transmit threatening, obscene, or harassing materials.
- It is not acceptable to use the Wilmington College Network for personal profit or commercial purposes.
- It is not acceptable to use the Wilmington College Network to interfere with or disrupt network users, services, or system resources of Wilmington College or any facility accessible via the network. Disruptions include, but are not limited to: distribution of unsolicited advertising; creation and propagation of computer worms or viruses; and using the network to gain unauthorized entry to any other facility accessible via the network.
- Information and resources available via the Wilmington College Network are assumed to be the sole possession of those individuals and organizations which own or hold rights to those assets, unless specifically stated otherwise by the owners or holders of the rights. It is unacceptable to access information or resources via the Wilmington College Network unless permission to do so has been granted by the owners or holders of rights to those resources and information.
- Violations of the *Acceptable Use Policy* may result in the immediate suspension of violators from access to Wilmington College computing resources. Such cases will be delivered to the appropriate office at Wilmington College for disciplinary action. Violations of state or federal laws will be referred to the appropriate authorities.

Revised 6/26/2001

## **ADMINISTRATIVE OFFICES AND COLLEGE SERVICES**

### **Vice-President for Academic Affairs/Dean of the Faculty Office**

**College Hall Room 202-C**

**Ext. 240, 391, 242**

The Vice-President for Academic Affairs/Dean of the Faculty is responsible for the overall function and coordination of all academic programs. Any concerns regarding curriculum or other academic matters should be directed to this office.

The Associate Dean for Academic Affairs coordinates academic advising, scheduling, academic regulations, and academic difficulty procedures. All students who plan to withdraw or take a leave of absence can initiate the process in this office or in the Dean of Students Office.

### **Office of Academic Records**

**Pyle Center, Student One Stop Center**

**Ext. 464 or Ext. 512**

The Office of Academic Records processes and maintains the following:

- Class schedules
- Grade reports
- Official transcripts
- Academic files
- Web-based registration
- Verifications of grade point average
- Verifications of graduation
- Evaluation of and permission to take credit from other institutions
- Applications for veterans' benefits

At the end of the sophomore year, Academic Records audits general education requirements and at the end of the junior year, overall degree requirements are audited.

### **Admission Office**

**College Hall, Room 100**

**Ext. 260**

The Admission Office is responsible for recruiting and enrolling new students. Enthusiastic students are selected as Ambassadors to assist with on-campus programs, high school visits, college fairs, campus tours, and telephone calls to prospective students. This type of experience looks great on resumes. If you are interested in the Ambassador Club or calling prospective students, stop by the Admission Office. Selections are made the beginning of Fall Semester.

### **Advancement Services**

**578 Douglas Street (Galvin Alumni House)**

**Ext. 292**

The Director of Advancement Services is responsible for the database of alumni and donor records; prospect research; acknowledgement/recognition/reporting of all gifts; serves as liaison between Advancement and Computer Services.

**Alumni and Parents Relations Office**  
**578 Douglas Street (Galvin Alumni House)**  
**Ext. 427, 336**

The Alumni and Parents Relations Office is the communications center for Wilmington College alumni including receiving and providing updated alumni data, coordinating Homecoming, Alumni Reunion Weekend, alumni chapters, alumni receptions, class projects, reunions, and volunteer projects. We serve as advisors for Alumni Council, Parents Council, and the Student Alumni Association. We encourage students to stay connected to their alma mater after graduation and team them with alumni association members to build lasting relationships. We strive to keep alumni informed and encourage their continued participation in the life of Wilmington College and its students.

**Bookstore**  
**Pyle Center, First Floor**  
**Ext. 545**

The Wilmington College Bookstore carries all textbooks and supplies required for all courses. Computer software programs are available at discounted educational prices. The Bookstore also carries a wide selection of College clothing, gift items, health and beauty products, snack foods, and beverages for your convenience. Class rings, special-order Greek clothing and jewelry, books, and College chairs may be ordered at any time. They also offer such services as UPS shipping, Fax machine, film developing, and postage stamps. Shop online at: [www.wilmington.bkstr.com](http://www.wilmington.bkstr.com).

**Cable/Satellite Services**  
**Physical Plant**  
**Ext. 220**

All residence facilities are provided with basic cable or satellite service in the common areas. Residents can subscribe for private service by paying an additional fee. Any problems with cable or satellite service should be reported to the Housing office, ext. 312.

**Campus Ministry Office**  
**Kelly Religious Center, Room #6**  
**Ext. 239**

Religious activities at the College include religious programs, worship experiences, and support groups for students of various faiths. All of these activities are under the supervision of the Campus Minister, who is available to help with problems, share ideas, discuss faith issues, and plan new activities. The Campus Minister helps interpret and explain the Quaker heritage of the College, raising awareness of Friends' beliefs and practices.

**Campus Safety**  
**Physical Plant Office**

**Ext. 311 Monday through Friday, 7:30 AM to 4:30 PM or Emergency Access Number: 382-0100**

Wilmington College provides security for the campus buildings and grounds in an effective and non-aggressive manner. For the protection of all students, the Campus Safety Office maintains records of all persons found in academic buildings after lock-up time as well as reports of incidents involving violations of law or College regulations in which a Campus Safety officer is involved or receives a report. Violations should be reported to the Campus Safety Office as well as to outside law agencies when appropriate. An outside law enforcement agency will be contacted in cases involving a need for direct confrontation of law offenders or when health or property is threatened.

Fire lanes and yellow curbs on campus are clearly marked and VEHICLES WILL BE TOWED and/or IMMOBILIZED if parked in the fire lanes, handicapped parking, parking lot entrances, visitors' parking, or other restricted areas. Vehicles parked by a yellow curb on College property or taking up more than one space may be given a warning sticker, ticket, and be towed or immobilized. Wilmington College reserves the right to tow at any time.

**Career Services**  
**104 Robinson Communication Center**  
**Ext. 208, 299**

Career Services provides many resources and services for career exploration and job searching. The College holds professional memberships in the National Association for Colleges and Employers, the Midwest Association for Colleges and Employers (MACE) and the American Association for Employment in Education (AAEE).

Career Services offers the following:

1. NACElinkConnect - comprehensive online job postings and resume bank.
2. Internship placement assistance
3. Assistance with resume writing, interviewing, job searching and other career related topics.
4. DISCOVER computerized career counseling program
5. Career library of books, magazines, employment directories and videos.
6. Graduate school information
7. Individual assistance and career counseling
8. Career Alumni Network Program
9. On-Campus interviews
10. ABX Air Student Work Program

**Clinic (Health)**  
**Bailey Hall, Basement**  
**Ext. 217**

Professional health care on campus is provided at the Health Clinic. The clinic can be entered from the outside stairs at the East end of Bailey Hall. A registered

nurse is available 8 a.m. to 12:00 noon and 1:00 to 5 p.m., Monday through Friday, to treat minor health disorders such as colds, viruses, etc. The College physician is available 8:15 to 9:15 a.m. each weekday morning. Referrals are made as needed for more serious illnesses.

Students should contact the clinic either by telephone or in person as soon as illness or injury occurs. By doing this, the student may be able to avoid a more serious condition. If the student lives in the residence halls and is too ill to eat in the dining room, they may obtain a sick tray by contacting their Resident Director.

The clinic will relay information to the Office for Academic Affairs regarding absences when the clinic has written permission from the student. Off-campus students may call the Office for Academic Affairs (Ext. 240) when an absence from classes is necessary.

### **Special Collections (Formally: College Archives/Quaker Collection)**

#### **S. Arthur Watson Library, Second Floor**

##### **Ext. 345**

Special Collections contains materials that document the history and development of Wilmington College, such as student newspapers, yearbooks, committee minutes, photographs, and departmental files.

Special Collections also contains several thousand books and pamphlets and several current periodical titles on all aspects of Quaker history, philosophy, thought, and practice. The original records of the Wilmington Yearly Meeting and the Ohio Valley Yearly Meeting are preserved in this room.

Quaker Circulating Collection hours:

Monday - Thursday:	8:00 a.m. -11:30 p.m.
Friday:	8:00 a.m.-5:00 p.m.
Saturday:	10:00 a.m.-5:00 p.m.
Sunday:	2:00 p.m.-11:30 p.m.

Quaker Rare Collections and College Archives hours:

By Appointment Only

### **Wilmington Campus Computer Lab**

#### **Robinson Communication Center**

##### **Ext. 459**

The Wilmington College campus Computer Lab contains more than 70 Windows2000 computers connected to the College network in multiple lab settings. Additional public-access machines are located in the S. Arthur Watson Library. Institutionally supported software and programs designed to supplement academic studies are available to all faculty, staff, and students within these facilities. The Computer Lab is open:

Sunday	2:00 p.m. to 1:00 a.m.
Monday - Thursday	7:30 a.m. to 1:00 a.m.
Friday	7:30 a.m. to 5:00 p.m.
Saturday	12:00 p.m. to 4:00 p.m.

Note: these hours will vary during breaks, finals, and summer sessions

### **Computer Services**

**Robinson Communication Center, Room 128**

**Ext. 459**

The Office of Computer Services maintains all facilities and services associated with computer technology at Wilmington College. Faculty, staff, and students are provided with a comprehensive selection of computer technology for use in the classroom, office, and residence halls. Some services available include: connection to the campus network from residence hall rooms, WC@Home, VPN connection to WC@Home, Web Registration and Web access to records through WebIT, WebCT.

The office hours are 8 a.m. to 5 p.m. Monday through Friday (normal business days).

### **Conference Service**

**Pyle Center First Floor, room #7 – main lobby**

**Ext. 325 (342 after 5:00 pm)**

Any organization wishing to use College meeting rooms must reserve them in advance through the Conference Service Office. Activities not scheduled on the Master Calendar in this office will not be recognized as official College events. Groups who have not reserved in advance are not assured space. Rooms can be used by off-campus organizations as well, but they will be charged for these services.

Scheduling forms may be picked up in the Conference Service Office in the main lobby of Pyle Center or check out [WC@Home/strictly business/conference service/schedule request form](#). You may also e-mail [jessie\\_heslar@wilmington.edu](mailto:jessie_heslar@wilmington.edu).

The Information Desk in the lobby of Pyle Center is open 5:00pm-1:00am during the academic year, except Fridays which are 4:00pm – 12:00am.

### **Correctional Education**

**College Hall, Room 202**

**Ext. 328**

This office is responsible for all off-campus correctional programs. The College offers programs at the Lebanon Correctional Institution, Warren Correctional Institution, and Franklin Prerelease Center. For further information, contact this office.

### **Custodial Services**

**Physical Plant**

**Ext. 220**

Custodial Services is responsible for the cleaning of all buildings on campus. In the residence halls, the custodians maintain the rest rooms, lounges, hallways, stairwells, study areas, and laundry rooms. Kitchen areas are to be maintained by the students who use them. Residents are responsible for cleaning their own rooms and disposing of their own trash in the dumpsters outside of the residence halls.

### **Dean of Students Office**

**Pyle Center, Offices #3 and #4**  
**Ext. 270, 339**

The Dean of Students is responsible for the Student Life Division. The Assistant Dean of Students for Housing, Housing Office, First Year Experience, Director of Student Activities, Director of Multicultural Affairs, Director of Greek Life and Wellness Programs, Campus Minister, Coordinator of Service Learning and Orientation, Campus Nurse and Health Clinic, Conference Services, Campus Safety, Bookstore, and Food Services are included in the Division. Through the Dean, the Student Life Division is responsible for the Judicial Process, New Student Orientation, Family Weekend, Community Day, the Student Recognition Event, and other activities, and advising Greeks, Activities Program Board and the Student Government Association. The Developing Leaders Program, Peer Advocates, Mediation Program, Service-Learning Program, Commuter Services and Housing staff are also part of the Division. Any problems or questions regarding student services should be directed to this office. All students who plan to withdraw or take a leave of absence should initiate the process in this office.

**Development Office**  
**107 College Street**  
**Ext. 272,273**

Through the fund-raising efforts of the Office of College Advancement, funds are obtained to support students, faculty, and administration, to provide scholarships, special programs and activities, and to relieve the daily operating budget. Specialized areas of Development include Annual Fund (direct mail, personal and corporate solicitation, phone-a-thons, Senior Challenge); major gift solicitation; estate and planned giving; grant and proposal counsel; and special programs and events.

Our office employs many students during the school year as office workers and phone-a-thon callers.

**Office of Equal Employment Opportunity (formerly Affirmative Action Office)**  
**College Hall, Room 306**  
**Ext. 282, 248**

Wilmington College does not discriminate on the basis of age, race, color, religion, national or ethnic origin, sex, or any other category enacted by law in the administration of education policies, admission policies, financial aid, employment, or any other College program or activity. Inquiries regarding compliance may be directed to this office or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

**The Fitness Center**  
**Pyle Center, Underground**

Fitness Center Hours: Check Daily Calendar for Hours of Operation

Students interested in working in the Fitness Center should contact the Director of Student Activities at **Ext. 624**.

## **Greek Affairs and Wellness Programs**

**Pyle Center, Office # 2**

**Ext. 341**

The Director of Greek Life and Wellness programs advises Greek organizations and works with a variety of offices to develop and implement wellness education and programs. The **Late Night at the Y** program originates in this office.

## **Hermann Court**

**Elm Street**

**Ext. 250**

Hermann Court facilities are used for classes, intercollegiate athletics, intramurals, recreation, official campus functions, and community activities. The YMCA shares the use of the Hermann Court swimming pool.

Faculty, staff, and students may use the facilities for recreational purposes whenever they are not occupied by some other scheduled activities. Check posted hours each semester for open-use times. Faculty, staff, and students may also participate in YMCA programmed activities as official Y members.

## **Housing and Residence Life Office**

**Pyle Center, Office #5**

**Ext. 312**

The Assistant Dean of Students, Housing and Residence Life is the Director of this office and is responsible for the coordination of all services, activities, and policies for the Wilmington College residence facilities. The Residence Life Staff strives to help residents learn what it means to be a part of a community. Since all full-time students must live on campus, they must be assigned by this office, or be exempted from this requirement by the Assistant Dean. This Administrative Assistant for Housing manages meal plans, room assignments and ID cards.

## **Human Resources Office**

**College Hall, Room 306**

**Ext. 248, 282**

This office is responsible for all human resource matters, including student payroll. All students working for the College must complete a federal and state tax form and an I-9 (Employment Eligibility Verification) immediately upon employment. To complete the I-9, it is necessary for the student to present the required original documents of identification to an authorized staff member (Generally, the driver's license and social security card are presented).

Time cards must be submitted according to the published schedule to ensure receipt of the paycheck. Questions about the time card or paychecks should be directed to extension 248. The Human Resources Office also maintains listings of campus job openings. Any student desiring on-campus work or having any questions about the submission schedule for time cards; should check WC@home at *Student Stuff* under "student jobs".

**Institutional Research Office**  
**College Hall, Room 202-B**  
**Ext. 621**

This office conducts institutional research and maintains statistical data concerning the College. Students who would like information on what's available through this office must meet with the appropriate course instructor, club advisor, or other staff member who will then arrange consultation with the Director of Institutional Research.

**International Education**  
**Office of Academic Affairs**  
**College Hall, Room 202-C**  
**Ext. 241**

The office maintains a file of brochures describing study abroad programs. The general education program at Wilmington College is designed to give students a broad understanding of the world in which they live. All students take two Global Issues seminars. One in the first year focusing on conflict and security, the global economy, development, and the environment and one in the senior year, focusing on human culture. An additional six credit hours with an international focus are required. Students can choose to meet this requirement through various study abroad opportunities. Wilmington provides both short trips abroad with faculty members and full semester programs for students.

- **Short Trips Abroad**

Students can enroll in courses during the spring semester that include an international study trip. The cost of the trip varies and is the responsibility of the student.

- **Semester Abroad**

Wilmington College is a member of the Midwest Consortium for Study Abroad which offers semester-long international programs in cooperation with AHA International. Semester-long programs are also available through agreements with Edge Hill College in England, Kansai Gaidai University in Japan, and through the Alma College International Education Program. Credit earned through any of the above programs is considered residence credit. In order to participate, Wilmington College students must meet certain eligibility requirements. Information about specific programs is available at the Office of Academic Affairs.

**S. Arthur Watson Library**  
**Office, Ext. 345**  
**Reference Desk, Ext. 297**

Watson Library includes Special Collections, the Media Center, and a Government Documents collection. The library provides a center for independent inquiry and learning. Books, periodicals, and audio-visual materials, owned by the College, are available in the library. Reference staff offers assistance, advice, and

instruction in effective use of information resources. Librarians can assist in locating and evaluating Internet sites from computers in the library with full Internet and campus network access.

The library is a part of OPAL and OhioLINK, which allows faculty, staff and students to borrow library materials from most of the colleges and universities in the state. Materials not available via OPAL or OhioLINK may be obtained through Interlibrary Loan, a service that allows library materials to be borrowed from anywhere in the country. Photocopying, computer printing, and transparency making are included in the services provided in the library

Hours are:	Monday through Thursday:	8:00 a.m. to 11:30 p.m.
	Friday:	8:00 a.m. to 5:00 p.m.
	Saturday:	10:00 a.m. to 5:00 p.m.
	Sunday:	2:00 p.m. to 11:30 p.m.

### **Mail Room**

**Pyle Center, First Floor**

**Ext. 227**

Every student at Wilmington College is required to apply for a campus mailbox assignment at the mailroom in Pyle Center. Students may pick up their mail whenever Pyle Center is open. Packages too large to fit in the student's mailbox may be picked up from the mail room staff from 8:30 a.m. to 5 p.m., Monday through Friday. **STUDENTS SHOULD EMPTY THEIR MAILBOXES AT LEAST ONCE A WEEK BUT DAILY IS PREFERRED.**

### **Media Center (Formally: Audio Visual Services)**

**S. Arthur Watson Library, First Floor**

**Ext. 350 and 458**

The Media Center offers a variety of equipment and services, including listening and viewing, laminating and transparency making. Trained student assistants are available to help you. Videos shown in classes and videos of campus events may be available for student viewing during office hours.

Office hours are:

Monday through Thursday:	8:00 a.m. to 8:00 p.m.
Friday:	8:00 a.m. to 5:00 p.m.
Sunday:	7:00 p.m. to 11:00 p.m.

### **Mental Health Counseling Room**

**Health Clinic, Basement of Bailey Hall**

**Ext. 217**

Mental health counseling is provided in the clinic's counseling room by Counseling Center staff under contract with the college. It is not necessary to be referred to receive counseling. Topics discussed during counseling remain confidential between the counselor and student. There is no initial charge to the student for this service. If you have questions about the use of this service, please contact the College nurse.

**Multicultural Affairs Office**  
**Austin Hall, Room 111**  
**Ext. 335**

The Multicultural Affairs Office provides advisement and counseling services for students of color. Multicultural programs are designed, implemented, and co-sponsored by this office, i.e., Martin Luther King Birthday Celebration, African-American History Month, and Women's History Month. The director also serves as co-advisor of the Multicultural Student Union (MSU), and is the ex-officio member of the People Engaged across Cultures and Ethnicity (PEACE) group. The director also serves as a member of Student Life Committee, the Early Alert Retention Program Committee and chair of the Peer Mentoring Program for First Year Students of Color.

This office attempts to provide a comfortable and safe campus environment for students of color. All students are welcome to stop by and discuss concerns related to race, gender, religion, and student participation in joint-campus/community activities.

**Orientation and First-Year Experience**  
**Pyle Center**

The Assistant Director of Residence Life coordinates the First Year Experience (FYE) Program. The FYE program helps students with their transition to college by creating a Living-Learning Environment in Bailey Hall. The Orientation program operates out the office of Service Learning. Both programs work within the college to implement intentional experiences that will assist students in their adaptation to college life.

**Peace Resource Center**  
**51 College Street**  
**Ext. 371**

The Wilmington College Peace Resource Center is home of a nationally recognized circulating library and research archives. These resources include materials related to nonviolence, peace education, Positive Discipline, conflict resolution, peer mediation, and peacemaking and peacemakers. The Peace Resource Center also provides training for individuals and groups interested in peer mediation and Positive Discipline, and administers Project TRUST. The Peace Resource Center is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

**Physical Plant Services**  
**Physical Plant Building**  
**Ext. 220**

The Physical Plant Department is responsible for the preservation, enhancement, and economical operation of the physical facilities at Wilmington College. Any problems with rooms or common areas in the residence halls should be reported to an RA, who will notify the Housing Department.

**President's Office**

**College Hall, Room 200****Ext. 200**

The president is responsible for the overall operation of the College. The office staff members are always willing to see students. Specific concerns about courses or grades should be taken first to the appropriate faculty member or administrator.

**Public Relations Office****588 Douglas Street****Ext. 344**

The Director of Public Relations oversees news releases, press conferences, feature stories, media tip sheets, college statements, and media requests. The PR office produces hometown news releases, feature stories about student, faculty and staff. The office also publicizes accomplishments such as graduation, dean's list, scholarships, sports newsletters, and provides photographic coverage of events. Students with knowledge of newsworthy events are welcome to contact this office.

The Director of Public Relations is the spokesperson for the College in the local community. All news media contacts (questions and statements) are handled by this office. The director serves as advisor on media and public relations for members of the faculty and administrative staff. This office contains the campus copy center and coordinates all off-campus departmental printing and publication needs.

**Center for Service-Learning****Pyle Center****Ext. 261**

The Service-Learning Program provides a wide variety of volunteer opportunities for students to perform meaningful service to society. Opportunities include on-going projects, plunge (one day) projects, special events (e.g., Quake, Make a Difference Day and Random Acts of Kindness Week), Greek service activities, and residence hall service projects.

**Snack Bar (the Underground)****Pyle Center, Basement**

The Underground is operated for the convenience of the College community and guests. The Underground offers subs, pizza, assorted bottled and fountain beverages as well as coffee. Fresh baked muffins and cookies, giant pretzels, assorted candies and nutrition bars. Freshly made salads and soups are also served daily.

Hours of operation for the Underground are:

Monday-Thursday 9:00a.m. – 10:30 p.m.

Friday 9:00a.m. – 3:00 p.m.

Saturday and Sunday Closed

**Sports Information Office****588 Douglas Street****Ext. 347**

The Sports Information Office provides news coverage and statistics for all

sports. Students with knowledge of newsworthy events are encouraged to contact this office.

### **Student Activities Office**

**Pyle Center Office #1**

**Ext. 624**

The Director of Student Activities is in charge of the planning and coordination of student activities/programs and advises both the Activity Programming Board and the student Publications Board. The Director is also responsible for working with commuter students and oversight of the operations of the Commuter House (309 College Street).

### **Student One Stop Center**

**Pyle Center**

**Ext. 600**

The Student One Stop Center is designed to provide a “one stop” service area for families and the Wilmington College community. Students, parents, faculty, and staff may use the Student One Stop Center for the following:

- Obtain financial aid information
- Report the receipt of any outside scholarship or other educational resources
- Submit financial aid documents
- Apply for an educational loan
- Obtain deadlines for payment of tuition and fees
- Make payment on a student account (Visa, MasterCard, and Discover are accepted)
- Discuss payment options
- Set up monthly payment plan (WILpay)
- Register for classes
- Purchase parking permits
- Cash college payroll checks (students only)
- Cash personal check up to \$50
- Obtain a class schedule, course authorization form, or drop/add form
- Change your major, minor, or advisor
- Request an academic transcript
- Request an enrollment or degree verification

**\*\*There is a \$25.00 fee for returned checks.**

#### **Walk In Hours:**

8:00 a.m. – 5:00 p.m. Monday through Friday

#### **Check Cashing Hours:**

8:00 a.m. – 4:00 p.m. Monday through Friday

**Student Resource Center (Formally-Academic Resource Center)**  
**103 Robinson Communication Center**  
**Ext. 208**

The Student Resource Center offers interdisciplinary learning assistance through a variety of services to help students become more efficient and effective learners. All services, except credit courses, are free to Wilmington College Students.

The services are

1. Peer tutoring - student-to-student support in most classes
2. Writing Center - a drop-in or appointment service for help with writing assignments
3. Math Center - a drop-in or appointment service for help with math or math-related courses
4. Supplemental Instruction - group study sessions that integrate learning strategies with course content in high-risk courses
5. Support (such as un-timed testing and note taking) for students with documented disabilities.
6. On-line modules and workshops on learning strategies such as time management, note-taking, active reading and taking tests.
7. Support for students for whom English is a second language
8. Preparation for standardized tests (GRE, Praxis)
9. Computer assisted instruction in writing
10. Remediation in writing skills
11. CLEP test administration

**Telephones**

**Conference Service Office**

**Pyle Center, First Floor**

**Ext. 325**

Telephone service is available in all student rooms and in the common areas of each apartment in the Village and the Commons. Telephone numbers may be assigned at the time room assignments are made. You must supply your own telephone. There is no charge for local telephone service. Wilmington College does not offer long distance service, but phone cards using 800 numbers will work on the college system.

If you are using a long distance carrier program with companies such as Sprint, AT&T, MCI, etc., you must use your parents' home phone number and address for your long distance billing number, which means the bill will be sent to your parents' home. Bills may not be charged to your college room telephone number. A student who attempts/achieves billing to his/her college telephone number may be charged with a violation of the **Student Code of Conduct**, which states: "Any use of campus phones which avoids direct billing to the student making the call or which causes another party to be billed without their consent for the calls made or received by the student, is a violation of College policy and Ohio law."

## **Vending Machines**

### **Food Service**

#### **Pyle Center Second Floor**

##### **Ext. 218**

Soft drink and candy machines are located in most residence halls and in most classroom buildings. If a machine malfunctions, it should be reported to the Dining Services, and it will be repaired as soon as possible. For a refund, see a Dining Services manager. The money will be refunded to the students in person in the Dining Service Office, located in the TOP of Pyle Center.

## **Wilmington Dining Service (Sodexo)**

### **Pyle Center Second Floor (Top)**

##### **Ext. 218**

All students living in campus residence halls are required to subscribe to a meal plan.

Carte Blanche Meal Plan hours are from 7:15 a.m. to 6:30 p.m. Monday through Thursday. The hours on Fridays are until 6:00 p.m. Salad bar, soup, and deli are available during the non-meal hours.

The regular meal plan hours are:

Monday through Friday	Breakfast	7:15 a.m. to 7:45 a.m. (cold) 7:45 a.m. to 9:30 a.m. (hot)
	Lunch	11:30 a.m.-1 p.m.(Flash open until 1:30 p.m.)
	Dinner	5 p.m. to 6:30 p.m. 5 p.m. to 6 p.m. (Friday)
Saturday and Sunday	Brunch	11:45 a.m. to 1:00 p.m.
	Dinner	5 p.m. to 6 p.m.

Resident students have ID cards that are encoded in a manner that permits them to eat all meals on the meal plan. **ID CARDS ARE NOT TRANSFERABLE! STUDENTS ARE NOT PERMITTED TO ENTER THE DINING HALL DURING MEAL HOURS WITHOUT THEIR ID CARDS.** Commuter students, faculty, and staff may purchase specialized plans through the Dining Service. Plans will be encoded on their ID cards. For information on meal plan exemptions, see the Housing section of this handbook.

**COLLEGE POLICY PROHIBITS THE REMOVAL OF FOOD FROM THE DINING HALL.**

## STUDENT INVOLVEMENT OPPORTUNITIES

Students have a right to form, join, and participate in groups or organizations for purposes including, but not limited to, intellectual, religious, social, political, or cultural interests. The College recognizes the right of all students to engage in discussion, express thoughts and opinions, and the freedom to assemble, speak, write or publish on any subject in accordance with College policies and state and federal laws.

To obtain official recognition by the College a group must be approved by the Dean of Students. After approval from the Dean's office, the organization may file for recognition with the Student Government Association (SGA). To obtain student activity fee funding an organization must be recognized by the SGA.

### I ATHLETICS

#### **Intramural Athletics**

A varied program of athletics is provided for all students, including flag football, indoor soccer, whiffleball, basketball, volleyball, and softball. Some sports are offered as co-ed activities. Bulletin boards with all information pertinent to the intramural programs for both men and women are located in Hermann Court.

#### **Intercollegiate Athletics**

Wilmington College is a member of the National Collegiate Athletic Association Division III. We compete as members of the Ohio Athletic Conference.

Men's intercollegiate schedules are maintained in football, soccer, cross-country, basketball, golf, wrestling, baseball, track and field, swimming, and tennis. Students must maintain academic standards as stipulated by Wilmington College and the NCAA in order to be eligible for athletic participation. Academic eligibility is determined one week after grades are due to the Office of Academic Records each term.

Women's intercollegiate schedules are maintained in volleyball, basketball, softball, tennis, golf, swimming, track and field, soccer, and cross-country. The women hold the same academic standards as the men.

The College nickname is "Quakers" and the school's colors are green and white. Complete schedules for any College team may be obtained in the athletic office in Hermann Court.

### II FINE ARTS

#### **Wilmington College Chorale**

The Wilmington College Chorale is a choral ensemble. It is open, by audition only, to any Wilmington College student of any major. Previous experience in vocal/choral music is recommended but not required. The Chorale gives four home concerts every year and can be taken for one hour of credit or non-credit.

#### **College Community Chorus**

The Wilmington College Community Chorus is a performing ensemble open to

any interested person without audition. They perform two concerts a year with the Chamber Orchestra. It may be taken for one hour of credit or non-credit.

### **Collegium Musicum**

The Collegium Musicum consists of an instrumental and vocal ensemble. Both perform music from the Medieval, Renaissance, and Baroque eras in period costumes. Wilmington College owns the Linglebach Collection of historical instruments that the Collegium Musicum uses. Beginning students perform in the vocal ensemble until proficient with the instruments. Collegium Musicum can be taken for one hour of credit or non-credit. It is open to any interested student of any major.

### **Jazz Workshop**

The Jazz Workshop is a jazz improvisation course and performing jazz ensemble of instrumentalists and vocalists. The course is open to all interested students. The group performs at least three times a year. Jazz Workshop can be taken for one hour of credit or non-credit.

### **Percussion Ensemble**

The Percussion Ensemble is an all percussion (mallet and otherwise) group open to any interested student by permission of the instructor. It has an active performance schedule throughout the school year.

### **Theatre Productions**

Every year the Wilmington College Theatre Department stages four major productions; three during the academic year and one during the summer. Students from any area of study are invited and encouraged to audition for these plays. Audition dates are posted around campus near the beginning of each semester.

## **III GOVERNMENT**

### **Student Government Association (SGA)**

#### **Pyle Center SGA Office**

#### **Ext. 468**

It is the responsibility of Wilmington College's SGA to serve as the representative voice of the student population; to encourage understanding and respect for the Quaker tradition of peace, service, and inner direction; to recognize and aid worthy student organizations; and to promote pride in the College. The SGA seeks to serve all the students' desires for improved student services and academic programs, as well as to promote honest and open communications among students, faculty, administrators, and staff. The SGA Steering Committee is also responsible for the allocation of the student activity fee.

All registered and enrolled students of Wilmington College main campus are members of the Student Government Association. Any member of the SGA has the right to present a concern or grievance in accordance with the SGA Bylaws (Article I, Section I). Any member of SGA has the right to appeal a decision in accordance with the SGA Bylaws (Article I, Section II).

The SGA Board meets every Tuesday afternoon at 4:00 p.m. in the SGA office with the exception of the second Tuesday of each month. On this day, meetings are held at 4:00 p.m. in Thomas Lounge. All students, faculty, and staff are welcome to attend.

## **PUBLICATIONS**

### **Publications Board**

**APB Office, Pyle Center**

**Ext. 303**

The Publication Board is responsible for the supervision of the production and budget for the three student publications. The Board, chaired by the Vice-President of SGA, is comprised of the editors of the three publications and two students appointed by SGA. These publications are The Witness, Wilmingtonian, and Woodhouse. The Board meets on a weekly basis throughout the year. Students interested in any of the publications should contact Box 1268.

### **The Witness**

**Pub Board Office, Pyle Center**

**Ext. 303**

The Witness is the student-run newspaper. It is published 24 times throughout the academic year except during finals week and vacations. Students interested in working on the paper in any capacity should contact the editor, Box 660.

### **Wilmingtonian**

**Pub Board Office, Pyle Center**

**Ext. 303**

The Wilmingtonian is the College yearbook. It is available to the College community every fall and depicts the events of the previous year. Those students interested in working on the yearbook should contact Box 640.

### **Woodhouse**

**Pub Board Office, Pyle Center**

**Ext. 303**

The Woodhouse is the campus literary magazine, which highlights students' and staff poetry, fiction, and nonfiction; artwork and photography. It is published twice a year. Students interested in working and/or submitting entries for the magazine should contact Box 648.

### **Activities Programming Board (APB)**

**Pyle Center**

**Ext. 355**

The Wilmington College Activities Programming Board (APB) serves as the overall coordinating body for all student activities and programs. It is APB's goal to develop and maintain quality, diversity, and regularity in all student programs and activities. As a branch of the Student Government Association, APB works cooperatively with all SGA recognized student organizations to better plan,

coordinate, and evaluate campus programming. Through this coordinated effort, APB hopes to encourage a greater sense of unity and participation in activities throughout the campus community. Students interested in APB should contact Box 636 for more information or see the Director of Student Activities (Ext. 624) for more information.

**Class Officers**  
**Pyle Center, SGA Office**  
**Ext. 468**

The freshman, sophomore, junior, and senior classes elect officers who are responsible for providing the leadership for their respective classes. Each class elects a president, Vice-President, secretary, treasurer, and SGA Representative. Class Officers meet with the SGA Steering Committee at 4:00 p.m. on the third Tuesday of every month.

**IV GREEKS**

Wilmington College currently recognizes ten active sororities and fraternities. The sororities are Alpha Phi Kappa, Delta Omega Theta, Delta Theta Sigma Little Sis\*, Phi Alpha Psi Sweethearts, and Psi Beta Omega. The local fraternities are Gamma Phi Gamma, Phi Alpha Psi, Tau Kappa Beta, Sigma Zeta, and Delta Theta Sigma\*. This group of ten Greek organizations constitutes the membership of the Greek Council. Iota Phi Theta\* and Xi Omicron Chi (coed fraternity) are inactive Greek organizations recognized by the College

*\*denotes affiliation with a national/regional organization.*

**V HONOR SOCIETIES**

**Delta Tau Alpha (National Agriculture Society)**

The purposes of this organization are to promote and recognize high standards of scholarship, leadership, and character among agriculture students; to encourage and foster high ethical standards in agricultural and professional positions held by agriculture students; to promote the profession of agriculture; and to render service to Wilmington College.

To qualify for membership, a student does not have to be an Agriculture major, but must have completed 45 semester hours (including a minimum of 12 hours in agriculture) and be ranked according to their cumulative grade point average in the upper third of the eligible candidates.

**Sigma Tau Delta (International English Honor Society)**

The purpose of this organization is to recognize excellence in Literature, Rhetorical Theory, Composition, Critical Theory, English Education, Linguistics, and Creative Writing. A G.P.A. of 3.5 or better, and completion of two or more English classes beyond composition with a "B" or better are required for consideration for membership.

**Green Key (Wilmington College Honor Society)**

The purpose of this organization is to recognize academic achievement. Juniors who have earned a cumulative average of at least 3.75 and seniors who have earned a cumulative average of at least 3.5 are eligible for membership and are invited to join. New members are inducted into the Green Key at the student recognition event held late in the spring semester.

**Omicron Delta Epsilon (International Economics Honor Society)**

The purpose of this international organization is to acknowledge excellent scholarship in the field of economics and to promote interaction among Wilmington College students, faculty, and those interested in economics at other area institutions.

To qualify for membership, a student must have completed 12 semester hours in Economics with a 3.0 average and also have a 3.0 cumulative grade point average.

**Order of Omega (National Greek Honor Society)**

The purpose of this organization is to honor Greek leaders for their service to their chapters, the college and the community. To qualify, students must be a Junior or Senior and must be nominated by their membership. All nominees are reviewed by the officers and members of the Order.

**Omicron Delta Kappa (National Leadership Honor Society)**

This society honors juniors and seniors who are in the top 35% of their class academically and who have made significant contributions in one or more of the following areas:

- Academics
- Athletics
- Campus or community service, social and religious activities, and campus government
- Journalism, speech, and mass media
- Creative and performing arts

Students are further expected to *demonstrate “exemplary character, responsible leadership and service in campus or community life, and superior scholarship.”*

**Sigma Delta Pi (National Collegiate Hispanic Honor Society)**

Sigma Delta Pi, the National Collegiate Hispanic Honor Society (La Sociedad National Honoraria Hispanica), was established on November 14, 1919, at the University of California at Berkeley. It is not only the largest foreign language honor society in existence, but it is also one of the very best as attested to by its membership in the Association of College Honor Societies, an accrediting body which demands the maintenance of the highest standards and which has extended its recognition to only two other foreign language societies.

The purpose of this society is to honor those who seek and attain excellence in the study of the Spanish language and in the study of the literature and culture of the Spanish speaking peoples; to encourage college and university students to acquire a greater interest in and a deeper understanding of Hispanic culture; to foster friendly relations and mutual respect between the nations of Hispanic speech and those of

English speech; and to serve its membership in ways which will contribute to the attainment of the goals and ideals of the society. In order to be a member, students must be a junior and have a minimum of 18 hours of Spanish courses, which includes Spanish culture and literature. Contact Jeff Stahley, Assistant Professor of Spanish, for more information.

## VI RELIGION

### **Bible Study**

Bible study groups meet weekly for study and prayer, seeking to tie the Scriptures to daily life and concerns. Students, faculty, and other concerned people lead Bible study groups. Groups meet at various times throughout the week. Study groups also meet during lunch.

### **Campus Friends Meeting for Worship**

Campus Friends Meeting for Worship is held in the traditional Quaker manner of worship each Sunday at 10:30am in the McCoy Room of Kelly Religious Center. People gather and “center down” in silence in the presence of God. Shared thoughts come out of the silence. Anyone present is free to speak when moved by the Spirit of God. At the end, people all around the room shake hands and greet each other. For more information contact Martha Hinshaw Sheldon, Ext. 239 or Ron Rembert, Ext. 210.

### **Catholic Campus Ministry (CCM)**

The Catholic Campus Ministry is co-sponsored by St. Columbkille Catholic Church, Wilmington. The group offers a variety of activities that include opportunities for ministry within the parish, some Mass on campus, and retreats. Membership is open to all students, staff, and faculty.

### **Chi Alpha (XA)**

Chi alpha is a non-denominational Christian fellowship group. The group meets on campus, in all sorts of settings and sizes. The gatherings are informal, charged with music, given to humor, and address topics that vary from relationships to the nature of truth. The goals of these gatherings are to meet with God, meet with friends, and meet real needs. Meetings are typically held on Fridays in the Underground at 7:00pm.

### **College Young (Adult) Friends (CYF)**

The College Young Adult Friends gathers together Quaker and non-Quaker students for fellowship, discussion, retreats, and various activities. They seek to learn more about Quaker faith and witness and to reflect on their own spiritual journey in light of today’s issues and concerns.

### **Open Worship and Prayer**

Students sometimes gather for prayer, worship, and for encouraging one another in faith. The Meditation Room in Kelly Religious Center is open for this purpose. All are welcome.

### **Quaker Fellowship Luncheon**

Quaker Fellowship Luncheon provides an opportunity to hear and interact with Friends who are making an impact on their communities. Each month Wilmington Friends Meeting and Campus Friends Meeting sponsor a luncheon on campus for Quakers (and interested others) of the student body, faculty, and staff.

### **Quaker Leader Scholars (QLS)**

Recipients of the Quaker Leader Scholarship meet regularly to develop their leadership abilities and strengthen their spiritual life. They also sponsor activities that promote a greater understanding of Quakerism on our College campus. QLS are encouraged to participate with the Department of Religion and Philosophy in their travel offerings to study internationally so participants can gain a global perspective of Friends faith and witness.

### **St. Anthony's Episcopal Church**

St. Anthony's Episcopal Church meets in the McCoy Room of Kelly Religious Center every Sunday morning at 9:00. The congregation is yoked with St. Mary's Episcopal Church in nearby Hillsboro, Ohio.

### **Worship in Wilmington**

Students are encouraged to make connections with their local congregations while at college. Information is available through the Campus Ministry Office. Wilmington College maintains relationship with the Wilmington Area Ministerial Association and recognizes its Quaker heritage through the Wilmington Yearly Meeting of the Religious Society of Friends.

## **VII SPECIAL INTEREST GROUPS**

### **Aggies (Wilmington College Student Agriculture Society)**

The purpose of this organization is to promote agriculture, high scholastic standards, leadership, character, fellowship, and goodwill among agriculture students. Any Wilmington College student who is interested in agriculture is eligible for membership.

The club sponsors a livestock judging contest every spring for FFA and 4-H young people. Club activities include an Ag freshman orientation picnic, Christmas holiday dinner, barn dances, and a spring alumni and awards banquet.

### **American Medical Students Association (AMSA)**

#### **WC Premedical Chapter**

The primary purpose of AMSA is to provide an environment that supports the creative ideas of physicians in training while offering a forum for discussion of health issues. It is the intention of AMSA to help increase the knowledge of health and wellness information among members and the general public.

### **Amnesty International**

Amnesty International is an independent, worldwide movement working

impartially for the release of prisoners of conscience – those people detained because of their beliefs, race, sex, ethnic origin, or religion – who have neither used nor advocated violence; fair and prompt trials for all political prisoners; and an end to torture and execution in all cases. Amnesty International is independent of any political, ideological, or religious affiliations and is funded by donations from its members and supporters around the world.

### **Multicultural Student Union (MSU)**

The primary purpose of the Multicultural Student Union is to unify students of Wilmington College from various backgrounds and ethnicities. The organization also strives to provide a comfortable environment where students of varying backgrounds may express, celebrate and share their heritage. MSU sponsors a wide variety of activities and programs with the goal of increasing cultural awareness and involvement throughout the entire campus and surrounding community.

### **Collegiate 4-H Club**

The Collegiate 4-H Club has as its purpose the promotion of: 4-H on campus and in the local community; fellowship among its members on campus and with other collegiate 4-H clubs; scholastic standards, leadership and character among its members; activities with the Clinton County Extension Service; and service and cooperation with other student organizations on campus.

### **Criminal Justice Club**

The Wilmington College Criminal Justice Club is a student interest group that develops co-curricular activities in criminal justice. Through the club, students participate in field trips to area agencies, plan internships and field practica, and assist one another in career development. The club meets weekly throughout the term.

### **E.T.C. – Educational Theater Company**

(Contact: Ken Lydy, extension 624, or Tara Lydy, extension 261)

The Educational Theater Company consists of freshmen, sophomores, juniors and seniors. Members of E.T.C. are not required to hold a Theater major or minor however they must have a passion for educating their peers. The student members of E.T.C. are not paid actors. They volunteer their time and skills to perform for diverse audiences using drama as an innovative way to educate.

### **Farm Bureau of Wilmington College**

The purpose of Farm Bureau is: to provide educational, leadership, and service opportunities for its membership; cooperate with other campus organizations to develop activities of mutual interest; and to familiarize members with, and maintain cooperative relations with, the Ohio Farm Bureau Federation.

### **International Club (contact Mark Denniston, Ext. 264)**

Both international and American students are invited to become members of the International Club. Multicultural programming, including social activities and

educational excursions, are planned throughout the academic year.

**Wilmington College Mock Trial Team (Contact Paul Moke, Ext. 415)**

The purpose of the Mock Trial Team is to prepare and to compete in an annual Mock Trial Competition sponsored by the American Mock Trial Association. While one goal is to supplement the pre-law program, membership on the team does not require students to be pre-law majors. One major objective of the program is to allow for a better understanding of the law for all participants.

**Resident Student Association (RSA)**

The Resident Student Association (RSA) affords leadership and involvement opportunities for all residential students. RSA serves as a voice for on-campus students about residence hall policies and issues. The group also sponsors campus-wide activities such as residence hall Trick-or-Treat and the Spring Formal. Wilmington College is a member of the National Association of College and University Residence Halls (NACURH) and RSA participates in leadership conferences for the Central Atlantic region.

**Sports Medicine Leadership Council (SMLC)**

This association is designed for Wilmington College student athletic trainers. Its purpose is the furthering of students' education and career opportunities in the athletic training field and other allied health care fields. The association creates College community and public awareness of area health/fitness programs and sponsors guest speakers.

**The Wilmington College Student Alumni Association**

Contact Kathy Milam  
Ext. 336

Since its inception in the spring of 1985, the Student Alumni Association (formerly known as the Student Foundation) has worked to promote pride within the current classes at Wilmington College, along with generating future alumni support. The group also works with the Alumni Relations Office on various events including Homecoming, Day for WC, and Alumni Reunion Weekend. The group also develops its own events to build school spirit and create relationships between alumni and students.