



Tennessee Wesleyan College

2012-13
Student Handbook



INTRODUCTION

Tennessee Wesleyan College strives to provide an environment that supports the freedom to learn through responsible academic citizenship. The responsibility to secure and respect general conditions that support freedom to learn is shared by all members of the academic community. Students are obligated to exercise their academic rights and responsibilities with maturity.

MISSION STATEMENT

In keeping with the spirit of the liberal arts, Tennessee Wesleyan College seeks within the framework of the Judeo-Christian tradition to provide for students the highest quality educational experience, to promote personal responsibility, integrity, and purpose, and to prepare students for a life of leadership and service in an ever changing global community.

STATEMENT OF PURPOSE

Tennessee Wesleyan takes pride in its role as a small church-related college affiliated with the United Methodist Church and accepts the challenge of advancing a community of learning on the main campus in Athens and at its off-campus sites. The College serves a heterogeneous student body comprising traditional and non-traditional students, non-degree-seeking adult learners, and international students. Highly-qualified faculty and staff are committed to assisting students in the realization of their full potential by providing appropriate career, preprofessional, and professional education and/or requisite preparation for continued study in graduate school. The College offers baccalaureate programs in fine arts, humanities, natural and social sciences as well as business, nursing, other career-related areas, and teacher certification. The curriculum is designed to prepare graduates to be knowledgeable, to think critically and creatively, and to develop a basis for effective judgment. In order that they may take their places among those who lead and serve, graduates are expected to be able to:

- use effectively the communication skills of reading, writing, speaking, and listening
- be knowledgeable of religious beliefs and issues, the religious positions of others, and the choices with which religion confronts them
- recognize the issues that affect social and political behavior in their historical and cultural perspective
- demonstrate mathematical and basic computer skills, and discover the impact of science and technology
- appreciate the contributions of the arts and literature to life enrichment
- choose physical activities which will enhance wellness.

PRIVACY

The Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) states that no academic, personal records or personally identifiable information about students will be released without their written permission to persons other than those College staff members with legitimate educational interest in those records.

Specific legal provisions include the following:

1. The student must be provided access to official records directly related to the student. This does not include private records maintained by instructional, supervisory, or administrative personnel. A student who wishes to see his/her records may make an appointment with the Registrar's Office. A student may not remove any materials, but is entitled, at his/her

own expense to one copy of any material contained in this file.

2. The student must be given the opportunity for a hearing to challenge the accuracy of such records. The right to a hearing under the law does not include challenges of grades assigned by instructors.
3. The College is authorized to provide students' records to Tennessee Wesleyan College officials and employees who have legitimate interests in such access; these are persons who have responsibilities in the College's academic, administrative or service functions. The student's written consent must be received to allow release of identifiable data from the records to any other parties.
4. The College is authorized under the Act to release public directory information concerning students. Directory information may include a student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended by the student, and any other information authorized in writing by the student. Directory information is subject to release at any time by the College unless the Registrar's Office has received a prior written request from the student that the information not be released.
5. As a private institution, Tennessee Wesleyan College reserves the right to contact the parent or legal guardian of a student in the event of serious illness or accident, suspension or dismissal from the College, unpaid bills, disappearance from the campus, or other serious matters.

ACADEMIC LIFE

ATTENDANCE POLICY

Tennessee Wesleyan College considers regular class attendance an essential element of the instructional process and expects students to undertake all courses with this in mind.

Unavoidable absences known about in advance should be explained to the instructors concerned with as much notice as possible. When there is no time for prior notification, students must explain the emergency as soon as possible after the event. In all cases, students must make up all missed work and assignments by arrangement with instructors concerned. Depending upon the course, instructors may decide that a particular number of absences, whether unavoidable or not, constitutes a serious weakening of a student's performance. Instructors with such policies should present them in writing to the students during the first week of classes.

If students unavoidably miss quizzes or tests, they must make them up within one week of returning or as stated in the course syllabus. Failure to comply will adversely affect the final grade. If students miss a final examination, immediate notification and explanation is imperative. Alternative arrangements must then be made within three days of the missed examination. Failure to comply will almost certainly result in a failure for the course. Complete academic information may be found in the College Catalog.

HONOR SYSTEM

The Tennessee Wesleyan Honor System promotes academic integrity on the Tennessee Wesleyan campus and increases awareness among different groups within the College community—students, faculty, and staff - of the importance of academic honesty. Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System establishes the higher level of conduct expected and required of all Tennessee Wesleyan students. Violation of academic integrity, either by plagiarism or by cheating in the classroom or elsewhere, is inconsistent with the philosophy of education of Tennessee Wesleyan College and the moral and ethical prescriptions of the Christian faith.

The basis of the Honor System is the assumption that academic honesty lies at the heart of the academic enterprise. It provides the foundation for the intellectual freedom that is encouraged and shared by all members of the academic community, and it embodies the belief that true academic freedom and discourse can exist only within a framework of honesty, integrity, and responsibility—values essential to the life of an engaged citizenry. The success of the Honor System depends upon the co-operation of the entire community. Students, faculty, and staff are equally involved in matters of academic integrity.

Honor Pledge

Upon admission to the College, students agree to abide by the Tennessee Wesleyan Honor System by signing the Honor Pledge, which reads:

“I pledge, on my honor, to conduct myself with
the foremost level of academic integrity.”

Each examination, quiz, or other paper which is to be graded will carry the student's written pledge and signature: “I hereby certify that I have neither given nor received unauthorized aid on this paper.” The abbreviation “Pledge” followed by the student's signature holds the same meaning and may be acceptable on papers other than final examinations. These short, succinct statements will appear in the Student Activity Center, residence halls, and classrooms across campus to remind all members of the College community of the importance of academic integrity. Faculty must also include the Honor Pledge on their syllabi to serve as an additional reminder.

Academic Integrity and Honor

A student who lives by the Honor System is an individual who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor System:

- espouses academic integrity as an underlying and essential principle of the college community.
- understands that each act of academic dishonesty devalues every degree that is awarded by this institution.
- is a welcomed and valued member of Tennessee Wesleyan College.

An understanding of the Honor System must include the following:

- Any adequate conception of Honor demands that an honorable person shall not lie or cheat or steal.
- Membership in the student body carries with it a particular responsibility for the meticulous observance of those standards of conduct that govern an honorable person in every walk of life. This responsibility includes the classroom, residence halls, community, and work.
- The integrity of the degrees granted by the College depend in large degree upon the Honor System; therefore, all students in every class must regard themselves as particularly bound by their honor not to cheat in any form, and are likewise bound in honor not to fail to report any cheating of which they are aware.
- The preservation of equal access to scholarly materials is essential in any academic community; therefore, it is a violation of the Honor System to fail to check out a book taken from the library, or to remove from the building without proper authorization non-circulating materials such as reference books, periodicals, or reserved books.

Academic Dishonesty

The Student Code defines academic dishonesty as acts of cheating, fabrication, and plagiarism.

Cheating is defined as:

- using or attempting to use or providing others with any unauthorized assistance in taking

quizzes, tests, examinations, or in any other academic exercise;

- depending upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- substituting for another student, or permitting another student to substitute for him/herself, in taking an examination or preparing academic work;
- acquiring tests or other academic material belonging to a faculty member, staff member, or another student without expressed permission;
- continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
- submitting substantially the same work for credit in more than one class, unless he/she has prior approval from the instructor;
- engaging in any form of research fraud whether by electronic or any other means;
- copying from another student's examination or allowing another student to copy from an examination;
- using outside materials on an examination that are not authorized for use during the test;
- preparing notes to take into a closed-book examination, such as writing on one's hand or desk; and
- collaborating on a project that was intended to be the work of an individual student.

Fabrication is defined as altering or fabricating any information or citation in an academic exercise or activity. Examples of fabrication include:

- falsifying citations, for example by citing information from a non-existent reference;
- manipulating or manufacturing data to support research;
- taking another student's examination or writing another student's paper; and
- listing sources in the bibliography that were not used in the academic exercise.

Plagiarism is defined as the appropriation of the work or ideas of another scholar—whether written or not—and without acknowledgment, or the failure to correctly identify the source, constitutes plagiarism regardless of whether it is done consciously or unintentionally. Ignorance of the standards of academic citation does not excuse violation of the Honor System. Plagiarism may take many forms. In its most blatant form, entire phrases, sentences or paragraphs are used verbatim, without quotation marks or the appropriate citation. Plagiarism also includes paraphrasing the work of another without attribution, or taking a written passage and altering a few words in an effort to make the writing one's own. Moreover, the use of an idea of another that cannot reasonably be regarded as common knowledge constitutes plagiarism. Non-textual images such as drawings, graphs, and maps are also subject to plagiarism, as are the experiments, computer programs, musical compositions, and websites of others. Material taken from any electronic source, i.e., the Internet, may not be used as the original work of the student. Since footnoting and bibliographical conventions differ significantly between disciplines, students should consult with professors about the conventions of academic footnoting and bibliographical documentation expected in a particular course.

Multiple Submissions of the same work may not be submitted to more than one course without the prior approval of all instructors involved. Reasonable portions of a student's previous work on the topic may be used, but the extent of the borrowing must be acknowledged.

Steps in the Disciplinary Process

When the Faculty member or other person in authority suspects reasonable evidence of a violation of the Honor System, evidence must be reported or, in a classroom situation, dealt with within one hundred and twenty (120) hours (5 business days) after being detected. If the College is not in

session at the time of the detection, these one hundred and twenty (120) hour periods are to be measured from the resumption of the College session. If the infraction falls within that time period, the concerned student shall be informed of the reported violation of the Honor System, and he or she shall agree upon a time and place for a meeting with the concerned faculty member as expeditiously as possible.

In the event of academic dishonesty, the individual faculty member may resolve the first offense, but will notify, in writing, the Vice President for Academic Affairs. The second offense will go directly to the Vice President for Academic Affairs. The third offense should go to the Student Judicial Council. On every level, a record will be maintained. The following represent the stages through which a case might go:

1. An act of academic dishonesty as defined by the Honor Code is committed.
2. The faculty member in whose course the offense occurred may sanction the student by issuing a warning or reprimand or by adjusting the student's grade. Whatever the decision, it must adhere to a statement contained in the class syllabus, and the offense and subsequent discipline must be reported to the office of the Vice President for Academic Affairs.
3. The faculty member, wishing to impose more severe penalties on the student, may refer the case to the Vice President for Academic Affairs for review. The Vice President may attempt to resolve the case informally or may refer the case immediately to the Student Judicial Council. At this, as at every other level of the disciplinary process, the student's file must be kept up to date.
4. The Student Judicial Council may then review the case. The decision of the Student Judicial Council is final unless appealed, but the President of the College must approve the penalties of suspension or expulsion.
5. Students have the right to appeal the decision of the Student Judicial Council to the Hearing and Appeals Board.
6. The Hearing and Appeals Board shall forward its findings to the Vice President for Student Life, who is the advisor of the Student Judicial Council and the Hearings and Appeal Board. The Vice President will notify the student of the decision. In the event of suspension or expulsion, the President of the College must approve the decision.

Violations of the Honor System will be addressed and sanctioned as needed according to the guidelines established by the College Judicial System. Consult the current Student Handbook for details.

INTELLECTUAL PROPERTY POLICY

Intellectual Property Review Board

The Board of Trustees hereby authorizes the President to appoint a committee, made up of faculty and staff, to oversee intellectual property issues and which has the responsibilities and authority described in this document. Hereafter this committee will be referred to as "the committee". Specifically the committee would be made up of faculty members from the standing Promotion and Tenure Committee and three staff members appointed by the President.

What is Intellectual Property?

Matters of intellectual property on college campuses center around three main categories: *copyrights*, *patents*, and the newer "gray area" of *computer software*.

Copyright should hereafter be understood to mean the "bundle of rights that protect original works of authorship fixed in any tangible medium of expression". These works may include but are not limited to literary works; musical works; dramatic works; graphic, and sculptural works; sound recordings; books, periodicals, manuscripts, films, and tapes.

Patents should hereafter be understood to mean the “bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter or any new and useful improvement thereof; new and ornamental designs for any useful article and plant patents being for the asexual reproduction of a distinct variety of plant...”.

Computer software or programs fall into a gray area and therefore will be divided into two categories. Programs which are part of a “new and useful process” will fall under the Patent definition and therefore are eligible for all protections and policies applicable to patents. Programs which embody “minimally original expression” will fall under the copyright definition and therefore are eligible for all protections and policies applicable to copyrights.

Who Owns the Property?

The College subscribes to AAUP's *Statement on Copyright* which states that “it has been the prevailing academic practice to treat the faculty member as the copyright owner of works that are created independently and at the faculty member's own initiative for traditional academic purposes”. However it should be noted that in Academia there is a prevailing practice to “arrange for agreements between college and university administrations and faculty inventors that provide in some detail a means of sharing income from commercial application of patented inventions”.

The *Statement on Copyright* specifies three instances where the college can claim ownership of a copyright.

1. Works for hire shall be owned by the College. These include “special works created in circumstances that may be regarded as ‘made for hire’...A work should NOT be treated as ‘made for hire’ merely because it is created with the use of university resources, facilities, or materials of the sort traditionally and commonly made available to faculty members. When the college specifically instructs an employee to create a particular work or any work which may be a part of the employee's job description shall be considered “Works for hire” and are owned by the college.
2. In any instance where the employee voluntarily negotiates a contractual transfer of copyright in the form of a written document, the copyright shall be owned by the College.
3. “Joint works” where the college has contributed under the Copyright Act, will be subject to an exercise of joint ownership by the College and the employee(s). Works fall under this category when the College contributes “specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such arrangements are to be agreed to in writing, in advance, and in full conformance with other provisions of this agreement”.

Who May Use Intellectual Property?

In cases where the individual employee owns the intellectual property (copyright or patent), it shall be understood that the institution may use this property for internal educational, instructional, administrative and accreditation uses. Furthermore, if an employee transfers copyrights to a publisher, every effort should be made to include a clause which allows the institution to use the property for internal instructional, educational, administrative, and accreditation uses.

Distribution of Funds Generated

Revenues received for intellectual property (copyright or patent) owned by a faculty or staff author shall be distributed at the sole discretion of the author. Revenues received for intellectual property owned by the College shall be distributed at the sole discretion of the College. Revenues received for intellectually property owned by multiple authors should be distributed according to the agreement entered into prior to the start of the project.

In the case of intellectual property (copyright or patent) owned jointly by the College and an employee author(s), funds should be distributed as follows:

1. First the funds should be used to defray costs, if any, from the research, publication, patent, etc.
2. The employee author(s) shall receive \$1000
3. Royalties or funds received above and beyond the money allocated in *a* and *b* shall be distributed according to the following formula:
 - One third of the remaining funds will be received by the author(s)
 - One third of the remaining funds will be received by the College
 - One third of the remaining funds will be received by the author(s) department

How to Resolve Emerging Issues and Disputes

The committee shall be charged with resolving any disputes over the ownership of intellectual property or the distributions of funds generated as a product of the intellectual property. The committee should keep current of technology and other changes that might affect the intellectual property policy and will be charged with recommending any such changes to the President, Senior Staff, and/or the Board of Trustees.

MENTAL HEALTH REFERRAL/WITHDRAWAL POLICY

In situations where, in the best judgment of the appropriate administrative office(s), there is a reasonable possibility that a student is a threat to self, to others, or to the good order of the institution, a psychiatric/psychological evaluation by an appropriate mental health professional may be required. The purpose of the evaluation would be to determine the student's ability to function safely in the campus community. The student is responsible for any charges incurred as a result of the evaluation. If the student refuses the evaluation, an interim suspension will be implemented until the time of a future evaluation. If at any time a student is determined as lacking the ability to medically or behaviorally function through such an evaluation, or existing treatment for a mental health related problem interferes with the student's academic work, the College will implement a withdrawal for medical reasons from the College. Re-admittance will be considered upon receiving a written opinion of the involved mental health professional, stating that the student is able to perform consistently with the regulations and expectations of the College.

RESOLVING STUDENT/FACULTY CONFLICT

The purpose of this procedure is to provide the student with a means for resolving conflict with a faculty member. Examples of a conflict which might be a reasonable cause for using this procedure are included under the Student Rights and Student Responsibilities listed below:

STEP 1. The student who has a specific conflict shall first discuss his/her concern with the faculty member in question. In the event that the student has justifiable reasons for not communicating directly with the faculty member, the student may proceed directly to Step 2. However, the student should be prepared to defend his/her decision to not talk directly with the faculty member.

STEP 2. If the student does not believe that the initial conference with the instructor has resolved the conflict, a request may be made for a conference with the faculty member's departmental chair. The department chair may confer with both the student and the instructor. If the student has not yet communicated directly with the faculty member and has justifiable reasons for not doing so, anonymity may be requested at this step. If the instructor is the department chair, the student may proceed directly to Step 3. At the student's request, the department chair will inform the student, in writing, of any outcome of this process.

STEP 3. If the student does not believe that the conference at Step 2 has resolved the conflict, a request may be made for a conference with the Vice President for Academic Affairs. At this point, the student will be expected to present his/her concerns in writing, and this, along with the student's identity, will be provided to the faculty member in question. However, the Vice President

may decide that anonymity at this stage is appropriate if the faculty member is the department chair. The Vice President will issue a written reply to the student. The decision of the Vice President will be final.

RETENTION STANDARDS

A cumulative grade-point average of 2.0 is necessary for graduation. If a student's cumulative grade-point average in any term falls below retention standards he/she will be placed on warning. If a student on warning earns a grade-point average for that term or any subsequent term lower than retention standards, he/she will be placed on academic probation. If his/her next term average is above retention standards but his/her cumulative average is still below retention standards, he/she will be continued on academic probation. Any student with an unusually low grade-point average for any term may be suspended or placed directly on academic probation by the Enrollment and Academic Status Committee, even though he/she has not been on warning in the previous term. Any student on academic warning or academic probation, whose average from the following term is below retention standards is subject to suspension by the Enrollment and Academic Status Committee.

SCHOOL CLOSINGS

Occasionally, TWC cancels classes due to inclement weather. The primary means of notification is through the College's alert system. Students, faculty, and staff are encouraged to register their contact information with the alert system. The system will notify the campus via phone calls, text messages, and emails. In addition to the College website, notification of closing will be made on the following media outlets:

Local radio stations: WYXI-1390 AM, WJSQ-101.7 FM, WLAR-1450 AM

TV stations: WTVC Channel 9 (Chattanooga) and WBIR Channel 10 (Knoxville), and The Daily Post Athenian Info Line at 745-3100 ext. #7005.

Evening Campuses: The Knoxville Evening Campus will be closed if Pellissippi State Community College is closed.

TWC Fort Sanders Nursing Department: Cancellations will be announced on WBIR Channel 10 (Knoxville).

Please note: In the event you do not see or hear TWC listed on the school closings list, understand this means we are open and the schedule is running on the normal time. Many stations will only list schools experiencing closings or schedules delayed due to the large number of schools, which are potentially affected.

STUDENT EVALUATION OF COURSES

At the conclusion of most courses each student will be given an opportunity to provide feedback about the nature of the course itself, and the quality of faculty instruction in that course. These evaluations are compiled confidentially by the Administrative Assistant to the Vice President for Academic Affairs and the results made available to the faculty member, Faculty Affairs Committee and the Vice President for Academic Affairs. Comments made are transcribed verbatim, so that no student responses may be traced by handwriting.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

1. be informed of course requirements;
2. be evaluated fairly on the basis of their academic performance as required by a professor as part of a course;
3. experience free and open discussion, inquiry and expression, both in the classroom and in confer-

ence;

4. experience competent instruction and advisement;
5. take exception to the data or views presented and reserve judgment about matters of opinion;
6. expect protection against a professor's improper disclosure of students' views, beliefs and political association which may surface as a result of instructing, advising or counseling;
7. expect protection, through established procedures, against prejudicial or capricious evaluation.

Students have the responsibility to:

1. inquire about course requirements if they do not understand them or are in doubt about them;
2. maintain the standards of academic performance established for individual courses and for programs of study;
3. initiate an investigation if they believe their academic rights have been violated;
4. learn the content of any course of study;
5. act in accordance with commonly accepted standards of academic conduct.

WITHDRAWAL FROM A COURSE

As indicated in the academic policies section of the College catalog, students may withdraw from a particular course by the deadline stated in the College Catalog. Students withdrawing from a course remain enrolled at Tennessee Wesleyan College. However, those considering withdrawal from a course should consider the impact the reduction in credit hours completed may have on their graduation, financial aid, and athletic eligibility.

WITHDRAWAL FROM THE COLLEGE

Students wishing to withdraw from the College must initiate the process with the Vice President for Student Life. The official date of withdrawal will be determined by the date assigned by the Vice President. Residence hall room fees are not refundable to students who withdraw from the College. A schedule of tuition refunds is in the Catalog. Students must check out of the residence hall within 24 hours of withdrawing unless they have made other arrangements with the Director of Residence Life and Family Relations.

COLLEGE POLICIES AND PROCEDURES

ACCEPTABLE USE OF INFORMATION SYSTEMS

Access to computer systems and networks owned or operated by Tennessee Wesleyan College imposes certain responsibilities and obligations and is granted subject to college policies, and local, state and federal laws (i.e. the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, the Computer Virus Eradication Act of 1989, the Tennessee Computer Crimes Act, the Electronic Communications Privacy Act, and U.S. Copyright Code)*. These computer resources are available to students, faculty, and staff for authorized use in responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct computing activities in this manner.

Acceptable Use Policy

The list below constitutes the Acceptable Use Policy and code of computing practices for all persons using the Tennessee Wesleyan College computer systems.

1. Users are responsible for being aware of and following the published procedures for accessing the computer systems.
2. Users must use only the computer accounts that have been authorized for their use. They must use the computer accounts only for the purposes for which they are authorized. Use of

TWC's computer resources for personal or business financial gain without express authorization is prohibited.

3. Users are responsible for the use of their computer accounts. Users should make use of system provided protection features such as passwords, and they should take precautions against others obtaining access to their computer resources. Users should not make an account available to others for any purpose.
4. Users will not attempt to circumvent or subvert system or network security measures.
5. Users will not access or copy the programs, files, or data belonging to other persons or to Tennessee Wesleyan College without prior authorization. Users will not attempt to access files for which they do not have authorization. Programs and data provided by TWC are not to be taken to other computer sites without permission.
6. Users may use software, if that software has been legally obtained, on TWC's computers only with permission of the supervisor of that computer, and if its use does not violate any license or copyright restriction.
7. Users may not use programs on TWC's computers that were obtained from other computer sites unless they are in the public domain or authorization to use them has been obtained. A copy of such authorization must be on file in the office of Campus Information Technology.
8. Users must not attempt to encroach on others' use of the facilities or deprive them of resources. Deliberate wasteful use of resources, such as printing or storing large amounts of unnecessary data on college computers or use for purely recreational purposes is prohibited.
9. Users are expected to conduct themselves in a manner that does not offend or harass others and that does not interfere with individual and campus activities. Resources are not to be used to store or transmit obscenities or other potentially offensive material including but not limited to abusive use of e-mail.
10. Do not attempt to modify system facilities. Do not misuse, damage or misappropriate computer equipment.

*(copies of some codes may be found in computer labs, the Merner-Pfeiffer Library or through resources in the Library.)

Violations of the Acceptable Use Policy will be addressed and sanctioned as needed according to the guidelines established by the College Judicial System. Consult the current Student Handbook for details.

Censorship of Web Traffic

TWC strives to provide reliable service to all network users. The following interfere with network bandwidth and may impact network reliability for other users, and thus, are prohibited:

- Devices connected to the network that provide wireless access (i.e. wireless routers, access points)
- On-line gaming devices such as, but not limited to, X-box Live, Playstation II, etc.
- Peer-to-peer software such as Kazaa, Gnutella, LimeWire, etc.

Please be aware that some programs when downloaded and installed can cause the network to cease functioning. Programs often contain hidden spyware, adware, or viruses. Any PC or device that generates excessive traffic on the network will be disabled. Appeals of blocked web sites can be made in writing to Campus Information Technology for review. Notification of the decision to release or adhere to the block will be sent at the earliest convenience of Campus Information Technology.

Information Disclaimer

Individuals using computer systems owned by Tennessee Wesleyan College do so subject to applicable laws and College policies. TWC disclaims any responsibility and/or warranties for information and materials residing on non-college systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of the Tennessee Wesleyan College, its faculty, staff, or students. The privacy of communication sent over the TWC network is not guaranteed.

ALCOHOL AND OTHER DRUG POLICY

Tennessee Wesleyan College recognizes that students may need education and assistance due to issues involving chemical dependency. Tennessee Wesleyan College provides education and assistance to any student displaying the signs of such harmful involvement. Chemical dependency is a serious illness which can be treated successfully if identified early, if appropriate referral to community agencies is made, and if adequate support is afforded to those in the recovery process.

Tennessee Wesleyan College adheres to the laws of the state of Tennessee with regard to the consumption of alcohol, thereby recognizing that individuals under the age of 21 are not of legal drinking age. Given that the majority of the student body at Tennessee Wesleyan College is under the legal age for purposes of the possession or consumption of alcohol, the College policy is designed to accommodate that majority.

Inappropriate public displays of signs, posters or other objects with references to alcohol, drugs, and accumulations of containers (i.e., bottles, cans, kegs, and boxes) are prohibited.

All violations of Tennessee Wesleyan College policies or state and federal laws will be prosecuted by College officials. State and federal officials also have the prerogative to prosecute, separate of the College's actions, in accordance with their procedures. The students' rights and responsibilities outlined herein will be adhered to as the standard administrative practice regarding student discipline and students' rights.

The entire campus community must assume the role of promoting and enforcing a sense of personal responsibility and exhibiting responsible behavior toward the consumption of alcohol. Tennessee Wesleyan College shall be considered an alcohol- and drug-free zone at all times.

The possession or manufacture, sale, use, consumption, or delivery of alcoholic beverages or other controlled substances, or paraphernalia associated with the use of alcohol or other controlled substances by students on Tennessee Wesleyan College's campus, is prohibited. This paraphernalia includes, but is not limited to: bottles and cans, either empty or full; bongos for drinking or smoking; "bar-like" structures, tappers, kegs, waste containers in excess of 5 gallons, rolling papers, or scales. This rule will be strictly enforced. The College reserves the right to inspect any and all parcels brought onto campus, to confiscate alcoholic beverages or other controlled substances and to initiate disciplinary procedures. Tennessee Wesleyan College respects each student's right to privacy, but reserves the right to inspect students' rooms and packages as outline in the "Room Entry/Room Search" section of this Handbook.

Use or possession of alcoholic beverages or controlled substances by students off campus is governed and controlled by the laws of the state and or local law enforcement agencies. Tennessee Wesleyan College will cooperate with state and or local law enforcement agencies and owners or proprietors of bars, taverns, restaurants, or other establishments to counteract known violations of College policy and state and local laws by students or student groups associated with the College. Students are not allowed to transport or consume alcoholic beverages on College sponsored trips.

Students not using alcohol or other drugs themselves, but knowingly associating with other students or student groups who are violating the College AODA policy, will be subject to the same disciplinary actions as those students who are actually violating the College policy.

Undesirable conduct stemming from off-campus usage of AODA is subject to disciplinary action by the College, as outlined herein. Any group organization which permits undesirable conduct stemming from off-campus AODA usage is subject to disciplinary action by the College, as outlined herein.

The use or possession of alcoholic beverages on the College campus or on the premises of a sanctioned function of an organization of the College is not allowed. First offense will result in a sanction of one year probation and a fine of \$100. The second offense may result in a minimum of immediate suspension for not less than one full semester. The third offense may result in expulsion. The first offense of possession of the drug policy will result in suspension in a minimum of one semester suspension from the College with the possibility of suspension. The second offense will result in immediate expulsion.

DRUG FREE WORK PLACE POLICY

As part of Public Law 100-690, the United States Congress passed the Drug Free Workplace Act of 1988 which became effective on March 18, 1989, as well as the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

In accordance with the Law, the College hereby notifies all its students and employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and on the campus of Tennessee Wesleyan College. Any violation of the above will be grounds for immediate dismissal from employment or expulsion from enrollment.

Appropriate disciplinary action shall be taken in all cases in which College employees or students are found guilty of controlled substance abuse. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Sanctions may include any one or a combination of the following:

1. Recommended professional counseling.
2. Letter of warning/admonition.
3. Letter of probation.
4. Mandatory participation in an organized drug treatment/rehabilitation program.
5. Suspension from duty without pay.
6. Termination from employment or enrollment.
7. Other appropriate disciplinary action.

The College will provide reasonable assistance, within the framework of existing policies, to employees or students who elect to report an addiction to controlled substances and enter an approved treatment program. This offer of assistance is extended to all employees and students on a one-time basis. Repeated instances of addiction of abuse will be dealt with appropriately.

Drug abuse prevention programs are available at the following:

- Hiwassee Mental Health, 855 Executive Park, Cleveland, TN 37312, 423-479-5454
- Pine Ridge Treatment Center, 2800 Westside Dr NW, Cleveland, TN 37311, 800-414-4134
- CADAS in Chattanooga, 207 Spears Ave, Chattanooga, TN 37405, 423-756-7644
- Springview Recovery, 1314 Bailey Ave, Chattanooga, TN 37404, 423-265-1186
- Johnson Mental Health Center, 100 Moccasin Bend Rd., Chattanooga, TN 37405, 423-634-8884
- Family Center, 607 Ingleside Ave., Athens, TN 37303, 423-745-8942

HARASSMENT AND DISCRIMINATION POLICY

The College values a community atmosphere that is free from all forms of discrimination and har-

assessment. In compliance with federal law, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Tennessee Wesleyan College does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, or disability in the administration of its educational policies, programs, or activities; its admission policies, or employment. The College prohibits conduct which prevents free academic interaction and opportunities or which creates an intimidating, hostile, or offensive study or work environment.

Harassment is defined as any behavior that has the purpose of intentionally creating an intimidating, hostile or offensive environment, or that interferes with or affects an individual's academic or work performance. An individual who believes he or she is being harassed has the following options:

1. Spoken or written identification of the behavior. All conversations addressing the problem should be documented.
2. Consultation with the Vice President for Student Life. During consultation, these individuals are not authorized to take any formal action, but can discuss confidentially the problem.
3. Formal, written complaints may be filed with the Vice President for Student Life.

Formal complaints will be investigated by the appropriate College official. Resolution may include, but is not limited to, mediation or referral to the judicial system.

Grievance Procedure for Discrimination or Harassment

The College encourages all members of the campus community to feel free to discuss incidents they believe constitute or may constitute discrimination or harassment with any member of the campus community they feel comfortable with is appropriate. All College employees are obligated to understand the basic premises of this policy, and should advise individuals seeking their guidance of the resources available to assist them in addressing their concerns. Ultimately the ability of the College to address discrimination and harassment in a fair and adequate manner depends in large part on the willingness of victims to pursue the informal or formal process. Nothing in this policy, however, shall be read to preclude College employees from their obligation to take appropriate action when incidents of discrimination or harassment are made known to them. Individuals found to be in violation of the discrimination, harassment or non-retaliation provisions of this policy may be subject to oral or written warning, probation, suspension, expulsion or termination regardless of the victim's willingness to pursue these procedures.

All individuals in an official capacity who are made or become aware of proceedings under this policy are required to keep the existence and content of all formal and informal proceedings as confidential as possible, except as necessary to conduct the proceedings and effectively administer the affairs of the College.

Procedure for Reviewing Complaints of Discrimination and Harassment

The Vice President for Student Life is the College official responsible for receiving and processing all informal and formal complaints. The Vice President may advise complainants on procedures and alternatives available for handling their grievance. The Vice President for Student Life will keep records of all complaints which shall include a summary of actions taken to resolve the complaint and include the final disposition of the matter.

There are both informal and formal routes for investigation and resolution of complaints of discrimination or harassment. Informal procedures offer opportunities for the resolution of complaints confidentially and expeditiously and without the application of the formal procedures. The formal process involves review by the College Hearing and Appeals Board.

Individuals who believe they may have been discriminated against or harassed should discuss the complaint with the Vice President for Student Life prior to taking any action on the complaint under

these procedures. The initial contact between the complainant and the Vice President will be kept confidential. Members of the campus community receiving complaints, which may be appropriate for review under this policy, are advised to refer complaints to the Vice President for Student Life, who will advise potential complainants concerning the College's Harassment and Discrimination Policy, and the procedures available to pursue a complaint. Any complainant may elect to use either the informal or formal processes. The initial choice of the informal procedure does not preclude a later, formal complaint.

The purpose of the grievance procedures described herein is to provide an alternative forum for redressing the grievances of complaints, and is separate and distinct from the disciplinary procedures described above. If the circumstances underlying a complaint of discrimination or harassment appear to warrant disciplinary action against a College employee or student, such disciplinary action may only be taken in accordance with the disciplinary procedures applicable to that employee or student.

If upon completion of the formal procedures described in this policy, disciplinary proceedings against a College employee or student are initiated based on the subject matter of the grievance, the College administrator or the official body considering disciplinary action may have access to and consider the record of the formal procedures in reaching a determination or recommendation concerning disciplinary action.

Informal Complaint Process

An informal complaint is a request for a conciliation procedure to redress an alleged instance of discrimination or harassment. It is not a request for a formal hearing or review. If the complainant designates the complaint as informal, he/she thereby requests the Vice President for Student Life or his/her appointee to investigate and conciliate the matter with the respondent or, if the respondent is the College or a division or department, with the appropriate College official.

The Vice President has the primary responsibility for handling all informal complaints. The Vice President will maintain a neutral posture during the conciliation process and should not act as an advocate for any party. It is the Vice President for Student Life's responsibility to insure that all parties are treated fairly, expeditiously and with respect.

The Vice President for Student Life will provide information, advice, and assistance to complainants and respondents who wish to resolve discrimination and harassment charges without going to a formal hearing. Complainants will be apprised of the many ways they can resolve the grievances informally. The Vice President for Student Life has the duty to inform the respondent of a complaint that has been filed against him/her, but may withhold the name of the complainant.

Except for good cause, the informal process will be completed within thirty (30) working days of the filing of the complaint. The complainant may, after the conclusion of the informal process, initiate a formal complaint according to the procedures and requirements outlined below, provided the complaint is filed within the timeline provided.

Formal Complaint Process

A formal complaint is a written allegation by a complainant that a respondent has committed a discriminatory or harassing act or pursued a discriminatory policy against the complainant. The written allegation must contain the following information:

1. It must identify the complainant and the respondent(s) and should state the nature of their relationship to the College.
2. It must state the type of discrimination or harassment alleged (whether on the basis of race, gender, sexual orientation, national origin, or constituting sexual harassment, etc.).
3. It must contain a brief description of the circumstances of the alleged discrimination including date or dates upon which the alleged discrimination or harassment took place, if applicable.

4. It must include the remedy being requested by the complainant against the respondent of appropriate TWC administrative unit.

The Vice President for Student Life is the authorized College official who may receive formal complaints. The formal process is designed to provide the complainant with a forum for pursuing a remedy specific to the complainant, and is not to be viewed and may not be used as an alternative to appropriate disciplinary procedures.

Except for good cause shown, within 15 days after receiving a formal complaint, the Vice President for Student Life shall make sure the College Hearing and Appeals Board is convened as described in Section B under the Organization of Judicial Systems, and send a copy of the complaint together with a copy of these procedures and a timetable for the actions required by these procedures to the parties.

The Vice President for Student Life is ultimately responsible for the integrity and fairness of the process and, within the intent of this policy, has broad latitude to take such actions as will assure that the complainant and respondent are treated fairly and given an opportunity to be heard. As a neutral observer, the Vice President, shall attend all meetings and hearings conducted as part of the formal process, schedule all such meetings and hearings, arrange for delivery or mailing of all notices, assure such meetings or hearings are tape recorded, and advise the Hearing and Appeals Board on procedural and evidentiary issues in a fair and impartial manner.

Violations of the discrimination and harassment policy will be addressed and sanctioned as needed according to the guidelines established by the College Judicial System. Consult the current Student Handbook for details.

Record Keeping Requirements

Records of informal and formal complaints and of the status of those complaints shall be maintained by the Vice President for Student Life and shall not be distributed or disseminated. The Vice President may compile and create a statistical analysis of such complaints, and such information may be disseminated so long as the names of the parties to the complaints are not identifiable from such records. The records of complaints maintained by the Student Life Office shall be considered confidential personnel records and shall not be disseminated except as required by these procedures, as required in order to implement the decision on the complaint or as otherwise required by law.

HAZING POLICY

Tennessee Wesleyan College prohibits recognized sororities, athletic teams, other recognized student organizations, persons or groups using College facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing members, prospective members or other persons seeking to obtain benefits for services from any of those organizations.

Hazing is any action or activity, whether conducted on or off College property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing or exposing to danger a person as a condition, directly or indirectly, of the person's consideration or, continuation in, admission to membership in, participation in activities of, receipt of benefits or services from an organization or group. No persons may consent to participation in hazing activities. Further, a person's consent shall not release or minimize an organization's or person's liability to discipline due to violation of this regulation.

Hazing activities include, but are not limited to the following activities: whipping, beating, paddling, branding, calisthenics, running, exposure to the elements, forced consumption of food, liquor, or drugs (legal or illegal), or any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, coerced sexual harass-

ment, kidnapping, or car drops, when conducted in a prohibited manner as defined above.

Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests and the College during initiation activities. Every precaution must be taken to protect against College, individual and organizational liability.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to College disciplinary processes and/or debarment from use of College facilities. The Greek Council, and other recognized student governance bodies with jurisdiction over recognized student organizations may establish self-regulation procedures with respect to complaints of violations of this regulation brought against their members. Such processes shall be independent of College disciplinary processes.

MEDIA POLICY

To ensure that members of the media and others seeking information about events and issues related to Tennessee Wesleyan have easy access to the school as a resource and to maintain consistent messages, the College has designated the Coordinator of Media Relations to act as the school's primary media contact. This policy is not meant to censor any individual on campus but to ensure that the public receives consistent and accurate messages about the College and to allow the Coordinator of Media Relations to assist media personnel appropriately.

If a reporter or other member of the media contacts a member of the faculty or staff, or a student, that individual should put the journalist in touch with the College's Coordinator of Media Relations. No student, faculty or staff member is to initiate contact with or make any comment regarding Tennessee Wesleyan to a member of the media without first contacting the Coordinator of Media Relations. The Public Relations department should also be notified if a member of the media visits the College.

SEXUAL ASSAULT/ RAPE POLICY

Sexual assault, which for administrative purposes, is defined as any sexual contact/intrusion/penetration that is absent of or without consent by all parties. Examples include, but are not limited to: (a) touching another's genitals/breasts without their consent (through clothing or skin to skin contact), (b) having sexual contact/intrusion/ penetration with someone who is incapacitated (passed out) from alcohol/drug usage, (c) continuing sexual activity after either party has made it clear, either verbally or by conduct, that they do not wish to have physical contact, and (d) forcing, threatening to force, coercing, or deceiving another to engage in sexual activity.

Sexual assault, in any of its forms, may have devastating consequences, not only for the victim, but for the entire campus community. Tennessee Wesleyan College recognizes the significant impact of sexual assault, deplors such activity, and strongly encourages prompt reporting.

Sexual assault will not be tolerated on the College campus, on College or controlled property, at College sponsored events or supervised activities, or at functions of recognized student organizations, on or off campus.

The College shall proceed with disciplinary actions as needed when it appears that the College's prohibition against any form of sexual abuse has been violated. A student charged with sexual assault may be disciplined under the College's code of student conduct as well as prosecuted under Tennessee's criminal statutes. The College retains the right to proceed with disciplinary action at any time whether or not criminal prosecution occurs.

Any person wishing to report a possible violation of this policy may contact the Student Life Office, the College Chaplain, the Director of Residence Life, or any Residence Life staff member.

Reporting and Notification Procedures:

Students who choose to report a sexual assault should contact the Vice President for Student Life

or Campus Safety (if the assault occurred on campus) or Athens Police (if the assault occurred off campus) as soon as possible. Valuable evidence may be lost by showering, changing, cleaning up or delaying reporting.

Persons who become victims of sex offenses should do the following:

1. Get to a safe place as soon as possible.
2. Try to preserve all physical evidence. A victim should not wash his/her hands, bathe, or change clothing. If the victim does change clothes, he/she should place all of the clothing which was worn at the time in a paper (no plastic) bag.
3. Seek medical attention. A medical examination will provide any necessary treatment and collect important evidence. Athens Regional Medical can conduct a rape victim examination.
4. Report the incident. To report an incident that has just occurred, or to report an incident at a later date, call the Athens Police Department at 745-3140 or contact the College Chaplain, Director of Residence Life, or any Residence Life Staff member. Victims are encouraged to bring a friend for support.
5. Seek counseling or other support. Students who wish to speak to someone confidentially are encouraged to contact the College Chaplain, Director of Residence Life or the Knoxville Sexual Assault Crisis Center (865-558-9040). A counselor or specially trained staff member can help a victim explore options, give information, and provide emotional support.

NOTE: Reporting an incident is a separate step from choosing to prosecute. When a person files a report, they are not obligated to continue with legal proceedings or college disciplinary action.

Violations of the sexual assault/rape policy will be addressed and sanctioned as needed according to the guidelines established by the College Judicial System. Information regarding the sanctions made is allowed to be shared with both the accuser and accused as a result of changes in federal law and does not violate the Family Educational Rights and Privacy Act. Consult the current Student Handbook for details.

TOBACCO POLICY

There is to be no tobacco use in any college building, including restrooms or office, or college vehicle. Tobacco usage is to include the use of smokeless tobacco as well as cigarettes, cigars, and pipes. Smoking is prohibited in all student residential facilities, as is the use of smoking devices like hookah pipes.

STUDENT ACTIVITIES

On the campus there are a number of organizations—educational, social service, athletic and religious. They provide opportunities for interested students who may desire to become active in them. Participation in an activity has bountiful value to each of its members, as well as value to the organization and to the College.

To be recognized by the College, a new campus organization must route its request through the Director of Student Activities to the Student Government Association. This request must be accompanied by a copy of the proposed organization's Constitution and Bylaws. The Legislative Body of the Student Government Association will either approve or disapprove the request. This action is to be forwarded to the Student Affairs Committee which will approve or disapprove the request utilizing the action of the Student Government Association as an advisory opinion. If there is a difference of opinion as to approval or disapproval of the request, this difference will be resolved through a conference of appropriate members of the SGA and the College administration.

Consult the Constitution and Bylaws of the Student Government Association for academic requirements for holding office in student organizations. Only full-time students with a 2.00 or higher

GPA may hold an office in a campus organization. Each organization must have a sponsor who shall be approved by the Vice President for Student Life.

SOCIAL/ACADEMIC CLUBS AND ORGANIZATIONS

Alpha Chi, a National College Honor Scholarship Society, is a "coeducational society whose purpose is to promote academic excellence and exemplary character." Founded in 1922 and now consisting of some 300 chapters in 37 states and two countries, it is a general scholarship society open to both men and women who rank in the top ten percent of the junior, senior, and graduating classes and who in addition have an overall 3.40 grade-point average. High scholarship is the primary requisite for membership, but good character and reputation are considerations. Elections by the faculty are held in the fall and spring terms. The purpose of the society is to encourage sound scholarship and devotion to the truth, not only among its members, but also among all the students on campuses on which there are chapters.

Alpha Psi Omega is an honor society that acknowledges those demonstrating a high standard of accomplishment in theater and provides a wider fellowship for those interested in theater. The society is not intended to take the place of any regular theater club or production groups, but as students qualify, they may be rewarded by election to membership in this society.

The **Business Club** is an organization open to anyone interested. Its purpose is to increase awareness of local business and business leaders and the responsibility they hold in the community. Guest speakers present on a vast array of business topics. Field trips are also used as a learning tool.

Circle K, sponsored by the Athens Kiwanis Club, is a service organization for college men and women, as well as a leadership and character-building group serving the campus and the community.

Education Angels is a group of education majors that provide various community outreach services to local schools and school-aged children. The "Angels" provide reading and tutoring services, have made snack packs for local youth, and represent the College in various community events.

Hackberry and Oak Society is a select group of students chosen to support and represent the advancement effort of Tennessee Wesleyan College. All members of this society are interviewed and chosen by the Office of Institutional Advancement.

The **International Club** is an organization for international students and American students who have traveled extensively and hold an interest in cultures of the world. It is designed to ease the transition of those students attending Tennessee Wesleyan from foreign countries and acts as a support group and as a service group to the campus.

The **National Student Nurses Association** is an organization open to all Tennessee Wesleyan students with an interest in any facet of the broad world of science. The organization strives to connect science majors for strength through association and shared knowledge for success while assisting the science department with various activities.

The **Natural Science Club** is an organization of nursing students for the purpose of maintaining and promoting professional standards, providing a unified spirit among student nurses, and stimulating interest in the professional organization.

Nurses Christian Fellowship is a Christian based organization for the purpose of Bible study and prayer. It is open to all nursing students and encourages Christianity in nursing practice.

The **Psychology Club** is primarily for those students majoring in psychology or human services. However, it is open to all Tennessee Wesleyan College students who express an interest in psychology.

Sigma Tau Delta, the National English Honor Society, promotes scholarship in English. Membership is extended to English majors and minors who have completed a minimum of two college courses in English or literature beyond freshman composition, have achieved a B average in college English, have completed at least three semesters of college coursework, and rank in the top 35% of their class in general scholarship.

Sigma Theta Tau International Honor Society of Nursing is an invitational organization that recognizes nursing students and community leaders for superior achievement, leadership qualities, high professional standards, creative work and commitment to the nursing profession.

The **Student Activities Board** is a group of students that work in conjunction with the Director of Student Activities in the planning of student events, including campus entertainment and off campus trips.

The **Student Ambassadors** is a group of students that works closely with the Admissions Office in the recruitment efforts of the College. Students assist the College at events such as the annual College Fair, Open Houses, and Scholarship Competition Days. The Student Ambassadors also provide campus tours to visiting students and their families.

The **Student Government Association** serves as liaison among the student body, faculty, and administration. It seeks to increase a sense of community among students and to aid in the interpretation of College policies. SGA consists of both Legislative and Judicial Councils. Membership, eligibility, and qualifications for office are defined in the Student Handbook. Election is by a simple plurality of votes cast.

CHEERLEADERS

Cheerleaders are chosen by tryouts. In addition, they must meet other standards for admission to TWC. Tryouts are conducted during either spring or fall semester. Cheerleaders must maintain a "C" (2.0) average in order to remain on the squad. Information regarding tryouts will be posted throughout campus prior to tryouts.

CONVOCATIONS

Tennessee Wesleyan College promotes the philosophy that a liberal arts education requires more than the traditional classroom learning experience alone. Therefore, to promote a well-rounded education and to enhance cultural, spiritual and social development, a convocation program is provided by the College.

Full-time students (those enrolled in twelve hours or more) attending classes on the main campus are required to attend five convocations per semester. A list of scheduled convocation programs is distributed at the beginning of each semester. Copies are always available in the Student Life Office. Any additions or corrections to the schedule will be posted.

Those individuals who do not meet the required number of convocations each semester will be fined \$10.00 for each missed convocation up to the required number of five. This policy is in effect for all full-time students throughout their stay at the College.

GREEK ORGANIZATIONS

TWC has one national sorority, Sigma Kappa, and one local sorority, Alpha Xi Gamma. Additionally, the College has one local fraternity, Delta Zeta Phi. Students are invited to become members through a system of preferential bidding. Each group has faculty sponsors, and is administered by a representative group comprised of members of both organizations. Responsibility for Greek organizations rests with the Student Life Office.

Students must be enrolled full-time at the College and have a 2.5 GPA for sororities before they can be initiated. Full-time students are eligible to be pledged any time after registration as long as there is no conflict with rules established by the Greek administrative bodies, but may not be initi-

ated until after the end of the semester in which they have been pledged.

The recruitment and pledging rules shall be worked out and published in advance of the dates for formal recruitment. All Greek organizations working in concert under the jurisdiction of the Vice President for Student Life and/or the appropriate faculty committee will formulate recruitment and pledging rules.

INTERCOLLEGIATE ATHLETICS

Tennessee Wesleyan College is a member of the NAIA and the Appalachian Athletic Conference. Students who participate in intercollegiate athletics must meet the eligibility rules of both these organizations. There is provision in the intercollegiate athletic program for men's cross country, tennis, soccer, baseball, golf, basketball, lacrosse; and women's cross country, tennis, basketball, softball, golf, volleyball, soccer and lacrosse. All full-time TWC students are admitted without charge to all athletic events, except for tournaments. For intercollegiate athletic schedules contact the Athletic Department.

INTRAMURALS

Tennessee Wesleyan College offers an intramurals athletic program designed to meet the needs and interests of every student. The intramurals program is based on voluntary participation in competitive sports between different groups on the campus. This gives those who are not playing on inter-collegiate athletic teams an opportunity to engage in regular competition in all sports throughout the school year. Participants must be duly enrolled students, faculty, or staff at TWC.

MUSIC ACTIVITIES

All students of the College are eligible for admission to the music organizations through auditions. The Tennessee Wesleyan Choir and other musical units are active components to campus. The ensembles perform sacred and secular literature for the College, the local community, churches and high schools through extended tours.

The facilities of the Department of Music may be used by the faculty and student body on the basis of availability. Permission to use these facilities must be obtained from the Chair of the Department. There is a practice room fee for faculty and students not enrolled in the College as music majors or minors.

Music Educators National Conference Student Chapter #722 is open to all students of music who are interested in opportunities for professional development for a career in music education. MENC student members are entitled to all rights of full membership in MENC except that of voting or holding office in the National Organization. MENC Student Chapter meetings will be held to a minimum of three times per year.

RELIGIOUS ACTIVITIES

In cooperation with the Chaplain's Office, a variety of religious activities are available on the campus of Tennessee Wesleyan College. Campus Community Worship are daily morning and evening prayers services that are held in Sherman Chapel (2nd floor on right side of Sherman Hall). Times will be announced each semester. Additionally, a worship service is held every Tuesday at 11:00 a.m. in the Sherman Chapel. Religious activities on campus seek to supplement, not substitute for participation in a local church.

Baptist Student Union provides a nondenominational membership opportunity for Christian fellowship to share concerns and prayers. Student lead bible study is held weekly, as well as a fellowship luncheon.

Fellowship of Christian Athletes is an ecumenical student group that meets on a weekly basis. FCA sponsors weekly speakers and Bible studies to all interested students. Officers for the organization must be a member of an inter-collegiate athletic team represented at Tennessee Wesleyan

College.

Wesley Christian Fellowship is an ecumenical student group providing opportunities for fellowship and service each week. Activities involve a weekly celebration of Holy Communion open to all students, Bible study, meals and service to those in need in the community.

Your attendance at local churches is strongly encouraged by the College. You will find many churches of various denominations throughout the community. Each of these churches welcomes Tennessee Wesleyan College students into their worship and participation in their programs. A complete listing of area churches, their minister, and their times of worship is published weekly in the local newspaper, *The Daily Post Athenian*.

STUDENT PUBLICATIONS

The College is committed to protecting students' rights to a free press. The College will not restrict the editorial freedom of student publications and the student press. Student publications at the College serve a valuable and necessary function. One of the primary reasons for their existence rests in the educational value for editors, staff, and the student body at large. They should be used as a tool for the establishment and maintenance of free and responsible information dissemination, discussion and intellectual exploration on campus.

In the tradition of liberty of the press, students should be free, individually and collectively, to express their views on issues concerning institutional policy and on other matters of general interest to the student body. The institution must guarantee sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles for free expressions in an academic community. Student publications should be free of censorship, and their editors and managers should be protected from arbitrary suspension and removal due to student, faculty, administration, or public disapproval of editorial policy or content.

At the same time, since the entire academic community is represented in part by student publications, the editors of such publications must recognize their commitment to responsible journalism in the avoidance of libel, indecency and undocumented allegations or personal attacks, and in fair representation of the student body and the College. In an attempt to insure this responsibility, the advisor and one or more members of the respective editorial board reserve the right to preview the publication copy prior to publication.

New Exponent is the student newspaper which serves as the main source of news and happenings on the campus. Anyone who wants to become a member of the newspaper staff is encouraged to join.

Nocatula is the student yearbook which is completely staff and produced by student leaders. The yearbook staff takes pictures and coordinates the yearbook's layout.

The Springs of Helicon is the literary magazine of Tennessee Wesleyan College. They accept any kind of literary forms such as poems, prose, essays, and artwork.

STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING

Student involvement is considered an important part of institutional decision-making and many opportunities are available for TWC students to provide input effecting college-wide plans. Listed below are various avenues through which students participate in institutional planning and decision-making.

- Student Government Association
- Student Representation on the Board of Trustees
- Student Representation on the Student Activities Board
- Regular student involvement on various Ad-Hoc committees

- Informally through random canvassing and opinion questionnaires

Other opportunities for participation in institutional decision-making may be found elsewhere in this handbook. If you have any questions concerning what opportunities are open and how you may become involved contact the Vice President for Student Life.

STUDENT SERVICES

BOOK VOUCHERS

If your account with the Business Office is current and you have sufficient Financial Aid, you may be able to obtain a book voucher from the Business Office to purchase textbooks in the Campus Bookstore, rather than paying cash. Contact the Business Office for details of this policy.

CAMPUS SAFETY

Tennessee Wesleyan College maintains a staff of competent, well-trained Safety Officers. The Department of Campus Safety is located in Townsend Hall. Campus Safety Officers maintain regular patrols to all areas of the campus. Special attention is paid to the residence halls, lobby areas and parking lots around the campus.

Pursuant to T.C.A. # 49-7-2205 and 2206, Tennessee Wesleyan College makes monthly reports to the Tennessee Bureau of Investigation regarding crimes that have occurred on campus during the past month. The College is also required to make an annual report to the federal government. Anyone is welcome to check this report in the Student Life Office.

CAREER DEVELOPMENT

The Career Development Office, located in Townsend Hall, provides career counseling and job placement assistance to all interested TWC students. Faculty advisors and the Career Development Office are available to discuss future goals and to assist in the investigation of various career opportunities. Resume and interview workshops are offered throughout the year as well as individual counseling. Students using the placement service should file all requested materials with the Career Development Office.

It should be understood that services provided by the Career Development Office and the College are not an obligation or a guarantee of employment.

CHECK CASHING

Students may cash checks up to \$50.00 in the Business Office or may open a checking account with a local financial institution.

CHANGE IN ADDRESS, NAME, OR TELEPHONE NUMBER

Notify the Registrar's Office whenever you have changes in your address, telephone number or name so that our records will be accurate.

DISABILITIES SERVICES

Tennessee Wesleyan College affirms its intent to comply with federal regulations regarding persons with disabilities, specifically with section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act. The College does not discriminate on the basis of disability in employment or admissions. Students seeking reasonable accommodations consequent to a documented disability should contact the Academic Success Center. Upon review of the documentation, provided by the student, the office will assist the student in working with the faculty to secure appropriate accommodations. Questions should be directed to the Academic Success Center.

Modifications or adjustments, including the following, may be made for qualified students with disabilities:

1. Classes may be relocated or rescheduled to accommodate students with mobility impairments.
2. Alternate methods of testing and evaluation may be made available for students with disabilities that impair their capacity for being tested in standard formats.
3. A medical evaluation of the disability may be required in order to assess the student's needs. The Academic Success Center will determine what accommodations will be made for students with disabilities, will endeavor to make the accommodations, and will forward requests for accommodation to the student's professors. The College requests that the student provide advance notice, after being accepted to the College, so that the College may plan to meet the student's need. Accommodations will not be made without such advance notice. If a student feels that accommodations have not been made by an instructor, the Vice President for Academic Affairs becomes the contact for complaint. The student may appeal to the Vice President for Student Life if he or she feels that the Vice President for Academic Affairs has not made the necessary provisions.

FINANCIAL AID

All TWC students have a right to apply for financial assistance and to be considered for such assistance on an equitable basis with all other students. Students applying for financial aid must submit federal and institutional applications each academic year they are enrolled at TWC. Applications should be completed starting in January prior to the academic year in which assistance is requested. The Office of Financial Aid has a priority deadline of March 1 each year. Applications received on or before this date will be considered on time and will be given first priority for funding, provided that financial need has been determined. Applications received after the March 1 deadline will be awarded financial assistance, if eligible, based on the availability of funds.

Students receiving financial assistance have the responsibility to inform the Office of Financial Aid in writing, of any change in their financial situation. Students have the responsibility to fulfill the Standards of Satisfactory Academic Progress, as outlined by the Office of Financial Aid, with regard to minimum credit hour requirements, grade point average and satisfactory progress toward degree completion. Failure to meet these standards could result in suspension of financial aid eligibility. The student has a right to appeal suspension of financial aid to the Enrollment and Academic Status Committee. Information concerning appeals, procedures, satisfactory academic progress standards or other related information may be obtained from the Office of Financial Aid.

FOOD SERVICES

The dining hall is open seven days per week. Students are allowed to invite guests to use the cafeteria at any time; however, guests will pay the standard cafeteria rate. Students are expected to practice courtesy, consideration, and good table manners in the dining hall. The dining hall will be closed during all college holidays. The dining hall hours are:

Weekdays*	Breakfast	7:30-8:30 a.m.	Weekends/Holidays*	Lunch	12:00-1:00 p.m.
	Lunch	11:30 am-1:15 p.m.		Dinner	5:00-6:00 p.m.
	Dinner	5:00-7:30 p.m.			

Note: Dining Hall is open from 7:30 a.m. – 7:30 p.m. on weekdays. Items may be limited during times other than those listed above.

J.Wesley's Monday-Thursday 7:30 a.m.-9:00 p.m. Fridays 7:30a.m.-3:00 p.m.

*Hours are subject to change.

1. Meal plan students must present student ID at each meal. Students will not be permitted to enter the dining hall without their student ID.
2. Shoes and shirts must be worn at all times.

3. No food, drink, utensils or other items may be taken from the dining hall.
4. After eating, return your tray to the dish area, discarding your trash, and separating your silverware.

Please note that there are no refunds for any unused meals or when a student withdraws from the College during a semester.

The College's contract with Aramark provides Aramark with the right of first refusal on all catering on campus, whether for College-related events or for events sponsored by external agencies. If you are planning an activity which involves catering, please contact the food service manager at least two weeks in advance to make the necessary arrangements.

HIGGINS STUDENT CENTER

The Higgins Student Center in Townsend Hall provides recreational activities for students. Entertainment and games are available at no cost or a minimal fee. A student lounge is also available to students for studying or meeting.

IDENTIFICATION CARDS

All students will be issued a photo-bearing Tennessee Wesleyan College student identification card at check-in. Student ID cards are required for admittance to the residence halls, cafeteria, library, college sporting events and other campus activities. When asked by any authorized college personnel (including faculty, RAs and Campus Safety Officers), students must present their ID cards. Failure to do so may jeopardize the privilege of remaining on campus since we must have a method of determining our students from non-students. Students who fail to properly identify themselves upon request by a College official will be subject to disciplinary action. Report lost ID cards to the Student Life Office immediately. Replacement cards will be issued for a \$10.00 fee.

IMMUNIZATION RECORDS

In accordance with Tennessee Department of Health Rule 1200-14-1-.29, revised December 2009, all full-time students must comply with the following immunization requirements.

Who is required to be immunized?

- New full time enrollees in higher education institutions (post-secondary) in Tennessee with enrollments larger than 200 students.
 - New undergraduates enrolled in at least 12 semester hours, or equivalent
 - New graduate students enrolled in at least 9 semester hours, or equivalent
- Exempt: full time distance learning students are exempted from immunization requirements

Measles, mumps and rubella immunity:

- Proof of immunity to measles, mumps and rubella may be provided by meeting one of the following 3 criteria: o Date of birth before 1957, *or*
- Documentation of 2 doses vaccine against measles, mumps and rubella given at least 28 days apart, excluding doses given earlier than 4 days before the first birthday, *or*
- Documentation of blood test (serology) showing immunity to measles, mumps and rubella. If any one of the three is negative, 2 doses of vaccine must be documented.

Varicella (chickenpox) immunity:

- Proof of immunity to varicella (chickenpox) is required by meeting one of the following 4 criteria: o Date of birth before 1980, *or*
- History of chickenpox illness diagnosed by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, *or*

- Documentation of 2 doses of varicella vaccine given at least 28 days apart, excluding doses given earlier than 4 days before the first birthday, *or*
- Documentation of blood test (serology) showing immunity to varicella.

Hepatitis B immunity (only for health science students expected to have patient contact):

- Proof of immunity to hepatitis B for students in health sciences prior to patient care duties may be documented in one of the following ways: o Documentation of 3 doses of hepatitis B vaccine, *or*
- Blood test (serology) showing immunity to hepatitis B virus (or infection)

Valid exemptions to requirements:

- Medical: Physician or health department indicates that certain vaccines are medically exempted (because of risk of harm). Any vaccines not exempted remain required.
- Religious: Requires a signed statement by the student that vaccination conflicts with his or her religious tenets or practices.

Students who need 2 doses of vaccine, but cannot get both doses before classes start: Such students may enroll with documentation of one dose of each required vaccine, but the institution should have a policy to require timely submission of proof of complete immunization. Such policies might include not releasing semester grades or not allowing course registration for the next semester until proof of complete immunization is provided.

Location of immunization records: Adults can have difficulty locating childhood immunization records. They should check with family members who may have copies of childhood records. They should try to contact the original immunization provider: if a local health department, contact them directly; if a private medical office, contact that office. Schools may have copies of immunization certificates in student files. Children born after the mid-1990s may have records entered in a state-managed immunization registry; such registries now exist in many states, but are unlikely to contain information on adults. If records cannot be located, vaccination is recommended – additional doses of vaccine are not harmful.

FOR MORE INFORMATION: VISIT [HTTP://TWIS.TN.GOV](http://twis.tn.gov) OR [HTTP://HEALTH.STATE.TN.US/CEDS/REQUIRED.HTM](http://health.state.tn.us/ceds/required.htm).

MERNER PFEIFFER LIBRARY

Fall and Spring Semester Hours

8:00 a.m. to Midnight Monday – Thursday

8:00 a.m. to 5:00 p.m. Friday

2:00 p.m. to 8:00 p.m. Sunday

Summer School Hours

8:00a.m. to 8:00p.m. Mon. – Thurs.

8:00 a.m. to 4:00 p.m. Friday

Closed Saturday and Sunday

The library is closed for all holidays appearing on the College calendar.

No tobacco products are permitted in the library. Food and beverages are allowed in the café only; however, drinks in containers with lids are permitted in the library.

For all of the Merner Pfeiffer Library's policies, procedures and resources, visit their webpage at: <http://library.twcnet.edu/content.php?pid=120805&sid=1047090>.

PUBLICITY AND PROMOTION

Student clubs and organizations are encouraged to take advantage of all available opportunities to advertise their meetings and activities. Organizations may also send news release material to the Coordinator of Media Relations for releases to the local media, to the Webmaster for posting on the College website, and to the Student Life Office for posting on the College calendar. Publicity mate-

rials for posting must be approved by the Student Life Office.

Approved flyers and posters may be posted on any campus bulletin board not specifically designated for another use. Flyers and/or posters may not be placed on glass, wood, or painted surfaces.

Four levels of accessibility to events are recognized:

1. Events intended for both the general public and campus community.
2. Events intended primarily for the campus community, but at which the general public is also allowed.
3. Events intended for the campus community and invited guests of members of the campus community.
4. Events which are open only to the campus community.

RECREATION AND FITNESS FACILITIES

Tennessee Wesleyan College provides fitness and recreational facilities for all full-time students. The John "Thunder" Thornton Fitness Center, located in the lower level of Fowler Hall, features weight machines, stair climbers, bicycles and treadmills.

Additionally, all full-time day students on the Athens campus are eligible for membership at the Athens-McMinn County YMCA at no additional cost. Interested students must complete an application in the Student Life Office by the posted deadline.

Students are also encouraged to utilize the sand volleyball court, campus tennis courts, Robb Gym, and Rankin Hudson Field if the facilities are not reserved.

SCHEDULING CAMPUS EVENTS/ACTIVITIES

Every campus event should be scheduled through the Student Life Office. All student programs and assembly programs must be approved by the Vice President for Student Life and the date must be registered in his/her office.

Any organization desiring to schedule an approved event in any of the College buildings must make reservations for the room desired through the Student Life Office at least five (5) days in advance. Non-students or individual students requesting audio/visual presentations or speakers at the College should submit their request to the Student Life Office which will either approve or deny the request. If approved, the following points should be considered:

1. An equal time provision for opposing viewpoints should be made available provided:
 - The request for equal time is made within seven days of the date of the original program.
 - The equal time program is scheduled to occur within 30 days of the date of the original program.
2. If a program promotes a point of view which is opposite the stated position of the United Methodist Church, a provision must be made for the audience to be informed of the church's position.

SOCIAL REGULATIONS

All College functions and all social gatherings under the management of a college organization, are under the supervision of the Vice President for Student Life. This regulation applies to all parties held at any time during the regular school year or summer term. Informal gatherings of students, which result in misconduct and criticism against the Student Body or College, will be investigated. Where evidence of misconduct is established, responsibility for the occasion will be placed on the person(s) involved and on the organization(s) which seems primarily responsible for the affair.

STUDENT EMERGENCY LOAN FUND

The Rotary Club of Athens has made available to TWC students money intended for student use whenever emergencies arise. Students may borrow as much as \$25.00 for a one month period without interest. Applications for loans must be made in person to the Administrative Assistant to the Vice President for Student Life, who is sole administrator of the fund. (See current catalog for other loan opportunities.)

STUDENT HEALTH SERVICES

In accordance with state law, all students must submit proof of proper immunizations prior to registration. Immunizations can be obtained from a family physician or a local health department. The College provides appropriate forms for the preceding information. Any questions or appeals because of extenuating circumstances related to immunization requirements must be filed with and approved by the Vice President for Student Life prior to enrollment. Students born after 1956 must show proof of MMR vaccine after January 1, 1980. Verification of immunization or "Permanent Tennessee Certificate of Immunization" form ph-2414. Students without this documentation may be subject to dismissal from Tennessee Wesleyan College until issue is resolved.

STUDENT MEDICAL/HEALTH INSURANCE

Students are required to have medical insurance. All full-time students must provide proof of insurance by the 10th day of class or they will automatically be charged for insurance from a third party insurance provider. Information is available for individual insurance policies in the Student Life Office. In addition, Tennessee Wesleyan College covers each full-time student with a supplementary accident plan.

STUDENT MENTAL HEALTH SERVICES

Students may face a variety of problems while attending college. Tennessee Wesleyan College provides a broad range of services to its full-time students. The Vice President for Student Life and the College Chaplain can assist with many of these issues. Additionally, the College has contracted with The Family Center in Athens to assist students that may need more in-depth services. Students are entitled to three (3) sessions at no costs to them. Students are responsible for costs associated with services beyond the initial three sessions. Students can contact The Family Center at (423) 745-8942 or contact the Student Life Office which can also assist you in making an appointment.

VEHICLE REGISTRATION AND PARKING ENFORCEMENT

The following regulations are designed to provide for an orderly control of traffic on the campus. It is the responsibility of each individual to comply with these regulations.

All vehicles that use campus facilities must be registered in the Student Life Office. Registration may be obtained by: 1) completing a vehicle registration card, 2) providing proof of registration and insurance, and 3) securing a college parking decal. Parking decal is to be adhered to the outside, lower left of the rear window. Registration information should be updated as needed.

Parking lots are designated by faculty/staff lots, residents' lots, and commuter lots between 7:00 a.m. and 2:00 p.m., Monday through Friday. Individuals are permitted to park in their designated lot only. Parking maps are available when individuals register their vehicle. Please be aware of designated no parking, visitor parking and handicapped parking spaces.

Fines and Appeals

Parking with no permit or permit improperly displayed--\$20.00

Parking in improper parking lot--\$20.00

Blocking dumpster, another vehicle, driveway, or fire hydrant--\$20.00

Parking on grass, sidewalk, or other undesignated space--\$20.00

Parking in Fire Lane (Yellow Curb)--\$20.00

Parking in Handicapped Space--\$20.00

Repeat Offences Increase \$5.00 per violation

All faculty, staff, and students are required to comply with parking regulations. Vehicles parked in a non-parking area or on grass, blocking dumpsters, driveways, or other vehicles will be ticketed and are subject to towing. Any individual receiving more than four (4) parking tickets in a year will be banned from parking on campus. Appeals of parking tickets must be submitted to the Student Life Office within three (3) business days of the ticket being issued.

RESIDENCE LIFE

Tennessee Wesleyan College is a residential college. Residence halls are more than just a place to live. They are classrooms for learning human relations skills and social centers for the residents in each facility. Students living on campus become residents of a small neighborhood within each facility and a member of the larger community of all those who live on campus. As in every such community, policies and procedures are necessary to protect the rights of individuals and the welfare of the community at large. In keeping with the Christian purpose of the College, they also reflect the values and standards of conduct expected of residents. At all times, residents are expected to use good judgment and show respect for the rights and needs of others in the care and use of student housing and facilities. The ideals of the Civic Arts encourage all of us to be active participants in our communities. The residence halls provide an immediate opportunity for community involvement. All residents are responsible for being active, positive participants in their residential community.

BATHROOM AND KITCHEN SINKS

Students are reminded that sinks in the residence halls and apartments are not designed for disposal of food or foreign objects. Students are discouraged from putting items down the drain that may cause the drains to become clogged.

BUILDING EXTERIORS

Roofs, ledges, windowsills, window screens and outside walls are not designed for student traffic. Climbing, rappelling or related activities are prohibited.

CABLE TELEVISION

Every Tennessee Wesleyan College residence hall room is wired for access to the campus cable TV network. For questions or to report problems with cable service, please contact the Campus Information Technology Office located on the lower floor of Lawrence Hall.

CANDLES AND INCENSE

Open flames, including candles and incense (lit or unlit, with or without wicks) are a fire hazard and are strictly prohibited.

CHECK IN/CHECK OUT

When you move in, inspect the room carefully and return the form to the Resident Assistant (RA). Any damages not noted on the form will be charged to you when you depart the room. The form is your protection against unnecessary charges.

If you plan to move out of your room, let the RA know 24 hours in advance so he or she may be present to inspect the room and sign off on the Room Inventory. If you are not present during the inspection, the staff member's inspection is final. Students are expected to return the room to its original condition. Rooms requiring special cleaning will be assessed a \$20 cleaning charge for

minor cleaning and \$50 for major cleaning. Additionally, the Residence Life staff will conduct a final inspection of the room. The Student Life Office reserves the right to assess for damages not noted at checkout.

When the residence halls close, you must be completely moved out by the date and time identified by the College. Graduates and/or students participating in graduation must be completely moved out by 5:00 p.m. on the day of graduation. A \$25.00 per day charge will be assessed to students that are not in compliance with this policy. Additionally, any student that does not formally check out with a RA will be charged \$50 for improper check out.

COMPUTER SERVICES

In addition to the information below, please refer to "Acceptable Use of Information Systems" located on page 10 of this handbook.

Network connection is provided in residence halls as an educational tool. Students must comply with the College computer usage policy found in the student handbook. We recommend a PC no more than three years old. A reliable PC is necessary for today's College environment. Additionally, the College provides four computer labs for student use.

Connections will be enabled once the student has completed the steps necessary for connection. Instructions to configure your PC for the TWC network will be available in your room at check-in. A checklist will be provided to facilitate the steps students will need to complete prior to requesting access to the TWC Network.

You will need the following:

- PC or MAC running Microsoft Windows operating system. Preferably Windows 2000 Professional
- Windows XP Home -Windows XP Professional -Windows Vista –Windows 7 –MAC OS 6.0x or newer.
- Other versions may not be compatible with our network and support is not readily available.
- Servers are strictly prohibited.
- Current Anti-virus software with an expiration date valid through the end of the academic year must be installed. The latest Norton/Symantec is recommended; McAfee or AVG will be accepted with proof of validity through the academic year.
- PC or MAC must have an installed 10/100/1000 Mbps Ethernet connection
- A Category 5 patch cable with RJ-45 connection (Recommend 20 feet) available at office supply and electronic retail stores.
- You must have an email account such as Yahoo, Hotmail, etc.

DAMAGES/VANDALISM

Vandalism is any malicious and/or intentional destruction of property, buildings, or equipment. Students found to be responsible for vandalism will be assessed for the repair of their actions and are subject to disciplinary action. This charge will include all administrative costs, labor and materials associated with necessary repairs.

Damage is any action that requires replacement of property or equipment as a result of an accident or improper use of an item. In the event of damage, students will be billed for associated costs, but are not subject to disciplinary action.

If the College is unable to determine who is responsible for particular damages, or there are damages to common areas (i.e. hallways, bathrooms, corridor doors), the costs will be prorated to the

occupants of the hall or suite where the damage occurred. Although charges will be billed immediately, the work associated with repairs may be delayed at the discretion of the Student Life Office and Facilities Management. The Director of Residence Life may prorate charges to a particular group, if evidence warrants such action.

Please note that students are not permitted to paint their rooms or common areas in the residence halls or apartments. Students are also not permitted to adhere contact paper or wallpaper to any surface.

ELECTRICAL APPLIANCES

Overloading residence hall electrical systems is a fire and safety hazard. The use of halogen lamps, popcorn poppers and other heat-producing units is prohibited. Open-coil appliances, hot plates, skillets, toasters, toaster ovens and deep fryers are also prohibited.

Outdoor grills, gas or electric, are permitted on campus in designated areas only. Small microwave ovens and small refrigerators, not to exceed 3.1 cubic feet in size, are allowed. The College also permits items such as George Foreman grills (or similar products) in kitchen areas only. All appliances must bear the Fire Underwriters Approval seal or that of a nationally recognized testing organization of equal standing. Unauthorized appliances will be confiscated, with a possibility of disciplinary action.

The College recommends that students not use standard extension cords. Should a student need additional outlets, they are encouraged to use electrical strips with a built-in surge protector.

FIREARMS AND FIREWORKS

Storing, possessing, or detonation of firearms (including paintball guns, BB and pellet guns, ammunition, or explosives of any kind) is strictly prohibited. Violations will be subject to disciplinary actions. The storing, possession, or ignition of firecrackers, fireworks, and any other material which may create a hazard is both against city ordinance and College policy.

FIRE DRILLS, EQUIPMENT AND ALARMS

It is mandatory that all students clear any building during a fire alarm in less than three minutes. Failure to vacate during a fire alarm or drill is a violation of state law and subject to college judicial action. Fire drills will be conducted each semester.

Individuals who purposely start a false fire alarm will be turned over to civil authorities for prosecution. Misuse of fire extinguishers or fire hoses, covering/removing smoke detectors or covering sprinkler heads is a violation of the fire safety policy. A minimum fine of \$100 will be assessed to students not complying with the above mentioned fire safety policies.

HOUSING CONTRACT

The Housing Contract you signed as a resident student refers to this handbook as being a part of that contract. The Housing Contract covers college housing, and is binding for the academic year or any portion thereof for which you are enrolled. Resident students are responsible for complying with college regulations and guidelines while living in college housing. Changes to residence hall regulations and guidelines, when announced by an appropriate college official, are binding on students who at the time reside in college residence halls.

KEYS

Students that misplace or lose keys will be charged \$50 (\$225 for Wesley Commons) for the changing of the lock and replacement keys. For safety and security purposes, students should report lost or stolen keys immediately.

KITCHEN AREAS

Kitchen areas are provided in each of the residence halls. Students are responsible for cleaning

the facilities after each use. Facilities Management may dispose of any items left in these areas for any extended period of time (refer to Personal Items in Public Areas).

LAUNDRY SERVICES

Free laundry facilities are provided in each residence hall. Should students experience problems with laundry equipment, they should report it to a member of the Residence Life staff. Only residents may use the laundry facilities. Your room fees pay for this service.

MAINTENANCE

All maintenance problems should be reported to a member of the Residence Life staff. Facilities Management personnel will complete the repairs as quickly as possible. In case of emergency, notify Campus Safety or a member of the Residence Life staff immediately. Should a work request not be completed in a timely fashion, students should contact the Director of Residence Life directly.

MISSING STUDENT NOTIFICATION/ACTION POLICY

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Student Life Office to actively investigate any report of a missing student currently enrolled at the College

Students have the option to provide an emergency person/number to be contact if they are believed to be (a) missing for more than 24 hours and/or (b) in potential danger. This information will be entered in the "Emergency Contact" section of the student's electronic records.

This information will only be available to authorized campus officials and law enforcement officers in furtherance of resolving the missing student's investigation/emergency situation.

Anyone who believes that a student has gone missing should report his/her concern to a member of the Residence Life, Student Life or Campus Safety staff. The official receiving the report should:

1. Collect and document the name, campus address, physical description (including last known clothing), vehicle information, and any contact information relative to the student,
2. The last time and location the missing student was seen,
3. The circumstances leading to the belief the student has gone missing,
4. Any friends, other locations, or changes in routine involving the missing student,
5. The name and contact information of the individual filing the report.

The official receiving the report will contact the appropriate member of the Student Life Office and/or Campus Safety. An investigation will be initiated surrounding the circumstances that lead to the concern to determine the threat level to the involved missing student to include as necessary:

1. Initiating a search on campus for the missing student,
2. Attempting to contact the involved missing student directly through cell phones, room phones, or email/social networking venues,
3. Contacting known associates of the missing student,
4. Checking the involved missing student's room for information that might lead to his/her location,
5. Checking the involved missing student's campus email and phone for recent usage. Class schedules and instructors should also be consulted to determine the latest attendance,

6. Making contact with the involved missing student's emergency contact number if the threat level determines it to be a necessary and/or if the student has been missing for more than 24 hours. If the student is under the age of 18 and is not emancipated, the student's parents/guardians must be notified,
7. Local law enforcement will be notified if the threat level determines it necessary.

PERSONAL PROPERTY/INSURANCE

The College does not assume responsibility for losses as those resulting from fire, theft or other causes. Check with your family's insurance agent to see if your family homeowner's policy will cover loss of your personal property while at college. If not, you are urged to provide your own personal loss insurance.

Individuals should report thefts or suspicions of theft to your RA, the Student Life Office, or the Department of Campus Safety immediately.

Tennessee Wesleyan College does not assume any responsibility for any personal property left in the residence halls after closing. Any students who leave behind items in their rooms will be charged a removal fee of \$50, in addition to any applicable cleaning charges. Storage facilities are not available on campus for student belongings.

PERSONAL ITEMS IN PUBLIC AREAS

Dishes, cooking supplies, athletic equipment, room furniture, and other personal belongings are not permitted to be left in public areas. Items left in public areas are a safety, community health, and cleaning issue. Any personal belongings that remain in a public area for more than 48 hours are subject to disposal.

PETS

Public health regulations mandate the restriction of pets in the residence halls. College policy prohibits all animals, except fish, in the residence halls. Students may have an aquarium of 10 gallons or less with fish as long as they are kept in sanitary conditions. Discovery of prohibited pets will result in an automatic fine of \$50, even in cases where pets are "just visiting" for a short time.

QUIET AND CONSIDERATION HOURS

Consideration hours are to be observed 24 hours per day, seven days a week. This means that students should be considerate of others in the residence hall. If you are violating this courtesy, you may be asked to comply or face sanctions. The level of unacceptable noise is defined as anything that is loud enough to be heard outside of one's room. This would include any type of activity, television sound, stereo sounds, etc.

Quiet hours are established to allow adequate study and sleep time in the residence halls. During quiet hours, no noise should be disturbing anyone. Everyone has the right to study in his/her "home" at any time they choose without being disturbed and to go to bed at a reasonable hour. Quiet hours are 9:00 p.m. to 9:00 a.m. daily.

Students are also asked to be aware of the College's community neighbors. Students are expected to maintain a reasonable noise level outside throughout the day. Students creating a disruptive environment may be subject to disciplinary action.

REMOVAL OF COLLEGE PROPERTY

Any individual found removing, or in unauthorized possession of, College property from its designated location is subject to a minimum fine of \$50. Items would include furniture and furnishings (including blinds, televisions, etc.) in individual rooms and common areas.

RESIDENT ASSISTANTS

Resident Assistants are students who live on the floors and are hired by the College to be of service to the residents and assist the Student Life Office in the administration of the hall and in other educational processes.

RAs are on duty every evening. When violations of College rules and regulations occur in the residence halls, Resident Assistants have the authority to deal directly with some violations and to make recommendations to the Student Life Office on others. It should also be noted that refusal or failure to respond to or cooperate with a Resident Assistant is in itself a violation.

ROOM ASSIGNMENTS

The Student Life Office reserves the right to make all assignment of students to rooms and residence halls. Student requests will be honored whenever possible. Priority for rooms is determined during the registration process in the spring semester based on seniority.

ROOM CHANGES

To change rooms, obtain a form from the Director of Residence Life. All changes must be authorized by the Director of Residence Life. Students who change rooms without proper authorization are subject to a \$50 improper room change fine and removal.

RESIDENCY EXEMPTION

All students are considered to be residential and required to take room and board on campus. Exemptions may be made for the following:

1. students living with a parent or guardian who lives within the commuting area;
2. married students;
3. students with custody of a child;
4. military veterans eligible for benefits under Public Law 358, G.I. bill effective June 1966;
5. financially independent students (as defined by financial aid criteria);
6. seniors, with an approved schedule which will lead to graduation that academic year;
7. students enrolled for less than 12 semester hours for the next semester. (Students may not add hours after registration without being required to live on campus.)
8. International students requesting off-campus must note: you must have lived on campus for at least one academic year, must be enrolled in your senior year, and your institutional aid may be subject to reduction.

To request off-campus living, you must meet one or more of these criteria. Residency Exemption Applications are available in the Student Life Office. To be considered for off campus status for the next academic year, students must complete and return a request for exemption form by April 1st. Completion of a Residency Exemption Application is not a guarantee that a student will be granted off-campus status. Students will be notified, in writing, of the Student Life Office's decision regarding their application.

All international students who are receiving Tennessee Wesleyan College institutional aid will be required to reside in the residence halls. Foreign nationals who receive no institutional aid and who meet all the criteria to move off campus may choose to do so, but are not encouraged to select this option.

ROOM INSPECTIONS/ROOM SEARCHES

The College will respect the privacy of a student's room. However, certain circumstances may arise that will require College officials to enter the room. These are:

- Inspections for health, safety, and maintenance will be held at least two times per semester.

- College officials may search the room of any resident student. The search can include, but is not limited to drawers, closets, and personal effects.
- Emergencies, such as a medical crisis, following an arrest, or pursuing criminal suspects.

The Vice President for Student Life, Director of Residence Life, Campus Safety personnel, Director of Facilities Management, or other representative(s) of the College may be present during these searches. Law enforcement agents may enter with a valid search warrant in accordance with legal procedures governing search and seizure, although certain circumstances do not require a warrant. Failure to cooperate with any of the above will result in disciplinary action.

ROOM OCCUPANCY/BREAK STAY

In order for maintenance staff to clean, paint or repair rooms, all residence halls are officially closed during college closings including Thanksgiving, Christmas Break and Spring Break. If you must remain on campus during these periods, you must obtain permission in advance from the Director of Residence Life.

Students, excluding international students and athletes required to be on campus due to athletic events, wanting to stay in the halls during these breaks will be assessed a \$15-per-day charge. This charge will also apply to students wishing to move-in early or check-out late.

SINGLE ROOMS

A student who requests and is assigned to live in a single-occupancy room is assessed an additional housing fee. A student who requests and is assigned to live alone in a two-person room is assessed an additional housing fee, adjusted on a yearly basis. For information on current fees, contact the Student Life Office or Business Office.

Students who find themselves without a roommate will have these options:

1. Refuse to accept the room as a single, recognizing that they may be asked at any time to move or accept an assigned roommate, and continue to pay the double occupancy rate (this status may continue until the conclusion of the semester).
2. If space is available, accept the room as a single and begin paying the additional housing fee.

At the start of the next semester, students who chose option (1) above will be required to select one of the following options:

1. If space is available, accept the room as a single and begin paying the additional housing fee.
2. Accept a roommate or agree to move in with another student (which student moves is determined by credit hours and GPA if necessary).
3. If a roommate is not available, then the student can refuse to accept the room as a single, recognizing that he or she may be asked at any time to move or accept an assigned roommate, and continue to pay the double occupancy rate.

This policy applies to a student who is assigned to a double occupancy room and is not assigned a roommate. A student assigned to a "built as single" room without requesting a single room will not be charged an additional fee, but may be asked to move at the conclusion of the semester. If a student requests and receives a single room during the semester, the additional housing fee is prorated based upon the date of check-in into the new room.

TELEPHONE

Connection for local telephone service is provided in all residential housing, including apartments. Students must provide their own telephone. Student wishing to make long distance calls must use a calling card or pre-paid card. Long distance charges are the responsibility of the student.

USE OF FACILITIES DURING HOLIDAYS

There may be rare occasions when the College will find it necessary to house people in a student's room during extended breaks. This might occur when needed maintenance is being performed during a break, and some residents in that hall need to be temporarily relocated. Another possibility is that of housing conference participants in college housing during an academic break. Although this has not occurred recently, the possibility does exist.

If the room you have been occupying is to be used, you will be given at least one week's notice that the College is invoking its contractual rights. Assistance will be given to students whose rooms are to be used in order to make any needed preparations. Naturally, the College will hold such guests responsible for any damage to the room and its contents during their occupancy.

VISITATION

Visitation hours are intended for friends and family, never for unrestricted public access to residence halls. Each resident student is responsible not only for his/her own conduct, but for the conduct of his/her visitors. **Visitors are to be accompanied by their host at all times.** Visitors are expected to leave photo identification with the Resident Assistant on duty in each building. Visitors will be required to identify who they are visiting and will need to check out prior to the end of visitation hours.

Opposite-sex visitor's visitation hours are from 11:00 a.m. until midnight nightly. Overnight guests must be of the same sex and over 18 years old (unless for special occasions sponsored by the College). After approval from the Director of Residence Life, students must notify their RA of the overnight guest. There is a two night maximum stay for overnight guests unless approved by the Director of Residence Life. There is no visitation when the College or the residence halls are officially closed. Lobby visitation hours are identical to regular visitation in each residence hall.

WALL MOUNTING

To avoid damage, use Plasti-tak or a similar non-permanent mounting to display decorations. Nails, tacks, push pins, masking tape, and adhesive decals all cause wall damage. Damages to walls will be charged to the residents of the room.

COMMUNITY LIFE

Students and recognized student organizations assume certain obligations of performance and behavior while at Tennessee Wesleyan College. As a result, reasonable policies, procedures and regulations have been developed to guarantee each student's freedom to learn and to protect the fundamental rights of others.

ADMINISTRATIVE HEARING PROCEDURES

In all cases where a formal hearing is convened to consider an alleged violation of college policies or procedures, the following special procedures shall apply to the extent they are applicable:

Rights of Both the Accuser and the Accused:

1. To be free from intimidation, harassment, and retaliation.
2. To be notified of the case status at any time.
3. To be notified of the hearing outcome in a timely manner.
4. To have the hearing conducted in a swift and timely manner.
5. To have a closed hearing.
6. To be present throughout the entire hearing process.
7. To be advised of the names of all witnesses requested to testify.

Rights of the Accuser Specifically:

1. To have an advocate, or person of their choice present throughout the hearing.
2. To make up academic work he/she has missed due to the assault or hearing process.
3. To have irrelevant past sexual history suppressed.
4. To be informed of any and all protection orders and resources available for ongoing assistance, including academic/housing changes.
5. To provide a victim impact statement, either verbally or written, regarding how the assault has affected the victim's psychological, financial, academic, physical and social well being.

Rights of the Accused Specifically:

1. To be provided with a full and complete explanation of the charges.
2. To be presumed innocent until/if proven otherwise.
3. To be provided with an explanation of the possible range of penalties/punishment.
4. To cross-examine witnesses and to testify on own behalf.
5. To remain silent during hearing proceedings.
6. To present witnesses and documentary evidence, and an explanation or argument on his/her own behalf.
7. To receive, at his/her expense, a written or taped transcript of the hearing.

COLLEGE STANDARDS OF CONDUCT

Students and recognized student organizations at the College assume an obligation to exhibit conduct in a manner compatible with the College's function as an educational institution. Conduct which is not compatible is outlined below and is subject to disciplinary action. Violations of , including, but not limited to, the items below are in effect on and off College property, at College sponsored or supervised activities, or at functions or facilities of recognized student organizations.

1. Dishonesty such as, but not limited to, cheating, plagiarism, or knowingly or recklessly furnishing false information to the College.
2. Forgery, alteration or misuse of College documents, forms, records, or identification cards, including the giving of any false information, or the withholding of necessary information in connection with a student's admission, enrollment or status in the institution.
3. Obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities, including its public service functions, on or off campus, or other authorized non-college activities when the act occurs on College premises.
4. Physical abuse, which includes any action which is likely to be detrimental to the health, safety and/or well-being of another, or psychological abuse which includes any action which unreasonably interferes with the psychological well-being of another (e.g., hazing, harassment).
5. Sexual assault/Rape which, for administrative purposes, is defined as any sexual contact/intrusion/penetration that is absent of or without consent by all parties. Examples include, but are not limited to: a) touching another's genitals/breasts without their consent (through clothing or skin to skin contact); b) having sexual contact/intrusion/ penetration with someone who is incapacitated (passed out) from alcohol/drug usage; c) continuing sexual activity after either party has made it clear, either verbally or by conduct, that they do not wish to have physical contact.
6. Sexual harassment, which includes but is not limited to non-consensual verbal or physical conduct related to sex which unreasonably interferes with an individual's work, educational or social performance, or creates an intimidating, hostile or offensive work, educational or social

environment, or is a violation of an individual's privacy.

7. Retaliation is any conduct which serves as a reprisal with the intent of causing physical or psychological pain to an individual who has initiated a complaint with the institution. Retaliation includes, but is not limited to, unwelcomed or repeated contacts by telephone, by letter, in person or by third party; damaging or vandalizing personal property; offensive acts/gestures; overt threats, whether or not they were actually carried out; or any conduct that would instill fear and trepidation in the victim.
8. Conduct which threatens or endangers the health, safety or welfare of any person.
9. Unlawfully discriminatory acts.
10. Theft or conversion of property or of services (e.g., computer time) belonging to the College, members of the College community or others.
11. Intentional or reckless destruction, damage, abuse or misuse of College property or the property of others.
12. Unauthorized entry into or use of College property, including facilities, residence halls, equipment, or resources.
13. Disorderly, indecent or obscene conduct or expression.
14. Failure to comply with directions of College officials acting in the performance of their duties including, but not limited to, a requirement to provide unprivileged testimony at a disciplinary hearing or failure to comply with provisions of probation or suspension.
15. Intentional initiation or circulation of any false report, warning or threat of fire, bombs or explosives.
16. Alteration, misuse, abuse of or damage to fire or other safety equipment on College-owned or controlled property.
17. Unauthorized use, possession or storage of any guns, or weapons.
18. Illegal or unauthorized possession, use, sale or distribution of narcotics, drugs or other controlled substances defined as such by local, state or federal law.
19. Violations of College policies, procedures or regulations governing residence on College-owned or controlled property.
20. Violations of federal, state and municipal laws, or any other conduct not included above whether on-campus or off-campus, which unreasonably or unlawfully interferes with the operations of the College, and the pursuit of its educational purposes and objectives or the rights of others, or which renders a person or organization unfit or unsuitable for continued association or affiliation with the College.

Students may be held independently accountable to both civic authorities and to the College for acts which constitute violations of law and/or violations of College policies, regulations or procedures. Disciplinary actions will not be subject to challenge on the ground that criminal charges involving the same incident has been dismissed, reduced or are in process.

SANCTIONS FOR MISCONDUCT

The College seeks to ensure equal treatment of students and recognized student organizations who are subject to disciplinary or academic sanctions and to impose similar sanctions under similar circumstances. The prior conduct record, if any, will be taken into consideration in determining sanctions. Any sanctions imposed by the College shall be confirmed in writing. Sanctions include, but are not limited to:

College warning is an official notice to a student or recognized student organization that the conduct is in violation of College Standards. The continuation of such conduct or actions may result in

further disciplinary action.

Disciplinary Probation is a period of observation and review of conduct during which the student or recognized organization must demonstrate compliance with College standards. Terms of this probationary period will be determined at the time probation is imposed.

- **General.** The student or recognized student organization is placed on general disciplinary probation for one or more semesters. This disciplinary action is a warning to the student or recognized student organization that any further misconduct will subject the student or recognized student organization to more severe disciplinary action which may include suspension from the College or loss of College recognition.
- **Strict.** The student or recognized student organization is placed on strict disciplinary probation for a minimum of two semesters. This disciplinary action is a warning to the student or recognized student organization that any further misconduct will subject the student or recognized student organization to more severe disciplinary action which may include suspension from the College or loss of College recognition.

Disciplinary Suspension is suspension for a specified period of time or for an indefinite period of time until stated conditions are met. The student may be prevented from returning to College premises. When a student is suspended, a notation will be made on the student's academic record (transcript). During a subsequent semester, a student who desires to be reinstated must notify the Vice President for Student Life and present evidence that the conditions for reinstatement have been satisfied.

Expulsion is the act of terminating a student's academic program and his/her right to future enrollment. The student may also be prevented from returning to College premises. This action is taken only following an informal hearing before the Vice President for Student Life or a formal hearing by the College Hearing and Appeals Board. When this action is finalized, a notation will be made on the student's academic record (transcript).

Loss of Recognition may occur to recognized student organizations after an informal hearing before the Vice President for Student Life or a formal hearing before the Student Judicial Council or the College Hearing and Appeals Board. This action deprives the organization of the use of campus resources, the use of the College's name, and the right to participate in campus sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period of time until stated conditions are met.

Restitution is the requirement to make payment to the College or to other persons, groups, or organizations for damages caused.

Summary Suspension. Summary suspension is taken in extreme or unusual cases when there is reasonable cause to believe the continued presence of the accused student on campus presents an immediate and definite danger to himself/herself or to other members of the campus community, or threatens disruption of College operations or activities. Summary suspension is immediate suspension of a student's privilege to attend the College and all of its related functions. A student who has been summarily suspended may not attend classes, may not participate in any College activities and may be excluded from College property. The authority for summary suspension is vested in the Vice President for Student Life.

Withdrawal Agreements are used in certain cases where a student's behavior or mental or emotional health may render him/her unfit for continued participation within the College community. The Vice President for Student Life may recommend the student withdraw from the College. Conditions for re-admittance to the College will accompany this withdrawal agreement.

Other Sanctions may be imposed instead of, or in addition to, specific sanctions listed in these sections. These include, but are not limited to, recommendation or requirement for counseling,

restriction of privileges, work/community service, establishment of mandatory behavioral conditions attendant to continuing enrollment and/or re-enrollment, removal from college housing, or a special educational project designed to assist the student in better understanding the overall impact of his/her behavioral infraction.

MINIMUM SANCTIONS FOR VIOLATIONS OF COLLEGE POLICY

The following is a list of some possible violations of College rules and regulations accompanied by the minimum penalty. It should be noted that this list is not inclusive and therefore any violation or act of indiscretion not mentioned will be dealt with on the merits of the case and the severity of the offense.

Alcohol. First offense will result in a sanction of one year probation and a fine of \$100. The second offense may result in a minimum of immediate suspension for not less than one full semester. The third offense may result in expulsion.

Arson. The intentional ignition of a fire anywhere on campus, other than one which may be approved by the Vice President for Student Life as part of an officially sanctioned activity, will require a minimum of immediate suspension from the College and possible criminal prosecution. The suspension will be for an indefinite period and application for readmission may be denied until the College is convinced the individual presents no threat to the institution.

Drugs. The first offense of possession of the drug policy will result in suspension in a minimum of one semester suspension from the College with the possibility of expulsion. The second offense will result in immediate expulsion.

Electrical Appliances. The first violation of this policy will result in a \$20.00 fine and confiscation of the item(s). A second violation results in a \$50 fine, confiscation of the item(s), and a meeting with the Vice President for Student Life.

Firearms and Fireworks. First offense will require a minimum penalty of disciplinary probation for not less than one full semester and confiscation of the offending article(s). Confiscated firearms which are not in violation of law will be returned upon written request of the student's parents or guardian. Firearms will not be returned directly to residence students unless assurance is presented that they will not be brought back onto campus. The second offense will result in suspension for a minimum of one full semester not to include the summer sessions. The discharge of a firearm on campus grounds or in the buildings of the campus is considered a more serious offense and will result in expulsion from the College.

Fire Safety Equipment. Improper use of fire safety equipment or setting off false fire alarms presents a threat to lives and property, and will require a minimum of suspension for one semester upon the first offense and restitution if appropriate. A second offense will require expulsion.

Noise. Quiet hours and consideration hours are established for the residence halls and apartments. The first violation of the policy will result in a warning. A second violation carries a \$10.00 fine and subsequent violations will result in a \$20.00 fine.

Pets. Violations of the pet policy will result in a \$50.00 fine and removal of the pet for the first offense and a \$100.00 fine and removal of the pet for the second offense. Students violating the policy for a second time will also be required to meet with the Vice President for Student Life.

Residence Hall Security. Violations of residence hall security may be defined as being in an unauthorized area of a residence hall, (in residential portions of an opposite sex hall, in lobbies after visitation hours, etc.) the lending or borrowing of keys among students, or any other violation of College policy which may jeopardize hall security. Upon the first offense of violating the residence hall security policy, visitation privileges may be revoked and the student(s) placed on disciplinary probation. The first offense may also carry a suspension of one full semester. The second offense will require a minimum penalty of suspension for at least one full year.

Smoking/Candles/Incense. Violations of this policy create a potentially dangerous situation for life and property. The first violation of this policy will result in a \$20.00 fine and removal of the item(s). A second violation will result in a \$50.00 fine, confiscation of the items, and a meeting with the Vice President for Student Life.

Theft. On the first offense the minimum penalty for theft will be disciplinary probation for not less than one full year, restitution and/or creative discipline. Depending upon the circumstances, suspension may be indicated. The second offense will result in immediate suspension from the College. Breaking and entering will require immediate suspension from the College for an indefinite period even upon the first offense.

Vandalism. Acts of vandalism or defacing of College property is considered a serious offense. The first offense will require a minimum of disciplinary probation for one full year, and restitution in the full amount of damages. Creative discipline in the form of College work may also be assigned. Suspension will be required where the vandalism is deemed to be malicious or premeditated. The second offense will result in immediate suspension from the College.

Visitation. A first violation of the visitation policy will result in a \$15.00 fine. A second violation will result in a \$25.00 fine and loss of visitation privileges for a minimum of two weeks.

DISCIPLINARY ACTIONS AND PROCEDURES

Students who violate College Standards of Conduct are subject to disciplinary actions. The administration of these actions shall provide procedural fairness to an accused student or recognized student organization. The procedure will afford appropriate process which will be educational and developmental in nature. An adversarial relationship between the accused and the College will be avoided.

The Vice President for Student Life has the primary administrative responsibility for College-wide coordination, investigation and enforcement of student conduct standards. Based on the nature and location of the violation of College standards of conduct, student conduct cases may be acted upon by appropriate College officials as authorized by the Vice President for Student Life. Disciplinary cases will be generally heard by the Vice President for Student Life. When a student is suspended or expelled, the decision may appear before the College Hearing and Appeals Board in a formal hearing. When a recognized student organization loses recognition, the decision may appear before the Student Judicial Council in a formal hearing.

Informal Hearing Procedure

When a disciplinary case is referred to or acted upon by the Vice President for Student Life, the procedure will normally be conducted in an informal manner. Discussion, counseling, persuasion and other existing informal procedures will normally be used. The student or recognized student organization subject to disciplinary action will be informed at least five (5) calendar days prior to the informal hearing of: (a) the exact charges being made, (b) the time and place of the hearing, and (c) a summary of the evidence to be presented. Pending such action, the student or recognized student organization has the right to be present on campus, attend classes or conduct organizational business except in cases of summary suspension. Decisions made at an informal hearing may be heard by the Student Judicial Council or by the College Hearing and Appeals Board. A formal hearing must be requested by the student or recognized student organization in writing within two (2) business days after receipt of the Vice President for Student Life's decision.

Formal Hearing Procedure

The overriding concern of the College in establishing these procedures is to protect all students from frivolous, capricious or prejudicial decisions by disciplinary authorities. The regulations which govern formal hearings shall be as follows:

- a. A quorum of the membership shall be present throughout the hearing. All members may vote,

- and all determinations shall be by majority vote. A failure to vote shall be registered as a negative vote. Any member of a hearing board, upon considering any challenges from the accused concerning his/her impartiality, may withdraw voluntarily.
- b. The student or recognized student organization shall have the right to be represented by faculty, staff, or student (not to exceed two persons) should he/she so elect. The student or recognized student organization must submit to the Vice President for Student Life a list of any witnesses and /or evidence 48 hours prior to the scheduled hearing. The Vice President for Student Life may require College students, faculty and staff to provide unprivileged testimony at a disciplinary hearing.
 - c. The Student Judicial Council or the College Hearing and Appeals Board shall elect a Hearing Officer who will conduct the Formal hearing. The Hearing Officer, in keeping with fair and reasonable guidelines, may impose limits upon the number of witnesses and the amount of evidence that may be introduced where proffered evidence is cumulative, redundant or immaterial. Rules of evidence and rules of procedure do not necessarily apply. Reasonable rules on relevancy and fairness will guide the Hearing Officer in ruling on the admissibility of evidence. In every case, the facts are to be reviewed and judgments made are based upon a reasonable basis.
 - d. At the discretion of the Hearing Officer, students charged with violations arising out of the same transaction or occurrence may be heard together rather than separately. In combined hearings, the College may present its case once and at the same time against all of the students charged with violations. Following the presentation of the College's evidence, students whose cases are heard together may separately present, in turn, their evidence and defense, but this presentation shall be given in the context of a single hearing.
 - e. All College disciplinary hearings will be closed to the public and non-parties. The Hearing Officer may invite observers with the consent of the parties.
 - f. The Hearing Board shall hear all admissible evidence presented and shall deliberate and render its decision in accordance with the instructions of governing principles provided by the Hearing Officer. The decision of the Hearing Board must conform to the instructions given, and shall include a recommended sanction or other disposition of the case. The deliberations of the Board shall commence as soon as reasonable after completion of the hearing. The decision shall be provided to all parties. The Board shall not disclose the individual voting positions of its members nor publish dissenting opinions. The decision of the Board shall be by majority vote.

ORGANIZATION OF THE COLLEGE JUDICIAL SYSTEM

Discipline is under the supervision of the College Judicial System composed of students, faculty, and administration. All problems of discipline should be reported to the Vice President for Student Life. In the absence of the Vice President, infractions of regulations should be reported to the President of the College. The College Judicial Structure is as follows:

Student Judicial Council. Members shall consist of a chairperson, and three members: one senior, one junior, and one sophomore each appointed by the S.G.A. In addition, three members (one senior, one junior, and one sophomore) elected by the Legislative Council by a majority vote shall serve as alternates. The Judicial Council shall hear cases involving individual and group violations. The Vice President for Student Life shall serve as advisor to this Council.

Hearing and Appeals Board. Members shall consist of an administrator, three faculty members and one alternate faculty member elected by the faculty, the President of the Student Government Association, two students appointed by the Legislative Council of the Student Government Association, and one student alternate. The Board shall elect a Chairperson. The Vice President for Student Life shall serve on the Board in a non-voting capacity. The Hearing and Appeals Board shall

act as an appeal board for cases from the Student Judicial Council and as a hearing board for violations of the honor code and new cases assigned by the Vice President for Student Life.

Temporary Hearing Board. In the event that it is impractical or impossible to convene one of the above mentioned judicial bodies (summer sessions, between terms, etc.) a Temporary Hearing Board will be jointly appointed by the Vice President for Academic Affairs and the Vice President for Student Life. This Board will consist of two administrators and three faculty members unless school is in session, at which time two students shall be added to the body. The Board shall elect a chairperson. The Vice President for Student Life shall serve on the Board in a nonvoting capacity. The Temporary Hearing Board will remain in existence until the case at hand is completed and may be called to reconvene as needed.

APPEALS

Students may only appeal a decision if one of the following criteria is demonstrated:

1. Fair process procedures were not followed in the case or
2. New evidence has come to light which might change the outcome of the case.

All cases heard by the Student Judicial Council may be appealed to the Hearing and Appeals Board where the matter shall be heard in the same manner as those cases heard in the first instance by the Hearing and Appeals Board. All cases heard by the Hearing and Appeals Board may be appealed to the President of the College. Decisions rendered by the President of the College shall in all cases be final.

A request for an appeal to the Hearing and Appeals Board must be filed with the Vice President for Student Life within 48 hours of the time of the decision of the Judicial Council. A request for an appeal to the President of the College must be filed in the Office of the President within 48 hours of the decision of the Hearing and Appeals Board. The 48 hour deadline may be extended if extenuating circumstances can be demonstrated to the satisfaction of the Hearing and Appeals Board or the President.

READMISSION

The Hearing and Appeals Board may formally review the probation record of any student prior to readmission in order that the board might be aware that the probationary period or other penalty is duly discharged without further infractions of standards of behavior during the probationary period imposed by the board. The board reserves the option to interview the student prior to readmission.