



Wesley College

2011-2012

Student Handbook

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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TABLE OF CONTENTS

INTRODUCTION	
History of Wesley College.....	4
Wesley College Mission.....	4
Wesley College Student Life Mission.....	4
STUDENT PROGRAMS AND SERVICES.....	5
Academic Support.....	5
Bookstore.....	5
Career Services.....	6
Chapel.....	6
Church Relatedness and Religious Life.....	6
Computer Use.....	6
Counseling Services.....	6
Student Financial Planning (Financial Aid).....	7
Food Service.....	8
Wesley College Health Center /Health Services.....	8
Wesley College Protocol for Emergency Response.....	10
International Programs & Study Abroad.....	10
Library.....	11
Mail Room.....	11
Residence Life.....	11
Safety and Security.....	11
Student Activities.....	16
ACADEMIC BASICS.....	17
Absences.....	17
Academic Probation.....	18
Communication.....	18
Dropping a Class.....	18
How to Figure Your Grade Point Average (GPA).....	18
Graduate Student Association.....	19
Withdrawal From the College.....	19
STUDENT RIGHTS.....	19
Aids Policy.....	19
Family Education Rights and Privacy Act (FERPA).....	20
Grievance Policy for Discrimination and/or ADA/Section 504 Complaints.....	20
Sexual Harassment.....	21
Scope of Policy.....	23
Discipline.....	23
Contact Persons.....	23
Title IX Coordinator.....	23
Sexual Harassment Advisors.....	24
Sexual Grievance Committee.....	24
Complaint Procedures.....	25
Informal Complaint.....	25
Formal Complaint.....	25
Appeal Process.....	26
Confidentiality and Prohibition of Retaliation.....	26
Frivolous or False Accusations.....	26
Record Keeping.....	26
Training and Dissemination of the Sexual Harassment Policy.....	27
STUDENT CODE OF CONDUCT.....	27
Academic Integrity.....	28
Alcohol Violations.....	28
Drugs And/Or Drug Paraphernalia.....	29
Hazing Policy.....	29
Harm to Persons.....	30
Disruptive Activity.....	30
Vandalism And/Or Abuse/Misuse of Property.....	30
Theft.....	30
Failure to Comply/Willful Obstruction.....	31
Computer and Network Use Policy.....	31
Possession of Weapons.....	32
General Laws.....	32
Posting and Advertising Policy.....	33
Sexual Misconduct Policy.....	34
Overview of Policy Expectations with Respect to Physical Sexual Misconduct.....	34
Risk Reduction Tips.....	34
Sexual Misconduct Offenses Include, but Are Not Limited to.....	35
Confidentiality and Reporting Policy.....	37
Procedures for Student Conduct Administration.....	38
Sanctions.....	42
Alcohol Sanctions.....	44
Interim Disciplinary Action.....	45
Parental Notification.....	46
RESIDENCE LIFE.....	45
Residence Life Staff.....	46
Residence Hall Regulations.....	46
Residency Requirement.....	46
Housing Deposit.....	46
Appliances.....	46
Care of College Facilities.....	46
Check-In/Check-Out Procedures.....	47
Damage Charges.....	47
Fire Safety.....	47
Guests.....	48
Holiday and Final Exam Periods Use of Rooms.....	48
Key Return.....	48
Laundry.....	48
Linen.....	49
Maintenance and Housekeeping.....	49
Noise.....	49
Personal Property Protection.....	49
Pets.....	49
Prohibited Items.....	49
Residence Hall Access.....	50
Residence Hall Housing Contract.....	50
Room and Roommate Assignments.....	50
Room Changes.....	50
Room Consolidation.....	50
Residence Life.....	50
Room Inspection.....	51
Room Keys.....	51
Lock Outs.....	51
Safety and Security Inspection.....	51
Search and Seizure Procedures - Room Access.....	51
Security.....	51
Smoking.....	51
Soliciting.....	52
Telephones.....	52
Television.....	52
Theft.....	52
Unauthorized Room Change.....	52
Visitation.....	52
Withdrawal and Refund Policy.....	52
WESLEY COLLEGE NEW CASTLE (WCNC).....	53
History of Wesley College New Castle (WCNC).....	53
Location of Wesley College New Castle (WCNC).....	53
Academic Resource Center.....	53
Ebsco Host Access.....	53
Bookstore.....	53
Library.....	54
Student Email Accounts.....	54
Student Jics Accounts.....	54
Student Photo Id's.....	54
Campus Security.....	54
Attendance Policy.....	54
Drop/Withdrawal Policy.....	54
Course Syllabi and Textbook Information.....	55
Address/Name/Phone Change.....	55
Course Cancellations.....	55
Childcare.....	55
Academic Probation.....	55
Financial Aid.....	56
Policy.....	57
Failure to Return.....	58
Graduation Requirements.....	58

Dear Wesley College Student:

Welcome to Wesley College. If you are new to the campus I hope your experiences both in and out of the classroom will be positive. If you are a returning student I look forward to another exciting year filled with challenges and new opportunities for your personal and academic growth.



Wesley is an ideal setting for you learn and enhance your strengths as a leader, community member, team player and lifelong learner. The campus community is small enough for you to have personal interactions with the faculty and staff all of who are committed to your success. Take advantage of the many programs offered by our faculty, Student Organizations, Student Government Association, Student Activities Board, Greek Community and clubs. The Student Life staff are available to you should need assistance. Our commitment is to providing a safe, respectful and inclusive environment where students can live and learn.

This Student Handbook can be a valuable resource in identifying the many services available should you need personal, academic or other support. Please do not hesitate to call on any of the staff members whose office locations, telephone numbers, and other information are included in the handbook. They are here to help you succeed at Wesley.

The Student Handbook also outlines our expectations of you as you join the campus community this fall. It is your responsibility to understand and abide by the policies and procedures outlined in the Student Handbook. Please take the time to review the Student Handbook so you understand your responsibilities as a student both on and off campus at Wesley College.

I look forward to meeting you. Please stop by the Student Life Office anytime!

Mary-Alice Ozechoski
Dean of Students

HISTORY OF WESLEY COLLEGE

Founded in 1873 as a preparatory school, Wesley College has a covenant relationship with the United Methodist Church. The College offers 30 bachelors, four associates, and master's degrees in nursing, education, business administration and environmental science in a multi-denominational, multi-cultural campus setting.

Wesley College and its athletic facilities are located on 50 acres in historic Dover, Delaware. Dover is the capital of the nation's first state and has 35,000 residents. The campus is situated in Dover's major residential community with stores and banks in easy walking distance and malls a short commute. In addition to being the site of many pre-Revolutionary War buildings and sites, Dover is also the home of Dover Air Force Base and Dover Downs International Speedway, which hosts two annual NASCAR races. Most of the College's 2,300 students (1,400 traditional and 900 adult full-time) come from the Middle Atlantic region. The majority of full time students enroll directly from high school, but the College does provide programs for nontraditional students. Wesley attracts students interested in a personal approach to learning, with a 17:1 student to faculty ratio.

WESLEY COLLEGE MISSION

Wesley College is a United Methodist institution of higher education that seeks to be among the finest student-centered learning communities in the liberal arts tradition. Consistent with our Methodist heritage, the College affirms meaning and purpose in life through justice, compassion, inclusion and social responsibility that enhance community life and respect for the environment. Wesley College exists to liberate and empower its students with the knowledge, skills, ethical attitudes and capacity for critical thinking needed to achieve personal and professional goals and to contribute to the local and global society.



WESLEY COLLEGE STUDENT LIFE MISSION

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

The purpose of a college experience is to help students grow and develop as whole persons: academically, intellectually, emotionally, personally, socially and spiritually. Wesley believes that student development can be enhanced by stimulating individual growth rather than by controlling individual behavior; by encouraging creativity rather than stifling initiative; by supporting personal responsibility rather than directing individual decisions. To this end, the College offers the skills, knowledge, and expertise of faculty and staff to help students make mature and responsible decisions about their lives. Within this process, the College has the responsibility to challenge those decisions it believes are not in the best interest of the student or the community.



The College seeks to create a sense of genuine community among faculty, administration, staff, and students. Community can exist only where each person respects the rights, knowledge, and opinions of others; communicates openly and honestly; and shares a commitment to work together for the common good. The College:

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

STUDENT PROGRAMS AND SERVICES

ACADEMIC SUPPORT

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



The Department of Academic Support, located in Parker Library 107, provides a broad range of academic support for all Wesley students throughout their entire college experience. These programs include a first-year mentoring program, (FASTrack,) Seminars for Academic Success, Supplemental Instruction, peer tutoring in subject areas and in writing across the curriculum. Disability Support is offered for all students with documented disabilities providing equal access to all areas of campus life.

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

- Full time professional staff
- Dedicated study area with wireless Internet access
- Peer tutoring for subjects across the curriculum
- Seminar Series for college learning strategies
- Writing Center with 20 computer stations
- Academic accommodations through Disability Support Services
- Career Service counseling
- Supplemental Instruction for specific difficult courses

BOOKSTORE

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



CAREER SERVICES

Career Services provides counseling and resources to help students select a major, explore careers, and search for graduate school and employment opportunities. Individual appointments and group workshops are available on topics such as resume and cover letter writing, networking, and career planning on the Internet.

CHAPEL

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

CHURCH RELATEDNESS AND RELIGIOUS LIFE

Wesley College is related by covenant to The United Methodist Church. Although non-sectarian in admissions and hiring, Wesley's connection to the Church is apparent in its value-based student life, active College chaplaincy, and participation in national Methodist programs, such as

United Methodist Loans and Scholarships Programs, United Methodist Senate, Education Covenant Partnership and the Business Education Initiative. Wesley College is connected to the Peninsula-Delaware Annual Conference through the Conference's annual meeting where it sits as the Corporate Session for the College. The Conference is represented on the Board of Trustees by several clergy and laity of the Conference.



COMPUTER USE

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

COUNSELING SERVICES

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

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

STUDENT FINANCIAL PLANNING (FINANCIAL AID)

The education you receive at Wesley College is a major investment of both time and money. The Office of Student Financial Planning is available to assist you in obtaining federal, state, and institutional and alternative funding for your studies through the dissemination of available information. Wesley participates in the following financial aid programs:

Federal Programs

- Pell Grant
- Supplemental Educational Opportunity Grants (SEOG) (limited funding)
- Academic Competitive Grants
- Subsidized Stafford Loan
- Unsubsidized Stafford Loan
- Perkins Loan (limited funding)
- Federal Work-study (FWS) (limited funding)
- Parent Loan for Undergraduate Students (PLUS)

State Programs

- Delaware State Grants*
- Pennsylvania State Grants*

*Residents must meet individual state's FAFSA filing deadline. See the appropriate year FAFSA for state's specific filing deadline.

Institutional Programs

- Renewable Scholarships (Administered by the Admission Office to newly admitted students only)
- Wesley Grant (a need based grant awarded to eligible students)
- Endowed Scholarships (must do scholarship application annually. The average award is \$500/yr.)
- Work-shop (a student work program with limited funding)

Alternative (Private) Loan Programs

- See the Office of Student Financial Planning for information.

To apply for financial aid you must...

Annually follow the steps listed below to facilitate the timely processing of all aid that you are eligible for. Federal and institutional aid is awarded on a first come, first serve basis to eligible applicants.

- Step 1-** Complete your **FAFSA online** (www.fafsa.ed.gov) or **Free Application for Federal Student Aid (FAFSA) paper form for the appropriate year**. Be sure to list **Wesley College federal code 001433**, as an institution to receive your data electronically. **Note:** Completing the FAFSA will allow the Federal Processor to assess your eligibility for Pell Grant and the College to determine your eligibility for other types of aid.
- Step 2-** Complete the Wesley College Financial Aid **DATA SHEET** and return it to the Student Financial Planning Office.
- Step 3-** Submit your: Federal and/or Alternative Loan Application(s) to the Financial Aid Office expeditiously. **Note:** Federal Loans consist of the **Federal Stafford Loan** (for undergraduate and graduate students) and the **Federal PLUS** (a loan for which parents of dependent students may apply for on behalf of enrolled dependents). Some **Alternative Loan** information is available in the Financial Aid Office. You may also consult your bank for alternative loan information.
- Step 4-** For Students who plan to borrow a Federal Stafford Loan for the **first time** at Wesley - **Complete a Loan Entrance Interview** on-line at http://mapping-yourfuture.org/entrance_counseling/?act=intro

The priority filing deadline for all financial aid forms is February 1 of each academic year.

FOOD SERVICE



All resident students are required to purchase a College Board Plan. Upper class students have a choice between the traditional meal plan providing up to 19 meals per week (3 meals per day, Monday through Friday, and two meals per day on Saturday and Sunday; brunch and supper) or a modified meal plan providing up to 14 meals per week. Residents of Zimmerman Hall and the Bellmeyer Honors House have the option of choosing a special meal plan designed for them. Freshmen are required to have the 19 meals per week Board plan. Non-resident students desiring to utilize the dining hall services may purchase flexible commuter

meal plans at the Business Office or purchase individual meals at the Dining Hall.

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



WESLEY COLLEGE HEALTH CENTER /HEALTH SERVICES

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

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

The College physician has scheduled hours each week and appointments are arranged in advance by the College nurse. Throat cultures and other limited laboratory tests are done in the Center. Students who require allergy injections will be referred to a local Allergist. Limited quantities of over-the-counter medication are provided in the Health Center. Prescriptions, as ordered by the College physician, can be obtained at local pharmacies at the student's expense. Referrals will be made to local physicians, clinics and dentists when necessary. Students will be responsible for payment of these visits. All full-time students must submit a completed Student Health History and documentation of specific immunizations prior to admission to the College.

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

All required health forms must be submitted by October 1. If forms are not on file in the Health Center by October 1, your account will be charged a fee of \$100.00. This fee will be charged both fall and spring semester until the required forms have been submitted. The required forms are the student health history form, immunization form, and the meningitis waiver form.

The following forms are required by Wesley College Health Center and the State of Delaware. These forms MUST be in the Health Center by August 1, 2011 for fall admission and December

1, 2011 for spring admission. If your forms are not in the Health center by the deadlines, the student account will be charged a non-refundable fee of \$100.00. This fee will be assessed the following semesters, until the required forms are submitted.

- IMMUNIZATION FORM- signed by a physician. If you are unable to provide the dates of your immunizations, you must provide documentation of a titer/immunity.
- Health History Form
- Meningitis Form
- Copy of insurance card
- PLEASE MAKE COPIES OF ALL FORMS THAT YOU MAIL INTO THE HEALTH CENTER

TRANSFERRING PRESCRIPTIONS?

Wal-Mart- 302-647-4961

Happy Harry's (Walgreens) 302-734-9303

Target-302-741-0466

Rite Aid-302-678-2101

Acme-302-674-8392

Physical examinations are required for participation on athletic teams. Athletes must have physicals prior to reporting for camp. The Health Center does not provide physical examinations. The College Health Center does not provide students with "class excuses for illness". Students must assume responsibility for talking directly to their instructors regarding class absences due to illness. When the Health Center is closed (evenings and weekends) and serious illness or injury occurs, students are seen at the emergency department of Bayhealth Hospital (less than one mile from campus). Students using this facility will be billed for services rendered. The Health Center does not provide inpatient care. Prolonged recovery from illness or injury is not permitted in the residence halls.

All students are required to submit proof of health insurance by August 1 for fall admission and December 1 for spring admission. If a student fails to submit proof of insurance the student will automatically be enrolled into the student health insurance. The student's account will be billed for the enrollment fee.

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

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

Policy: Student Transportation

Emergency transfer of a student from the Wesley College Health Center will take place via ambulance. The clinician/health care provider will call 911 for ambulance transfer (9-911 if using an on campus phone) and give the Wesley College Health Center address: 120 Fulton Street, Carpenter Hall. Cases will arise when non-emergency transportation is indicated either to a physician's office or to the hospital. The staff will make every effort to assist in appropriate transportation as follows:

- Via private auto with family, friends or fellow student.
- Via City Cab (302-734-5968) The Wesley College Health Center has an agreement with the cab company to pay for this service. The student must meet the cab outside of Carpenter Hall. The Wesley College Health Center will pay for the cab, if we are referring the student to another health care center or to a physician's office.

Transport of students to the Health Center is primarily the responsibility of the student. The Wesley College Health Center is not an emergency facility and does not accept patients transferred by ambulance. A student living on campus may call the Wesley College Health

Center stating that he/she is too ill for self transport. The staff in the Wesley College Health Center will call the Security office to have EMS evaluate the student.

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

WESLEY COLLEGE PROTOCOL FOR EMERGENCY RESPONSE

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

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

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

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

Thank you,
Jill Maser, NP-C
Director of Health Services
Wesley College

INTERNATIONAL PROGRAMS & STUDY ABROAD

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



The college is partnered with several institutions throughout the world is a member of ISEP the International Student Exchange Program opening the door to almost 40 countries for our students and as an exchange program we also welcome international students to the USA.



LIBRARY

The Parker Library houses materials common to all academic libraries: books, periodicals, microforms, reserve readings, electronic databases, etc. Library staff members work with the Faculty to provide classroom instruction in Library use. Students receive assistance in locating information on an individual or group basis. In addition to in-house material, items may be borrowed from other libraries in Delaware and libraries in the Tri-State College Library Cooperative. Through an international cooperative automated interlibrary loan system, students have access to materials worldwide.

The Parker Library building also houses Student Support Services, the Writing Center, Counseling Services, the Computer Center, peer tutoring, and the "Mac Lab." Each of these operations is independent of the Library with its own staff and schedule.

MAIL ROOM

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

Student's Name
Box _____ (student's box number)
Wesley College
120 N. State St.
Dover, DE 19901

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

RESIDENCE LIFE

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



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

Wesley offers a variety of living arrangements on campus. Gooding Hall (co-ed, majority freshmen), Williams Hall (co-ed, majority freshmen), Roe Hall East and West (co-ed mixed classifications) Carpenter Hall (co-ed, mixed classifications), Malmberg Hall (co-ed, substance free suites, mixed classification), Zimmerman Hall (co-ed, apartment style, transfer, upperclassmen only) and the Joseph S. Bellmeyer Honors House (Honors Students only).

SAFETY AND SECURITY

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

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



When walking to a vehicle, one should have the keys ready and the back seat of the vehicle should be checked before entering. Students should carry their Wesley ID and room keys at all times. Special security concerns should be reported to the Director of Safety and Security. The Student Life Office in conjunction with the Office of Safety and Security prepares the annual disclosure of crime statistics report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is located on our web site at www.wesley.edu/studentlife/safety_security.html#3.

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

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

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

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

Title 11, Section 4120 and 4121 and Amended Title 11, Section 4120 and 4121 of the Delaware Code requires the Delaware State Police to maintain a registry of sex offenders available to the public via the internet. The State Bureau of Identification is the sub unit of the Delaware State Police responsible to provide this service with technical assistance from the Department of Technology and Information. The Delaware State Police is responsible for maintaining this registry. Follow the link below to access the Delaware State Police website <http://www.state.de.us/dsp/sexoff/> In accordance with the Drug Free Schools and Campuses Drug Prevention Program Certification, Wesley College has adopted and implemented a program to prevent the unlawful possession, use, distribution or dispensing of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities. Wesley College recognizes the importance of information about drug and alcohol abuse. Therefore provided here for the benefit of each student and employee are standards of conduct, and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse. Listings of area resources for drug/alcohol counseling, rehabilitation and re-entry are available in the office of Counseling (PL 210-B) Student Life (CC 119), and the Human Resources office (CC 321).

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

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

Delaware Law

Alcohol

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

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

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

Other Drugs

"Possession of Controlled Substances" (drugs) has a minimum punishment of mandatory confinement in jail for a term of two-twelve years, and fines of \$1,000-100,000. More information on Controlled Substance and penalties can be found at the State of Delaware web site <http://www.delcode.state.de.us/title16/c047/sc04/index.htm#TopOfPage>

Federal Law

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

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

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

Health Risks

Negative consequences may be exhibited through:

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

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

Identification Cards "Student ID"

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

Motor Vehicle Policies

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

Auto Registration

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

The College auto registration hanging device must be displayed from the rearview mirror, facing the windshield. Cost of registration is \$30 annually. Registration is good for the academic year. The fine for an unregistered car is \$50.

Restricted Parking

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

Student Parking

1. Student parking is available in the parking lots at the intersection of Governors Avenue and Cecil Street, in the Staff Lot A parking lot 5:00 pm to 7:00 am, and in the lot on Governors Avenue and Fulton Street.
2. One-way street signs and speed zones should be carefully observed.
3. Students are urged to be considerate of neighbors living near campus and not block driveways.
4. Students who park illegally and receive 3 or more tickets per academic year are subjected to being booted:

1st Boot: Must pay all parking fines for boot removal

2nd Boot: Must pay all parking fines plus a \$50.00 boot removal fee

3rd Boot: Must pay all fines plus a \$100.00 boot removal fee

4th or subsequent boot: Must pay all fines, a \$250.00 boot removal fee and lose all on campus parking privileges for the remainder of the Academic Year.

Sports and Recreation

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

Wesley College is a member of the NCAA Division III Capital Athletic Conference, and the Eastern College Athletic Conference. The football team is a member of the Atlantic Central



Football Conference. Rules and regulations regarding eligibility are determined by the NCAA. The Director of Sports and Recreation has overall responsibility for the College's athletic program.

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



NCAA Division III Guidelines For Student Athletes & Banned Drugs

A student-athlete who is found to have utilized a substance on the list of banned drugs shall be declared ineligible for further participation in postseason and regular season competition during the time period ending one calendar year after the student-athlete's positive drug test, and shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student athlete or a minimum of the equivalent of one full season of competition of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e. the remainder of contests in the current season and contests in the subsequent previous year. The student-athlete shall remain ineligible until the student-athlete retests negative in accordance with the testing methods authorized) and the student-athlete's eligibility is restored by the eligibility subcommittee. If the student-athlete tests positive a second time for the use of any drug, other than a "street drug", he or she shall lose all remaining regular season and post-season eligibility in all sports. If the student-athlete



tests positive for the use of a “street drug” after being restored to eligibility, he or she shall lose a minimum of one additional season of competition at least through the next calendar year. Bylaw 18.4.1.5.2 also provides that the Executive Committee shall adopt a list of banned drugs and authorize methods for drug testing of student-athletes on a year-round basis. In addition, as stated in Bylaw 18.4.1.5.1, a student-athlete who previously tested positive for performance-enhancing drugs as a result of tests administered by any other athletic organization and subsequently tests positive (in

accordance with the testing methods authorized by the Executive Committee) shall be subject to these “ineligibility provisions”.

Intramural Sports

A comprehensive intramural recreational program is offered throughout the year for men and women in a variety of activities that include flag football, softball, co-ed soccer, five on five basketball, and co-ed volleyball. In addition to improving physical fitness, participants will have the opportunity to establish lasting friendships with fellow students, and develop lifelong leisure skills.



STUDENT ACTIVITIES

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

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

Student Organizations

Involvement in student organizations provides an opportunity to discover and develop leadership skills, to make a positive contribution to co-curricular life, and to develop special friendships with fellow students. Involvement in academic organizations, special interest groups, social organizations, Student Government, and Greek letter organizations create avenues for increased learning and community spirit. All organizations must comply with the Student Organization Handbook. The Handbook contains pertinent information regarding policies and procedures for which all student organizations are responsible. For



a complete listing of the student organizations, contact the Student Activities Office in the College Center, room 125, or 736-2579 or look on the Student Activities web page <http://www.wesley.edu/index.cfm?fuseaction=student.organizations>.

Wesley College has a Greek community composed of social service fraternities and sororities that are nationally and locally recognized. Each organization is unique in its traditions, spirit, and heritage. The fraternities and sororities provide excellent opportunities for leadership and community service projects. In the past, students have volunteered with: a soup kitchen, Adopt-A-Highway, Dover Parks and Recreation and the March of Dimes. Additionally,



Greeks enjoy social functions, as well as the bonds of brotherhood and sisterhood. Highlights of the Greek calendar include Greek Recruitment Week, the annual Wishfest fundraiser, Homecoming events, and formals. Recruitment is conducted each semester. To be eligible for membership in an organization, the College requires that a student has and maintains a 2.0 cumulative grade-point average, and is enrolled in a minimum of 12 credits.

Facilities

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

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

ACADEMIC BASICS

ABSENCES

Students are responsible for adhering to the attendance requirements outlined in the approved syllabus for each course. The student is responsible for all class work and assignments missed because of an absence (excused or unexcused); the student is required to make up all missed work.

The person responsible for students representing the College in any group activity during class hours will secure the approval of the Office of Academic Affairs for those students to miss class. The Office of Academic Affairs will distribute a list of those students’ names to the respective faculty. In such instances, a maximum of ten class days from the date of the return to classes will be allowed for make-up; after ten class days, the student forfeits the privilege of making up the work. The instructor and the Academic Dean will determine exceptions.

Classes missed due to illness, family emergencies, or other reason should be reported to the class instructor and to the Office of Academic Affairs. The Office of Academic Affairs will notify the instructor. Only individual faculty members may excuse a student from a class as outlined in the College catalog.

ACADEMIC PROBATION

Undergraduates are expected to maintain a cumulative GPA of at least 2.00. Official notification concerning academic standing will be given to all full-time students whose academic performance does not meet the prescribed standards of the College. After each semester, the Academic Standing Committee will meet and make a recommendation to the Vice President for Academic Affairs determining whether students will be placed on academic probation or suspension.

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

A student on academic probation:

- Must register and satisfactorily complete a minimum of 12 credit hours but no more than 15 credit hours in the semester he or she is on probation.
- Is expected to attend all class sessions of every course in which he or she is enrolled.
- May not participate during the second half of the semester in athletic programs or hold an elected or appointed office in any recognized student organization unless it is part of a course requirement, if the student’s midterm semester GPA is less than 2.00.
- Must adhere to whatever additional provisions are established by the Office of Academic Affairs.

An undergraduate who fails to observe the conditions of Academic Probation is subject to review at any time by the Academic Standing Committee and/or the Vice President for Academic Affairs and may be suspended from the College.

COMMUNICATION

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

DROPPING A CLASS

During the first week of classes in each 14-week semester, students may **add and drop** courses in their class schedules. Courses that are dropped will not appear on the student’s academic record. The academic advisor’s signature is required for any and all schedule changes.

HOW TO FIGURE YOUR GRADE POINT AVERAGE (GPA)

1 hour of A generates 4 grade points

1 hour of A- generates 3.67 points

1 hour of B+ generates 3.33 points

1 hour of B generates 3 grade points

1 hour of B- generates 2.67 points

1 hour of C+ generates 2.33 points

1 hour of C generates 2 grade points

1 hour of D generates 1 grade point

1 hour of F generates 0 grade points

Grade point average (GPA) is calculated by adding semester hours attempted, adding grade points earned, and then dividing total grade points by total semester hours attempted. If a grade of “I” (incomplete), or “W” (withdrawal) is assigned, the semester hours are not attempted and no grade points are generated and, therefore, such a course is not considered in calculating GPA.

Example:

Course	Grade	Hours Attempted	Hours Earned	Grade Point
Eng 1301	A	3	3	12
Bio 1401	C	4	4	8
PE 1302	B	1	1	3
Psych 1302	A	3	3	12
Math 1305	A	3	3	12
Total		14	14	47

$$47 \div 14 = 3.35 \text{ GPA}$$

If you receive an incomplete grade (I) in a course, you have up to one year to complete the course, depending on arrangements you make with your instructor. The grade you receive for the course will be calculated into your GPA the semester you complete the course. You do not have to be enrolled the semester the course is completed. If you fail to complete the course by the agreed upon date, you will receive an “F” in the course.

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association fee is \$50.00. The fee is mandatory and assist graduate students in conducting research and in attending professional meetings. These opportunities are at the discretion of each Graduate Program Director.

WITHDRAWAL FROM THE COLLEGE

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

STUDENT RIGHTS

AIDS POLICY

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

1. The Education of the College community is the major emphasis of the Wesley College AIDS policy. The Student Health Center and Dean of Students office will work together in coordinating programs, events, and speakers in this particular area.
2. Confidentiality is an important concern at Wesley College. Therefore, it has been decided that knowledge of any member of the College community having AIDS, AIDS-Related Complex (ARC), or who is HIV positive would be limited to those approved by the patient.
3. A person who has tested positive for AIDS, ARC, or HIV will have full access to the College facilities.

4. A person requesting testing or treatment for this condition may go to the Student Health Center and be referred to the proper agency.
5. Wesley College will follow Delaware State guidelines and laws for reporting AIDS as a communicable disease.

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Wesley College guarantees the rights of students to the privacy of, and access to their student records, while in the custody of the College, in full accordance with the “Family Educational Rights and Privacy Act of 1974 as Amended.”

Each year, many parents request that students’ grades be mailed directly to them at the close of a semester. Because of this law, the College is unable to fulfill this request unless the student has signed a waiver and unless a request for a grade card has been made to the Registrar’s Office.

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

A Wesley College student or former student has the right to access, inspect, and review his or her records. A Wesley College student or former student can be denied access to his or her records if the student has an unpaid financial obligation to the College. Requests to review records must be submitted in writing to the Registrar. The Registrar will comply within forty-five days. Following review, a student may request any portion of his or her record be expunged. Failure by the College to expunge any records may be appealed to an official hearing board established for this purpose. The hearing board’s decision is final.

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

Wesley College guarantees both the privacy and the confidentiality of all student educational records and a student’s right to access those records according to the provisions of the Family Educational Rights and Privacy Act of 1974. Student educational records may be maintained only by members of the College with legitimate educational interest in the student.

GRIEVANCE POLICY FOR DISCRIMINATION AND/OR ADA/SECTION 504 COMPLAINTS

This Grievance Policy provides an effective vehicle for students to bring problems and complaints dealing with race, color, national origin (title VI), handicaps (Section 504 of 1973 Rehabilitation Act), and age (1975 Age discrimination Act), to the attention of the Administration of the College. The following procedure should be followed to pursue resolution of an unfavorable situation:

Step 1

If a situation arises which a student feels is a givable offense, the student should discuss the situation with appropriate faculty or staff member or Disability Support Services Coordinator, explaining the nature of the problem and a suggested remedy. This discussion should occur within fifteen school days of the event that prompted the grievance. The faculty, staff member, or coordinator should make every effort to resolve the grievance at the initial stage. A decision should be delivered within five school days of the grievance discussion. Whether resolved or not, the facts of the grievance shall be written for permanent record, signed by both student and faculty or staff member, and filed in the office of the Title IX and Section 504 Coordinator.

Step 2

If the faculty, faculty, staff member, or coordinator does not satisfactorily resolve the grievance, the written grievance may be submitted to the person at the next supervisory level within five school days of the decision. The person receiving the second stage grievance will investigate the facts, meet with all concerned parties, and try to reach a satisfactory solution. The opinion will be delivered within ten school days of submission of this level.

Step 3

If the second step decision does not yield a satisfactory resolution (to the aggrieved student), the written grievance and the second step decision may be submitted to the appropriate administrative Cabinet member. This appeal must be submitted within five school days of the Step 2 decision. The decision at this level will be delivered within ten school days of the receipt of the appeal.

Step 4

If the third step decision does not yield a satisfactory resolution (to the aggrieved student), final appeal may be submitted to the President. This appeal (written grievance and lower level opinions) must be submitted within five school days of the Step 3 decision. Presidential appeal should be sought only in extreme cases. The President’s decision is final and shall be delivered within five school days of submission.

It is important that timelines for submission of the grievance and subsequent decisions be honored for the procedure to work effectively. In instances when circumstances (emergency absences, illness, etc.) prevent adherence to the time sequence, the grievance will automatically advance to the next step of the procedure.

In administering this Policy, the administration realizes that persons do not always feel free to express true concerns within their own constituency. Students should feel free to discuss potential problem situations with the Director of Counseling, using this opportunity as an objective, neutral avenue of communication. The Dean of Students shall also maintain a master file of any and all Title IX and Section 504 grievances.

SEXUAL HARASSMENT

Wesley College expressly prohibits students, professional and support staff, administrators, faculty, and other persons associated with the institution from sexually harassing any member of the College community. The College expects each individual to take personal responsibility for helping to prevent sexual harassment, and holds its managerial and supervisory employees accountable for taking appropriate action upon learning about an alleged incident of sexual harassment. When taking corrective action, the College will consider the welfare of the alleged victim and the entire community, as well as the rights of the accused. In the case of very serious incidents, a supervisor may summarily suspend an accused employee with pay, or a College official may summarily suspend a student, pending a formal hearing, if it is believed that such an action will protect the safety and welfare of the complainant, the College community, or the accused individual. For instances in which an administrator takes such action, the Sexual Harassment Policy Coordinating Committee and other involved college officials will determine the appropriate jurisdiction. Sexual harassment of employees or students by a person not associated with the College is also subject to appropriate action by College officials.

Members of the College community who believe that they have been sexually harassed have a right to seek immediate action to address the situation. If a student has been sexually harassed or assaulted, his/ her first step should be to contact a Sexual Grievance Advisor. Names, phone and office numbers of Advisors are posted throughout the campus, and are available from the Dean of Students Office. The Sexual Grievance Advisor serves as the student’s support person, and advises the student of his/her rights and responsibilities as defined by Sexual Harassment. (The College has established procedures that are contained in the Sexual Harassment Policy in this document).

Philosophy

Wesley College is committed to fostering a learning, working, and living environment which promotes personal and professional growth and recognizes the worth and dignity of each member of the college community. Wesley College therefore does not tolerate sexual harassment or any other form of harassment within or connected to this institution. Wesley College affirms the principle that its students, faculty, and staff have the right to be free from harassment. Harassment is illegal, one form of discrimination, and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. Wesley College is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass. To fulfill the college's commitment every individual on campus must be part of the effort. All must believe that a person is entitled to say "no" to unwanted conduct based on sex without the fear of reprisal or retribution from any person, including from faculty and supervisors.

Prohibited Conduct

Harassment on the basis of sex is discrimination in violation of Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e and Title IX of the Educational Amendments of 1972, 20U.S.C. §1681. Sexual harassment is any threatening, demeaning, or offensive conduct or situation that unreasonably interferes with a person's ability to perform his or her job or educational pursuits and is based on the sex of that person. Unwelcome sexual advances, request for sexual favors, physical contact of a sexual nature, or sexually abusive language constitutes sexual harassment when such conduct:

1. Is made, either explicitly or implicitly a term or condition of instruction, employment or participation in a college activity; or
2. Is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
4. Creates an intimidating, hostile, or offensive college environment (United Educators Insurance Risk Retention Group, Inc., 1996)

Sexual harassment includes, but is not limited to:

1. Requests for dates with a student by faculty
2. Persistent requests for a date
3. Unwelcome requests for sexual favors or acts
4. Continued expression of sexual interest after being informed that the interest is unwelcome
5. Unconsented or unwelcome physical contact
6. Nude or seminude posters, photos, cartoons, or graffiti in the workplace or public place that are demeaning or offensive
7. Unwelcome visual contact, such as leering or staring at another person
8. Comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd
9. Harassment by non-employees, such as visitors or vendors
10. Failure to provide assistance that is usual under same or similar circumstances
11. Retaliation, retribution, or reprisals in any form or manner for
 - Complaints about harassment or for request that harassing conduct
 - Stop or for assisting a person with a complaint of harassment
12. Physical interference with job performance
13. Preferential treatments or promise of preferential treatment for
 - Engaging in sexual conduct

This list is not to be construed as all inclusive of prohibited acts under the Wesley College policy on Sexual Harassment. Any member of the college community who engages in sexually oriented acts and sexual based conduct will be made to bear the full responsibility for such unlawful conduct.

SCOPE OF POLICY

Wesley College prohibits students, professional and support staff, administrators, faculty, and other persons associated with the institution from sexually harassing any other member of the college community. This policy applies for and to those who do business with Wesley College.

Wesley College will obtain from any business whose employee's work regularly on the campus a copy of the business' sexual harassment policy.

This policy is not intended to serve as a substitute for civil action but as a manner to seek redress within the educational environment. Two other actions may be taken:

1. Seek information and/or process a complaint with the Equal Employment Opportunity Commission by writing the Director of Civil Rights, US Department of Education, Office of Civil Rights, 330 Independence Avenue, Washington, D. C. 21001.
2. File criminal charges in accordance with Delaware State Law through the State's Attorney Office

DISCIPLINE

In the event of the determination of harassment, discipline may include, but is not limited to:

1. Oral reprimand
2. Written reprimand
3. Suspension (with or without pay)
4. Termination or expulsion

The members of the Hearing Panel, a subcommittee of the Sexual Grievance Committee, recommend disciplinary action. The final discipline shall be determined exclusively by the President of the College or his designee. A determination of sexual harassment under this policy shall be placed in the harasser's personnel or academic file. Harassment also is a violation of state and federal laws and the harasser may be charged by appropriate agencies.

CONTACT PERSONS

The contact persons are trained in identifying sexual harassment and handling sexual harassment complaints within their specific roles related to the Wesley College Sexual Harassment Policy.

The contact persons:

1. Have demonstrated that they are able to maintain confidentiality
2. Are willing to become knowledgeable in laws, policies and procedures concerning sexual harassment
3. Have some experience in counseling or advising
4. Are widely respected in the college community
5. Represent differences in personal style, gender and background
6. Are available to assist in identifying and stopping sexual harassment

TITLE IX COORDINATOR

1. Coordinates annual orientation and training for the sexual harassment advisors and sexual grievance committee
2. Coordinates annual dissemination of the sexual harassment policy and information to the college community
3. Directs individuals with sexual harassment concerns to sexual harassment advisors
4. Receives formal complaints and advises the complainant about the formal grievance process
5. In the event of receipt of a formal complaint, selects a Hearing Panel from the Sexual Grievance Committee and appoints a hearing panel chair

6. Conducts the evaluation of the application of the sexual harassment policy as outlined in the implementation and evaluation plan
7. Submits an annual written report to the college president that includes a summary of the educational activities and the evaluation of the effectiveness of the sexual harassment policy and procedures

Appointment: The president of the college appoints the coordinator based on recommendations of the Dean of Students. Length of appointment: The sexual harassment policy coordinator serves a single five-year term.

SEXUAL HARASSMENT ADVISORS

There are six sexual harassment advisors (two faculty, two staff, and two students).

1. Provides consultation for both complainants and accused
2. Explains the Wesley College Sexual Harassment Policy and Procedures
3. With permission from complainant or accused, contacts the other party's advisor, alleged harasser or any other person for additional information
4. Assists in the preparation of a formal statement of complaint
5. Submits the individual's formal complaint to the sexual harassment policy coordinator
6. Assists the individual throughout the Hearing Panel proceedings
7. Submits an annual written report to the sexual harassment policy coordinator
8. Attends an annual educational/training session
9. Assists in dissemination of information to identify and stop sexual harassment to the college community

Appointment: The president of the college appoints the advisors based on recommendations of the Dean of Students. Length of appointment: Sexual harassment advisors serve four-year staggered terms. Student appointments are reevaluated annually by the president in consultation with the academic dean.

SEXUAL GRIEVANCE COMMITTEE

It consists of three faculty members, three staff and three students.

1. Provides individuals to serve as the hearing panel for formal complaints
2. Investigates the facts of a formal complaint
3. Holds a formal hearing on formal complaint cases
4. Prepares a written report of the findings of formal hearings
5. Recommends disciplinary actions
6. Submits an official report on formal hearings to the appropriate Cabinet member
7. Submits an annual written report to the sexual harassment policy coordinator
8. Attends an annual educational/training session
9. Assists in dissemination of information to identify and stop sexual harassment to the college community
10. Reviews and updates the Sexual Harassment Policy every other year in the spring semester of even years

Appointment: The president of the college appoints the sexual grievance committee members based on recommendations of recommendations of the Dean of Students. Length of appointment: Sexual grievance committee members serve four-year staggered terms. Student appointments are reevaluated annually by the president in consultation with the academic dean.

COMPLAINT PROCEDURES

Any member of the college community who feels he/she is the victim of sexual harassment should contact a sexual harassment advisor for assistance in following the complaint procedures. Individuals who feel they have been harassed are encouraged to maintain records of incidents, including dates, times, places, witnesses, responses or the alleged harassed and harasser, and any other relevant information. Any individual should follow the steps for an informal complaint or formal complaint with the assistance of a sexual harassment advisor.

INFORMAL COMPLAINT:

All complaints are informal until filed in writing on the Sexual Harassment Incident Report. A person who believes he/she is the victim of sexual harassment is encouraged to seek an informal resolution as follows:

1. Seek the assistance of a sexual harassment advisor
2. Talk to the harasser
 - Indicate clearly and directly the behavior that is not acceptable and must stop
 - Have a witness present and keep a record of the date, time and place.
 - Keep a copy of the complainant communication if the complainant communicates by letter or memo.
3. Talk to the immediate supervisor or another manager
 - Explain the situation to the supervisor
 - Ask the supervisor to take immediate action to stop the harassment
 - Ask the supervisor to insure that reprisals will not be taken

FORMAL COMPLAINT:

If informal measures do not resolve the situation, the following formal complaint option is also available:

1. Seek the assistance of a sexual harassment advisor.
2. File in writing a completed Sexual Harassment Incident Report.
3. Submit the completed report to the Sexual Harassment Policy Coordinator marked "Confidential."
4. Advise the alleged offender of the sexual harassment policy and provide a copy of the filed complaint by the Sexual Harassment Policy Coordinator within one (1) day of receipt of the Sexual Harassment Incident Report.
5. Advise the manager(s) of both parties of a filed formal complaint by the Sexual Harassment Policy Coordinator.
6. Consult with a sexual harassment advisor of the complaint.
7. Submit to the Sexual Harassment Policy Coordinator within five (5) calendar days of the receipt of notification, a confidential written response to the notification of charges.
8. Select members of the Sexual Grievance Committee to serve on a Hearing Panel and a panel chair appointed within six calendar (6) days of the coordinator's receipt of the complaint.
9. Have the Hearing Panel interview both parties and any witnesses in a formal hearing within twelve (12) calendar days of the coordinator's receipt of the complaint. In the formal hearing:
 - It is expected both parties will be present, but the hearing may proceed in the absence of either party.
 - Both parties have the right to be accompanied by a sexual harassment advisor.
 - Attorneys may not be present.
 - Sexual harassment advisors may not testify or be questioned about anything related to the confidential advising without the permission of the advisee.

10. Have the Hearing Panel submit to the Sexual Harassment Policy Coordinator a written report of the findings obtained through the formal hearing and recommend disciplinary action within fourteen (14) calendar days of the coordinator's receipt of the complaint.
11. Have the Sexual Harassment Policy Coordinator immediately submit the Hearing Panel's written report to the appropriate Cabinet member.
12. Have the appropriate Cabinet member determine appropriate disciplinary action and notify both parties in writing about the action to be taken within 24 hours of receipt of the written report.
13. Have the appropriate Cabinet member forward the report on disciplinary action and the one official copy of the Hearing Panel's report with all supporting material to the President of the College.

APPEAL PROCESS

Either party may appeal the Hearing Panel's findings on procedural grounds or may appeal the disciplinary action determined by the Appropriate administrative Cabinet member as follows:

1. Submit a written appeal to the college President, within five (5) calendar days following official notification of the disciplinary action.
2. The President of the college will render a decision within two (2) weeks after receiving the written appeal.
3. The President will in writing notify both parties, the Sexual Harassment Policy Coordination, and all members of the Hearing Panel of the decision regarding the appeal.
4. A copy of the appeal decision will be maintained with the formal complaint file in the President's office.

CONFIDENTIALITY AND PROHIBITION OF RETALIATION

Confidentiality shall be maintained to the greatest extent possible within the requirements of conducting reasonable investigations. All involved parties will be instructed to maintain strict confidentiality, for the entire process to safeguard the privacy and reputation of all involved. Only those who have an immediate need to know will or may find out the identity of the parties. Any retaliation against a complainant or witness is prohibited specifically by this policy and the person(s) will be disciplined. Any retaliation by any person against a complainant, respondent, witness, investigator or deliberative agency will be treated as a separate charge, subject to additional grievance and disciplinary action. Complaints of retaliation should be made to the Sexual Harassment Policy Coordinator.

FRIVOLOUS OR FALSE ACCUSATIONS

An intentionally false accusation of sexual harassment is a serious violation of the Wesley College Sexual Harassment Policy. The appropriate college official will take immediate disciplinary action against any person bringing a false charge of sexual harassment. A false accusation may also expose the individual to civil liability.

RECORD KEEPING

The Office of the President maintains the file for all formal complaints in a locked, confidential file. Only the President of the College and the Sexual Harassment Policy Coordinator has access to the formal complaint file. The formal complaint file must contain the following:

1. Sexual Harassment Incident Report
2. Written response by the accused
3. Support materials reviewed by the Hearing Panel
4. Findings of the Hearing Panel
5. Recommendations for discipline made by the Hearing Panel
6. All appeals documents
7. All records of action taken by the college

The case file for a formal sexual harassment complaint will be maintained for three (3) years.

TRAINING AND DISSEMINATION OF THE SEXUAL HARASSMENT POLICY

Funds for training are provided by the Office of the President. Sessions for sexual harassment training will be coordinated with other college wide training sessions. Annual informational sessions regarding this policy and the prevention of sexual harassment will be conducted for all employees and/or agents of Wesley College. (staff, faculty, students, supervisors, and administrators) Notification of this policy will be disseminated college wide at the beginning of each academic semester. A copy of this sexual harassment policy will be provided to every employee at the time of employment and to every student at the time of admission.

Copies of the policy are available at the following campus locations:

President's Office	Academic Dean's Office
Dean of Students	Wesley College web site

STUDENT CODE OF CONDUCT

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

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

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

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

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

Purpose

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

Purpose of Wesley's Student Code of Conduct:

1. The Student Code of Conduct helps to motivate good behavior, enhance respect for individual differences and emphasize a commitment to the overall positive welfare of the community.
2. The Student Code of Conduct represents limits and describes examples of behaviors that are unacceptable conduct of students at Wesley College and their guests.
3. The Student Code of Conduct assists students in learning how to assume public responsibilities beyond the campus and in society.

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

1.0 – ACADEMIC INTEGRITY

Wesley students observe the highest principles of academic integrity and support a campus environment conducive to scholarship. Wesley College expects that all students will act in a manner that reflects personal and intellectual honesty. Violations include but are not limited to:

- Conduct in subversion of academic standards, such as cheating on examinations, plagiarism, collusion, misrepresentation or falsification of data
- Theft or the unauthorized possession of examinations; alteration, theft, or destruction of the academic work of others, or academic records, library materials, laboratory materials, or other College equipment or property related to instructional matters or research
- Submission of work previously presented in another course unless specifically permitted by the instructor
- Conduct which disrupts the academic environment; disruption in classes, faculty offices, academic buildings, or computer facilities
- Complicity with others in violations of this standard

2.0 – ALCOHOL VIOLATIONS

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

- Possessing and/or using, without authorization according to College policy, alcoholic beverages
- Possessing or use of alcoholic beverages in prohibited areas of the College except in a residence hall room occupied by residents and guests legally permitted to consume such beverages, with the door closed. Every individual in the room or apartment must be of legal age
- UNDERAGE use, possession, or consumption of alcoholic beverages
- Providing or serving alcohol to minors (less than 21) is prohibited including being in the same room as a minor with alcohol present
- The use of alcohol by any person residing in the room if a resident is under the age of 21

- A student who is legally permitted to consume alcoholic beverages, having more than six (6) individuals, also of legal age, present in their room or apartment when alcohol is being consumed
- Possessing kegs of beer, or other large volume containers, that enable consumption of excessive amounts of alcohol, and related paraphernalia, that are prohibited
- Students of legal age are permitted to bring alcohol into the residence halls in reasonable quantities for their own use. "Reasonable quantities" is defined as not to exceed one 8 oz. bottle of liquor per person, six cans/bottles of beer, or wine coolers per person of legal age not to exceed 24 bottles total or two bottles of liquor in the room
- Presence in an area where alcoholic beverages are present
- Possession or consumption of alcohol at any College function or activity
- Misconduct of any form as a result of intoxication on campus or at College sponsored activities while under the influence of any amount of alcohol or illegal drug
- Public Intoxication
- Possession of open containers of alcohol
- Driving Under the Influence of Alcohol/Driving While Intoxicated

3.0 – DRUGS AND/OR DRUG PARAPHERNALIA

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

4.0 – HAZING POLICY

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

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

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

6.0 – HARM TO PERSONS

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

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

7.0 – DISRUPTIVE ACTIVITY

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

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

8.0 – VANDALISM AND/OR ABUSE/MISUSE OF PROPERTY

Wesley students respect the property of others, and the property, facilities, and resources of the College. Wesley College expects that its students will treat the property of Wesley College and the property of others with the same respect that they would ask others to show to them. Violations include but are not limited to:

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

9.0 – THEFT

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

- **Stealing, or unlawfully taking possession of someone else's personal property without prior permission or consent**
- **Attempted theft of another individual's personal belongings or property, or that of the college**
- **Unlawfully entering another student's residence hall room, with the intent to burglarize the room**
- **Entering a college facility or area, and removing property that belongs to the college or an individual without their prior knowledge or consent**

- **Unlawfully removing items from the college dining facilities, convenience stores, bookstore, kiosk, or vending operation**
- **Assisting or being an accessory to a theft or attempted theft**
- **Having knowledge of, or observing a theft occur and not reporting it; or withholding information relevant to an investigation**
- **Attempting to sell back textbooks to the bookstore that do not belong to the seller**

10.0 – FAILURE TO COMPLY/WILLFUL OBSTRUCTION

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

- Failure to provide a valid Wesley ID card, or other valid identification upon the request of any Wesley College official, employee, or student life student staff member
- Failure to make a reasonable, positive effort to remove themselves from the environment where these standards are being violated
- Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding
- Failure to appear for a scheduled judicial conference, administrative Hearing or Judicial Board Hearing

11.0 – COMPUTER AND NETWORK USE POLICY

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

- Using a computer account that belongs to another individual
- Modifying, copying, or deleting programs or data without proper authorization
- Using College resources for commercial purposes and/or for personal profit
- Circumventing logon or other security measures
- Modifying system facilities or attempting to disrupt Wesley College computing systems
- Using information systems for any illegal or unauthorized purpose
- Using network resources to send or publish abusive, obscene, or harassing communications
- Making, acquiring, or using unauthorized copies of computer software
- Denying or interfering with computing service to other users in any way, which may include propagating chain letters, spamming (spreading e-mail or postings widely and without good reasons), or bombing (flooding an individual, group, or system with numerous or large e-mail messages)
- Using the College computer system in a way that suggests Wesley's endorsement of any political candidate or ballot initiative
- Playing sounds or messages which could create an atmosphere of discomfort or harassment of others
- Sending forged e-mail, using re-mailers or any shielded identity programs
- Using electronic communications to fabricate research data

- Creating, launching, distributing, or maintaining computer viruses, worms, destructive or other rogue programs, including the unintended participation in such activity by not providing an Antivirus program which can be updated daily (a requirement for network access).
- Reading other users' information or files without permission
- Using electronic communications to steal another person's works, or otherwise misrepresent one's own work
- Engaging in academic dishonesty as defined in the College's Academic Plagiarism and Dishonesty Policy
- Cracking or guessing and applying the ID or password of another user
- Downloading or posting illegal, proprietary, or damaging material to a College computer
- Removing or modifying any College-owned or administered computer equipment or data
- Using systems in violation of criminal or civil law at the federal, state, or local levels (examples include receiving, transmitting, possessing child pornography; making bomb threats; promoting a pyramid scheme; distributing illegal obscenity; infringing copyrights, and so on)
- P2P downloading or sharing programs are not permitted on campus. This includes the use of Limewire, Ares, Torrents, etc. Use of any P2P programs in any manner, may result in network access being revoked which will require the equipment be brought to the Information Systems Department. The use of iTunes and other legal websites is permitted.
- Creating a network disruption, which provides or takes an unfair portion of network resources to or from others, may also result in network access being revoked.
- Using electronic or other devices to make an audio or video record of any person while on College premises without his/her knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom

12.0 – POSSESSION OF WEAPONS

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

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

13.0 – GENERAL LAWS

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

14.0 – POSTING AND ADVERTISING POLICY

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

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

- All non-academic posters, table tents, flyers, banners, signs, etc. must be approved and stamped by the Director of Student Activities before being posted anywhere on campus with the exception of the residence halls (posting within the residence halls must be approved by the Director of Residence Life)
- The Director of Student Activities has full discretion in approving posting materials. Permission to post in other areas not specified in this policy must be approved by the Director of Student Activities
- Any such materials posted on campus that are not approved and stamped, or are out of assigned posting areas, will be removed
- Forgery or intentional misuse of the Student Activities Office stamp will result in an automatic semester long suspension of the organization losing all posting privileges
- Only registered Wesley College organizations and students selling individual goods (i.e., books, furniture, etc.) may post on campus
- Due to limited space, posting is not permitted for any organization not affiliated with Wesley College unless approved by the President's Office
- Material presented may not be of an offensive nature (sexist, racist, obscene, etc.) as determined by the Director of Student Activities
- Materials may NOT be placed on painted surfaces or any glass windows/doors (including wood and/or plaster finishes)
- No duct tape, masking tape, or strapping tape may be used to adhere posting materials in any area on campus
- Flyers, posters, banners, etc. may only be posted no more than two weeks and must be removed the day after the event
- Posting is not permitted on trees, benches, trash cans, rocks, telephones, banisters, or campus exteriors
- Thumb tacks, scotch tape, and staples are to be used only where appropriate
- A drawing of sidewalk chalking must be approved by the Director of Student Activities prior to chalking
- Chalking must be 10 feet from the entrance to a building and may not be done on steps
- Chalking may only be posted for a maximum of five days
- Chalking must be removed by the day after the event date posted
- Banners, sheets, etc. must also be approved for positioning by the Director of Student Activities and will be approved only for campus-wide events and in specific areas
- Failure to follow these standards will result in the following sanctions: 1st Offense - Written warning from Student Activities Office; 2nd Offense - 4 weeks revocation of posting privileges; 3rd Offense - 8 weeks revocation of posting privileges; 4th Offense - 1 semester or 16 weeks (whichever is longer) revocation of posting privileges; 5th Offense - May lose organization status as determined by the Student Activities Office
- Sanctions carry over from one academic year to the next. All warnings and sanctions will be sent to the organization president. It is his/her responsibility to notify the group about the sanction.

15.0 – SEXUAL MISCONDUCT POLICY

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

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

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

RISK REDUCTION TIPS

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

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

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

1. DON'T MAKE ASSUMPTIONS. About consent. About someone's sexual availability. About whether they are attracted to you. About how far you can go. About whether they are physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them.

Perhaps they haven't figured out how far they want to go with you yet. You need to respect the timeline with which they are comfortable.

4. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
7. On this campus, silence and passivity cannot be interpreted by you as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

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

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. **Sexual Harassment**
2. **Non-Consensual Sexual Intercourse (or attempts to commit same)**
3. **Non-Consensual Sexual Contact (or attempts to commit same)**
4. **Sexual Exploitation**

1. SEXUAL HARASSMENT

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

Three Types of Sexual Harassment

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

2. NON-CONSENSUAL SEXUAL INTERCOURSE:

Non-Consensual Sexual Intercourse is

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

3. NON-CONSENSUAL SEXUAL CONTACT:

Non-Consensual Sexual Contact is

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- without consent*.

*CONSENT DEFINED

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

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

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

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

Sexual activity includes:

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

4. SEXUAL EXPLOITATION

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

- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);

- engaging in Peeping Tommerly;
- knowingly transmitting an STI or HIV to another student. The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity.

SANCTION STATEMENT

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

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

CONFIDENTIALITY AND REPORTING POLICY

Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the college. When consulting campus resources, victims should be aware of confidentiality and mandatory reporting, in order to make informed choices. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the college nor the law requires them to divulge private information that you share with them, except in extremely rare circumstances, described below. You may seek assistance from them without starting a chain of events that takes things out of your control, or violates your privacy.

To Report Confidentially

If you desire that details of the incident be kept confidential, you should speak with the college counselor, campus health service providers or off-campus rape crisis resources, (SANE nurses, who specialize in treating victims of sexual assault, are always available or on-call at Kent General Hospital) who will maintain confidentiality. Campus counseling services are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Quasi-Confidential Reporting

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, Student Life staff members, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect your confidentiality to the greatest extent.

Non-Confidential Reporting Options

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the college when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting does not mean that your report won't be confidential, but it does mean that people who need to know will be told, and information will be shared as necessary with investigators, witnesses, and the accused. The circle of people will be kept as tight as possible, to preserve your rights and privacy.

Additional Policies:

16. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object that is flammable or which could cause damage by fire or explosion to persons or property on College property.
17. Forging, altering, or misusing College documents, forms, records, or identification cards, or issuance of a check to the College or its contractors without sufficient funds.
18. Gambling or playing cards for money stakes.
19. Littering.
20. Violating quiet hours.
21. Smoking and/or the use of any tobacco products are not allowed in any campus building. Smoking is allowed only outside of the facilities where concrete smoking receptacles are available.
22. Violating the off campus travel policy for groups traveling away from the campus, on a College sponsored trip. The policy and guidelines are provided in the Student Organizational Manual. Forms for off campus sponsored travel are available in the Student Activities Office, Student Life Office, and the Safety and Security Office.
23. Public Urination or lewd or indecent conduct.
24. Entering or using College buildings, facilities, equipment, or resources, or possession or use of College keys for unauthorized purposes.

PROCEDURES FOR STUDENT CONDUCT ADMINISTRATION

The Dean of Students shall have primary authority and responsibility for the administration of student discipline at Wesley College and for investigating allegations that a student has violated College rules and regulations, or specific orders and instructions issued by an administrative official of the College.

Any member of the College community may file a complaint against a student for violations of the Student Code of Conduct. The report shall be prepared in writing and submitted to the Director of Safety and Security. Any complaint should be submitted as soon as possible after the incident takes place, preferably within two business days.

Process Overview

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

Standard of Proof

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

Educational Conference

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

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

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

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

Judicial Board Hearings

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

Judicial Boards

Judicial Board Hearing Officers are thoroughly trained faculty members, staff members, and students. Faculty and Staff Judicial Board Members are appointed by the President of the College. Students who wish to serve on the judicial board, may apply through the *Office of Student Life*. In order for a student to be selected, they must have a clean student conduct record, and may not be on any disciplinary probation status. Students must also be in good academic standing, with a minimum 2.50 cumulative Grade Point Average. Eligible students will be interviewed by the Director of Residence Life, or a designee, and members of the Student Life staff. There will be a large pool of trained faculty, staff, and student judicial board members.

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

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

Students wanting a Judicial Board Hearing will need to complete a "Request for a Judicial Board Hearing Form." On the form, the accused student(s) (or the victim in sexual misconduct hearings) may indicate their preferred board composition, among the aforementioned options. All of this will be thoroughly explained during the accused student's Educational Conference. The student may also indicate if they wish to have a "Full Judicial Board Hearing," or a "Sanction Only" Judicial Board Hearing. In the case of full Judicial Board Hearings, the board will determine if the accused student has violated any policy or policies. If the board finds the accused student responsible for violating one or more policy, they will also determine the appropriate disciplinary sanctioning (outcome). A student may opt for a "Sanction Only" Judi-

cial Board Hearing, when their responsibility for the violation has already been acknowledged (for example, they have already accepted responsibility for the violation); however, they do not wish to accept the sanctions being offered at the Educational Conference. In these cases, it is the Judicial Board's task to determine the appropriate disciplinary sanctioning.

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

Appeal Procedures

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

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

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

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

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

All decisions made by the Appellate Panel are FINAL.

PROCEDURES

The following procedures will be followed in any case, which results in a hearing before the Judicial Hearing Board ("Board"). College Disciplinary Hearings are not legal proceedings, therefore, neither the student nor the College may have legal counsel present at the hearing.

1. The accused student will be given written notice of the following:
 - a. The alleged violation(s)
 - b. The names involved, date and place of the Hearing
2. The student is entitled to appear in person before the Board to defend against the charges. If the student elects not to appear, the Board will reach its decision on the basis of information available to it at the Hearing.

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

SANCTIONS

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

1. **Verbal or Written Warning** – The student is notified that he or she is in violation of College policies and that additional violations may result in more severe disciplinary sanctions.
2. **Restitution**- Monetary reimbursement for theft or damages or misappropriation of property of the College.
3. **Fines**- A monetary amount charged as a sanction for violation of College policy.
 - Alcohol 1st Offense \$200.00
2nd Offense \$300.00
 - Animal Policy \$200.00
 - Candles/incense \$ 50.00
 - Discharge of Fire Extinguisher \$100.00 (plus charges filed)
 - Disorderly Conduct \$100.00
 - Drugs/Drug Paraphernalia \$250
2nd Offense \$400
 - Failure to Comply
1st Offense \$100.00
2nd Offense \$250.00
 - Failure to Exit during a fire alarm \$50.00
 - False Fire Alarm \$300.00 (plus charges filed)
 - Guest Misconduct \$50.00
 - Littering \$25.00
 - Noise Violation
1st Offense \$50.00
2nd Offense \$100.00
 - Possession of keg \$300.00
 - Public Urination \$100.00
 - Smoking Violation \$ 30.00
 - Vandalism \$100.00 (plus restitution)
4. **Work Project**- Assignment of the student to work for the College for a specified number of hours or complete a specified number of work hours off campus as a volunteer at a local social service agency or the equivalent; or to attend an educational event. Unless otherwise indicated, the project must be completed within two weeks. If the project is not completed within the time specified, suspension may result.
5. **Denied Access**- Denial of the student's right to be in specific areas of the campus or a specified period of time (i.e. exclusion from a residence hall, game room). Termination of the Housing Contract is not a censure of denied access under this provision.
6. **Disciplinary Probation**- Formal notification to the student that his or her behavior must be above reproach at all times and that subsequent violations will result in the imposition of more severe sanctions. Disciplinary Probation is established for a specific period of time.

Violation may result in expulsion or suspension. Conditions of probation must be stated to the student in writing and may include, but are not limited to:

- exclusion from all or designated co-curricular activities
 - exclusion from the use of specified College facilities
 - the performance of community service projects or the performance of non-compensated service to a College department for a specified period of time
 - sponsorship of or participation in educational programs
 - the re-assignment of a student to another residence unit for the period of probation
7. **Restriction of privileges** – Suspension or restriction of privileges granted to the student that include but are not necessarily limited to: a) competition in intercollegiate athletics, b) participation in cheerleading or club sports, c) participation in student publications, band, choir, debate or theater, d) (s) elected or hold office in a student organization, e) travel to represent the College in any co-curricular or academic activity, and f) access to electronic network facilities.
 8. **Special Project** - The requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term.
 9. **Termination of Housing Contract**- Not a censure of denied access, but a requirement that the student must find housing off campus. Termination of the Housing Contract does not necessarily include termination of the board contract.
 10. **Counseling, Psychological Evaluation**- When deemed appropriate, referral for counseling or psychological evaluation may be required.
 11. **Suspension**- Separation of the student from the institution for a specific period of time. A student who is suspended from the College community may not be present on the campus at any time during the period of suspension. Class work missed during the period of suspension may not be made up. All suspensions must be reviewed and approved by the Dean of Students. Students suspended for Community Standard violations may not withdraw from the college in lieu of suspension.
 12. **Expulsion**- Permanent termination of the student's status at the institution. Used only for offenses in which it has been determined that the student, through repeated offenses or the seriousness of an individual offense, has forfeited any right or privilege to be a member of the College community; or where the continued presence of the individual presents a continuing and immediate threat to the College, members of the College community, or property of either. All expulsions must be reviewed and approved by the President of the College.

ALCOHOL SANCTIONS

Individual Behavior(s)	First Offense
<ul style="list-style-type: none"> • Underage (under 21) possession and/or consumption • Open Container in public or on campus • Hosting a party involving the illegal use of alcohol to minors • Public Intoxication 	<ul style="list-style-type: none"> • Disciplinary probation for a semester or one year • Alcohol Education program • \$200.00 campus citation • Personal Reflection Statement
Second Offense	Third Offense
<ul style="list-style-type: none"> • Probation extended for one year and/or deferred suspension • Alcohol assessment or substance abuse counseling • \$300.00 campus citation • Community Service • Parental Notification 	<ul style="list-style-type: none"> • Suspension from the college for 1 year • Parental Notification • Successful completion of substance abuse treatment program

*These are typical sanctions; however, there are exceptions. Each student's unique circumstances are reviewed when determining the most appropriate judicial sanctions for that particular student, as well as the best interest of the greater Wesley College community. Sanctioning is at the discretion of the Judicial Board or Hearing Officer.

Sanctions for Violating Drug Policies

Marijuana

First Violation

- \$250 fine
- Mandatory substance abuse assessment
- Possible Random Drug Testing (Failure will result in suspension)
- Disciplinary probation for one year
- Parental notification
- Possible service work assignment
- Participation in a drug education program
- Residence hall access restriction

Second Violation

- \$400 fine
- Mandatory Random Drug Testing (Failure will result in suspension)
- Housing suspension and ban from all residence halls
- Parental notification
- Mandatory substance abuse assessment

Third Violation

- Expulsion from the College

Other Illegal Drugs

First Violation

- Housing suspension – one semester minimum
- Disciplinary probation for one year
- Parental notification
- Mandatory substance abuse assessment
- Residence hall access restriction

Second Violation

- Suspension from college – minimum of one year, or permanent expulsion

Violations involving the sale or distribution of illegal drugs and/or controlled substances will result in permanent expulsion from the College.

The College reserves the right at any point in the range of offenses to impose sanctions deemed appropriate in addition to or in place of sanctions listed above. In all cases, the College reserves the right to prosecute criminally for violation of policies concerning alcohol and drugs.

INTERIM DISCIPLINARY ACTION

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

PARENTAL NOTIFICATION

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

RESIDENCE LIFE

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

RESIDENCE LIFE STAFF

The Director of Residence Life provides overall coordination for the residence halls. A Resident Director (RD) resides in each residence hall and provides supervision for management of the hall. Each residence hall also has upper-class students who serve as Resident Assistants (RA). The role of these students is to assist the RD in the daily operation of the building, and to be a resource to students.

RESIDENCE HALL REGULATIONS

RESIDENCY REQUIREMENT

All single full-time students under the age of 20 are required to room and board at the College for a minimum of two full academic years.

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

Housing for Wesley College New Castle (WCNC) students, students who are 23 years of age and older, as well as married couples or families is not provided by the college. A student turning 23 prior to the beginning of a semester (fall, spring, or summer) is not eligible to live on campus any longer. If a student turns 23 during a semester, he/she is expected to move off campus at the end of that semester. Exceptions may be granted to graduating seniors upon application to the Department of Residence Life. To be eligible for residence in on-campus housing, traditional students must remain enrolled in full-time academic course load (at least 12 credits) throughout the semester in which they are in residence. If a student drops below 12 credits he/she must move out within 24 hours unless they are approved by the Dean of Students to remain in campus housing.

HOUSING DEPOSIT

The non-refundable \$175.00 housing deposit is required of all resident students. If damages to a student room occur, the charges for repair will be deducted from the security deposit.

APPLIANCES

The following appliances are prohibited in residence hall rooms: hot plates, electric coils, sun lamps, electric blankets, halogen lamps, air conditioners, heaters, electric percolators, microwave ovens, hot pots, and any appliance used for cooking. One refrigerator per room permitted, not to exceed 4.2 cubic feet.

CARE OF COLLEGE FACILITIES

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

CHECK-IN/CHECK-OUT PROCEDURES

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

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

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

DAMAGE CHARGES

Residents in a room will be held jointly responsible for any loss or damage to the room. Residents will be held individually or collectively responsible for damage in public areas of their residence hall (corridors, bathrooms, lounges).

FIRE SAFETY

Safety of those living in a residence hall begins with an awareness of emergency fire drills, procedures, and proper usage of fire detection and alarm devices. Abuse, tampering with fire detection or alarm devices, or misuse of fire extinguishing equipment will not be tolerated and will result in disciplinary action by the College. Students will be informed about emergency evacuation of residence halls through regularly scheduled and unannounced drills.

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

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

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

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

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

GUESTS

The residence hall guest program provides the opportunity for all residents to have guests within the living areas of all residence halls. Visitation is a privilege afforded all residents.

- 1 Wesley College does not condone or permit cohabitation or patterns of extended visitation in the residence halls or apartments.
2. Inform roommate of overnight guest at least two days prior to stay. Guests are allowed in residence hall rooms only with prior consent from a roommate(s). The rights of the roommate take precedence in issues involving a guest.
3. Students are responsible for registering their guests by completing a “Visitation Form,” which are available in each residence hall, and must be submitted to the Resident Director a minimum of 24 hours in advance of the guest’s arrival.
4. **Overnight guests are permitted to stay in college housing for a period of no more than two (2) nights within a 7-day period.**
5. Residents are responsible for the conduct of their guests and are responsible for escorting them into and out of the building at all times.
6. Students are accountable at all times for the behavior of any guests and ensuring that the guests comply with all Community Standards and College policies.
7. Guests are not permitted to borrow or utilize residents’ Wesley ID Card or key to their individual room.

HOLIDAY AND FINAL EXAM PERIODS USE OF ROOMS

Room and board are provided during the time when the College is in session. Residence hall rooms may be occupied, on a limited basis, and only with pre-approval from the Dean of Students or the Director of Residence Life. Students are required to vacate their rooms the day of their last final if the test is scheduled before 3:00 p.m. Students having finals scheduled after 3:00 p.m. must vacate their rooms by 10:00 a.m. the next day. At the end of the Fall term, any student not planning to return for the Spring semester must check out with the Residence Life Staff of that building and clear all outstanding bills with the College. At the end of the Spring term, all non-graduating students must completely vacate the room, check out with the Residence Life Staff of that building, and clear any outstanding bills with the College.

KEY RETURN

Students must turn in room keys to the Resident Assistant prior to departing the residence hall.

LAUNDRY

Each building has a “laundry room” which is similar to a small Laundromat. The machines are coin operated.

LINENS

Students are expected to provide their own bed linens, pillows, blankets, and bedspreads.

MAINTENANCE AND HOUSEKEEPING

Students should report maintenance and/or housekeeping issues to their RA, RD or the Director of Residence Life as soon as a problem is discovered. In emergency situations, Maintenance Staff may be called by a staff member to address problems. (The Safety and Security Officer(s) on duty, in consultation with the RD will decide if after hours situations require immediate attention). Students are responsible for cleaning their individual rooms. Residence hall common areas (bathrooms, lounges, hallways) are cleaned by Housekeeping Staff once daily Monday through Friday. Trash is removed from the buildings once daily. Students are responsible for keeping common areas reasonably clean. Any cleaning deemed “excessive” by the Residence Life and/or Housekeeping Staff may result in additional housekeeping fines for the student(s) responsible. In the event that the responsible party cannot be identified, the building/floor may be billed collectively.

NOISE

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

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

PERSONAL PROPERTY PROTECTION

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

PETS

No pets of any kind at any time are allowed in residence halls.

PROHIBITED ITEMS

The following things are not permitted in the residence halls:

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

RESIDENCE HALL ACCESS

The entrance doors to the residence halls are controlled by an electronic access system. Students' College identification cards are used to gain access to the residence halls. Lost ID cards should be reported immediately to the Business Office (during business hours), or the Security office. Students will be charged for replacement of lost cards.

RESIDENCE HALL HOUSING CONTRACT

Each student assigned a room in a residence hall must sign a housing contract and return it to the College at check-in. Housing contracts issued in August each year are for the period of one academic year (Fall and Spring semester). Unless a student is not enrolled for the Spring semester, he/she is expected to resume his/her academic year assignment. Any student who fails to do so will be held financially responsible for the full cost of room and board. Students, who are not required to live in the residence halls, but elect to do so, may only break their contract between semesters. Students wishing to break their contract must seek permission from the Director of Residence Life no later than the last day of fall term classes. Students who break their contract after the time allotted will be assessed a \$300.00 cancellation penalty. All students and parents are urged to read the contract carefully. The College views this agreement as a contract between the student and the College, in which the student agrees to abide by the terms and conditions of occupancy, in return for which the College agrees to provide housing accommodations. Violations of the terms of the Residence Hall Housing Contract are handled by the Dean of Students and/or the Director of Residence Life. Repeated or serious violations may result in the termination of the student's right to reside in College housing. Termination of the housing contract is not a disciplinary action to which the College's judicial procedures apply.

ROOM AND ROOMMATE ASSIGNMENTS

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

ROOM CHANGES

The second week of each semester will be an "Open Room Change Period." Students, who wish to, may apply for a room change at this time. Room Changes will be approved based on space availability. All room change applications must be submitted to the Resident Director of their respective hall. Unauthorized room changes will subject the individuals to College disciplinary action. Room changes are limited to the building in which a student currently resides unless permission is granted.

ROOM CONSOLIDATION

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

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

RESIDENCE LIFE

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

Students failing to comply with the room consolidation process will be billed for a single room at the prevailing rate. In addition, a student may be required to consolidate at any time during the semester.

ROOM INSPECTION

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

ROOM KEYS

Each student is issued one key to his/her room. Lost keys must be reported immediately to the Resident Director for that residence hall. The student will be charged for the cost of replacing the keys to the room and changing the lock.

LOCK OUTS

The Wesley College Safety and Security Office will provide a lock out service for students locked out of their residence hall room. The fee for this service is \$5.00. This fee can be charged to a student's account.

SAFETY AND SECURITY INSPECTION

At the end of each semester Safety and Security inspections will occur before the resident check-out for the up-coming break. Students that do not adhere to the inspection will be removed from housing for one semester. Each room will be inspected by designated Residence Hall staff, and the resident must be present at the time of inspection.

SEARCH AND SEIZURE PROCEDURES – ROOM ACCESS

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

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

SECURITY

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

SMOKING

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

SOLICITING

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

TELEPHONES

The College provides a telephone jack, voice mail (message service), and local phone service. This is an official form of communication between the college and the student. Students are required to provide a “touchtone” telephone. Once the phone is plugged in, local service is operational. A phone number will be provided at check-in the fall.

TELEVISION

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

THEFT

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

UNAUTHORIZED ROOM CHANGE

At check-in, each student is provided a key to his/her room. No room changes are to be made for any reason without the permission of the Director of Residence Life. Any student who changes rooms without proper authorization will be subject to College disciplinary action.

VISITATION

Visitation hours in the residence halls are Sunday – Thursday from 10:00 a.m. to 12 midnight, and Friday and Saturday 10:00 a.m. to 2:00 a.m. The front doors to the residence halls are locked 24 hours per day. Resident students’ access cards will gain them entry to the front door of their building. Resident students from other buildings and other guests must use the call box to call their host and be escorted through the building. Entering or exiting a residence hall (including fire doors) in such a way as to bypass the security system is a violation of College policy.

WITHDRAWAL AND REFUND POLICY

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

WESLEY COLLEGE NEW CASTLE (WCNC)

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

HISTORY OF WESLEY COLLEGE NEW CASTLE (WCNC)

In 1999, students were accepted into the first classes of the Associate of Science with a concentration in Business (ASB) and the Bachelor of Business Administration (BBA) programs at Wesley College, New Castle (WCNC). The Masters of Business Administration program (MBA) was added at WCNC in 2000. More recently, graduate programs in Nursing (MSN) and Education (MAT) have been added to the program offerings. The Bachelor of Science in Business Administration (BSBA) replaced the BBA program and the Associate of Science in Business replaced the Associate of Science with a concentration in Business. An Associate of Arts in Liberal Studies is the newest program to WCNC.

LOCATION OF WESLEY COLLEGE NEW CASTLE (WCNC)

Wesley College, New Castle is located at 13 Read’s Way in New Castle Corporate Commons, New Castle, Delaware. This site is conveniently situated with easy access to all major highways in Northern Delaware and is easily accessed by students living in Southern Delaware, Pennsylvania, Maryland, and New Jersey. Located between Delaware Routes 4 (Basin Road) and 273 (Churchman’s Road), the site is near the Social Security Administration Building and the New Castle County Offices.

WESLEY COLLEGE NEW CASTLE (WCNC) ACADEMIC RESOURCE CENTER

The Academic Recourse Center offers free tutoring to students in both writing and math. Students are encouraged to contact our writing tutor in classroom 6 or the math tutor in classroom 7 for office hours and/or to schedule an appointment.

WESLEY COLLEGE NEW CASTLE (WCNC) EBSCO HOST ACCESS

To access EbscoHost, go to the Wesley College website. www.wesley.edu and click on Library, then under EbscoHost, click on “Off Campus Access”. Please note that logins and passwords subject to change and can only be obtained at the Student Services Office.

WESLEY COLLEGE NEW CASTLE (WCNC) BOOKSTORE

WCNC has gone to a virtual bookstore format. To purchase textbooks, students may research through multiple websites either in the WCNC Bookstore or through their own personal computers. Student Services does provide assistance to students in ordering their textbooks online should it be necessary. For those students utilizing our book voucher system, Student Services will also assist with the purchasing process.

Student using book vouchers should adhere to the following procedures:

- 1- Obtain course syllabus to acquire the textbook name, edition, and ISBN
- 2- Go to the Business Office to obtain a signed book voucher
- 3- Do research, either in the bookstore or at home, to determine where you are purchasing your book and print out the cost from the vendor’s website
- 4- Bring the book voucher and vender’s cost print out to Student Services
- 5- Student Services will process the transaction
- 6- **A receipt will be provided to the student. The student must retain the receipt in order to resell the book back to the vender (if applicable).**

Please note: Books are delivered directly to the student from the vender.

WESLEY COLLEGE NEW CASTLE (WCNC) LIBRARY

WCNC has also created a library. The facility is located in the same area of the campus as the Virtual Bookstore.

The current offerings of books are small. However, at this time, new volumes are arriving every few weeks. The library also has computers set up that allow students to find books for necessary research from two different online libraries. These two electronic libraries combine house over 70,000 volumes to aid our student body. Student Services or Howard Flamm can provide help should students need help using these websites.

WESLEY COLLEGE NEW CASTLE (WCNC) STUDENT EMAIL ACCOUNTS

New and returning students will receive a student email account at some point during their first course at WCNC. Students are asked to activate the account and use it whenever contacting a member of the school. **Important information is provided to students at their Wesley emails accounts, so failure to utilize the account may result in failure to meet administrative and course deadlines.** Students who need assistance with account activation should contact Information Systems at 302-736-4199 or support@wesley.edu

WESLEY COLLEGE NEW CASTLE (WCNC) STUDENT JICS ACCOUNTS

New students will receive a student JICS account during the mandatory orientation session. The JICS account can be useful to access grades, unofficial transcripts, and course syllabi.

WESLEY COLLEGE NEW CASTLE (WCNC) STUDENT PHOTO ID'S

New students will receive a student photo ID during the mandatory orientation session. Replacement ID's can be obtained through Student Services for a \$10.00.

WESLEY COLLEGE NEW CASTLE (WCNC) CAMPUS SECURITY

A security guard is on the campus premises Monday through Thursday from 9:30 p.m. until 10:30 p.m. The premises must be vacated no later than 10:10 p.m.

WESLEY COLLEGE NEW CASTLE (WCNC) ATTENDANCE POLICY

Students should obtain each instructor's attendance policy on or before the first class session. A final decision regarding attendance is at the instructor's discretion.

Since a large portion of learning in the WCNC programs take place in class meetings, attendance at all class meetings is highly recommended. If a student is absent or late, he/she does not gain the benefit of class involvement and is not contributing to the learning of other students in the class. **An absence is defined as missing a scheduled class or make-up class.**

In the event an absence does occur, it is the student's responsibility to 1) notify the faculty member prior to the absence, 2) make arrangements to complete missed assignments and 3) complete additional make-up work as required by the faculty member.

WESLEY COLLEGE NEW CASTLE (WCNC) DROP/WITHDRAWAL POLICY

Courses that are longer than three weeks in duration:

In order to Drop a course, a Drop Form must be submitted to Student Services **before the date of the 1st class session, and the student will not be charged for tuition charges but is responsible for the mandatory student fee.**

In order to Withdrawal from a course, a Drop Form must be submitted to Student Services **before the date of the 3rd class session.**

If a Drop Form is submitted before the start of the second night's class, the student is only responsible for 10% of the tuition charge and student fee.

Drop Forms submitted **on or after the date of the 3rd class session will result in an "F" grade.** An "F" grade will prevent you from using financial aid to re-take the course.

If the Drop Form is submitted on or after the second night's class there is no tuition adjustment (student is responsible for 100% tuition charge and student fee)

Courses that are three weeks in duration or less:

Courses that are three weeks or less in duration require a Drop Form to be submitted to Student Services **before the date of the 1st class session. There is no Withdrawal Policy for courses that are three weeks or less in duration. Drop Forms submitted on or after the date of the 1st class session will result in an "F" grade.** An "F" grade will prevent you from using financial aid to re-take the course.

To further clarify the Administrative Withdrawal Policy:

Students who do not attend a course and who do not submit a Drop Form for the course will receive an "F" grade and will be charged 100% tuition.

Students may drop a course in two ways: one, obtain a drop form from Student Services and submit the form there or two, submit a drop form via the Wesley College New Castle website - <http://www.wesley.edu/wcnc/> - under the "Current Student" link.

Students should monitor their course registration via their JICS accounts. New Castle students **cannot drop a course via JICS** and they must follow the procedures noted in the previous paragraph. Students who cannot access their JICS accounts should contact Information Systems at 302-736-4199 or support@wesley.edu .

WESLEY COLLEGE NEW CASTLE (WCNC) COURSE SYLABI AND TEXTBOOK INFORMATION

Course syllabi should be requested from the instructor by the student. Textbook information should appear on the course syllabi.

WESLEY COLLEGE NEW CASTLE (WCNC) ADDRESS/NAME/PHONE CHANGE

A student making a change in address, name, or phone number should notify the Student Services Office in person to complete a Change in Student Information Form. A Wesley student ID must be presented when the form is submitted.

WESLEY COLLEGE NEW CASTLE (WCNC) COURSE CANCELLATIONS

On occasion, when course enrollment is low, WCNC reserves the right to cancel courses.

WESLEY COLLEGE NEW CASTLE (WCNC) CHILDCARE

WCNC is not able to provide childcare onsite. Because of educational and safety concerns children are not permitted in classrooms during class sessions or unsupervised on any area of the campus. These prohibitions are intended to protect the children and pre-serve the educational environment.

ACADEMIC PROBATION

Undergraduates are expected to maintain a cumulative Grade Point Average (GPA) of at least 2.00. Official notification concerning academic standing will be sent via certified mail to the address of record of students whose academic performance does not meet the prescribed standards of the College. The designation "Academic Probation" will appear on the student's official transcript. It is used to alert students that the quality of their work is below the level required for graduation. It is also a way of informing students that they may be suspended unless they show academic improvement.

A student on academic probation must adhere to the following:

1. Remain enrolled in all courses during the probationary period. The student must achieve a cumulative GPA of at least 2.0 for the 12-credit block of courses in their second term. Failure to raise the overall GPA to a 2.00 by the end of that block of 12 credits will result in the student being eligible for academic suspension. This required overall GPA may be easier to attain if the student retakes a course he or she has failed. Please consult with the Academic Advisor regarding the course schedule.
2. It is highly recommended that the student attends all classes.
3. The student's conduct in the classroom and elsewhere must reflect his or her commitment to the expected academic performance outlined and the professional expectations of the degree program.

- The student is encouraged to meet with the Academic Advisor to review strategies to improve the GPA.
- A student on academic probation is advised to curtail any activity which could be detrimental to regaining good academic standing.
- A student receiving Federal aid should refer to the **WCNC Financial Aid Satisfactory Academic Progress Policy (SAP)** section of the Student Handbook.

WESLEY COLLEGE NEW CASTLE (WCNC) FINANCIAL AID

Your education is a major investment of both time and money. The WCNC Financial Aid Office is here to assist in obtaining funding for your studies. Wesley College New Castle participates in the following financial aid programs:

Federal Programs

- Pell Grant
- Academic Competitive Grants
- Subsidized and Unsubsidized Direct Stafford Loans
- Direct Parent Loan for Undergraduate Students (PLUS) [exclusively for parents' of dependent students].

State Programs

- Delaware State Grants*
- Pennsylvania State Grants*

*Residents must meet their individual state's FAFSA filing deadline. See the appropriate year FAFSA worksheet for your state's specific filing deadline.

Alternative (Private) Loan Programs

- See the Financial Aid Office for more information about these programs.

To apply for financial aid the student must...

ANNUALLY

Complete the steps below to facilitate the timely processing of all aid for which they may be eligible. Federal aid is awarded on a first come, first serve basis to eligible applicants.

- 1- Complete your Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov for the appropriate year. Be sure to list the **WCNC Federal code E01006** as the institution to receive your data.

Note: Completing the FAFSA allows the Department of Education (DOE) to assess your eligibility for the PELL Grant. It also assists the Financial Aid Office in determining your eligibility for other types of aid.

- 2- Submit your Federal and/or Alternative Loan Application(s) to the Financial Aid Office promptly.

Note: Federal Loans consist of the **Direct Stafford Loan** (for undergraduate and graduate students) and the **Direct Federal PLUS** (a loan for the parents of dependent students). **Alternative Loan** information is available in the Financial Aid Office. You may also consult your bank for alternative loan information.

- 3- Students who are borrowing a Stafford Loan for the first time at WCNC must complete Direct Loan Entrance Counseling online at www.mappingyourfuture.

WCNC LEAVE OF ABSENCE (LOA) POLICY

In order for a Leave of Absence (**LOA**) to qualify as approved the following must apply:

1. Wesley College New Castle (**WCNC**) must have a formal LOA policy in writing & publicized to students indicating the information provided here.
2. The student must comply with the policy in requesting the LOA.
3. There must be an expectation that the student will return from the LOA.
4. WCNC must approve the LOA in accordance with the school's policy.
5. WCNC may not assess the student any additional institutional charges, the student's financial need may not increase & therefore, the student is not eligible for any additional Federal Student Aid.
6. The LOA may not exceed a total of 90 days in any twelve month period.
7. WCNC must explain to the student receiving Title IV loans, **before granting the LOA**, the effects that the student's failure to return from an LOA may have on the student's repayment terms, including the expiration of the student's loan grace period. **This explanation must be done in person between the student & the Financial Aid Officer (FAO) before the student's last day of attendance.**

WCNC Requirements for an LOA

An LOA will be an approved leave of absence if WCNC determines that there is a reasonable expectation the student will return. **(3)**

In addition, the student **MUST** adhere to the WCNC rules outlined here when requesting the leave of absence. The student has to complete and submit all the required paperwork **BEFORE THEIR LAST DAY OF ATTENDANCE!!** This means that the student must still be taking a currently running class to request an LOA for any class(es) that follow. Students must clearly note the reason for the leave on their LOA request. **(2)**

Requesting an LOA begins by completing the proper forms, an Add Form, a Drop Form & an LOA Form. These can all be found in Student Services **and must be completed at the same time**. Once completed, you are required to bring the papers to the Financial Aid Officer to verify the reason for the leave & explain the affect the LOA will have on the student's financial aid. **(7)** The Financial Aid Officer will give the forms to the Student Advisor. If necessary, the Advisor will consult with the student about their courses & the LOA's affect on graduation. If approved, the forms are submitted to the Business Office & Registrar for processing. **(4)**

LOA's CANNOT begin mid-course.

The only exception to this would be in case of an emergency.

If there is an unforeseen circumstance (e.g. medical and/or family emergencies, military duty, etc.), WCNC understands that this can prevent the student from providing the written request before their last date of attendance. In such a case an approval may be granted. For an emergency LOA approval the student **MUST** submit all the proper paperwork, **meet with the FAO AND provide all the documentation supporting their circumstances** to WCNC within 1 week (**5 business days**) of their last day of attendance. **(7)**

Length & Number of Approved LOA's

WCNC will approve students for **only ONE** LOA in a 12-month period. A leave cannot exceed 45 days in length. However, time in excess of 45 days, **must not** exceed 90 days in any 12-month period. **(6)**

The LOA start date will be the student's last date of class attendance and will be used to count the number of days in the leave. The count is based on the number of days between the last day of attendance and the re-entry date. The first approved LOA & its associated last day of attendance is also used when determining the start date for the 12-month period.

Once an LOA has been approved, students may **NOT** extend the length of the LOA.

FAILURE TO RETURN

WCNC **MUST** explain to the student, prior to granting the leave of absence, the effect that their failure to return from the leave will have on student loan repayment terms, including the exhaustion of some or all of their grace period. A student on an approved leave of absence will be considered enrolled at WCNC and would be eligible for an in-school deferment for his/her Federal Stafford loans. If a student does not return from an approved leave of absence (using the re-entry course start date as originally approved), their withdrawal date and beginning of their grace period will be the last date of class attendance.

WESLEY COLLEGE NEW CASTLE (WCNC) GRADUATION REQUIREMENTS

Wesley College awards degrees at graduation ceremonies in December and May. Students who anticipate completing degree requirements should:

Complete and file a Graduation/Diploma Petition. Petitions for December degrees should be filed by October 15. May Petitions are due by March 1.

Pay the graduation fee of \$75.00 for a Petition received by the due date or \$90.00 for a Petition received after that date.

Satisfy all financial obligations to the College by October 15 for December degrees and March 1 for May degrees.

Complete all course requirements with a cumulative GPA of 2.0 for undergraduates and 3.0 for graduate students by the appropriate semester's class end date, as indicated on the Academic Calendar.

Schedule a Financial Aid Exit Interview.

CALENDAR YEARS

2011

Month	S	M	T	W	T	F	S	Month	S	M	T	W	T	F	S	Month	S	M	T	W	T	F	S
January		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
February									6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
March																							
April																							
May																							
June																							
July																							
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November																							
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2012

Month	S	M	T	W	T	F	S	Month	S	M	T	W	T	F	S	Month	S	M	T	W	T	F	S
January		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
February																							
March																							
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2013

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Aug. 2011

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Wolverines



"No man fails if he does his best." – Orison Swett Marden

MONDAY

8
August

TUESDAY

9
August

obsolete - out-dated. The computer he purchased last year is already obsolete.

WEDNESDAY

10
August

THURSDAY

11
August

FRIDAY

12
August

viv (life) – vivid, vivisection, vivacious, convivial, bon vivant, viva, revive

SATURDAY

13
August

SUNDAY

14
August

Aug. 2011

JULY 2011						
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SEPTEMBER 2011						
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Wolverines



"You cannot achieve a new goal by applying the same level of thinking that got you where you are today." – Albert Einstein

MONDAY

29
August

Eid al-Fitr begins at sundown

Withdraw from course with Grade W (8/29 - 10/21) (Registrars Office)

10:00 AM - 4:00 PM - Poster Sale (CC Lobby)

11:00 AM - 1:00 PM - Welcome Week event (CC Lobby)

12:00 PM - First SGA Congress Meeting (CC 206)

THURSDAY

1
September

9:00 AM - Federal Work-study Orientation (CC 206)

11:00 AM - 1:00 PM - Welcome Week event (CC Lobby)

12:30 PM - "Making the Most of 168 Hours" -- Time Management Seminar (Wells Theater)

2:30 PM - "Making the Most of 168 Hours" -- Time Management Seminar (Wells Theater)

2:30 PM - Federal Work-study Orientation (CC 206)

6:30 PM - "Making the Most of 168 Hours" -- Time Management Seminar (Wells Theater)

8:00 PM - SAB Movie Night (Wells Theater)

TUESDAY

30
August

9:00 AM - 2:30 PM - Federal Work-study Orientation (CC 206)

10:00 AM - 4:00 PM - Poster Sale (CC Lobby)

11:00 AM - 1:00 PM - Welcome Week event (CC Lobby)

FRIDAY

2
September

11:00 AM - 1:00 PM - Welcome Week event (CC Lobby)

urbane - *suave; refined; elegant. The Count was urbane and sophisticated.*

WEDNESDAY

31
August

9:00 AM - 2:30 PM - Federal Work-study Orientation (CC 206)

11:00 AM - 1:00 PM - Involvement Fair (CC Lobby)

bene (*good*) – *benefit, benevolent, beneficial, benediction, benefactor, benign*

SATURDAY

3
September

1:00 PM - Home Football Game (Scott D. Miller Stadium)

SUNDAY

4
September

Sep.
2011

AUGUST							2011						
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SEPTEMBER							2011						
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OCTOBER							2011						
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Wolverines
"Laziness may appear attractive, but work gives satisfaction."
— Anne Frank



MONDAY **5**
September

Labor Day
College Closed

TUESDAY **6**
September

Fraternity & Sorority Informal Recruitment

warranty - guarantee. The manufacturer's warranty replaces all defective parts for up to five years.

WEDNESDAY **7**
September

Fraternity & Sorority Informal Recruitment
11:00 AM - 1:00 PM - SAB Novelty (CC Lobby)

THURSDAY **8**
September

Fraternity & Sorority Informal Recruitment
8:00 PM - SAB Event (Wells Theater)

FRIDAY **9**
September

Fraternity & Sorority Informal Recruitment
New Student Leadership Retreat (Camp Saginaw)

pond (weight) – ponderous, ponder, preponderant, pound, imponderable, compound

SATURDAY **10**
September **SUNDAY** **11**
September


New Student Leadership Retreat (Camp Saginaw)
10:00 AM - Rehoboth Beach Trip (Rehoboth Beach)

Sep.
2011

AUGUST 2011						
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Wolverines  "The world is round and the place which may seem like the end may also be only the beginning." – Ivy Baker Priest

MONDAY **12**
September

Fraternity & Sorority Formal Recruitment
12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **13**
September

Fraternity & Sorority Formal Recruitment
Intramural Volleyball League begins
5:00 PM - FYE: Beer, Booze & Books (Wells Theater)
7:00 PM - FYE: Beer, Booze & Books (Wells Theater)

histrionic - overly dramatic. The actor's histrionic performance made his character seem foolish.

WEDNESDAY **14**
September

Fraternity & Sorority Formal Recruitment

THURSDAY **15**
September

Fraternity & Sorority Formal Recruitment
12:30 PM - "Getting to Know Yourself" -- Focus Career Seminar (Wells Theater)
2:30 PM - "Getting to Know Yourself" -- Focus Career Seminar (Wells Theater)
6:30 PM - "Getting to Know Yourself" -- Focus Career Seminar (Wells Theater)
8:00 PM - SAB Movie Night (Wells Theater)

FRIDAY **16**
September

Fraternity & Sorority Formal Recruitment
5:00 PM - Sorority Bid Day (CC 206)
7:00 PM - Spa Night (Underground)

corp (body) – corpulent, corporation, corporeal, corporal, corpse, corpuscle

SATURDAY **17**
September **SUNDAY** **18**
September

Sep.
2011

AUGUST							2011						
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SEPTEMBER							2011						
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Wolverines  "Without discipline, there is no life at all."
- Katherine Hepburn

MONDAY **19**
September

Anti-Hazing Week
12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **20**
September

Anti-Hazing Week

culmination - attainment of highest point. His inauguration as president marked the culmination of his political career.

WEDNESDAY **21**
September

Anti-Hazing Week
11:00 AM - 1:00 PM - SAB Novelty (CC Lobby)
8:00 PM - Breakdancers (Wells Theater)

THURSDAY **22**
September

Anti-Hazing Week

FRIDAY **23**
September

First Day of Autumn
Anti-Hazing Week

dorm (sleep) – dormitory, dormant, dormer, dormancy

SATURDAY **24**
September **SUNDAY** **25**
September

Sep.
2011

AUGUST							2011						
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MONDAY **26**
September

12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **27**
September

5:00 PM - FYE: Real Beauty (Wells Theater)
7:00 PM - FYE: Real Beauty (Wells Theater)

hedonism - belief that pleasure is the sole aim in life. Hedonism and asceticism are opposite philosophies of human behavior.

WEDNESDAY **28**
September

Rosh Hashanah begins at sundown

Wolverines  "Attempt the impossible in order to improve your work."
- Bette Davis

THURSDAY **29**
September

FRIDAY **30**
September

Fall Break

pater (father) - paternalistic, patronize, paternity, patriarch, expatriate, paterfamilias

SATURDAY **1**
October **SUNDAY** **2**
October

Fall Break


Fall Break

Oct.
2011

SEPTEMBER 2011						
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NOVEMBER 2011						
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Wolverines
 "Once you realize how good you really are, you never settle for playing less than your best." – Reggie Jackson 

MONDAY **10**
October

Columbus Day (Observed)
 Fall Break No Classes
 12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **11**
October

Fall Break No Classes
 8:00 PM - FYE: Our Young Black Men Are Dying (Wells Theater)

traverse - go through or across. When you traverse this field, be careful of the wildflowers.

WEDNESDAY **12**
October

11:00 AM - 1:00 PM - Meet the Majors Fair (CC Lobby)

THURSDAY **13**
October

8:00 PM - SAB Event (Wells Theater)

FRIDAY **14**
October

Fall I Classes end
 9:00 PM - Carmike Cinema Movie Trip (Dover Mall)

punct (point) – punctuate, punctilious, puncture, punctual, acupuncture, contrapuntal

SATURDAY **15**
October **SUNDAY** **16**
October

Open House

Oct.
2011

SEPTEMBER 2011						
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NOVEMBER 2011						
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Wolverines  "This is the team. We're trying to go to the moon. If you can't put someone up, please don't put them down." – NASA motto

MONDAY **17**
October

Fall II Classes begin
 Graduation Petitions for Dec 2011 Deadline
 12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **18**
October

5:00 PM - FYE: Peter Bielagus (Wells Theater)
 7:00 PM - FYE: Peter Bielagus (Wells Theater)

betroth - become engaged to marry. The announcement that they were betrothed surprised everyone.

WEDNESDAY **19**
October

THURSDAY **20**
October

12:30 PM - "Registration 101" -- Freshman Pre-Registration Seminar (Wells Theater)
 2:00 PM - "Registration 101" -- Freshman Pre-Registration Seminar (Wells Theater)
 6:30 PM - "Registration 101" -- Freshman Pre-Registration Seminar (Wells Theater)
 8:00 PM - SAB Movie Night (Wells Theater)

FRIDAY **21**
October

LAST DAY TO WITHDRAW FALL CLASS-GRADE W
 Last Day to withdraw from course with grade W (Registrars Office)

ject (throw) – eject, reject, conjecture, dejected, inject, subject, projection, interject

SATURDAY **22**
October **SUNDAY** **23**
October


Students CANNOT Withdraw - Will be graded
 12:00 PM - Pumpkin Picking (Fifer Orchards)

Oct.
2011

SEPTEMBER 2011						
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OCTOBER 2011						
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NOVEMBER 2011						
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Wolverines  "If it had not been for the wind in my face, I wouldn't be able to fly at all." – Arthur Ashe

MONDAY **24**
October

Intramural Dodgeball League begins
12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **25**
October

Intramural Handball League begins

WEDNESDAY **26**
October

11:00 AM - 1:00 PM - SAB Novelty (CC Lobby)

THURSDAY **27**
October

11:00 AM - "Registration 101" -- Freshman Pre-Registration Seminar (Wells Theater)
12:30 PM - "Registration 101" -- Freshman Pre-Registration Seminar (Wells Theater)
6:30 PM - "Registration 101" -- Freshman Pre-Registration Seminar (Wells Theater)
8:00 PM - SAB Event (Wells Theater)

FRIDAY **28**
October

Fright Fest trip (Six Flags)

SATURDAY **29**
October **SUNDAY** **30**
October

Family Day - Open House
Family Day Activities (All Day)
1:00 PM - Home Football Game (Scott D. Miller Stadium)
8:00 PM - Halloween Pageant (Wells Theater)

Nov.
2011

OCTOBER 2011						
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NOVEMBER 2011						
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DECEMBER 2011						
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Wellnesses

"I have found that among its other benefits, giving liberates the soul of the giver." – Maya Angelou



MONDAY

31
October

Halloween
Pre-Registration with Advisors-MAKE APPTS
Student ON-Line JICS Registration Begins
12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY

1
November

Pre-Registration with Advisors-MAKE APPTS
5:00 PM - FYE: The Asia Project (Wells Theater)
7:00 PM - FYE: The Asia Project (Wells Theater)

denouement - outcome; final development in a play. The denouement was obvious as early as the middle of the first act.

WEDNESDAY

2
November

Pre-Registration with Advisors-MAKE APPTS

THURSDAY

3
November

Pre-Registration with Advisors-MAKE APPTS
8:00 PM - SAB Movie Night (Wells Theater)

FRIDAY

4
November

Pre-Registration with Advisors-MAKE APPTS

loc (place) – locomotive, location, local, locus, relocate, dislocate, localize

SATURDAY

5
November

Eid al-Adha begins at sundown
Pre-Registration with Advisors-MAKE APPTS
6:00 PM - Open Skate/Ice Hockey Game (Harrington Rink)

SUNDAY

6
November

Standard Time returns
Pre-Registration with Advisors-MAKE APPTS

Nov.
2011

OCTOBER 2011						
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NOVEMBER 2011						
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DECEMBER 2011						
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Wolverines

"The harder you work, the harder it is to surrender."
- Vince Lombardi



MONDAY

7
November

Pre-Registration with Advisors-MAKE APPTS
12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY

8
November

Election Day
Pre-Registration with Advisors-MAKE APPTS

impale - pierce. He was impaled by the spear his enemy hurled.

WEDNESDAY

9
November

Pre-Registration with Advisors-MAKE APPTS
11:00 AM - 1:00 PM - SAB Novelty (CC Lobby)

THURSDAY

10
November

Pre-Registration with Advisors-MAKE APPTS
11:00 PM - "Midnight Madness" -- Freshman Pizza & Pre-Registration Party (Academic Resource Center)

FRIDAY

11
November

Veterans Day
Pre-Registration with Advisors-MAKE APPTS
9:00 PM - Howl/BSU Comedy Event (Wells Theater)

dox (opinion) – orthodox, heterodox, doxology, indoctrinate, paradox

SATURDAY

12
November

Open House (All Day)
1:00 PM - Home Football Game (Scott D. Miller Stadium)

SUNDAY

13
November

Nov.
2011

OCTOBER 2011						
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Wolverines
"The quality of an individual is reflected in the standards they set for themselves." – Ray Kroc



MONDAY **14**
November

12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **15**
November

5:00 PM - FYE: You the Man (Wells Theater)
7:00 PM - FYE: You the Man (Wells Theater)
8:00 PM - 10:00 PM - 2 Residence Life Community Building Meetings (Wells Theater)

penchant - strong inclination; liking. She had a penchant for fine jewelry.

WEDNESDAY **16**
November

8:00 PM - 10:00 PM - 2 Residence Life Community Building Meetings (Wells Theater)

THURSDAY **17**
November

8:00 PM - SAB Movie Night (Wells Theater)
8:00 PM - 10:00 PM - 2 Residence Life Community Building Meetings (Wells Theater)

FRIDAY **18**
November

4:00 PM - King of Prussia Mall Trip (King of Prussia, PA)

amphi (both) – amphibious, amphitheater, amphibian, amphiboles

SATURDAY **19**
November **SUNDAY** **20**
November

Nov.
2011

OCTOBER 2011						
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DECEMBER 2011						
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Wolverines
"Nothing in life is to be feared. It is only to be understood."
- Marie Curie



MONDAY **21**
November

12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **22**
November

Residence Halls close (6pm or 3 hours after last class)

trilogy - group of three works. We read Star Wars, the first book of the trilogy.

WEDNESDAY **23**
November

Thanksgiving Break

THURSDAY **24**
November

Thanksgiving
Student ON-Line JICS Registration Ends
Thanksgiving Break

FRIDAY **25**
November

Muharram begins at sundown
Thanksgiving Break

magn (great) - Magna Carta, magnanimous, magnate, magnificent, magnum opus

SATURDAY **26**
November **SUNDAY** **27**
November

Thanksgiving Break

Thanksgiving Break
10:00 AM - Residence Halls re-open

Nov.
2011

OCTOBER 2011						
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Wolverines
"Common sense is the knack of seeing things as they are; and doing things as they ought to be." – Harriet Beecher Stowe



MONDAY **28**
November

Classes Resume
12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **29**
November

restitution - payment for damage or loss. He offered to make restitution for the window he broke.

WEDNESDAY **30**
November

LAST DAY TO WITHDRAW FROM COLLEGE-FALL
11:00 AM - 1:00 PM - SAB Novelty (CC Lobby)
3:00 PM - 4:30 PM - Winter Grad Finale- Dover (The Den)

THURSDAY **1**
December

8:00 PM - SAB Event (Wells Theater)

FRIDAY **2**
December

Last Day of Classes
9:00 PM - Finals Game Night (Underground)

eu (good) – Eucharist, euphony, eulogy, euphemism, Europe, eugenics

SATURDAY **3**
December **SUNDAY** **4**
December

Dec. 2011

NOVEMBER 2011						
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DECEMBER 2011						
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JANUARY 2012						
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Wolverines



"No one can make you feel inferior without your consent."
- Eleanor Roosevelt

MONDAY 5 December

Final Exams
9:00 PM - Late Night Breakfast (CafÉ)

TUESDAY 6 December

Final Exams

increment - increase. *The job has a 10% annual increment in salary.*

WEDNESDAY 7 December

Final Exams

THURSDAY 8 December

Final Exams
5:30 PM - 7:00 PM - Winter Grad Finale- New Castle (Wesley New Castle Campus)

FRIDAY 9 December

Final Exams
6:00 PM - Residence Halls Close for Winter Break

endo (within) – endoplasm, endocrine, endogamous, endoskeleton, endothermic

<h2>SATURDAY 10 December</h2>	<h2>SUNDAY 11 December</h2>
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Dec.
2011

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JANUARY 2012						
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Wolverines  "There are no gains without pains."
- Benjamin Franklin

MONDAY **12**
December

Senior Final grades to Registrar Office

TUESDAY **13**
December

4:30 PM - Application deadline for Endowed & Alumni Scholarships

frugality - *thrift. We must live with frugality if we are to get ahead.*

WEDNESDAY **14**
December

Winter Commencement

THURSDAY **15**
December

All Final Grades Due in Registrar's Office

FRIDAY **16**
December

phobia (*fear*) - *claustrophobia, acrophobia, xenophobia, agoraphobia, hydrophobia*

SATURDAY **17**
December **SUNDAY** **18**
December

Dec.
2011

NOVEMBER 2011						
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JANUARY 2012						
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Wolverines  "Make the most of yourself, for that is all there is of you."
- Ralph Waldo Emerson

MONDAY **26**
December

Kwanzaa begins

TUESDAY **27**
December

bogus - counterfeit; not authentic. The police quickly found who was producing the bogus money.

WEDNESDAY **28**
December

THURSDAY **29**
December

FRIDAY **30**
December

put (think) - reputation, putative, impute, dispute, computer, disreputable

SATURDAY **31**
December **SUNDAY** **1**
January

New Year's Eve

New Year's Day

Jan. 2012

DECEMBER 2011						
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JANUARY 2012						
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FEBRUARY 2012						
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MONDAY

2
January

TUESDAY

3
January

WEDNESDAY

4
January

glut - overstock; fill to excess. The market is glutted with athletic shoes.

Wolverines



"If you really want something you can figure out how to make it happen."
- Cher

THURSDAY

5
January

FRIDAY

6
January

SATURDAY

7
January

SUNDAY

8
January

Residence Hall Open for Spring Semester

Jan. 2012

DECEMBER 2011						
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JANUARY 2012						
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FEBRUARY 2012						
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Wolverines



"We plant seeds that will flower as results in our lives, so best to remove the weeds of anger, avarice, envy and doubt, that peace and abundance may manifest for all."
- Dorothy Day

MONDAY 16 January

Martin Luther King, Jr. Day (Observed)
No Classes

TUESDAY 17 January

11:00 AM - 1:00 PM - Welcome Week Event (CC Lobby)
7:00 PM - SGA General Asembly (Wells Theater)

goad - urge on. *The boy was goaded by his friends until he gave in to their wishes.*

WEDNESDAY 18 January

11:00 AM - 1:00 PM - Involvement Fair (CC Lobby)

THURSDAY 19 January

11:00 AM - 1:00 PM - Welcome Week Event (CC Lobby)
8:00 PM - SAB Movie Night (Wells Theater)

FRIDAY 20 January

11:00 AM - 1:00 PM - Welcome Week Event (CC Lobby)
8:00 PM - Open Mic (Underground)

mega (large) – megalith, megaphone, megalomania, megalopolis, megahertz

<h2>SATURDAY 21 January</h2>	<h2>SUNDAY 22 January</h2>
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Jan. 2012

DECEMBER 2011						
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JANUARY 2012						
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FEBRUARY 2012						
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Wolverines



"I've finally stopped running away from myself.
Who else is there better to be?" – Goldie Hawn

MONDAY **23**
January

Chinese New Year
12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **24**
January

tureen - deep table dish for holding soup. Her great-grandmother had served soup in the antique tureen.

WEDNESDAY **25**
January

THURSDAY **26**
January

8:00 PM - SAB Event (Wells Theater)

FRIDAY **27**
January

pop (people) – popular, populist, populate, population, popularize, populous

SATURDAY **28**
January **SUNDAY** **29**
January


6:00 PM - Open Skate/Ice Hockey Game (Harrington Rink)

Feb.
2012

JANUARY 2012						
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FEBRUARY 2012						
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Wolverines  "We must use time as a tool, not as a crutch."
- John F. Kennedy

MONDAY **30**
January

12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **31**
January

ornithology - study of birds. Audubon was a famous scholar of ornithology.

WEDNESDAY **1**
February

THURSDAY **2**
February

Groundhog Day
8:00 PM - SAB Movie Night (Wells Theater)

FRIDAY **3**
February

Mawlid al-Nabi begins at sundown
9:00 PM - Carmike Cinema Movie Trip (Dover Mall)

sanguis (blood) – sanguinary, sanguine, consanguinity, sangria

SATURDAY **4**
February **SUNDAY** **5**
February

Open House (All Day)


Feb. 2012

JANUARY 2012						
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FEBRUARY 2012						
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MARCH 2012						
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Wolverines



"Opportunity is missed by most people because it is dressed in overalls and looks like work." – Thomas Edison

MONDAY **20**
February

Presidents' Day
12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **21**
February

coerce - force. *Don't try to coerce me into doing this.*

WEDNESDAY **22**
February

Ash Wednesday
Washington's Birthday

THURSDAY **23**
February

8:00 PM - SAB Event (Wells Theater)

FRIDAY **24**
February

8:00 PM - Mr. & Ms. Wesley 2012 (Wells Theater)

stereo (solid) – stereoscope, stereophonic, stereotype, stereopticon, stereotropism

SATURDAY **25**
February **SUNDAY** **26**
February

Mar.
2012

FEBRUARY 2012						
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APRIL 2012						
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Wolverines  "Be who you are and say what you feel because those who mind don't matter and those who matter don't mind." – Dr. Seuss

MONDAY **5**
March

Spring Break

TUESDAY **6**
March

Spring Break

WEDNESDAY **7**
March

Spring Break

amble - move at an easy pace. He ambled around the town.

THURSDAY **8**
March

Spring Break

FRIDAY **9**
March

Spring Break

SATURDAY **10**
March **SUNDAY** **11**
March

Daylight-Saving Time begins
12:00 PM - Residence Halls Reopen

Mar.
2012

FEBRUARY 2012						
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MARCH 2012						
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APRIL 2012						
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Wolverines
"One of the secrets to life is to make stepping stones
out of stumbling blocks." – Jack Penn



MONDAY **12**
March

Fall 2012 Resident Assistant (RA) Interviews
Room Retention Week (Student Life Office)
12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **13**
March

Fall 2012 Resident Assistant (RA) Interviews
Room Retention Week (Student Life Office)

epitome - a representative or example of a type. He is the epitome of a male chauvinist.

WEDNESDAY **14**
March

Fall 2012 Resident Assistant (RA) Interviews
Room Retention Week (Student Life Office)

THURSDAY **15**
March

Fall 2012 Resident Assistant (RA) Interviews
Room Retention Week (Student Life Office)
8:00 PM - SAB Movie Night (Wells Theater)

FRIDAY **16**
March

Fall 2012 Resident Assistant (RA) Interviews
Room Retention Week (Student Life Office)
8:00 PM - St. Patrick's Day T-shirt Decorating (The Underground)

graph, gram (writing) – epigram, telegram, stenography

SATURDAY **17**
March **SUNDAY** **18**
March

St. Patrick's Day

Mar.
2012

FEBRUARY 2012						
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MARCH 2012						
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APRIL 2012						
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Wolverines

"Truth is the only safe ground to stand upon."
- Elizabeth Cady Stanton



MONDAY

19
March

12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY

20
March

First Day of Spring

4:30 PM - 8:00 PM - Room Selection I (The Den)

7:00 PM - 8:00 PM - SGA General Asembly (Wells Theater)

adhere - stick fast. I will adhere to my opinion until I'm proven wrong.

WEDNESDAY

21
March

THURSDAY

22
March

8:00 PM - SAB Event (Wells Theater)

FRIDAY

23
March

4:00 PM - Queenstown Outlet Trip (Queenstown, Md)

ile (pertaining to, capable of) – civil, ductile, puerile

SATURDAY

24
March

Open House (All Day)

SUNDAY

25
March

5:30 PM - 8:45 PM - Room Selection II (The Den)

Mar.
2012

FEBRUARY 2012						
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MARCH 2012						
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APRIL 2012						
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Wolverines



"There is no shortage of good days. It is good lives that are hard to come by." - Annie Dillard

MONDAY **26**
March

12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **27**
March

ogle - look at with strong interest; stare. It is impolite to ogle at passersby.

WEDNESDAY **28**
March

THURSDAY **29**
March

8:00 PM - SAB Movie Night (Wells Theater)

FRIDAY **30**
March

9:00 PM - Bowling Trip (Brunswick Bowling)

dict (to say) - abdicate, diction, verdict

SATURDAY **31**
March **SUNDAY** **1**
April

April Fools' Day
Palm Sunday

Apr.
2012

MARCH 2012						
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APRIL 2012						
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MAY 2012						
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MONDAY

9
April

Easter Break

TUESDAY

10
April

8:00 PM - 10:00 PM - 2 Residence Life Community Building Meetings (Wells Theater)

verdigris - a green coating on copper due to weathering. The statue became coated with verdigris.

WEDNESDAY

11
April

8:00 PM - 10:00 PM - 2 Residence Life Community Building Meetings (Wells Theater)

Wolverines

"I like pressure. If I am not on the edge of failure, I'm not being sufficiently challenged." – Jewel



THURSDAY

12
April

8:00 PM - SAB Movie Night (Wells Theater)
8:00 PM - 10:00 PM - 2 Residence Life Community Building Meetings (Wells Theater)

FRIDAY

13
April

jur, jurat (to swear) – abjure, perjure, jury

SATURDAY

14
April

10:00 AM - Ocean City, MD Trip (Ocean City, MD)

SUNDAY

15
April

FAFSA Deadline 2012-2013 School Year
Student Leadership Recognition Ceremony

Apr.
2012

MARCH							2012						
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APRIL							2012						
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MAY							2012						
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MONDAY **16**
April

12:00 PM - SGA Congress Meeting (CC 206)

TUESDAY **17**
April

7:00 PM - 8:00 PM - SGA General Asembly (Wells Theater)

soporific - sleep producing. Thanksgiving dinner had a soporific effect.

WEDNESDAY **18**
April

3:00 PM - 4:30 PM - Spring Grad Finale-Dover (The Den)

Wellspringes  "I can accept failure. Everyone fails at something. But I can't accept not trying." - Michael Jordan

THURSDAY **19**
April

8:00 PM - SAB Event (Wells Theater)

FRIDAY **20**
April

Last Day of Classes

solv, solut (to loosen, explain) - absolve, dissolute, absolute

SATURDAY **21**
April **SUNDAY** **22**
April

Earth Day

May 2012

APRIL 2012						
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MAY 2012						
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JUNE 2012						
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MONDAY

30
April

TUESDAY

1
May

ruddy - having a fresh healthy color. The baby's ruddy skin was a sign of good health.

WEDNESDAY

2
May

Wolverines



"Challenges make you discover things about yourself that you never really knew. They're what make the instrument stretch — what make you go beyond the norm."
— Cicely Tyson

THURSDAY

3
May

FRIDAY

4
May

acr (sharp) – acrimonious, acerbity, acidulate

SATURDAY

5
May

Cinco de Mayo

SUNDAY

6
May

May 2012

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MONDAY

7
May

TUESDAY

8
May

maudlin - tearfully sentimental. The funeral caused maudlin expressions of sympathy.

WEDNESDAY

9
May

Wolverines



"If you want to make peace with your enemy, you have to work with your enemy. Then he becomes your partner." - Nelson Mandela

THURSDAY

10
May

FRIDAY

11
May

ag, act (to do) - act, agent, retroactive

SATURDAY

12
May

SUNDAY

13
May

Mother's Day

May 2012

APRIL 2012						
S	M	T	W	T	F	S
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29	30					

MAY 2012						
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27	28	29	30	31		

JUNE 2012						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MONDAY

14
May

TUESDAY

15
May

WEDNESDAY

16
May

vilify - make abusive and slanderous statements. The Nazi propaganda vilified the Jews.

Wolverines



"Courage is the ladder on which all the other virtues mount."
- Clare Boothe Luce

THURSDAY

17
May

FRIDAY

18
May

ad (to, forward) – admit, adhere, advance

SATURDAY

19
May

SUNDAY

20
May

May 2012

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MONDAY

21
May

TUESDAY

22
May

WEDNESDAY

23
May

inter - bury. They had plans to inter the body after an autopsy.

Wet Terriers



"Some of the world's greatest feats were accomplished by people not smart enough to know they were impossible." – Doug Larson

THURSDAY

24
May

FRIDAY

25
May

SATURDAY

26
May

SUNDAY

27
May

mon, monit (to warn) – admonish, premonition, monitor

May 2012

APRIL 2012						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MONDAY

28
May

Memorial Day (Observed)

TUESDAY

29
May

tractable - manageable. Her class load was difficult, but tractable.

WEDNESDAY

30
May

Wolverines
 "Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." – Margaret Mead



THURSDAY

31
May

FRIDAY

1
June

agri, agrari (field) – agrarian, agriculture

SATURDAY

2
June

SUNDAY

3
June

June 2012

MAY 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2012						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY

4
June

TUESDAY

5
June

steadfast - firm; unwavering. *The president spoke with steadfast resolve.*

WEDNESDAY

6
June

Wolverines



"You can always wish for what you don't have, but always respect what you do have." - Suzanne Vermilyea

THURSDAY

7
June

FRIDAY

8
June

ali (another) - alias, alienate, inalienable

SATURDAY

9
June

SUNDAY

10
June

JULY 2012

{MONDAY}	{TUESDAY}	{WEDNESDAY}
2	3 <i>Independence Day</i>	4
9	10	11
16	17	18
23	24	25
30	31	

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		1
5	6	7
		8
12	13	14
		15
<i>Ramadan begins at sundown</i>	19	20
		21
		22
26	27	28
		29

AUGUST 2012

{MONDAY}	{TUESDAY}	{WEDNESDAY}
		1
6	7	8
Laylat al-Qadr begins at sundown 13	14	15
20	21	22
27	28	29

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		4
2	3	5
9	10	11
		12
16	17	Eid al-Fitr begins at sundown 18
		19
23	24	25
		26
30	31	