



# THE WOLF GUIDE

## STUDENT HANDBOOK



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### **The Wolf Guide - Student Handbook of Wesleyan College**

Last Edit: July 2024

The Wesleyan College Student Handbook provides a list of all major policies and procedures affecting students. Since its inception in 1836, Wesleyan College has been a dynamic institution, changing with the times and often before. This Handbook will be revised as new policies and procedures are adopted. The latest edition will supersede all former editions unless stated otherwise in the text.

#### **Jurisdiction and Administration**

The Wolf Guide is published by the Division of Student Affairs. Policies and procedures set forth in the The Wolf Guide are subject to change with notification to the student body. The handbook provides current information on college policies and regulations. The Wolf Guide is under the jurisdiction of the Wesleyan College Board of Trustees and is administered and interpreted by Student Affairs. All students are responsible for following the policies herein. In the absence of the Vice President of Student Affairs & Dean of Students or other named administrator within the student handbook, the Provost may appoint a designee to fulfill the responsibilities of this role. In the absence of the Provost, the President of the college may appoint a designee.

#### **Electronic Student Handbook Policy**

In keeping with Wesleyan College's commitment to sustainable living, electronic communication is considered an official form of college communication. Therefore, the Wolf Guide Student Handbook is published electronically only. The Wolf Guide is published electronically each year and is published on the Wesleyan College Website and WesPortal.

# **The 2024-2025 Wolf Guide, *Wesleyan College Student Handbook***

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## MISSION OF THE COLLEGE

Wesleyan College is committed to women's education and helping every student find a unique voice and purpose. As the first college in the world chartered to grant degrees to women and shaped by Methodist values, Wesleyan provides students an academically challenging and relevant liberal arts education. Our diverse, inclusive community encourages creativity, innovation, and leadership so all graduates are prepared to thrive in a complex world.

## VALUES

Wesleyan's community is:

- ❖ Academically challenging: We believe students succeed when they are challenged academically. Wesleyan's dedicated faculty and staff offer individualized support to motivate students to achieve their potential.
- ❖ Purposeful: We believe students thrive when they have a purpose and clear vision of their goals. Wesleyan helps students define these goals and strategically plan for the future.
- ❖ Inclusive: We believe all student voices are important. Wesleyan is diverse and inclusive, gaining strength from and celebrating the many ways we can learn from each other.
- ❖ Connected: We believe we gain strength from our connections to each other. Wesleyan encourages students to find their own places within a community and to contribute in meaningful ways.
- ❖ Leadership: Leadership is our legacy, and Wesleyan's culture and education continue to be shaped by the change agents who graduate from our college.
- ❖ Persistence: We aspire to create change through steadfast commitment and tenacity.

## STATEMENT OF NONDISCRIMINATION

Wesleyan College is committed to maintaining a diverse, academically talented, and well-rounded community of learners in an atmosphere of mutual respect and appreciation of differences.

Wesleyan College admits qualified students regardless of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, pregnancy, status with regard to public assistance, veteran status, citizenship status, sex\* or other status protected by applicable federal and state laws to all rights, privileges, programs and activities generally accorded to or made available to students at the college.

Wesleyan College does not discriminate on the basis of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, pregnancy, status with regard to public assistance, veteran status, citizenship status, sex, genetic information, gender identity, gender expression, or any other category protected by applicable federal or state laws in its educational policies, programs, activities and employment.

Additional information can be found on the Wesleyan College website under Compliance. Contact Julie Daniel, Chief Compliance Officer, at (478) 757-3802 or [jdaniel@wesleyancollege.edu](mailto:jdaniel@wesleyancollege.edu), located in Tate 12 or Jill Amos, Title IX Coordinator, at (478) 757-3800 or [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu), located in OSP 205 with any questions, concerns or reports of discrimination, sexual harassment or sexual misconduct.,

## HISTORY OF WESLEYAN COLLEGE

Chartered as the Georgia Female College on December 23, 1836, Wesleyan was founded through the efforts of a group of Macon citizens and the Georgia Conference of the Methodist Episcopal Church as evidence of their concern for the education of women. The Reverend George Foster Pierce was elected president of the Georgia Female College in 1838, and the College opened its doors on January 7, 1839. Ninety young women were enrolled in our first session.

More than 180 years later, Wesleyan continues to educate women to do the extraordinary in their professions and in service to their communities. With many celebrated Wesleyan Firsts and honorary degrees conferred by the College, Wesleyan continues the tradition of excellence. Wesleyan offers the Bachelor of Arts, the Bachelor of Fine Arts (BFA), and the Bachelor of Science in Nursing (BSN) degrees, as well as eight pre-professional programs - allied health, athletic trainer, dental, engineering (dual degree), law, medicine, pharmacy, seminary, and veterinary medicine. Learn more about Wesleyan [here](#).

## **MACON, GEORGIA**

Macon, Georgia is located in the center of the state, about 80 miles south of Atlanta. According to the City of Macon/Bibb County Government website, there are approximately 155,000 residents. A town rich in heritage and tradition, many musical artists launched their careers in Macon: Little Richard, James Brown, Otis Redding and the Allman Brothers Band, among others. There are several historical sites available for touring, including the restored Douglass Theater, Grand Opera House, Hay House, and the Cannonball House. Outdoor enthusiasts will enjoy Lake Tobesofkee, which offers relaxing, boating, camping and the like. For more information, please view the Macon and Bibb County Convention and Visitors Bureau at [www.maconga.org](http://www.maconga.org).

## **COLLEGE EXECUTIVE LEADERSHIP TEAM**

### **President**

Meaghan K. Blight  
Location: Tate Hall  
Phone: 478-757-5211

### **Provost/Vice President for Academic Affairs**

Dr. Melody A. Blake  
Location: Tate Hall  
Phone: 478-757-5228

### **Vice President for Student Affairs, Dean of Students**

Dr. Carrie F. Ingoldsby  
Location: Olive Swann Porter  
Phone: 478-757-5219

### **Vice President for Institutional Advancement**

Phone: 478-757-5219  
Sarah McCarthy  
Location: Candler Hall  
Phone: 478-757-5131

### **Vice President for Administration & Finance, CFO**

Tim Klocko  
Location: Tate Hall  
Phone: 478-757-5121

### **Vice President for Enrollment Management, Marketing, and Communications**

Drew Davidson  
Location: Huckabee Hall  
Phone: 478-757-5161

### **Chief Diversity Officer**

Katina Cabiness  
Location: Tate Hall  
Phone: 478-757-2450

### **Athletic Director**

Seth Berkebile  
Location: Mathews Athletic Center  
Phone: 478-757-2825

### **Director of Human Resources**

Julie Daniel  
Location: Tate Hall  
Phone: 478-757-3803

### **Director of Strategic Initiatives**

Ken Blair  
Location: Tate Hall  
Phone: 478-757-5193

## CHAPTER TWO- STUDENT SERVICE OFFICES

### Student Service Offices

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## STUDENT SERVICE OFFICES

The following is a list of the departments and student service offices located on the Wesleyan College campus. This list is intended to guide and direct students. For information on additional service offices, please refer to the phone list in the Appendix.

### **ACADEMIC RESOURCE CENTER**

**Dean For Teaching, Learning & Student Success:** Laura Lease

**Math Specialist:** TBA

**Writing & Learning Specialist and Tutoring Coordinator:** Tera Reid-Olds

**Academic Advisors:** India Jones & Kathleen Richardson

**Location:** Academic Resource Center, Willet Memorial Library, 1<sup>st</sup> Floor

**Email:** [arc@wesleyancollege.edu](mailto:arc@wesleyancollege.edu)

**Phone:** 478-757-2848

The Academic Resource Center (ARC) is committed to providing programs and services that promote the development and academic success of all Wesleyan College students. The ARC offers year-round academic advising and FREE tutoring in a variety of academic subjects as well as support for general writing, reading, math, study, and time management skills. Individual and group study sessions are available.

Remember to use ARC services proactively throughout the semester to practice and build confidence in your knowledge and skills. Let us help ensure you are on track to achieve your learning goals! We look forward to working with you. The ARC is located on the first floor of Willet Memorial Library. Feel free to drop by, call, or email us to make an appointment or for more information about ARC services.

## **ATHLETICS**

**Director:** Seth Berkebile

**Location:** Mathews Athletic Center

**Email:** [sberkebile@wesleyancollege.edu](mailto:sberkebile@wesleyancollege.edu)

**Phone:** 478-757-2825

**Fax:** 478-757-2486

Wesleyan is a member of the National Collegiate Athletic Association (NCAA), Division III, Collegiate Conference of the South, and the Intercollegiate Horse Show Association (IHSA). Wesleyan students have the opportunity to compete against other colleges and universities in basketball, cross country, equestrian, soccer, softball, track, and volleyball. The Athletics Director administers the intercollegiate athletics program. The athletic department also supports a club cheerleading team. Wesleyan Coaches have experience coaching at championship levels and internationally. To build an extremely competitive DIII Athletic Department is a top department goal.

## **BUSINESS OFFICE**

**Location:** Tate Hall, 2nd Floor, 104

**Email:** [businessoffice@wesleyancollege.edu](mailto:businessoffice@wesleyancollege.edu)

**Phone:** 478-757-5120

**Fax:** 478-757-3902

The Business Office provides a variety of student financial services and manages billing, payment collection, and other matters pertaining to student accounts. Business Office staff are available to answer questions by email, phone, or in the office.

## **CAMPUS SAFETY**

**Location:** Olive Swann Porter, 304

Officers available 24 hrs./Chief Office Hours - Mon-Fri 8am to 5pm

**Chief:** Jay Bartlett

**Email:** [jbartlett@wesleyancollege.edu](mailto:jbartlett@wesleyancollege.edu)

**Emergency Phone:** 478-960-7969

**Chief's Office Phone:** 478-757-2038

The Wesleyan College Campus Safety provides 24-hour, 365 days a year service. Students, faculty, staff, and visitors are encouraged to report all incidents of crime and emergencies to Wesleyan Campus Safety as soon as possible. The officers are trained, armed, and certified by the Georgia Secretary of State's Office, licensed by the Georgia Private Investigators and Private Security Board, and authorized by the governing body of the College to have jurisdiction over the College Campus. Campus Safety Officers may be contacted by calling 478- 960-7969. The officers may summon assistance from other local authorities such as law enforcement agencies, medical personnel, and the fire department as required. College administrators will be notified as necessary. The Wesleyan Campus Safety Department report can be found on the college website under [Campus Safety](#). A paper copy of the annual crime report can be obtained by calling Campus Safety at 478-757-2038 or visiting the office in person during regular business hours. All property found should be turned in to the Campus Safety Office, and all lost or stolen property should be reported to Campus Safety immediately. The College is not responsible for stolen or lost articles.

## **CENTER FOR CAREER DEVELOPMENT**

**Director:** Erin Bowler

**Location:** Willet Memorial Library, 1<sup>st</sup> Floor

**Email:** [ebowler@wesleyancollege.edu](mailto:ebowler@wesleyancollege.edu)

**Phone:** 478-757-5209

**Coordinator:** TBD

**Location:** Willet Memorial Library, 1<sup>st</sup> Floor

**Email:** TBD

**Phone:** 478-757-5224



The Center for Career Development (CCD) coordinates career services for students, as well as implements activities related to the From Here to Career initiative. From Here to Career is a signature campus initiative that provides checkpoints to help every student prepare for their career during each of their years at Wesleyan. It is designed to help students articulate the value of their liberal arts education, and identify how their experiences and coursework prepare them for the workplace or graduate school. This initiative encourages Wesleyan students to pursue a four-year approach to career exploration and preparation; to this end, several career preparation components are integrated into every student's experience. The Career Development team assists in implementing a Professional Practice Seminar (PDE 350) and the Professional Development Experience (PDE 400), and Introduction to Careers (PDE 100)

Through the Professional Development Experience (PDE 400) requirement, students are able to relate theory to actual practice and gain valuable career-related experience while continuing their studies.

The CCD also provides a number of resources for students, including one-on-one career coaching, connections to experiential learning opportunities through the Handshake internship/job platform, career development workshops, campus-wide events, career assessments, and a career resource library. The Center for Career Development's individual services include resume and cover letter review; personal statement review; interview preparation; LinkedIn profile review; job and graduate school search guidance; experiential learning planning; professional networking advice; and opportunities and advising for career and major exploration. Students are encouraged to approach their career development with a liberal arts mindset, assisted by faculty and staff members.

Detailed information regarding the services and resources provided by the Center for Career Development can be found on the Wesleyan College website and the Wesleyan Portal.

## **CENTER FOR LEADERSHIP AND INVOLVEMENT**

**Director of Student Engagement:** Kara Sowell

**Location:** Olive Swann Porter, 202

**Email:** [ksowell@wesleyancollege.edu](mailto:ksowell@wesleyancollege.edu)

**Phone:** 478-757-5164

**Student Activities Coordinator:** Maggie O'Kelley

**Location:** Olive Swann Porter, 1st Floor Leadership Suites, G33

**Email:** [mokelley@wesleyancollege.edu](mailto:mokelley@wesleyancollege.edu)

**Phone:** 478-757-3714

The Center for Leadership and Involvement (CLI) strives to enhance the student experience through active and diverse engagement opportunities in the Wesleyan community. The CLI supports the mission of the College by overseeing functional areas that contribute to the student experience including, but not limited to, campus involvement programs, Student Government Association, and leadership development opportunities.

### **Student Involvement & Activities**

The Center for Leadership and Involvement works with the Division of Student Affairs to promote all major student activities to the campus community. Many student programs and events are developed by student groups and organizations. The CLI serves as a resource for these groups, advising them regarding all regulations and procedures as stated in the Student Organization Manual and supporting their development, training, and funding. This includes assisting students with the conception of new organizations, writing and updating constitutions, receiving funding and materials for their events, training, and more.

### **Student Government Association**

The Student Government Association (SGA) is the student body's representation before administrators, faculty, the Board of Trustees, and alumni. All members of SGA are elected by their peers each year. In addition to tackling policy issues that matter to Wesleyan students, SGA approves new student organizations, funds student organizations' events, addresses student concerns, and hosts programs and workshops to benefit the campus community. For more information or questions about SGA, email [sga@wesleyancollege.edu](mailto:sga@wesleyancollege.edu).

### **Orientation and First-Year and Transfer Student Experience**

The first year and transfer experience at Wesleyan College is designed to assist new students in the transition to Wesleyan College and help students have a successful first-year. In collaboration with the Academic Resource Center, new students will have access to academic success resources including workshops, tutoring and mentorship, so all students will receive a student-centered academically challenging and relevant liberal arts education.

The first year and transfer experience goal at Wesleyan College is to motivate and inspire new students to reach their full academic potential while transitioning and enjoying the college experience. Students will get connected to all the services available to them on campus, in addition to social programming and peer mentoring to support student success.

### **CEO LEADERSHIP INSTITUTE**

**Executive Director:** Alexis Gregg

**Location:** Murphey Art 105B

**Email:** [agregg@wesleyancollege.edu](mailto:agregg@wesleyancollege.edu)

**Phone:** 478-757-5196

**Program Manager:** Jalaina LaGree

**Location:** Leadership Lab

**Email:** [jlagree@wesleyancollege.edu](mailto:jlagree@wesleyancollege.edu)

The CEO Leadership Institute is a mentorship based leadership program that provides direct, hands-on leadership development opportunities for undergraduate students in collaboration with a series of on-campus and off-campus partners. Students in the CEO will receive a peer mentor, faculty mentor, alumnae mentor, and industry mentor to guide them on their journey. Students in CEO often serve as Orientation Leaders, Student Government Association executives, Servant Leaders, Resident Advisors and in other leadership positions around campus.

### **COMPUTER AND TECHNOLOGY SUPPORT**

**Director:** Jan Tedders

**Location:** Olive Swann Porter, 307

**Email:** [helpdesk@wesleyancollege.edu](mailto:helpdesk@wesleyancollege.edu)

**Phone:** 478-757-5239

Computer and Technology support can be obtained in the residence halls by contacting the Information Technology Assistant (ITA) assigned to your area. For non-residential students, you can obtain support by entering a help desk ticket at <http://helpdesk.wesleyancollege.edu> using your portal account and password. If you are unable to access the portal, you may call and leave a message at the Computer Helpdesk at 478-757-5239. Someone from the Computer and Information Resources department will contact you.

### **COUNSELING SERVICES**

**Counselor:** Myrana Craig, LPC

**Location:** Olive Swann Porter, 301

**Email:** [mcraig@wesleyancollege.edu](mailto:mcraig@wesleyancollege.edu)

**Appointments:** <https://myrana-craig-counseling.youcanbook.me/>

**Phone:** 478-757- 4024

**Lifeline:** 478-741-1355 24-hour Crisis Line

**Uwill Telehealth:** [www.uwill.com](http://www.uwill.com)

Student Counseling Services (SCS) provides a safe, nonjudgmental, and encouraging atmosphere for all students. Your mental health and well-being are important to your academic, personal and professional development. We provide confidential short-term therapy that is goal driven and focused on immediate needs. We are committed to inclusion and diversity recognizing that race, culture, class, religion, ability, sex, gender, and other identities impact our mental and emotional health.

Appointments may be made via <https://myrana-craig-counseling.youcanbook.me/>\*. In addition, Lifeline (478-741-1355) is an anonymous counseling service accessible 24 hours a day, 7 days a week. Students in need of long-term support will be referred to an appropriate health care provider.

All students have free access to 24/7 on-demand crisis counseling and counseling sessions with a licensed counselor through our Uwill telehealth program. Students should call 833-646-1526 to access a crisis counselor in an urgent situation. Registering in advance is recommended: [app.uwill.com/register](http://app.uwill.com/register)

\*To request an accessible location to meet with Ms. Craig please email her.

### **DISABILITY & ADVOCACY SERVICES**

**Assistant Dean for Student Support, Health and Wellness:** Jill Amos

**Location:** Olive Swann Porter, 205

**Email:** [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu)

**Phone:** 478-757-3800

Wesleyan College is committed to equal education and full participation for all students. The Office of Disability and Advocacy Services (ODAS) is committed to supporting students with disabilities. The ODAS oversees the implementation of disability related programs and services.

If a student with a disability wishes to receive an accommodation, it is the responsibility of the student to inform the ODAS and request an accommodation by completing the [Disability Services Request Form](#). The student must provide current documentation from a qualified licensed professional as soon as possible, and prior to when accommodations are desired. The documentation should include the specific diagnosis attributing to the disability, how the diagnosis was determined, and the effects the disability will have on the student's collegiate life. Students may request a *Wesleyan College Disability Services Verification Form* on which a licensed professional can provide this information. The on campus counselor and nurse practitioner are not authorized to provide disability documentation through the scope of their work as compensated by the College.

If the submitted documentation meets the requirements, the ODAS will approve reasonable accommodations and notify the student of this approval. If the documentation does not meet the requirements, the ODAS will inform the student that additional information or contact with the medical professional is required. Once approval of the accommodation request has been obtained from the ODAS, the student and faculty member will be emailed an Accommodation Contract via Adobe signature. Once accommodations are sent to professors and students for the semester, the student will communicate with the appropriate staff or faculty member to determine how accommodations will be administered. Once the Contract has been signed by both parties and the student discusses the details with the faculty member, it will be in effect.

Accommodations that decrease the integrity of a course or program or cause an undue burden will not be approved. Accommodations will not be granted retroactively. Accommodations will be determined on an individual basis according to specific student needs. To continue to be considered for academic accommodations, a student must request services each semester. Other accommodation requests must be made annually.

All decisions regarding a request for reasonable accommodations will be communicated to the student in writing. If the request for an accommodation is denied, the student has the right to appeal that decision. A student who feels as though they have been denied a reasonable accommodation or is dissatisfied with the determination that they are not eligible as an otherwise qualified individual with a disability, may appeal in writing within five (5) working days of notification of the denial to the Chief Diversity Officer who will serve as the Chair of the ADA Appeals committee.

## **EQUESTRIAN CENTER**

**Head Coach:** Alex Arute-Kacheris

**Location:** Nancy Ellis Knox Equestrian Center - Athletic Complex

**Email:** [aarutekacheris@wesleyancollege.edu](mailto:aarutekacheris@wesleyancollege.edu)

**Phone:** 478-757-5111

Wesleyan College Nancy Ellis Knox Equestrian Center is located on the campus in the Athletic Complex. The center can stable up to 21 horses, owned by the college for use by the equestrian team, HPE Fundamentals of Riding classes and lessons. Stalls may be available for students who wish to board their own horses. The equestrian program offers instruction in hunter seat equitation, dressage and western horsemanship. The Equestrian Team competes in intercollegiate competitions: IHSA for Hunter Seat Equitation on the Flat and Over Fences, as well as Western Horsemanship, and IDA for Dressage. Wesleyan hosts and students participate in several local schooling shows each year. Tack is provided for use on the school horses. Beginner through Advanced riders are welcome to ride at Wesleyan Equestrian. The Equestrian Center is also the location for EAT Classes, Equine Assisted Therapy minor.

## **EQUITY AND INCLUSION**

**Chief Diversity Officer:** Katina Cabiness

**Location:** Tate, 2nd Floor, 132

**Email:** [kcabiness@wesleyancollege.edu](mailto:kcabiness@wesleyancollege.edu)

**Phone:** (478) 757-2450

The Chief Diversity Officer (CDO) leads the campus in developing and implementing diversity, equity and inclusion (DEI) policies and strategies in support of the mission and strategic plan of the College. The CDO is Wesleyan's Dean for Equity and Inclusion, a member of the President's Executive Leadership Team, and the Director of the Lane Center for Social and Racial Equity. This Office is responsible for the oversight, implementation, and management of the College's policies, procedures, investigations, resolution, and compliance efforts concerning reports of discrimination, sexual misconduct, gender and

interpersonal harassment and violence, and retaliation. The Office of Equity and Inclusion provides DEI workshops and training, advocacy, and support for community members and offers learning opportunities to increase awareness and self and social responsibility.

## **FAITH AND SERVICE**

**Chaplain and Coordinator for Faith & Service:** Rev. Rachel Paul Hartman

**Location:** Olive Swann Porter, 1st Floor Leadership Suites, G25

**Email:** [rpaulhartman@wesleyancollege.edu](mailto:rpaulhartman@wesleyancollege.edu)

**Phone:** 478-757-5180

Wesleyan College is an institution that is affiliated with the United Methodist Church; however, our students, faculty and staff represent many faith-based communities across a spectrum of denominations, religious and spiritual traditions, and worldviews. Faith & Service works to provide opportunities for students to learn from one another through interfaith dialogue and cooperatively working together for the common good through service opportunities, volunteerism, and community engagement.

## **FINANCIAL AID**

**Director:** Jayme Hitchcock

**Senior Financial Aid Counselor:** Laura Feltman

**Financial Aid Counselor II:** Mary Marquez

**Location:** Tate Hall, 2nd Floor, 114

**Email:** [financialaid@wesleyancollege.edu](mailto:financialaid@wesleyancollege.edu)

**Phone:** 478-757-5205

**Text:** 478-209-2866

**Appointments:** can be scheduled via [Financial Aid Contact Form \(WesPortal > WesNet > Financial Aid > Financial Aid Office Contact Information\)](#)

The Financial Aid Office provides federal, state, institutional, and outside aid awards to qualified students by facilitating application and awarding processes. Financial Aid staff are available to answer questions by email, phone, or in the office.

## **FOOD SERVICE (METZ CULINARY)**

**Location:** Anderson Dining Hall and Hurdle Café, Olive Swann Porter

**Email:** [metz@wesleyancollege.edu](mailto:metz@wesleyancollege.edu)

**Website:** <https://www.wesleyancollegemetz.com/>

**Phone:** 478-757-5270

**Hours of Operation:**

Monday-Thursday – 7:30am-1:30pm and 5:00pm-7:00pm

Friday – 7:30am-1:30pm and 5:00pm-6:00pm

Saturday & Sunday – 11:00am-1:30pm and 5:00pm-6:00pm

Metz Culinary operates food service at Wesleyan College; a full-time manager is in charge of preparing and serving 19 meals per week. Residential students are required to be on one of two meal plans, based on their housing assignment. Commuters are invited to purchase meal plans with a block of 10 meals. In the case of special needs or medically prescribed diets, the student should request accommodations through the Office of Disability Services. Wesleyan College endeavors to maintain a high quality of food service; therefore, we have in place several regulations.

- ❖ Students must show Wesleyan College ID to enter the dining hall.
- ❖ Patrons may eat all they want while dining in the dining hall; however, no food should be taken out of the dining area. Exceptions: ice cream, a cookie, one piece of whole fruit or items designated as specific “take out” items.
- ❖ No college owned utensils, plates, glasses, or other items may be taken from the dining hall.
- ❖ Beverages may be taken out in paper or plastic containers.
- ❖ No patron is to allow a non-paying person to enter the dining hall. Individual guests may purchase meals and are welcome to enjoy services offered in the dining hall.
- ❖ All students should enter and exit Anderson Dining Hall through the Hurdle Cafe door.

## **HEALTH SERVICES**

**Nurse Practitioner:** Kristen Hallett, FNP-C

**Location:** Olive Swann Porter, 1<sup>st</sup> Floor, turn left at Lobby stairs landing

**Email:** [healthservices@wesleyancollege.edu](mailto:healthservices@wesleyancollege.edu)

**Appointments:** <https://wesleyancollegehealthservices.youcanbook.me/>

**Phone:** 478- 757- 4025

**Nurse Practitioner Hours:** Mondays and Thursdays, 8:30AM - 4:30PM; Friday: 8:30AM - 1:00PM (subject to change)

**Physician Hours:** Dr. Jennifer M. Duke, M.D. visits monthly on designated dates, only by appointment in Health Services.

The nurse practitioner has designated clinic and office hours during the academic year. A physician is available once a month by appointment only during the academic year. Health services are not offered during the summer.

The Health Services staff provide treatment of common illnesses and minor injuries, yearly physical examinations, diagnostic testing, medications, medical supplies, and health education. Students may be referred off-campus for additional diagnostic testing or physician evaluation. Students with appointments will have priority. Walk-ins will be seen, time permitting. The Nurse Practitioner may not serve as a qualified health professional for disability paperwork, per the scope of her services.

When Health Services is closed, telehealth medical treatment is available through **Uwill**. Uwill provides students free access to physicians and therapists. All doctors are board certified and the therapists are licensed. To register, visit [www.uwill.com](http://www.uwill.com). This service is available 24 hours/day, 7 days/week, 365 days/year, and the average wait time to see a physician is 10 minutes. On-demand crisis counseling is available 24/7; call 1-833-646-1526 to connect with a crisis counselor or to ask questions about services. In the case of a life-threatening emergency, students should call 911 first and then Campus Safety at 478-960-7969. Students will be responsible for the cost of all off-campus services not covered by their insurance.

All new students must provide the required health forms, including: documentation of required immunizations or verification of immunity, a skin (PPD) or blood tuberculosis test done within 6 months prior to college enrollment (any student with a positive tuberculosis test must have a doctor's report of a negative chest x-ray), and documentation of a physical examination, done within 12 months prior to college enrollment, in addition to a Health History form and Meningitis acknowledgement form. All of the required medical documents must be received before access is given to the residence halls and classes.

Full-time day students and all residential students are required to submit an online insurance form each academic year from June to August (see the section "Notification of Insurance Requirement" on the Student tab of Wesportal each year for full instructions). Students are required to maintain adequate health insurance for the entire academic enrollment, starting no later than August 1 or January 1, depending on the term of admission. The health insurance policy must include coverage for accidental injury and hospitalization, be accepted by providers in Macon, Georgia, and cover required vaccines, prescription medication, and routine preventative care. The annual online insurance form provides the option to "waive" the student insurance by submitting proof of comparable active health insurance, or to "opt in" to accept the student health insurance plan (SHIP) provided by Wesleyan College by August 1 preferably, or by the final deadline, which is the "Drop/Add" date during the first week of classes each academic term. Students who do not obtain an approved waiver before the final deadline must pay the thereafter non-refundable health insurance annual premium. The premium appears in the "Charges" column of each student's account; after an approved "waive" form is recorded (1-2 business days), a waiver credit will appear in the "Credits" column of the student account.

## **INTERNATIONAL STUDENT SERVICES**

**Senior Director of International Admission and Student Engagement:** Yasmin Pineda

**Location:** Huckabee Hall

**Email:** [ypineda@wesleyancollege.edu](mailto:ypineda@wesleyancollege.edu)

**Phone:** 478-757-3999

**Director of International Programs:** Helena Xia

**Location:** Huckabee Hall

**Email:** [hxia@wesleyancollege.edu](mailto:hxia@wesleyancollege.edu)

**Phone:** 478-757-4023

The International Student Office provides international students with F-1 and J-1 visa guidelines, plan and implement international student arrivals, orientations, workshops as well as advise international student club and oversee implementation of international programming and events and cultural exchanges to foster understanding across different cultures. The office also serves Wesleyan's international student population by providing documentation, organizing different cultural transition programs, activities, shuttles, and other support services to help international students adjust to their new life at Wesleyan, ensuring they have a positive and enriching experience.

## **MATHEWS ATHLETIC CENTER (MAC)/ Wolves Den**

**MAC (follow entrance 5 to end):** Pickleball, Tennis, Aerobics/Dance Studio, Yoga, Cycling, and Strength Training Classes

**Wolves' Den (Porter Gymnasium):** Fitness Center for Students, Faculty, and Staff

**Phone:** 478- 757- 5216



**Wolves Den Hours:** 6am – 10pm every day\*

\*Hours are subject to change

The Wolves Den in Porter Gymnasium serves students, faculty, and staff. The Wolves Den offers cardio equipment, treadmills, elliptical machines, and stationary bikes.

The schedule of classes changes regularly to meet the needs of students and is posted on the college website.

## OFFICE ON VIOLENCE AGAINST WOMEN

**Coordinator:** Lou Matthews

**Location:** Olive Swann Porter, 1st Floor, G29

**Email:** [lmattews@wesleyancollege.edu](mailto:lmattews@wesleyancollege.edu)

**Phone:** 478-757- 3765

The Wesleyan Office on Violence Against Women (OVW) utilizes grant funding to improve prevention and response to domestic violence, dating violence, sexual assault, and stalking through bystander intervention programming, trauma-informed training for faculty, staff, and campus safety, and integration of victim services provider Crisis Line and Safe House.

## PROVOST'S OFFICE

**Provost:** Melody Blake

**Assistant to the Provost:** Stephanie Gaither

**Location:** Tate Hall, 2nd Floor, 122

**Email:** [Provost@wesleyancollege.edu](mailto:Provost@wesleyancollege.edu)

**Phone:** 478-757-5228

The Provost Office is available to help students navigate questions about academic appeals or concerns, information about faculty and courses, and academic related issues. The office also coordinates academic celebrations and honors events.

## REGISTRAR'S OFFICE

**Registrar:** Candice Cagle

**Location:** Tate Hall, 2nd Floor, 120

**Phone:** 478-757-5217

**Email:** [registrar@wesleyancollege.edu](mailto:registrar@wesleyancollege.edu)

**Appointments:** <https://ccagle1.youcanbook.me/>

The Registrar's Office upholds the College's academic policies and procedures. The Registrar's Office manages the following: course registration, institutional research, transcript records, enrollment verification, transfer credit analysis, certification of graduation/degree completion, maintains permanent academic records, publishes the College Catalog.

- ❖ Students can track progress towards degree completion by visiting: [wesleyancollege.edu/mydegree](http://wesleyancollege.edu/mydegree)
- ❖ Order a transcript from this site: [wesleyancollege.edu/transcript](http://wesleyancollege.edu/transcript)
- ❖ The College Catalog can be viewed at: <https://catalog.wesleyancollege.edu>
- ❖ The Academic Calendar can be viewed at: [www.wesleyancollege.edu](http://www.wesleyancollege.edu) > Programs & Academics > Academic Calendar
- ❖ Forms and information can be found on: WesPortal > Student tab > Registrar Office Forms
- ❖ Book portal, schedules, and grades can be viewed at: WesPortal > Student tab
- ❖ Advising information can be found on WesPortal > Advising

## Senior Graduation Audit

During the senior year, every degree-seeking undergraduate student must schedule a graduation audit meeting with the Assistant Registrar of the College to review remaining degree requirements. Students may not register for the last semester of the senior year without having a graduation audit meeting. This meeting will ensure that the student, advisor, and Registrar are aware of all remaining degree requirements and that there are no unfortunate last-minute surprises before graduation.

## RESIDENCE LIFE

**Assistant Dean and Director for Residence Life:** Dr. Christian Wells

**Residence Life Administrative Coordinator:** Diana Long

**Location:** Olive Swann Porter, 1st Floor

**Email:** [residencelife@wesleyancollege.edu](mailto:residencelife@wesleyancollege.edu)

**Phone:** 478-757-5215

The Department of Residence Life at Wesleyan College has established a co-curricular environment that complements the academic program. Living on campus provides students with valuable learning opportunities outside of the classroom. Wesleyan is committed to making the time students reside on campus a significant part of their overall educational experience.

Wesleyan College is a residential campus, which means all full-time undergraduate day students are required to live on campus during their enrollment (see Residency Policy for exceptions). A variety of student-housing options are available in our residence hall and apartment facilities that prove to be comfortable and accommodating. There are four traditional residence hall communities with suite-style bathrooms. The first year residence hall is a newly renovated building with community style bathrooms. In the residence halls, rooms are equipped for double occupancy. Our apartment communities offer private rooms and private baths in an apartment style setting.

The Residence Life staff is composed of various staff members available to meet student needs. There is at least one Resident Advisor (RA) in each residence hall or apartment building. RAs are undergraduate Wesleyan College students who are trained to meet the various needs of students. Full-time professional staff members are also available to students. Please refer to the Residence Life Policies section for residential services and policies.

### **SECTION 504 Coordinator**

**Coordinator:** Katina Cabiness

**Location:** Tate, 2nd Floor, 132

**Phone:** 478-757-2450

**Email:** [kcabiness@wesleyancollege.edu](mailto:kcabiness@wesleyancollege.edu)

The Section 504 Coordinator handles any incoming grievances, and is responsible for preventing discrimination against students based on disability and ensuring compliance regarding appeals with Section 504.

### **TITLE IX COORDINATOR**

**Coordinator:** Jill Amos

**Location:** Olive Swan Porter, 204

**Phone:** 478-757-3800

**Email:** [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu)

The Title IX Coordinator is responsible for Title IX issues related to discrimination, coordinating any necessary investigations of complaints received pursuant to Title IX as well as implementing regulations.

### **STUDENT AFFAIRS**

**Dean of Students:** Dr. Carrie Ingoldsby

**Assistant Dean of Students for Student Health and Wellness:** Jill Amos

**Assistant Dean and Director of Residence Life:** Dr. Christian Wells

**Director of Student Engagement:** Kara Sowell

**Program Coordinator:** Theresa Abercrombie

**Location:** Olive Swan Porter, 2<sup>nd</sup> floor (Main Level)

**Phone:** 478-757-5214

**Email:** [saffairs@wesleyancollege.edu](mailto:saffairs@wesleyancollege.edu)

Student Affairs encompasses several departments that support you in your college life: Center for Career Development (CCD), Center for Leadership and Involvement (CLI), Office for Disability and Advocacy Services (ODAS), First Year Experience, Health Services, International Student Services, Mathews Athletic Center, Wolves Den, Office of Violence Against Women, Residence Life, Section 504 and Title IX. Each office works to provide students with intentional opportunities for growth and development within an atmosphere of true community united by integrity, equity and respect. Student Affairs strives to instill in each student a longing for and commitment to true community in life and in the world. You will be encouraged to reach your true potential as an active member of the Wesleyan community.

The Student Affairs office in Olive Swan Porter issues Wesleyan College ID cards, electronic entry key badges, and vehicle registration decals. Initial issue of student ID and entry key badge are free, but replacements do have associated fees of \$10 for ID and \$5 for key badge, which are payable on Wesportal's "Forms" tab. There is no fee for additional parking decals. Forms for ordering an ID, parking decal, or electronic key badge can be found on WesPortal > WesNet > "Forms" or you can visit Student Affairs directly. If you cannot find your ID, then on Wesportal, you may click "Wesleyan Info" to view your ID card and use the barcode to scan for your dining hall meals, convocations, or Library items. Photos may be updated with your webcam or camera, but we will only print your ID with that photo if it meets the established criteria; otherwise, we will need to

take a new photo in Student Affairs before printing your ID. A tutorial on how to take a photo suitable for the Wesleyan ID card is on the website, [here](#).

## **WILLET LIBRARY**

**Director:** Kristi Peavy

**Location:** Willet Library, 2nd floor

**Phone:** 478-757- 5200

**Email:** [wlibrary@wesleyancollege.edu](mailto:wlibrary@wesleyancollege.edu)

**Reserve a Room:** <https://wesleyancollege.libcal.com/>

**Hours:** Students may access the 1<sup>st</sup> and 2<sup>nd</sup> floors of the library 24 hours with badge access

**Hours to for access to the 3<sup>rd</sup> floor and librarian assistance include:**

Monday-Thursday: 8:00 am-10:00 pm

Friday: 8:00 am – 5:00 pm

Sunday: To Be Determined

The Lucy Lester Willet Memorial Library offers a variety of services to support student research and the college curriculum. The library provides extensive electronic and print resources, including more than 100 databases supporting a full range of curricular programs. Many of these are available through GALILEO. Students can access library collections of other academic libraries in the state, in addition to being able to borrow materials from libraries nationally via interlibrary loan. Professional librarians offer reference and research assistance, workshops and other learning opportunities designed to foster information-literacy skills for academic success and life-long learning.

The Willet Library is home to the Center for Career Development (CCD) and the Academic Resource Center (ARC).



## CHAPTER THREE- COLLEGE POLICIES AND PROCEDURES

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## **ACADEMIC RECOVERY**

Each student's cumulative GPA will be reviewed by the College at the end of each semester. Any student whose cumulative GPA falls below the 2.0 GPA required for good academic standing will be placed on academic recovery for the following semester. Students placed on academic recovery will be notified by the Provost's Office.

Students on academic recovery will have one semester to raise their cumulative GPAs to 2.0 or above. A staff learning specialist from the Academic Resource Center (ARC) will help each student on academic recovery identify barriers to their academic success and develop an academic recovery plan to address those barriers. The learning specialist will meet with each academic recovery student regularly throughout the semester to provide ongoing support and guidance for the academic recovery plan.

Student Affairs supports both the academic endeavors of every student on campus and the academic mission of Wesleyan College. Students on academic recovery should prioritize their school work first, before any other obligation. Students on academic recovery are not permitted to hold an officer position on any campus board or organization, participate in STUNT, or serve as a representative of the College. Exceptions may be made by the Provost.

Students who do not raise their cumulative GPA to 2.0 or above after the academic recovery semester will be excluded from the College for one semester, with an opportunity to appeal. For more information, please see the [Academic Exclusion/Dismissal Policy in the College Catalogue](#).

## **ALCOHOL POLICY**

Wesleyan College seeks to ensure that any alcohol consumption that occurs on campus or at college-sponsored events is undertaken in an atmosphere that promotes social and legal responsibility following all federal, state and local laws. The goal of this policy and all Wesleyan policies is to insure that our students are provided with the tools and guidelines needed to become sound decision makers, responsible citizens, and key contributors to Wesleyan College and beyond. Because of the devastating effects of alcohol and drug abuse on the individual student including assault behaviors, alcohol poisoning, vulnerability to sexual assault, academic failure, injury, and even death, Wesleyan College is very serious about enforcement of its alcohol policy.

Students who choose to use alcohol are responsible for their own behavior and any use of alcohol that is associated with behavior that is disruptive to the community will be considered a more serious violation of the alcohol policy. Disruption includes requiring assistance from others due to excessive intoxication or behavior which is disruptive to the peace through noise or other nuisance behavior. Any behavior connected with the use of alcohol which compromises the safety of self or others through violence, harassment or the use of a vehicle under the influence will be seen as the most serious alcohol policy violation.

A student found in violation of the Alcohol Policy may be subject to disciplinary action through the Wesleyan College conduct process. Any egregious or repeated offenses may be referred directly to the Dean of Students office and subject to disciplinary actions and penalties up to and including expulsion from the college and referral to the appropriate federal, state or local authorities for prosecution.

For information on the short-term and long-term health risks of alcohol use visit the [CDC Website for Public Health](#). For treatment options see [Appendix D: Drug and Alcohol Counseling, Treatment and Rehabilitation Resources](#).

### **GENERAL PROVISIONS**

- ❖ Consistent with Georgia law, only those Wesleyan students and their guests who are 21 years of age or older are permitted to consume alcohol on the Wesleyan campus or at Wesleyan sponsored events.

- ❖ Any person purchasing, possessing or consuming alcohol on Wesleyan's campus and at college-sponsored events at which alcohol consumption is permitted must comply with applicable Georgia laws and Wesleyan College policies.
- ❖ Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited.
- ❖ Students must uphold the Honor Code at all times and are responsible for guests and guest behavior at all times.
- ❖ Disorderly conduct, reckless behavior, or any other disruption or disturbance to campus life due to intoxication is a violation of the College policy.
- ❖ Students may not drink alcoholic beverages in any area of the campus except in designated areas and during approved college sponsored events.
- ❖ Those who choose to consume alcohol must use it in a responsible manner that will not interfere with the rights of others or be detrimental to themselves, those around them, or Wesleyan as a whole.

#### **ON/OFF CAMPUS EVENT POLICIES**

- ❖ In order for alcohol consumption at an event, either on or off campus, to be officially sanctioned by the College, an event registration form must be completed by the president of the organization desiring to have alcohol and submitted to the Director of Student Engagement no later than two months prior to the date of the scheduled event for approval. Requests will be reviewed within one week of submission.
- ❖ Alcoholic beverages may only be served to students of legal age.
- ❖ Nonalcoholic beverages and food must be served at all events at which alcohol consumption is permitted.

**ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS** The possession and consumption of alcohol in the Wesleyan College Residence Halls is permitted only per policy described in [Chapter Four: Residence Life Policies and Procedures](#).

See complete [Alcohol on Campus Policy](#) on WesPortal.

#### **BICYCLES**

Bicycle owners must store their bicycles at approved bicycle racks only and are encouraged to use a lock at all times. Bikes may not be stored in the stairwells, hallways, offices, or lounges, as this is a fire hazard. Additionally, bikes may not be chained to light poles, buildings, or porch railings. Any bikes found not appropriately chained to a bike rack will be removed. Bicycle owners may leave their bike chained to a bicycle rack during the fall, winter and spring breaks; however, bicycle owners who are not enrolled/working for the college during the summer break must remove their bicycle from campus at the conclusion of the spring semester. Bikes remaining on campus at the conclusion of the spring semester (regardless of location) will be removed and donated. Wesleyan College is not responsible for the damage, theft, or misplacement of bicycles stored on campus.

#### **CAMPUS ACCESS**

The main entrance and exit on Forsyth Road is open 24 hours a day. All other gates are opened daily by 6AM and locked at 9PM unless there is an event on campus. Campus Safety is responsible for the operation of all gates and will publish the schedule at the beginning of each semester.

#### **CHALKING POLICY**

Given the historic nature of the college and its facilities, chalking is not permitted in any location other than around the residential buildings and quad area. The Student Affairs Staff is happy to work with students, college clubs, and organizations to identify ways to publicize events and make announcements. No chalking is permitted on covered areas, or stairs, or building entrances.

#### **COMPLAINT PROCESS**

Wesleyan College and its employees make every effort to serve students courteously and efficiently, including acting in accordance with College policies and state and federal laws. Wesleyan strives to continuously improve our student services and welcomes input regarding our policies and procedures. Individuals wishing to resolve a concern about a campus policy or the conduct of a College employee can bring a complaint, a written notice of concern to the attention of the appropriate faculty, staff, or administrator at any time.

Before filing a formal student complaint, students are encouraged to attempt to resolve the issue with the faculty or staff member of the area or department involved. The College addresses all written student complaints in a fair, professional, and timely manner and in accordance with established procedures. Wesleyan College makes every effort to resolve student complaints internally, using policies and procedures outlined in the current Catalog and Student Handbook.

For details and outline of filing a complaint, see the [Student Complaint Policy](#) posted on WesPortal > WesNet > Policies.

Students may find the [General Academic Complaint Form](#) and [General Complaint Form](#) posted on WesPortal > Student Tab > Important Documents or at [General Reporting and Appeals Information \(wesleyancollege.edu\)](http://wesleyancollege.edu).

## CONDUCT TOWARD COLLEGE OFFICIALS

Students must be respectful to College faculty, staff, and other officials at all times. Abusive language or intimidating behavior of any kind will not be tolerated. Students may be subject to, but not limited to, a sanction that may include removal from the College or residence halls with no refund of fees and full payment of tuition, room and board required. Students who feel that they have been treated inappropriately by a faculty or staff member may report such incidents according to the [Complaint Process](#) described above.

## CONVOCATIONS

The Wesleyan Convocation Series contributes to a strong academic atmosphere for students, faculty, and staff by bringing to the campus outstanding scholars and performers in varied areas and providing opportunities for meaningful community service. In addition to providing enrichment beyond classroom experiences, the Convocations also serve the purpose of providing a time for the entire campus community to meet together. The Convocation Series will support the mission of the college.

For information on convocation criteria, procedures, or requirements, see the [College Catalog](#).

## DAMAGE AND DESTRUCTION OF PROPERTY

The college reserves the right to bill any currently or previously enrolled student for damage or destruction of college property. The student will be billed for the actual cost of repair or replacement and labor. Any student who takes part in or has knowledge of damage or destruction of college property should self-report to the Dean of Students Office who, depending on the value of the item/area in question, may refer the student to the Wesleyan College conduct process for adjudication.

## DRUG POLICY

The illegal use or possession of any stimulant, depressant, narcotic, hallucinogen, illegal substances or similar agents or prescription drugs not prescribed specifically to that individual is strictly prohibited on the Wesleyan College campus or as part of any college sponsored activity. The production, selling, bartering, exchanging, or giving away of any drug is also prohibited. State, federal, and laws also govern the use of drugs. When off campus, students are responsible at all times for complying with state, federal and local laws governing possession and use of drugs. Suspicion of drug use including the smell or evidence of use will be considered a violation of the drug policy. This includes smells permeating through residence halls and community areas or on an individual.

The College has a no tolerance policy regarding the possession and use of illicit drugs or prescription drugs not prescribed for that student's use. A student found in violation of the Drug Policy will be subject to serious disciplinary action. Any egregious or repeated offenses may be referred directly to the Dean of Students Office and subject to disciplinary actions and penalties up to and including expulsion from the college and referral to the appropriate federal, state or local authorities for prosecution.

Many misused drugs can alter a person's thinking and judgment, leading to health risks, including addiction, drugged driving, infectious disease and adverse effects on pregnancy (NIH, 2019). Information on commonly used drugs with the potential for misuse or addiction can be found on the [NIH website](#). For treatment options see [Appendix D: Drug and Alcohol Counseling, Treatment and Rehabilitation Resources](#).

Individuals with criminal drug convictions may be subject to limited eligibility, penalties or disqualification for federal student aid. For more information visit <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions>.

## E-MAIL

Email is the official mode of College communication. Students are expected to check their official @wesleyancollege.edu email account daily for important messages. Students must take responsibility for all electronic communication distributed via email. Failure to check an @wesleyancollege.edu email account or failure to read an electronic message distributed via email are not tolerated as excuses for missed information. All Wesleyan students are required to be a member of the "WesStudents" electronic distribution group administered via campus email. Students may elect to join additional groups as they desire (i.e. StudentNews, Internships, etc.) but they may not be removed from "WesStudents." See the "[WesStudents Email List Policy](#)" on Wesportal for additional information.

Moderation of StudentNews Group

❖ Acceptable messages to be sent over StudentNews include notifications of campus activities, programs and events, and

important information for the good of the community.

- ❖ Unacceptable messages to be sent over StudentNews include e-mails that do not relate directly to campus events or activities, personal postings to include but not limited to personal messages, political views, sale of items, lost items, congratulatory e mail chains, etc. The Wesleyan College Bulletin Board Facebook group should be used for lost items, sale items, ridesharing, etc.
- ❖ Messages that do not concern all students should be sent to targeted groups, such as residential students, graduating seniors, international students, etc.
- ❖ No more than two e-mails regarding a single event may be sent, and messages regarding a single event may only be sent once per day.

If you are sending an event flyer/image in your email, you must also include the text from the image within the body of the message as students with visual accommodations cannot access the content.

All day program students may join the StudentNews Email Group via [Wesleyan College Google Groups](#) > All Groups > Student News > join. Students may remove themselves at any time, however it is highly recommended to remain on the listserv in order to get information about activities, programs and events at Wesleyan College.

## EMERGENCY PROCEDURES

During an emergency, immediate and appropriate action is required of every member of the Wesleyan Community in order to prevent harm to others and ourselves. To ensure that an effective response occurs, everyone on campus will need to be familiar with the emergency procedures as posted in the [Emergency Management Plan](#).

Being familiar with these procedures before an emergency occurs will greatly enhance your safety during a crisis by ensuring your appropriate and rapid response. Such an automatic response by the Wesleyan Community will allow emergency personnel to respond directly to the crisis at hand, possibly resolving it more quickly and effectively than would otherwise be possible.

To make our campus a more secure location it is recommended that you keep your Wesleyan ID with you at all times. It is highly recommended that ALL members of the Wesleyan community sign up for the Wesleyan Alert system.

If a student is immobile and in a wheelchair on a floor that is inaccessible to the path of exit and cannot use the elevator due to a fire alarm, the student must locate themselves in the stairwell area. The stairwell area will become the area of rescue assistance for the student. The student should call Campus Safety at 478-960-7969 or 911 to give an exact location. Campus Safety or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine it is safe to override the rule against using elevators.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

See [Records and Privacy Policy](#).

## FREEDOM OF EXPRESSION

The free and open exchange of ideas is essential both to American democracy and an academic community. Therefore, Wesleyan College supports the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the College, the College fully respects and supports the freedom of all members of the Wesleyan College to discuss any problem that presents itself. While maximum latitude is provided for the expression and exploration of ideas, all individuals are forbidden from defacing College or personal property, physical intimidation or harassment, or disruption of ordinary campus activities, such as classes or work by employees. Therefore, the College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the College. Students must still uphold the Honor Code and Code of Conduct while expressing their right of Freedom of Expression. See full Freedom of Expression Policy [here](#).

## GRADE APPEAL PROCESS

See the College Catalog for the [Grade Appeal Process](#). Grade Appeals must be initiated within five working days after the Registrar's Office has posted grades for the term in which the course was taken. To file a grade appeal, complete the [Grade Appeal Form](#).

## HATE CRIMES

Wesleyan College is a hate crime-free campus. We, as a community, do not tolerate acts against another human being or our property.

A hate crime is considered an offense to a person or property, intimidating that person on the basis of race, color, national and ethnic origin, sexual orientation, age, religion, creed, disability, marital status, pregnancy, status with regard to public assistance, veteran status, citizenship status, sex, genetic information, gender identity, gender expression or other status protected by state or federal law.

Hate crimes can occur in, but are not limited to, any of the following ways:

- ❖ Intimidating or threatening behavior putting a person in fear of imminent physical harm (assault, threats to commit certain harm); or
- ❖ A physical attack (assault and battery, as well as other violent crimes such as murder, manslaughter, and rape); or
- ❖ Damage to property (arson, vandalism)

Should any member of our campus community experience any such action against themselves or others they should report the situation immediately to Campus Safety who will contact the appropriate resources. Students found responsible for a hate crime may be immediately suspended or expelled from the college with no refund of fees. The Dean of Students Office reserves the right to interim suspend any student during the Wesleyan College conduct process, which may be reversed following the completion of the process.

## HAZING POLICY

Hazing in any form, with respect to any college activity, is prohibited. Hazing means to subject a student to any activity which endangers or is likely to endanger the physical, mental or emotional health of the student or to produce mental or physical discomfort, fear or stressful situations, embarrassment, harassment, or ridicule, regardless of a student's willingness to participate in such activity. Hazing may include, but is not limited to the following, whether conducted on or off campus:

- ❖ the use of alcohol;
- ❖ paddling in any form;
- ❖ creation of excessive fatigue;
- ❖ physical or psychological shocks;
- ❖ quests;
- ❖ treasure hunts, scavenger hunts, road trips;
- ❖ wearing of apparel in public which is conspicuous and/or not normally in good taste;
- ❖ wearing full facial masks or completely covering the face with paint;
- ❖ pouring food or any substance on a student;
- ❖ spraying water on a student;
- ❖ tattooing or piercing the body;
- ❖ placing food or other items in students mouths and/or causing students to swallow or gag;
- ❖ engaging in public stunts and buffoonery;
- ❖ morally degrading or humiliating games and activities;
- ❖ any other similar or related activities which are not consistent with the policies and regulations of Wesleyan College.

Any student who engages in hazing will be reported to the proper authorities for criminal prosecution under Official Code of Georgia § 16-5-61, the violation of which shall be punished as a misdemeanor of a high and aggravated nature.

In addition, and notwithstanding any criminal prosecution, such students may be fined (minimum \$100), suspended, or expelled from the College by the Dean of Students with an appeal to the Provost. Other restrictions are at the discretion of the Dean of Students.

## HOVERBOARD POLICY

Due to fire and campus safety concerns, Wesleyan College prohibits the use and/or storage of self-balancing scooters, more popularly known as hoverboards. Hoverboards include self-balancing scooters, battery-operated scooters, and hands-free segways.

## ID CARDS AND BADGES

All Wesleyan College students are required to obtain and carry their ID card in order to take advantage of various campus services and for identification purposes. Your student ID, with its badge and barcode, is encoded with your student data. This data entitles you to enter your residence hall and other restricted-entry campus buildings, check out books from the library, access the dining hall, ride campus transportation, and cash a personal check in the Business Office.

***It is imperative that you carry your Wesleyan ID Card with you at all times.*** The Wesleyan College ID card is non-transferable. Any student who uses another persons' ID card or allows their ID card to be used by someone else is subject



to disciplinary action. Found or damaged Wesleyan ID cards should be returned immediately to the Student Affairs Office in OSP or Campus Safety. The cost for replacing a lost Wesleyan ID card is \$10.00 and the cost of replacing a lost key badge is \$5.00 and must be paid when the replacement card is issued. All lost or stolen ID cards must be promptly reported to the Office of Student Affairs. A student must comply when asked to produce a student ID card for identification purposes by a Campus Safety Officer or College Administrator. You may order a replacement ID card and/or key badge on [Wesportal](#) -> "Forms" tab -> Miscellaneous Forms -> Replace ID or Key Badge, whereupon, you will pay online and specify your preferred delivery for your replacement item(s). If you cannot find your ID, then on Wesportal, you may click "Wesleyan Info" to view your ID card and use the barcode to scan for your dining hall meals, convocations, or Library items. Photos may be updated with your webcam or camera, but we will only print your ID with that photo if it meets the established criteria; otherwise, we will need to take a new photo in Student Affairs before printing your ID. A tutorial on how to take a photo suitable for the Wesleyan ID card is on the website, [here](#).

## INSURANCE

### MEDICAL INSURANCE

Full-time students and all residential students are required to have verification of adequate health insurance for the calendar year, starting August 1, and remain insured for the entire academic year. The health insurance policy must include coverage for accidental injury and hospitalization in Macon, Georgia, as well as coverage of required vaccines, prescription drug coverage, and routine preventative care.

- For students *with* active health insurance policies, a waiver verifying adequate health insurance must be completed annually before the designated due date.
- Students *without* existing health insurance may enroll in the college student health plan before the deadline.

Students who do not obtain an approved waiver before the deadline will be automatically enrolled and have the nonrefundable health insurance annual premium charged to their college account.

The Wesleyan College student health insurance policy is currently provided through United HealthCare Student Resources. [Full policy information and benefits can be found on the insurance landing page](#) and information is updated before each academic term under the header "Notification of Insurance Requirement" on the "Student" page of Wesportal.

### PROPERTY INSURANCE

The College is not an insurer of students' personal property. Students are encouraged to determine whether their parents' property insurance extends to students' personal effects while at Wesleyan. If not sufficient, students should consider a personal property insurance policy. Damage, loss, or theft sustained to personal property while living in the residence halls is not covered by the college regardless of the origin of such loss. For more information, please see the Housing Contract.

## LIBRARY POLICY

### WILLET LIBRARY CODE OF CONDUCT

The mission of Willet Library is to serve current Wesleyan College students, faculty and staff. The library offers community access on a limited basis. Please see the Community User Policy for guidelines.

- ❖ Guest users must first sign a Community Use Policy agreement and will be required to show a valid photo id. You will be required to sign in at each visit, and you may be required to show valid id upon entry.
- ❖ All library users should interact respectfully with other users, librarians, and Academic Resource Center staff.
- ❖ Each floor functions differently according to noise level.
  - The first floor is our main floor. The Academic Resource Center, computers, and all circulation activity takes place on the main floor. This floor is not intended to be a completely quiet zone. You will still be required to maintain a respectful noise level.
  - The second floor contains 2 classrooms, a conference room, study rooms, Green Screen Room, Makerspace, and other group study areas. Please refrain from excessive noise and disruptions.
  - The third floor is a quiet study zone. You will be asked to leave if you do not respect the quiet space.
- ❖ Cell phones should be placed on silent upon entering the building. Cell phone use is strictly prohibited on the 3rd floor, our designated quiet zone. Calls should be taken quietly and moved immediately to the back stairwells or outside. If you are too loud, you may be asked to take your phone call outside.
- ❖ The use of power cords must not obstruct movement or create hazards. Librarians or staff may ask patrons to move power cords or other obstructions if they are deemed unsafe.
- ❖ Only service dogs are permitted in Willet Library.
- ❖ Willet Library is not responsible for lost or damaged personal property. Do not leave your items unattended in the library.

- ❖ Willet Library and Academic Resource Center staff reserves the right to ask patrons to leave the premises for failure to adhere to the Library Code of Conduct.
- ❖ All community users must vacate the library by 7:00 pm Sunday – Thursday and 5:00 pm Friday unless you have written permission from a library staff member.
- ❖ Guests accompanied by Wesleyan faculty, students, or staff are permitted in the library until 10:00 pm. Please help keep our library clean by disposing of trash/recyclables in the proper bins.
- ❖ Whiteboards are for academic content. If you use one, make sure you clean it for the next person.

#### **24-HOUR ACCESS POLICY**

- ❖ Current Wesleyan faculty, students, and staff will have 24-hour access to the 1st and 2nd floors of Willet Library.
- ❖ The main doors and all access doors to the 3rd floors will be locked when the library closes. You may access the 2nd floor via the main stairwell. Access to study areas and all print library resources will not be granted after hours. ❖ Access to the 1st floor may be obtained through the back entrance near Candler. You will be required to have your Wesleyan ID and an access sticker. Student Affairs will give you a sticker during regular hours. Replacement stickers will be \$5.00.
  - You may be asked to show your ID to a Wesleyan College staff member or Campus Safety.
  - Do not allow other students to use your ID.
  - Students CANNOT, under any circumstances, allow any non-Wesleyan student access to the library after posted hours.
  - Do not prop open any access doors.
  - Do not help a student without an id to access the building.
- ❖ The 24-hour area is not to be used for sleeping or as a storage space for excessive personal belongings.
- ❖ Please refrain from using offices, the circulation desk, reference desk, and all Academic Resource Center offices.
- ❖ Respect other library users and make an effort to be quiet.
- ❖ Cell phones should be placed on silent upon entering the building. Calls should be taken quietly and moved immediately to the back stairwells or outside.
- ❖ You may have beverages with a lid on the 1st and 2<sup>nd</sup> floor. All other food and beverages must be consumed in the 2nd floor lounge.
  - A refrigerator has been provided in the 2nd floor lounge. Any items in the refrigerator without a name or date will be removed. Any food left longer than a week will be removed.
- ❖ Food delivery inside the building is not permitted after hours. Please receive your orders outside; do not allow entry to delivery personnel.

#### **LITTER POLICY**

Wesleyan College prides itself on the beauty of our historic campus and grounds. Members of the Wesleyan community are strongly encouraged to dispose of any trash, waste or disposables into the appropriate trash receptacle. When applicable, recyclable materials should be disposed of into the appropriate recycling container. Students who fail to place trash into its appropriate receptacle will be fined \$25 per offense. Repeated violations will be referred to the Wesleyan College Conduct process.

#### **MEDICAL ADMISSION TO THE BEHAVIORAL HEALTH HOSPITAL**

Students who are admitted to the behavioral health hospital for any length of time are required to provide documentation to the college from a physician that states that the student is cleared to return to campus, is not a harm to themselves or others, can live independently on their own and is ready to return to a full course load prior to being permitted to return to campus. Upon return, students will be required to sign a Safety Contract with the Assistant Dean of Students for Support, Health & Wellness and meet with the college's Licensed Professional Counselor for two sessions.

#### **MEDICAL AMNESTY FOR ALCOHOL AND OTHER DRUG USE**

Wesleyan College supports a safe and inclusive environment that promotes academic and student success. A Medical Amnesty Policy benefits our campus by encouraging students to make responsible decisions in seeking medical attention in serious or life threatening situations that result from alcohol and/or other drug use or abuse in any situation where medical treatment is reasonably believed to be appropriate. The purpose of this policy is to encourage individuals to seek needed medical attention for students experiencing an alcohol or other drug related emergency and to diminish fear of conduct sanctions in such situations.

The College complies with the Drug Free Schools and Campus Regulations and prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol. The Student Code of Conduct details additional College policies on alcohol and drug use.



In serious or life-threatening situations where alcohol poisoning or drug overdose including incapacitation is suspected or where other medical treatment is reasonably believed to be appropriate, it is important to get the student immediate medical attention by taking the following steps:

1. Call 911
2. Call Campus Safety (478) 960-7969
3. Stay with the person until help arrives
4. Be prepared to give the emergency medical personnel as much information as possible including the amount and type of alcohol or substances consumed.

As long as the situation is actively reported and not discovered after the fact, any student involved in this incident will not be required to participate in the conduct process\*. Those parties involved with an alcohol and/or other drug situation will be required to meet with a professional staff member in the Department of Residence Life within five business days of the incident. The staff member, after evaluating the situation, will determine appropriate education actions for the student per the College's Alcohol and Other Drug policy. No conduct proceeding or sanction will be listed on the student(s)' conduct records, unless the student(s) refuses to meet with the professional staff member or does not complete the educational sanction as determined.

Repeated use of this Medical Amnesty Policy may result in judicial proceedings and sanctions. Any decisions made by outside law enforcement in regards to the reported medical concern and possible violations of alcohol and illegal drug laws are separate from this institutional Medical Amnesty Policy.

\*The Medical Amnesty policy does not apply to other prohibited behavior (including but not limited to: distribution of illegal substances; harassment; physical misconduct; sexual misconduct, discrimination, etc.)

## **MEDICAL TRANSPORT**

College personnel will not transport a student to a medical facility for care. For emergencies, 911 should be called immediately. For a non emergent need for medical care and transportation, students should contact the Assistant Dean for Student Support, Health, and Wellness during regular business hours for assistance in securing transportation. The student will be responsible for the cost of transportation. If 911 is contacted and the student refuses to receive care or transport, college staff will not take responsibility for the well-being of the student. 911 will be contacted if the is unresponsive, unconscious or uncooperative; the College assumes no legal or financial liability for the decisions of the responding medical personnel.

## **NON-SEXIST AND INCLUSIVE LANGUAGE**

At Wesleyan College we encourage all members of our community to use non-sexist/inclusive language.

Wesleyan encourages all students, faculty, staff, administrators, and other campus constituents to honor all individuals' preferred pronouns. While Wesleyan continues to laud the values of women's education with words like "sisterhood" and "herstory", we recognize that not all of our constituents identify with feminine pronouns. Therefore, all members of the community should be respectful of individuals' pronoun and name preferences.

Purdue's OWL has more information on [gendered pronouns and singular use of "they"](#). Additional information can be found on the National Council of Teachers of English website.

## **NOTIFICATION OF PARENTS**

In any serious matter involving the student's welfare, including but not limited to medical and mental health emergencies the College reserves the right to notify the parents and guardians.

## **PAINTING POLICY**

The College encourages creativity via painting crafts, gifts, signs, sisterhood activities, etc. It also acknowledges painting items may have the unintentional results of paint overspray on various surfaces. Therefore, painting items is prohibited in the stairwells, on walkways, hallways, lounges, roads, parking lots, patios, etc. Painting items is limited to natural grassy areas away from buildings. When painting in these approved areas you are required to have cardboard or other material to catch the paint overspray and preserve the grass. Students should talk with a member of Maintenance/Custodial or Student Affairs to discuss approved areas for painting, prior to painting any object.

## **PARKING POLICIES**

All students are permitted to have a car on campus. Students must abide by the parking and traffic regulations set forth by the college which will be enforced by Wesleyan Campus Safety. If a student intends to have a car on campus:

- ❖ All cars must be registered with the college and a Wesleyan vehicle decal must be displayed on the back window at the lower driver's side corner (or if the back window is too dark for clear visibility, the decal must be displayed in the front windshield at the lower driver's side corner). Vehicle decals are free of charge. All students without a vehicle decal will be ticketed. Student parking spaces are not reserved, but are available on a first come, first served basis. Decals are available in the Office of Student Affairs, located in OSP.
- ❖ The College is not responsible for personal injury, damage to vehicles, vandalism, or theft of a vehicle or its contents.
- ❖ Reserved parking on campus for Visitors and Handicap spaces are clearly marked. Faculty Staff Reserved parking is indicated by a white painted curb in front of the parking spaces. Students should not park in handicap spaces unless they have properly displayed handicap documentation. General parking on campus is open to all students, faculty and staff.
- ❖ If students, faculty or staff members are going to have visitors parking vehicles on campus, they should contact Campus Safety for instructions.
- ❖ If students, faculty or staff members need to park in an unauthorized area, temporarily, they need to contact Campus Safety for authorization, and instructions. If Campus Safety observes cars parked in unauthorized areas, and they have not been informed or given approval, the vehicles will be ticketed and/or towed.
- ❖ All parking along the Quad area should be authorized by Campus Safety. There is no area of the Quad that should be assumed to be authorized for parking, and is only temporary as directed by Campus Safety. Temporary parking is only allowed in the roundabouts on each end of the quad. The two-way lane should not be blocked.
- ❖ The campus speed limit is 15 m.p.h.
- ❖ Driving is restricted to campus streets. Parking is permitted in designated parking spots only. No parking is permitted next to yellow curbs.

Campus Safety will issue tickets for parking violations. Vehicles will be ticketed, and may be towed at the owner's expense. Violators of campus traffic regulations are subject to being ticketed and fined as follows:

- ❖ Parking in Handicapped Zone (No Permit): \$150
- ❖ No parking decal displayed: \$25
- ❖ Parking in an unauthorized area: \$25
- ❖ Parking on sidewalk: \$50
- ❖ Blocking fire lane: \$100
- ❖ Blocking fire hydrant: \$100
- ❖ Blocking handicapped ramp: \$100
- ❖ Stop sign violation: \$50
- ❖ Driving too fast for conditions \$50
- ❖ Failure to yield right of way: \$50
- ❖ Improper backing (Accident): \$50
- ❖ Leaving scene of accident \$150
- ❖ Reckless driving: \$150
- ❖ Obstructing an Officer in performance of his or her duties: \$150
- ❖ Parking and Traffic fines are placed on the student's account. Students can pay fines in the Business Office. Multiple violations may result in referral to the Wesleyan College Conduct process for additional consequences.

#### **PARKING APPEALS**

Students wishing to appeal a parking ticket must do so within 10 business days of receipt of ticket. Student appeals must be made to the Campus Safety Office via the [Student Parking and Traffic Regulation Citation Appeal Form](#) found on the Wesleyan College website.

#### **POSTED MATERIAL POLICY**

To publicize events on and off campus (i.e., flyers, posters, etc.), the Student Affairs Program Coordinator must review and stamp these items before they can be posted. On-campus publicity must be posted on designated bulletin boards in campus buildings. Flyers should not be placed on glass windows and doors. Additionally, any publicity to be placed in the residence halls must be given to the Department of Residence Life for proper placement. It is the responsibility of the person or organization posting the flyers or doing the publicity to remove the item(s) in a reasonable amount of time following the conclusion of the event. Publicity will be removed in the case of outdated or unapproved information.

Students cannot publish or distribute material that is offensive. Offensive is defined as material that meets any of the following criteria, or material that is deemed unacceptable by college officials:

- ❖ The average person, applying contemporary community standards, would find the material obscene.
- ❖ The publication depicts or describes sexual conduct.
- ❖ The work, taken as a whole, lacks serious informative, literary, artistic, political, or scientific value. The publication or material contains libelous statements and/or disregard for the truth.

- ❖ The material causes a disruption of college life.
- ❖ The material includes references to alcohol/drugs or the use of alcohol/drugs.

The Student Affairs Program Coordinator is responsible for overseeing the publicity policy and can take appropriate action for violations.

## RECORDS AND PRIVACY POLICY - FERPA

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Wesleyan College recognizes the privacy rights of students with regard to their education records in compliance with the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA), commonly called the Buckley Amendment. As it states, after a student becomes 18 or attends a post-secondary educational institution, all rights of the parents are transferred to the student. All students in attendance at Wesleyan will be deemed emancipated and parents will not have the authority to inspect and review the education records of their student unless:

1. the student gives written consent to release information, or
2. the parents provide

Under this policy, students will be notified of grades (online), academic warnings, probationary status, and dismissal. Transcripts and other information from student files will not be disclosed without the prior written consent of the student, except as described in the full [FERPA Policy](#) located on WesPortal.

## REMOVAL AND SUSPENSION FROM COLLEGE

Violation of college policies and procedures may result in discipline, which may include, but is not limited to, removal from residence halls, or suspension or expulsion from the College. For procedures related to student discipline and violations of College policies and the Honor Code, see Chapter Six of this handbook.

Students who have been suspended or expelled from the College may not return to campus or attend any on or off campus College sponsored events. Action is effective immediately upon the decision. Students who are removed must leave the campus within 48 hours (the Dean of Students can make exceptions). In case of student appeals, the action taken will be administered but can be reversed after the appeal has been heard. An individual found in violation of this policy will be escorted off campus by the Campus Safety or removed from the College activity. In addition, the individual may be prosecuted for criminal trespass.

## RETALIATION

Retaliation against an individual who makes a report of a policy violation or assists in providing information relevant to a policy violation is a serious violation. For details and the full policy see the [Non-Retaliation Policy](#) as posted on WesPortal.

## SERVICE ANIMALS

In compliance with applicable law, Wesleyan College allows service animals in all areas where the general public is permitted when the animal is accompanied by the individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. A service animal is defined as any dog\* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disability Act (ADA) regulations at 28 CFR 35.104. Service dogs are working animals, not pets. The work or tasks performed by a service animal must be directly related to the student’s disability.

A dog is not a service dog if its mere presence benefits the individual with a disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

\*Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136 (i) a miniature horse may qualify as a service animal.

Students who wish to bring a service animal to campus are strongly encouraged to partner with Disability Services. Students residing on campus will be asked to complete the Service Animal Registration Form and Service Animal Contract.

Individuals outside of Disability Services will not ask about the nature or extent of a person’s disability, require medical documentation, require a special identification card or training document for the dog or ask that the dog demonstrate its ability to perform the work or task. Individuals may make two inquiries to determine whether an animal qualifies as a service animal when it is readily apparent that an animal is trained to do work or perform a task for an individual with a disability including:

- ❖ If the animal is required because of a disability
- ❖ What work or task the animal has been trained to perform.

For the complete detailed policy on [Service and Emotional Support Animals](#), please visit WesPortal.

## SEXUAL MISCONDUCT AND SEXUAL EXPLOITATION

### Sexual Misconduct

All reports of Sexual Misconduct prohibited under Title IX that occur on College premises and at College educational programs and activities will be handled through the [Wesleyan College Process for Resolving Complaints of Sexual Misconduct](#). Any forms of sexual or gender-based discrimination and harassment concerning students, including sexual assault, domestic violence, dating violence, stalking, that occurs off campus and not within the College's education program or activity that would not be handled through the Title IX process, will be administratively managed by the Office of the Dean of Students through the student conduct process. Forms of sexual misconduct not covered under Title IX will be managed by the Office of the Dean of Students to include, but not limited to, sexual exploitation.

### Sexual Exploitation

Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses and will be addressed as a student conduct issue pertaining to a Wesleyan College student or the offense will be addressed according to the Faculty or Staff Handbook if the alleged perpetrator is a Wesleyan College employee of any association (third party, contract, volunteer...).

Examples of sexual exploitation include, but are not limited to:

- ❖ observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- ❖ non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- ❖ prostituting another individual;
- ❖ exposing one's genitals in non-consensual circumstances;
- ❖ knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

## SHOPPING CART POLICY

Shopping carts (of any kind) are not permitted to be left on campus for any amount of time. Removing such carts from a shopping area is a crime. Violations of this policy will result in a \$25 fine on the first offense. Subsequent offenses will result in additional fines and referral to the Wesleyan College Conduct process.

## SOCIAL MEDIA

The Internet is a powerful means of communication and is often used for developing and strengthening peer connections and expressing individual identities through online communities (Instagram, Snapchat, Facebook, etc.). While the College does not officially monitor social media websites, College officials may unintentionally encounter information reflecting inappropriate conduct by a member of the Wesleyan College community or inappropriate conduct captured on a social media website may be brought to the attention of College officials. Inappropriate conduct over the internet will be addressed through existing response mechanisms at the College, including, but not limited to, the Student Handbook, check the [Computer Information Resources Policy and Social Media Policy](#) on Wesportal.

## SMOKING POLICY

Wesleyan College is committed to providing a safe, healthy, and amicable environment for all students, employees, and persons visiting the Wesleyan campus. In accordance with recommendations from the Georgia Smoke Free Air Act of 2005, the use of all forms of tobacco and smoke products on Wesleyan Properties is expressly prohibited. Further, the advertising, sale, or free sampling of such products on Wesleyan properties is prohibited unless specifically stated for research purposes. All events hosted by a Wesleyan entity and by outside groups on behalf of Wesleyan shall be tobacco and smoke free.

“Tobacco and Smoke Products” are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices such as hookahs, electronic cigarettes, or vaping devices.

Use of tobacco and smoke products is prohibited on all College grounds and in any outdoor area controlled by the College. This includes all College parking lots and parking ramps, athletic fields, tennis courts, and recreational areas. Use of tobacco or smoke products is prohibited inside any vehicle located on such College grounds.

For the full policy see the [Tobacco and Smoke-Free Campus Policy](#) on WesPortal.

## SOLICITING POLICY

Soliciting by individual students or student organizations is prohibited on- or off-campus without the permission of the Director of Student Engagement in conjunction with the Division of Student Affairs. Soliciting by agents of businesses is prohibited except in rare instances approved by the Center for Leadership and Involvement. Entrance to the residence halls and/or door to door solicitation is strictly prohibited. Violations should be reported to Campus Safety immediately.

## STUDENT CLUBS AND ORGANIZATIONS

All Wesleyan students are encouraged to participate in activities that will enhance their college experience. Through the Center for Leadership and Involvement, dozens of clubs and organizations are available to students. In addition, the Division of Student Affairs supports the Student Government Association as governance for student organizations on campus. For more detailed information, please refer to the [Student Organization Manual](#), available on WesPortal.

## STUDENT RIGHTS AND RESPONSIBILITIES

Every student enrolled at Wesleyan College has certain rights and responsibilities as a member of the Wesleyan College community. These rights and responsibilities are intended to promote the educational mission of the college and encourage respect for the rights of others. Through their voluntary attendance at Wesleyan College, students agree to comply with College regulations, stated here and elsewhere and as enacted by College officials. Legal, parental, or other representation is not permissible in College proceedings. Students are required to represent themselves.

- ❖ The right to organize one's personal life and behavior and to pursue individual activities including freedom of movement. This includes the right to organize and join approved student organizations that promote the wellbeing of the Wesleyan College student body. Student organizations have the responsibility to be open to all students and follow all guidelines outlined in this handbook.
- ❖ The right to freedom from personal force, violence, threats, abuse, and discriminatory or sexual harassment either as individuals or groups within the College community. Each student has the responsibility to refrain from the use of force against a person or group, the forcible interference with another person's freedom of movement, or personal abuse of another person.
- ❖ The right to carry on individual or organized activity which expresses grievances so long as the activity is carried out within the parameters of the Student Handbook and does not disrupt the regular and essential operation of Wesleyan College.
- ❖ The right to be protected from unauthorized search and seizure and to have the privacy of their personal information maintained in accordance with state and federal laws. Students have the responsibility to preserve the rights of privacy of other individuals, groups, the neighboring community, and College as well as respect the confidentiality of personal information about members of the College community.
- ❖ The right to recommend changes to College policy through their Student Government Association and in conjunction with Student Affairs.
- ❖ The right to earn an education in an environment conducive to learning.
- ❖ The responsibility to serve as requested on various faculty and administrative committees and ensure that the student viewpoint is accurately represented during such meetings.
- ❖ The right to be protected by standards of justice and fairness in any proceedings with the College in accordance with the Student Handbook.
- ❖ The responsibility to observe all duly established College, local, state and federal laws. Being a student at Wesleyan College does not affect in any way the jurisdiction of courts and other civil authorities over any college student. Membership in the College community does not provide a privileged or immune status from the laws and regulations that other residents of the state of Georgia must obey.
- ❖ The right of Official Student Publications to maintain their publications as vehicles for free inquiry and free expression in the Wesleyan College community. The responsibility of official student publications is to produce a publication based upon professional standards of accuracy, quality, objectivity and fair play. Publications are bound by the canons of responsible journalism, such as avoidance of libel, indecency, profanity, undocumented allegation, attacks on personal integrity, and the techniques of harassment or innuendo. Additionally, all college-published editors and financed student publications shall explicitly state on the editorial page that the opinions are not necessarily representative of Wesleyan College or its student body.
- ❖ The responsibility to attend all conduct meetings when required to do so. Failure of the respondent to appear at a scheduled conduct meeting will result in the hearing being held in the student's absence and the student forfeiting the right to appeal.
- ❖ The responsibility to participate actively in training and educational opportunities tied to campus leadership roles.
- ❖ The responsibility to refrain from actions which deny other members of the College community their rights as described.

## **VOTER REGISTRATION**

Students are encouraged to vote in all federal, state and local elections. Voter registration information is available in the Office of Student Affairs and on the [Voter Information page](#) of the Wesleyan College website. Should a student's class schedule prohibit her from voting, the student should speak with her faculty member to discuss this matter. Voting polls are open at times that should meet the needs of our student body.

## **WEAPONS ON CAMPUS**

Wesleyan College prohibits guns, rifles, and all other weapons on campus property. Tasers are permitted as personal defense items only. The campus property is defined as the physical place of business, and includes but is not limited to: all buildings, driveways, streets, sidewalks or walkways, parking lots, and other parking areas, as well as college vehicles. This prohibition includes students, faculty, and staff, as well as vendors, sub-contractors, and visitors.

Anyone encountered on campus with a weapon will be directed to leave campus immediately. It is our view that the safety and security of our students and employees mandates that we continue to do all we can to preserve this safety and maintain a safe haven for learning. Wesleyan College is a peaceful community dedicated to non-violence, and the introduction of guns or other weapons will not be tolerated.

Any student possessing a firearm and/or other dangerous weapons will be assessed a penalty of a minimum \$100 fine up to removal from the College with no refund of fees and full payment of room and board required. Students who use a weapon to threaten, intimidate or harm someone else may be immediately expelled from Wesleyan College with no refund of fees.



## CHAPTER FOUR- RESIDENCE LIFE POLICIES AND PROCEDURES

As a residential student at Wesleyan College, you are the most important part of Residence Life. Please be aware that in a residential community, everything that you do has an impact on others residing around you. It is important that you are respectful and considerate of others in order for your residential community to be a success. All students in the community have rights as well as responsibilities. All residential students are required to know and follow all college policies and procedures including residence hall guidelines at all times. These policies have been implemented for your benefit and protection and also help the Residence Life staff provide and maintain the best possible environment for our communities. As a student, you are bound by the honor code to uphold these policies and all of the college's policies.

### *General Policy and Procedures*

*Air Conditioning and Heating Policy*

*Alcohol Policy – Storage, Possession and Consumption in the Residence Halls*

*Apartment Eligibility*

*Visiting and Children Staying Overnight*

*Balconies, Porches, and Windows*

*Bed Bug Protocol*

*Cable*

*Campus Safety*

*Candles and Incense*

*Cleanliness and Health and Safety Inspections*

*Conduct Toward Residence Life Staff*

*Deposit (Housing)*

*Dimensions*

*Drugs – Suspicion and Search of the Residence Halls*

*Electrical Appliances*

*Elevators*

*Exam Week*

*Fines*

*Fire Safety*

*Hall Meetings*

*Housekeeping and Trash Removal*

*Insect and Pest Control*

*Insurance*

*Internet Access*

*Keys and Badge Entrance to the Residence Halls*

*Kitchen Use*

*Laundry Facilities*

*Lockouts*

*Lofts and Bunk beds*

*Maintenance*

*Microwaves*

*Meal Plans*

*Occupancy and Private Rooms*

*Pets*

*Public Areas*

*Quiet Hours and Courtesy Hours*

*Roofs*

*Roommates(s) and Suitemate(s) Conduct*

[Room Personalization](#)  
[Service and Emotional Support Animals](#)  
[Severe Weather](#)  
[Smoke Detectors and Alarms](#)  
[Smoking](#)  
[Solicitation](#)  
[Storage](#)  
[Televisions](#)  
[Vandalism and Common Damages](#)  
[Windows](#)

### **Guidelines for Room Usage and Access**

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### **Visitation Policy and Procedures**

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## GENERAL POLICY AND PROCEDURES

### **AIR CONDITIONING AND HEATING POLICY**

The policy aims to reduce overall energy consumption and help preserve the environment and is endorsed by the Sustainability Committee.

Students residing in the residence halls have a set point to cool the space to 72 degrees. In a season requiring heat, your set point will be 70 degrees. This policy applies to classrooms and all other college spaces.

In the event students experience concerns with the operation of the heating and cooling unit servicing your room, they should place a work order with Physical Plant ([Appendix D](#)).

Tampering with the cooling/heating unit is prohibited. If a student is found to have tampered with the equipment or created conditions to manipulate the heating or cooling, they will be subject to a fine for unit replacement and may be sent to the Wesleyan College conduct process for further action.

### **ALCOHOL POLICY – STORAGE, POSSESSION AND CONSUMPTION IN THE RESIDENCE HALLS**

For the complete Alcohol Policy, see [Chapter 3 - Alcohol Policy](#). For violations of the Alcohol Policy see Section 3 of the Code of Conduct.

**ALCOHOL STORAGE, POSSESSION AND CONSUMPTION IN WESLEYAN COLLEGE RESIDENCE HALLS** The possession and consumption of alcohol in the Wesleyan College Residence Halls is permitted only as set forth below:

- ❖ Designated Areas:
  - Students who are 21 years of age or older may store, possess and/or consume alcohol in their residence hall room or apartment accordingly:
    - Alcohol may not be stored, possessed or consumed in any room or apartment in which one or more of the roommates or apartment-mates are under 21 years of age.
    - Alcohol consumption is prohibited within the residence hall and apartment public lounges or on the porches.
    - Guests, including other students, over the age of 21 are permitted to drink inside the shared living space of each apartment or within personal rooms after all other apartment-mates or room-mates have agreed to permit alcohol consumption in the space. This agreement will be stated in writing, signed by each resident, and submitted to the Department of Residence Life. This agreement may be revoked at any time by the parties to the agreement and may be overridden by the College Officials at any time. Should a conflict occur, the apartment residents will be required to participate in a mediation process with a staff member in the Department of Residence Life.
    - Residents are permitted to have no more than 3 guests per resident within a given room or apartment when alcohol is being consumed.
    - Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall room or apartment.
- ❖ Students are prohibited from drinking alcohol in a designated area in the presence of any person under the age of 21.
- ❖ Each resident is permitted to possess no more than 72 oz. in a designated area. Kegs are prohibited in the residential facilities.
- ❖ The College reserves the right to search any designated area (including personal living areas) at any time to ensure resident safety and compliance with the alcohol policy and other college policies.
- ❖ Alcohol containers are not permitted to be used for display purposes.
- ❖ The Administration has the sole discretion to revoke or modify such designations.

See complete [Alcohol on Campus Policy](#) on WesPortal.

### **APARTMENT ELIGIBILITY**

The Corn Apartments were built with the specific goal of creating an independent living environment to help start our upper class students in their transition to post-Wesleyan life. As such, priority for the apartments is given to senior students followed by junior students. Eligibility for the apartments is based on the number of earned credit hours. Meeting the credit hour minimum does not guarantee placement in the apartments.

The following credit hour guidelines will be used for apartment eligibility:

### **SPRING SEMESTER SIGN UP FOR FALL SEMESTER MOVE IN**

Minimum of 40 hours earned at close of previous Fall Semester (i.e., Student **Must** have earned 40 credit hours by the close of Fall 2021 in order to sign up for the apartments during Room Selection Spring 2022. Students would Move in Fall 2022.)

### **VISITING AND CHILDREN STAYING OVERNIGHT**

Children (siblings/family/friends) under the ages of 16 are not allowed to stay overnight on campus. Siblings and friends over the age of 16 may stay the night but must follow the Residence Life visitation policies. Exceptions of this policy may be granted upon request to the Dean of Students. Wesleyan College is not responsible for any visitors on campus.

### **BALCONIES, PORCHES, AND WINDOWS**

Students are not allowed to hang articles from balconies, porches, windows or rails of the residence halls or apartment buildings. No inappropriate furniture or personal belongings are allowed in these areas. Students will be asked to remove belongings immediately. For personal safety reasons, students are prohibited from sitting on the ledges of porches, windows, balconies, or railings. For the protection and safety of all students, objects are not to be thrown over or off of balconies, windows, porches or rails. Students caught throwing objects off balconies, etc. are subject to removal from the residence halls with no refund of fees and full payment of room and board required. In order to respect the rights of others and to keep noise to a minimum, students should refrain from gathering in groups on balconies, etc. Smoking is not permitted on any balcony, building or room. Lounge furniture and room furniture is prohibited on the balconies and should not be removed from its respective area.

### **BED BUG PROTOCOL**

The staff of the Wesleyan College Maintenance/Custodial and Residence Life are committed to an effective and efficient response to students who suspect they may have bed bugs. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

- ❖ As soon as a student suspects that they may have bed bugs, they should contact Residence Life. If another administrator or office learns of a potential bed bug problem, their first call should be to Residence Life.
- ❖ Residence Life will notify Maintenance/Custodial as soon as possible so that the College's exterminator can be dispatched to the location to perform an inspection of the bed(s) in the room. Please note that, should a student notify Residence Life on a weekend or holiday day, the Maintenance/Custodial staff will be contacted on the next work day. It is recommended that students contact Residence Life as early on a regular business day as possible. The exterminator cannot be dispatched on weekends or holidays.
  - Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 24 hours will not be granted an immediate temporary room change, nor will they be issued a new mattress. This is crucial so that we can prevent the spread of bed bugs if they are found to be in the student's room and belongings. Residence Life staff will discuss short-term options with the individual student.
  - If the exterminator is unable to respond to the student's room to inspect within 24 hours, Residence Life staff may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to wash and dry on the highest heat setting whatever clothing and linens they need to take with her for the night. Upon doing that, the student should shower and put on clean clothes. The clean laundry is all the student can take with her to the temporary room. We want to ensure that if there are bed bugs in the student's room, they do not travel to another room with the student.
  - Students may not, at any time, deny the College's exterminator or Physical Plant Staff access to their living space (including their bedroom, suite common space, kitchen, bathroom, etc.)
- ❖ Exterminator Findings
  - If the exterminator finds that there are no bed bugs present in the student's room or suite, then no further action will be taken. The student will be asked to continue monitoring her living space and to notify Residence Life immediately if there are further problems.
  - If the exterminator concludes that bed bugs are present in the room or suite, Residence Life will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items. If a student wishes to dry clean, or have her items laundered by an outside vendor, they are responsible for those costs.
  - Only the College's exterminator can confirm or deny the presence of bed bugs – not Health Services or any outside person.
- ❖ Bed bugs are a serious community health issue, and all students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within their living space. Failure to comply may result in fines

and/or a referral to the Wesleyan College conduct process.

- ❖ If it is determined that bed bugs are present, the College will cover the cost of extermination for the first incident. A student, who experiences a subsequent, unrelated occurrence of bed bugs will be responsible for the cost of extermination.

## **CABLE**

Basic cable television access is not provided in each residence hall and/or apartment room. Students may not add cable service to their personal rooms. Students may be able to utilize streaming services based on their own subscriptions. The college will not pay for personal use of television streaming applications.

## **CAMPUS SAFETY**

The residence halls and apartments are monitored on a regular basis by Campus Safety officers. Campus Safety is available 24 hours a day, 7 days a week, to assist students with a variety of issues. Campus Safety also offers an escort service for students needing to walk across campus during the evening and late night hours. Campus Safety will make rounds in the residence halls to provide safety and security in our residential buildings. Campus Safety can be reached at 478-960-7969.

## **CANDLES AND INCENSE**

Candles and incense are prohibited in the residence halls and apartment buildings. These objects present extremely dangerous fire hazards and may also produce an odor that could disturb other residents. Candle warmers with an open heating element or open flames are not allowed. Any candles or incense found in the residence halls or apartments will be removed by residence hall staff, and the student will receive a \$50 fine and go through the Conduct Process.

## **CLEANLINESS/HEALTH AND SAFETY INSPECTIONS**

For health and safety reasons, residence halls and apartment rooms must be kept in a reasonable state of cleanliness at all times, and all trash must be disposed of in the proper receptacles. Residence Life staff will conduct periodic health and safety inspections at least once per semester. When possible, students will be given at least 24-hour notice prior to these inspections (via flyers or emails). However, unannounced inspections may occur if there is information concerning the violation of a Residence Life or College Policy. Students living in rooms not complying with health and safety standards will be given 24 hours to correct the problem, at which time, if the problem has not been corrected, the student(s) will be fined \$25 per day for non-compliance and will still be required to fix the issue. If a policy violation is in plain sight during a health and safety inspection, Residence Life Staff may confiscate any unauthorized item(s). Students who continue to violate policy will go through the Conduct Process. Continued violations of health and safety inspections may result in a student's removal from the residence halls with no refund of fees and full payment of room and board required.

## **CONDUCT TOWARD RESIDENCE LIFE STAFF**

Students must be respectful of Residence Life Staff members. Abusive language or intimidating behavior of any kind will not be tolerated. Students who feel that they have been treated inappropriately by a Residence Life staff member should report such incidents to the Assistant Dean & Director of Residence Life. (For complete policy regarding [conduct toward college officials](#), see the Campus Policies section.)

## **DAMAGE/LIABILITY**

The College is not responsible for loss or damage to Resident's or any other person's money, valuables, or personal property regardless of the cause of such loss. Residents are encouraged to obtain renters insurance to insure his/her personal property. Resident (and Resident's undersigned parent or legal guardian, in the case of a minor) agree to indemnify and hold harmless the College and its Board of Trustees, agents and employees from and against all claims, actions, judgments, damages, liabilities, costs, demands, losses and expenses (including, without limitation, reasonable attorneys' fees) resulting from or arising out of injury to Resident's person or property or to any of Resident's guests while Resident resides in College housing, regardless of the cause (including, but not limited to, injury resulting from engagement, involvement, or participation by Resident or any of Resident's guests in any event sponsored by College housing), unless such injury is caused by the negligence or intentional conduct of the College or its Board of Trustees, agents or employees. Resident (and Resident's undersigned parent or legal guardian, in the case of a minor) hereby release and forever discharge and hold harmless the College and its Board of Trustees, agents and employees from any and all demands, causes of action and/or judgments of whatsoever nature of character, past or future, known or unknown, whether in contract or in tort, whether for personal injuries, property damage, serious injury, illness (including illness due to communicable diseases,) or death, payments, fees, expenses, or any other monies due or to become due, or damages of any kind or nature, and whether arising from common law or statute, arising out of, in any way, this Contract and the use of College housing. This release will be binding upon Resident (and Resident's undersigned parent or legal guardian, in the case of a minor).

## **DEPOSIT**

All students are required to have a housing deposit on file with the Business Office in order to reside in on-campus housing that is paid with the admission deposit. Effective with the incoming class of Spring 2020, students will no longer receive a refund on their housing deposit.

## DIMENSIONS

Dimensions of each room and window vary depending on each residence hall and apartment building. Slight variations within each hall occur due to room placement. For general dimensions, please contact Student Affairs.

## DRUGS – SUSPICION AND SEARCH OF RESIDENCE HALLS

If a staff member (Assistant Dean & Director of Residence Life or other professional Student Affairs staff) has reason to suspect drugs are present in a student's room, the staff member may conduct a search of the student's room. This applies whether or not the student is present at time of entry. The staff member conducting the search will call Campus Safety for assistance. The staff member will conduct a visual search of the room as well as a search of any closets, cabinets, drawers, dressers, refrigerators or any other closed areas. If drugs are found to be present in any amount, the evidence will be turned over to Campus Safety who may then send the evidence to the appropriate agency for processing. Residence Life Student Staff members who suspect drug use after hours will work in conjunction with the Campus Safety and Student Affairs staff member on duty. The College reserves the right to contact local law enforcement when necessary. Students found responsible may be required to go through the Wesleyan College conduct process.

## ELECTRICAL APPLIANCES

Due to the overloading of circuits, no electrical equipment other than small appliances may be used in residence hall rooms. Electrical appliances with heating coils or exposed heating elements are **not** permitted. The use of extension cords is strictly prohibited. Electrical surge protectors that can extend or multiply electrical outlets are the only approved type of extension for use in residence hall rooms.

### AUTHORIZED APPLIANCES

Electrical appliances must be UL approved and in good working order. The following appliances are approved for use in residence hall rooms: Coffee maker with automatic shut-off, refrigerator (one per residence hall room not to exceed 4.3 cubic feet), vacuum cleaner, alarm clock, desk lamp (halogen lamps are not permitted due to the potential risk of fire), hair dryer, curling iron/straightener, hot air popcorn popper, stereo, fan, television, video game console, computer, air fryer.

Students are allowed one (1) (maximum 700-900 watts) microwave per room within their Residence Hall. Students are responsible for following all fire safety guidelines when operating microwaves. Students should not leave microwaves unattended while in use.

Students residing in the apartments may keep the following heating items in their kitchen only: toaster, toaster oven, sandwich maker, waffle maker, air fryer.

### UNAUTHORIZED APPLIANCES

The following items are **not** approved for use in residence hall rooms or apartment rooms, as well as lounges, balcony and porch areas: halogen lamps, toaster, toaster oven, George Foreman grill, electric skillet, fryer, gas and charcoal grill, hot plate, hot pot, sandwich maker\*, waffle maker\*, hot oil popcorn popper, iron, extension cords, space heaters, multi-plug outlet, percolator coffee maker, coffee maker without automatic shut-off, waterbed, etc. If an object has an open eye burner or exposed heating element, it is not allowed. The Department of Residence Life has discretion to declare appliances to be unauthorized that are not on this list. Students are not allowed to store any flammable or combustible materials such as propane, charcoal, paint or lighter fluid in any living area. Any unauthorized appliances found in the residence halls or apartments will be removed by residence hall staff and the student will be assessed a \$50 fine and reported to the Wesleyan College conduct process. Approval for other items should be cleared with the Department of Residence Life.

## ELEVATORS

Residence hall elevators are designated as freight elevators and should only be used by students during move-in and move-out to transport large items. Use of these elevators by students is strictly prohibited except by permission of the Assistant Dean & Director of Residence Life or the Office of Disability Services in the case of an accommodation.

## EXAM WEEK

Exam week begins at 7:00 p.m. the evening before Reading Day. All rules will be in effect during the week of examinations and 24-hour quiet hours will be enforced. Additionally, there will be no guest visitation permitted during finals week. Failure to comply with Exam Week regulations will be considered an Honor Code violation. Exam Week violations may result in immediate removal of a student from housing with no refund of fees and full payment of room and board due.

## FINES

All residence hall policy violation fines will be placed on student accounts. Students must clear all fines before gaining registration, graduation, or move-in clearance.

## FIRE SAFETY

Wesleyan College fire and safety regulations are set to concur with state laws. Regulations are determined through consultation with the Macon/Bibb County Fire Department. All fire equipment, other than individual portable extinguishers, may only be used by authorized personnel and in emergencies. Tampering with college fire safety equipment is prohibited. Tampering with a smoke detector or alarm in any manner is prohibited. There is a minimum \$100 fine for pulling a false alarm or tampering with fire equipment. Tampering with a smoke detector or alarm in any manner is prohibited and is grounds for suspension or expulsion.

Any time a fire alarm sounds in a residence hall or apartment building it is mandatory for all students to evacuate the building. If an alarm sounds, students should follow the guidelines set forth below.

- ❖ Evacuate the building as quickly as possible in an orderly manner.
- ❖ Close and lock residence hall or apartment room doors before exiting the building.
- ❖ Take a coat, blanket or adequate cover and shoes in case you need to remain outside for an extended period of time.
- ❖ Each residence hall and apartment building has a designated meeting spot at least 50 feet away from the building (meeting spots listed below). The Resident Advisors or their designee will call roll at the meeting spot.
- ❖ No student may re-enter the building until instructed to do so by a Campus Safety or a Residence Life staff member.
- ❖ Failure to exit the building when a fire alarm sounds will result in an automatic \$100 fine.

### DESIGNATED MEETING SPOTS

**Hightower Hall:** Parking Lot B

**Jones Hall:** Parking Lot F

**Persons:** Parking Lot G

**Wortham:** Parking Lot G

**Corn Hall/South Apartments:** Parking Lot A on the corner of Forsyth Rd and Tucker Rd.

## HALL MEETINGS

At the beginning of each semester, each residence hall and apartment building will have a mandatory hall meeting. During this meeting, residents will discuss and set community standards (i.e. quiet hours). At this time the RAs will also present important information regarding the regulations and policies governing campus living. Additional mandatory hall meetings will be conducted at the conclusion of each semester to discuss important closing procedures. Other mandatory hall or floor meetings may be scheduled throughout the semester. Students will be given at least 24 hour advance notice prior to a scheduled hall or floor meeting. Absences from mandatory hall meetings will be approved only for extenuating circumstances and if requested at least 24 hours in advance by the Assistant Dean & Director of Residence Life. If the student fails to notify the Department of Residence Life or misses the scheduled meeting without an approved absence, a \$10 fine will be assessed. A Resident Advisor may not excuse a student from attending any meeting.

## HOUSEKEEPING/TRASH REMOVAL

Basic housekeeping services are provided in all residence halls and the apartments and for all hallways, lobbies, lounges, public or community restrooms and all public areas. Students are responsible for the cleanliness of their rooms and bathrooms. Trash should be discarded in the appropriate trash receptacles only. Trash and/or trash cans may not be placed in the stairwells as this is a fire hazard.

## INTERNET ACCESS

Wi-Fi is provided in each residence hall and apartment room. Any issues or concerns with internet connectivity, printing, wireless access should be reported to the on-call Information Technology Assistant (ITA) for your residence hall, or email [helpdesk@wesleyancollege.edu](mailto:helpdesk@wesleyancollege.edu).

## INSECT AND PEST CONTROL

The College has a contract for pest control in the residence halls and apartments, which includes spraying on a regular basis and in emergency and special circumstances. All residence hall rooms are sprayed prior to the beginning of each fall semester. Students can help reduce pest problems by sealing and storing all food items, bagging all trash, and keeping windows closed. Pest Control services will not enter individual rooms and apartments while they are occupied unless a work order for treatment or inspection has been placed. If your room needs additional pest control between routine sprayings, please



complete a [Maintenance/Custodial Work Order](#). If special extermination procedures are needed, such as fleas, bed bugs, etc. due to the negligence of a student, it will be done so at the student's expense. Students are encouraged to keep a supply of pest control products for their personal use.

## **INSURANCE**

The College is not an insurer of students' personal property and not responsible for lost, stolen or damaged items in the residence halls, apartments, or the parking lots on campus. Students are encouraged to determine whether their parents' property insurance extends to students' personal belongings while at Wesleyan College. If not sufficient, students should consider purchasing a personal effects insurance policy.

## **KEYS AND BADGE ENTRANCE TO RESIDENCE HALLS**

Students will be issued a key to their residence hall room or apartment upon check-in. Room keys are the property of Wesleyan College and may not be duplicated. Due to safety reasons, if a student loses the key, the student must notify the Office of Residence Life immediately. If the student cannot find the room key within 3 days, the student will be charged \$50 for the key replacement for room keys. If a student should find the original key after charges have been made, a refund cannot be given due to the fact that the necessary supplies have already been purchased and used by the Maintenance/Custodial staff. Any key not returned upon move out will be treated and charged like a missing key. Students may not loan their keys to anyone for any reason. Students found violating this policy should be reported to the Department of Residence Life. Additionally, students should not deface their keys (for example, by painting them). A student who returns keys that have been defaced will be fined \$10 per key. Keys that cannot be properly restored to the state in which they were issued will be replaced, and the student will be fined \$50.

### **ID CARD ACCESS**

Each student will be issued an ID card with a badge. This badge will be used to access your assigned residence hall or apartment. Badges will be activated at the beginning of each semester. If students are unable to access their building, concerns should be reported to Students Affairs or Resident Advisor (RA) on Duty. Students are required to report lost or stolen ID cards & badges promptly to the Office of Student Affairs. ID cards or badges should never be loaned to other students or guests. Students found in violation of this policy will be fined \$25.

## **KITCHEN USE**

Kitchen facilities including microwaves, stoves, ovens, refrigerators, and sinks are available in the residence halls. Students may not cook in their residence hall rooms due to the potential risk of fire other than in an approved microwave. Students utilizing kitchen facilities must never leave cooking food unattended. It is the responsibility of the resident to completely clean the kitchen after each use. If kitchens are not kept clean or kitchen privileges are abused, the kitchen may be closed temporarily or permanently at the discretion of the RA and Assistant Dean & Director of Residence Life. The housekeeping staff will not clean any publicly used fridge, oven, or microwave while school is in session.

- ❖ Do not leave food unattended while using the stove, oven, or microwave. Violations of this of this policy will result in a \$100 fine on the first offense additional offenses will be referred through the Conduct Process
- ❖ No personal belongings can be kept in the kitchen (other than food in the refrigerator/freezer). If personal items are found in the kitchen unattended, they will be disposed of immediately without notification. This includes, but is not limited to: clean or dirty dishes, food, appliances, etc. Students who wish to leave appliances in the public kitchens must be approved by the Resident Advisor (RA) and do so at their own risk. Wesleyan College is not responsible for any items placed in the community kitchens or lounges.
- ❖ All food stored in the community refrigerator/freezer must be labeled with name and date the item was placed in the refrigerator/freezer. Food can be stored for up to two weeks. If not labeled or removed after two weeks, food will be disposed of without notice. Under no circumstances should someone remove items belonging to someone else without specific permission. After each use the kitchen must be cleaned thoroughly for respect and sanitation purposes. This includes the stove, microwave, refrigerator, walls, floor, sink, etc. Violations will result in a minimum \$25 fine.

Consequences for violating the above mentioned policies will result in the individual penalties as listed. If responsibility cannot be determined, this will result in the closing of the kitchen for all members of the community. Violations may result in a referral to the Office of Student Conduct or individual loss of kitchen privileges.

## **LAUNDRY FACILITIES**

### **RESIDENCE HALLS**

Washers and dryers are provided for students in a central location in all residence halls. Only residential students are permitted to use the facilities. These facilities are available at no direct cost to students.

### **APARTMENTS**

Washers and dryers are provided in each individual apartment in both Corn North and Corn South Apartments. Any service related

problems related to washers or dryers should be reported to Maintenance/Custodial through a work order.

## LOCKOUTS

It is important that students keep track of their room keys. Students will be allowed three lockouts per semester, to be kept track of by Residence Life staff. After the third lockout, the student will be assessed a fine of \$25 per lockout. Students will only be let into the room to which they have been assigned. No student can give permission or be granted entry into a room which is not their own.

### LOCKOUTS DURING BUSINESS HOURS

If a student gets locked out of their room during normal working hours on a business day (8:30 am – 5:00 pm, Monday through Friday), the student should go to the Office of Student Affairs to be assisted by one of the staff members. They will complete the lock out by letting a student into their room.

### LOCKOUTS AFTER HOURS AND ON THE WEEKENDS

If a student gets locked out of the room after business hours, on the weekend or during a College holiday, the student should contact the RA on Duty by calling the Residence Life duty phone at 478-461-7787/478-461-7788. The Secondary phone number 478-461-7788 is not in use during the summer term.

## MAINTENANCE

Routine maintenance problems should be reported to Maintenance/Custodial through the [Work Order](#) process outlined Appendix D. Students are permitted to submit work orders pertaining to their personal living space. Facilities emergencies (i.e. overflowing toilets, electrical problems, door lock problems, etc.) should be reported immediately to Campus Safety at 478-960-7969. If after hours, students may call the RA on Duty at 478-461-7787/478-461-7788 for intermediate support. Maintenance/Custodial and Residence Life staff reserves the right to enter a student's room for any requested or necessary maintenance.

## MICROWAVES

Students are allowed one microwave (maximum 700-900 watts) per room within their Residence Hall. Students are responsible for following all fire safety guidelines when operating microwaves. Students should not leave microwaves unattended while in use.

## MEAL PLANS

Metz Culinary provides meal plan services, and each student is assigned a meal plan based upon her housing assignment. Students living in Banks, Wortham, Persons, Hightower and Jones are assigned to the 19 meal plan. Students living in the Corn Apartments are assigned to the 10-meal plan. Meal plans are included in the cost of housing and cannot be reduced or removed. Students with special dietary needs should contact the Office of Disability & Advocacy Services to request an accommodation for a documented disability.

## OCCUPANCY AND PRIVATE ROOMS

Housing in Wesleyan College residence halls is designated as double occupancy. Private rooms are not guaranteed from year to year and are only available if space allows. If a student does not have a roommate, they will be matched with another student through the consolidation process. If a student does not comply with the consolidation procedures, they will automatically be charged the private room fee (no prorating available). Additionally, any student who resides in a double occupancy room without a roommate with their personal belongings occupying the entire residence will be automatically charged the private room fee (no prorating available). The unoccupied space of a double-occupancy room must be ready for residents to move in at any moment.

## PETS

For health reasons, sanitary concerns and space constraints, pets (with the exception of fish and aquatic animals that do not leave a tank and live completely underwater) are **not** permitted in the residence halls or apartments except for situations of accommodation made by the Office of Disability & Advocacy Services. Fish aquariums cannot exceed 10 gallons and must be cleaned on a regular basis to prevent odor. Stray animals (or animals that no one claims but are being housed or fed by students) must be reported to Campus Safety. No animal may visit or reside in a Wesleyan College residence hall without prior, written approval from the Office of Residence Life or the Office of Disability Services. A violation of this policy will require immediate removal of the animal and educational sanctioning such as community service. Failure to remove the animal within 24 hours or repeated violations will result in additional fines and possible conduct sanctioning through the Wesleyan College conduct process. Additionally, students will be financially responsible for any damages or additional cleaning services required from the violation.

Service Animals and Emotional Support Animals provide specific services for their owners and are not considered pets. Any

student wishing to seek the approval of an emotional support animal must do so through the Office of Disability & Advocacy Services. Unauthorized support animals are not permitted in the residence halls. (See [Service and Emotional Support Policy and Agreement](#) on WesNet).

## **PUBLIC AREAS**

Students are prohibited from storing personal items in any public area due to fire safety concerns, to include shoes. This includes but is not limited to hallways, lounges, study areas and stairwells. Items left in these areas unattended will be discarded by our cleaning services. Wesleyan College is not responsible for any items lost, stolen, damaged, or discarded.

## **QUIET HOURS AND COURTESY HOURS**

Universal quiet hours for all residence halls and apartments are from 12am (midnight) – 8am. Buildings or floors may elect to establish different hours at the beginning of fall semester during the opening residence hall meeting. However, no building or floor may elect to shorten or eliminate the universal quiet hours. Students who do not follow quiet hours will be reported to the Assistant Dean & Director of Residence Life.

Out of courtesy and respect for your fellow building mates, reasonable quiet should be maintained in all residence halls and apartments at all times. Reasonable quiet is defined as the state in which noise does not carry from one area of the residence hall to another. This includes hallways, stairwells, restrooms, as well as individual rooms. Residents have the right to ask fellow students and guests to lower their volume even when quiet hours are not in effect.

## **ROOFS**

Students are not allowed on the roofs of any residence hall or apartment buildings due to the danger to personal safety.

## **ROOMMATE/SUITEMATE CONDUCT**

Your enjoyment of life in the residence halls and apartments will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate(s), suitemate(s) and neighbors. To be a mature adult is to accept responsibility for the welfare of others. Each resident is strongly encouraged to establish a contract with her roommate(s) and suitemate(s) to ensure that the interests of all are considered. The RAs can assist with this process and are available for assistance in settling conflicts. Basic conduct of roommate(s)/suiemate(s) include the following:

- ❖ A clean living area.
- ❖ Respect for roommate(s) and suitemate(s) personal belongings.
- ❖ Reading and studying while free from undue interference in one's room.
- ❖ Sleep without undue disturbance from noise, roommate(s) and/or suitemate(s), guests, etc.
- ❖ Free access to one's room and facilities without pressure from roommate(s) and/or suitemate(s).
- ❖ Personal privacy.
- ❖ The right to be free from fear or intimidation and physical or emotional harms.
- ❖ The privilege to have guests during open visitation hours with the permission of the roommate. Guests are to respect the rights and property of the hostess' roommate(s) and/or suitemate(s) and other hall residents at all times.

## **ROOM PERSONALIZATION**

Students are encouraged to create a comfortable living environment in their room. Residents are not permitted to paint or make any other alteration to any surface within the living space provided to them by the college. Residents may look to the following guidelines when decorating their room.

### **ADHESIVE**

Students should use caution with using adhesive to affix items to their walls and doors. Tape and other adhesives are not permitted as they will pull off paint and damage walls. Any damage caused by adhesive will be charged to the student for repairs. As designated by the Fire Marshall, wall and door coverings must not cover more than 35% of any given surface.

### **DECORATIONS**

Flame retardant materials are strongly encouraged when purchasing your comforter and window treatments. Items may not be attached to the ceiling (i.e. nets, flags, sheets, etc.). Live Christmas trees are not permitted in any residence hall room or apartment. Decorative lights with low heat bulbs and flame-retardant materials may be used to decorate. Dry erase boards or other message boards may be hung on residence hall doors but students must refrain from posting material that would be considered offensive to others. Material displayed in visible areas is subject to the approval of the Residence Life staff. If deemed unacceptable, the student will be required to remove the unacceptable materials immediately.

### **FURNITURE**

Feel free to arrange the furniture provided by the College in your residence hall room or apartment to your liking. You may



add your own furniture to the room but College furniture must remain in your room at all times and cannot be placed in storage or removed from its designated area. Upon check-out, all furniture must be put back together and arranged as found upon check-in. Fines will be assessed upon room inspection or checkout for any missing, broken, or damaged furniture. Any furniture that is not assembled in the manner at which it was found will also result in a fee assessed to the student (i.e. disassembled or inappropriately stacked/stored furniture). Residence hall and apartment lounge furnishings are provided for the use and comfort of everyone living in the building. This furniture must remain in these areas at all times. If a student moves furniture out of these areas and into a residence hall room or other location, the student will be fined \$50 per offense. Additional sanctions may be imposed if necessary. Students may use appropriate bed risers to raise their bed off of the floor however cinder blocks are not to be used to elevate beds or other furnishings provided by the College. Waterbeds are not permitted in the residence halls or apartments.

#### **LOFTS AND BUNK-BEDS**

For Hightower and Banks Residence Halls, lofting kits are available by request. Lofts and bunk-beds are not permitted in all other Residence Halls and apartments.

#### **NAILS AND THUMBTRACKS**

Students are permitted to use 1-1 ½ inch finishing nails (penny nails sized 2d, 3d and 4d) to hang posters and pictures on the walls. No more than 10 nails are permitted per wall. If more nails or other materials are used, students will be charged for damages at the end of the year upon checkout. If nails are present in walls after check-out students may be charged additional fees for removal. Students are permitted to use thumbtacks in order to decorate their rooms.

### **SERVICE AND EMOTIONAL SUPPORT ANIMALS**

Wesleyan College recognizes the importance of Service Animals as defined by the Americans with Disabilities Act As Amended (ADAAA). Those students recognized through the Office of Disability Services as having a Service Animal will enjoy equal access to housing facilities and Residence Life activities.

The College also recognizes the need for some students to have an Emotional Support Animal (ESA), defined by the Fair Housing Act as an animal that performs tasks and provides benefit to an individual with a disability. No animal may visit or reside in a Wesleyan College residence hall without prior, written approval from the Office of Disability Services or the Department of Residence Life. A violation of this policy will require immediate removal of the animal and educational sanctioning such as community service. Failure to remove the animal within 24 hours or repeated violations will result in additional fines and possible conduct sanctioning through the Wesleyan College conduct process. Additionally, students will be financially responsible for any damages or additional cleaning services required from the violation.

Wesleyan will not limit room assignments for Approved Animal owners. It is the responsibility of the owner to communicate with roommates and suitemates about allergies or other conflicts with the animal. The Office of Residence Life is committed to making assignment changes as needed for reasonable accommodations. Wesleyan will not require an individual with a disability to pay a fee or surcharge for the Approved Animal, but the owner will be financially responsible for any damage to College property caused by the animal.

Owners of Approved Animals are required to pick up all animal waste on College grounds caused by their animal. The first violation of this policy will result in a \$50 fine; the second violation will result in a \$100 fine; and any further violations may result in removal of the animal from campus. Any flea or other pest treatments will result in a \$450 fine. Carpet replacement will vary due to the extent of damage.

For more information on Approved Animals, consult the [Service Animal and Emotional Support Animal Policy and Agreement](#) found on Wesportal.

### **SEVERE WEATHER**

All students should be aware of and prepared for hazardous weather conditions including tropical storms, hurricanes, tornadoes, snow, sleet and ice. If severe weather conditions should occur, the Residence Life staff will call hall or floor meetings to advise students of further necessary actions (i.e. evacuation, consolidation to a safe place, etc.). Students are required to follow the instructions of the College staff in such cases. For more information on the [Wesleyan College Emergency Management Plan](#) see the Wesleyan College website.

#### **EMERGENCY SIREN**

If the state emergency siren sounds at any time other than the regularly scheduled monthly test, on the last Wednesday of the month at 11:00 a.m., students should immediately go to the interior hallways of the lowest floor of their residence hall or apartment building and wait for further instruction from a Residence Life staff member or other College official. Students should stay away from windows and exterior doors. Regularly scheduled drills may be conducted as deemed necessary.

Failure to leave the building or gather in the appropriate designated area upon alarm sounding will result in a \$100 fine.

## **TORNADO**

### **Upon notification of a tornado warning:**

All persons will proceed to a tornado safety location inside their buildings, assisting those that need assistance, and ensuring that those under their jurisdiction also go to the safety location. Whenever possible, employees will maintain an approximate headcount of the persons from their areas. All building occupants are to remain in the safety location until the Tornado Warning has expired or until notified that the danger has passed.

*A Tornado Safety Location is one that:*

- ❖ Has no windows
- ❖ Is on the lowest possible floor of a building
- ❖ Has no exterior walls

### **Residential Tornado Safety Locations: Emergency Assembly Area**

**Banks** - Basement level laundry room.

**Corn Apartments** – 1<sup>st</sup> floor hallway away from lobby and stairwells, close emergency doors at stairwells.

**Hightower** – Basement level in the middle of hallway away from stairwells and laundry room.

**Jones** – Basement level in the middle of hallway, away from stairwells and laundry room.

**Persons** – 1<sup>st</sup> floor hallways away from stairwells, close all room doors.

**Wortham** – Laundry room.

## **SMOKE DETECTORS/ALARMS**

Smoke detectors/alarms are provided in each residence hall room and apartment and are maintained by Maintenance/Custodial. If you hear an intermittent beep from a smoke alarm, it means the battery is low. **Do not remove the battery or attempt to change the battery!** Please submit a [Maintenance/Custodial Work Order](#). Decorative items (i.e. banners, posters, etc.) are **not** permitted to be hung from or over smoke detectors or sprinklers.

## **SMOKING**

Smoking is not permitted in the residence halls or on residence hall balconies and porches. For the complete policy, see the [College Policies](#) section.

## **SOLICITATION**

Wesleyan College does not allow door-to-door solicitation of products or services in the residence halls or apartment buildings or electronic solicitation via email. If you should encounter a solicitor in the residence halls and apartments, notify Campus Safety immediately.

## **STORAGE**

Due to space limitations and regulations governing fire safety, the college does not offer permanent storage for students. If storage is made available during the summer months, it will be designated on a first come-first served available basis for those students who qualify. Priority is given to those students who live abroad and cannot travel home with their personal items. If able to utilize storage, students must comply with all policies and fees as outlined in the storage contract.

## **TELEVISIONS**

There are televisions in common areas in each residence hall. Service problems with the television should be communicated to a Residence Life staff member. This amenity is provided with the understanding that all students will respect college property. Damaged or missing equipment will be charged to the student(s) involved.

## **VANDALISM AND COMMON DAMAGES**

Destructive behavior of any kind is not tolerated in the residence halls or apartment buildings. Students will be held responsible for damages individually or in a group. Students who participate in acts of vandalism are subject to removal from campus housing with no refund of fees and full payment of room and board required. Additionally, students found responsible for vandalizing college property will be responsible for the repaying of damages. When vandalism or damage occurs on a floor or to any part of a residence hall or apartment building, Residence Life staff will make every effort to determine who is responsible. If the person(s) responsible is identified, the student(s) will be sanctioned according to the nature of the vandalism. In the event that the individual(s) responsible cannot be determined, the residents of the area will be notified of the vandalism or damage and will be given a specified period of time in which to report any information regarding the incident. If this fails to yield any information about the person(s) responsible for the vandalism or damage, a minimum fine or total cost of

the repair or replacement value of the vandalism or damage will be split equally among the residents of the affected area.

## WINDOWS

In an effort to be sensitive to the Wesleyan community, objects are not permitted to be hung from the inside of windows that are visible on the outside. Objects are not to be thrown from windows of the residence halls or apartments. Window screens are to be properly installed on each residential window and may not be removed unless there is an emergency. Missing window screens should be reported to [Physical Plant Work Order](#).

## GUIDELINES FOR ROOM USAGE AND ACCESS

### ACCESS TO RESIDENCE HALLS AND APARTMENTS

In order to provide a safe and secure residential environment, all residence halls and apartment buildings are locked 24 hours a day. Students are issued keys by Residence Life staff at check-in and are required to return the keys to Residence Life staff upon checkout. Students are not permitted to use their key to enter a residence hall in which they do not reside and may not loan their key to anyone at any time. Residents who are found to have loaned their key or ID card to any person will automatically incur a \$25 fine upon the first offense. Subsequent offenses will be referred to the Wesleyan College Conduct process. Each residence hall and apartment building has several designated entrances that can be opened only by the entrance badge of a student living in that particular building. Propping open doors compromises the safety of everyone in the residence hall and is considered a residence hall violation. A fine and/or additional sanction may be imposed depending on the circumstances of the situation. Continually propping open exterior residence halls or apartment doors can result in a student's removal from campus housing with no refund of fees and full payment of room and board required. Pounding on residence hall or apartment building doors creates a distraction for students living in the hall and is not permitted.

### ACCESS TO STUDENT ROOMS BY COLLEGE STAFF

College staff reserve the right to enter a student's room at any time to make periodic inspections of residential facilities or when acting in an official capacity on behalf of the College. This applies regardless of whether or not a student is present at the time of entry. If staff should enter a room and notice in plain sight evidence of a violation of College policy, the staff may take that evidence and refer the incident to the appropriate judicial board. If an item is taken when a resident is not in the room, they will be promptly notified.

### BREAK HOUSING (SEMESTER)

Each year the Wesleyan College residence halls and apartment buildings close for the Semester Break in December. These dates are published in the College Calendar and the Student Handbook.

We encourage students to make travel arrangements that coincide with the College breaks. However, we also understand that extenuating circumstances may arise requiring a student to stay late, return early, or remain on campus during a break period. If a student has special circumstances requiring that they stay late, return early, or remain on campus during a break period they should follow the Semester Break Housing procedure listed below.

- ❖ The student should contact the Department of Residence Life as soon as possible to discuss the special circumstances and request permission to stay late or return early however, requests must be submitted in writing at least three weeks prior to the beginning or ending date of a break date or by the designated deadline set during a break housing application process.
- ❖ The request will be reviewed and notify the student if an exception has been granted.
- ❖ Students who need housing during the semester break will be charged a set fee to cover the cost of utilities which will be utilized during this period.

Students remaining on campus during a break period will be required to follow all college and residence hall policies and regulations during their stay. In addition, they will be required to sign an early arrival/late stay agreement outlining additional rules for the break period. No meal service will be provided during semester breaks.

For safety and security reasons, in addition to a decrease in staff coverage and minimizing the use of utilities during break periods, students may be consolidated to designated locations or may not be able to stay in their regular residence hall rooms or apartments.

## CHECK-IN

Upon the beginning of each academic year, every student must check-in to her residence hall or apartment with a Residence Life Staff member. The check-in process requires completing the Residential Emergency Contact Form, signing the Handbook Acknowledgement form, receiving a room key and completing the Room/Apartment Condition Form. Each student will be provided instructions on how to complete the Apartment or Room Condition form for their assigned living space. This form must be completed within 48 hours of receiving keys and it is the responsibility of the student to make sure that the room/apartment condition form is thorough and lists all current damages in the room. For more information on the Room

Condition Form please view the appropriate information in this section. Students must follow the same check-in procedure during the summer months, if applicable.

## CHECKOUT

Before a student vacates their residence hall room or apartment, they must make an appointment with their RA to officially check-out of their room at least 24 hours prior to their desired departure. The RA will compare the room/apartment condition form filled out at the beginning of the year, to the condition of the room at checkout. Any differences or discrepancies will be noted on the room/apartment condition form and will be presented to the student to sign during check-out. In the event of a double occupancy room or shared common space in the apartments, the check-out condition of all roommates' forms will be compared for any discrepancies or damages which were not visible at the time of the other roommate's checkout. All changes will be reported to Maintenance/Custodial Services who will review each case and determine if an actual damage has occurred. In the event of actual room damage the student will be billed at the cost to repair the damage. Damages are applied to a student's account approximately 6 to 8 weeks after the conclusion of the semester. Students are responsible for reviewing their account on the portal after this point and should contact the Department of Residence Life with any questions concerning room damages and fines.

Students must follow the same check-out procedure during the summer months. Failure to sign up for a check-out time, failure to attend a scheduled appointment, or failure to vacate the residence hall by the designated time will result in a minimum \$25 fine being charged to the student's account. Other fine information related to checkout is listed in the check out procedures distributed to residents prior to hall closings. Under no circumstances may a student leave their keys in their room upon check out. This will be considered an automatic improper check out and students will forfeit their right to appeal any damages found in their room. Any items left in student rooms after check out with Residence Life will be discarded and the resident(s) may be charged a minimum cleaning fee of \$100.

Students who check out during the year due to withdrawal must check out by 5 P.M. on the day of scheduled check out. If the withdrawn student does not check out by the designated time, the student may be escorted off of the campus by Campus Safety and may be denied visitation privileges in the future.

## HALL CLOSINGS

Following final examinations at the end of each semester, a student is required to vacate their residence hall room or apartment within 24 hours of their last exam or at the designated hall closing time, whichever comes first. Any extenuating circumstances preventing a student from leaving at the designated time must be made according to the exception policy designated at the end of the semester. Additional fees will be charged for late stays. At the conclusion of spring semester, students participating in commencement exercises may remain in their campus residence with permission until 12 p.m. on the day after commencement. All other students must vacate their rooms within 24 hours of their last exam, or by 10 a.m. the day following the last day of exams. Any student who has not vacated their room by the time of hall closing will be fined a minimum of \$50 per day they have not vacated.

## NONTRADITIONAL AND GRADUATE STUDENT HOUSING

Requests for housing for non-traditional or graduate students must be submitted to the Department of Residence Life and will be considered on a case-by-case basis. Efforts will be made to place nontraditional and graduate students in housing that is with and around other nontraditional and graduate students when possible.

## PUBLIC AREA USAGE GUIDELINES

The following public area usage guidelines apply to all areas of the residence halls and apartments.

### PORCHES/BALCONIES/BREEZEWAYS

- ❖ No tape on glass parts of doors
- ❖ No signage or advertising covering doors or windows
- ❖ No crepe paper on pillars, ceilings or marble
- ❖ No spray painting allowed
- ❖ No candles
- ❖ No chalking
- ❖ Signs may not be hung from porches or balconies without prior permission from the Assistant Dean & Director of Residence Life

### HALLWAYS

- ❖ Students wishing to post flyers in the residence halls must have their flyers approved by the Student Affairs Program Coordinator. All residential flyers must be given to the Department of Residence Life for distribution to the RA Staff who will post flyers for Residential students. Flyers that are posted without following proper procedures will be removed immediately,

even if they have been approved for posting.

- ❖ No tape on glass parts of doors or windows
- ❖ No crepe paper on pillars, ceilings or marble
- ❖ No signage or advertising covering doors or windows
- ❖ No tape or chalk on carpet
- ❖ No candles

Decorations for special events such as Homecoming, Senior Skip, etc. must be removed and cleaned within 24 hours of the end of the event, or fines will be imposed.

#### **LOUNGES**

- ❖ May be used by students, faculty and staff
- ❖ Outside groups may use only during summer months
- ❖ Furniture may not be removed
- ❖ Furniture may be moved to accommodate the event, but must be put back in its original location at the conclusion of the event. Any damage caused by moving lounge furniture will be assessed to the group utilizing the space.
- ❖ Walls may be decorated for special events using the appropriate adhesives as designated in the Room Decorating guidelines.

#### **REMOVAL FROM CAMPUS HOUSING**

Students can be removed from campus housing as deemed necessary by the Dean of Students. Examples include, but are not limited to, the following: multiple minor rule infractions, disrespect to staff, physical violence, vandalism, possession of illegal substance(s), and possession of weapons of any kind. Students who are removed must leave the campus within 48 hours (the Dean of Students can make exceptions). In case of student appeals, the action taken will be administered but can be reversed after the appeal has been heard. An individual found in violation of this policy will be escorted off campus by the Campus Safety or removed from the College activity. In addition, the individual may be prosecuted for criminal trespass.

Students removed from college housing may be removed from the college due to the residency requirement.

Students who do not attend & actively participate in all enrolled courses for more than two consecutive weeks in any academic period are subject to removal from housing. Students will be notified by email from the Dean of Students and given 72 hours to communicate with their professors and re-engage in their coursework. Faculty will be notified in the situation to verify a student's attendance and participation during this period. Failure to meet this standard will result in removal from housing within 48 hours of the re-engagement period. Students will not be reimbursed for housing costs due to removal from the campus.

#### **RESIDENCE AGREEMENT**

New and returning students will not be permitted to move into campus housing until they have been cleared by the Business Office, Financial Aid Office, Registrar's Office, Honor Council, Student Affairs, and Health Services. Students should consult with each of these offices prior to move in to ensure a smooth check in process.

#### **RESIDENCE HALL SPACE**

Assignments guarantee space (not specific rooms) within the residence halls. The Department of Residence Life reserves the right to assign students to other spaces, rooms or halls, when doing so appears to be in the best interest of the college, an individual or groups of students, or when it determines that a student is not actually residing in her assigned space. Residence contracts are for the entire academic year.

#### **RESIDENCY REQUIREMENT**

Wesleyan College believes in the value of the College community and the importance of both the curricular and co-curricular life of students. Therefore, residence hall living is considered an important part of the total education process. All traditional undergraduate students are required to live on campus during their enrollment.

Requests to live off campus will be evaluated based on individual circumstance, and a waiver will be granted to students who meet at least one of the following criteria:

- ❖ Living with a parent or legal guardian within 30 miles driving distance of campus or a county that borders Bibb County
- ❖ Fifth year seniors (8 full-time semesters – fall and spring – of Wesleyan College credit)
- ❖ Married/engaged students
- ❖ Parents who are primary caregivers of their child(ren)
- ❖ At least 22 years old at the time of matriculation to college



Students who do not meet one or more of these criteria but who have extenuating personal circumstances are encouraged to submit a Change of Resident Status form and a statement of their petition to be approved for a waiver.

All individuals requesting an exemption from the residency requirement must submit the appropriate by July 1 (Fall Semester) or December 1 (Spring Semester). Submission of a Change of Resident Status form does not guarantee approval to live off campus. If living off campus without permission, the student will be charged the full double occupancy room and board rate.

Students will receive written notification if a waiver is approved or denied. A student denied the waiver may appeal to the Dean of Students within 72 hours of first notification of denial. The decision of the Dean of Students is final.

Off-campus resident status may be renewed annually. Students will receive an email request for confirmation of residential address by July 1 (Fall Semester) or December 1 (Spring Semester). If a student's residential circumstances change, they must notify the Department of Residence Life immediately. Failure to provide current and accurate residential information may result in the student being charged the full double occupancy room and board rate.

## ROOM ASSIGNMENTS/ROOM SELECTION

Returning students participate in a room selection process each year during the spring semester. Sign-up order is based on the number of earned credit hours as of the previous semester. Students must be registered for classes for the semester in which they are selecting their housing. If a student does not receive their first choice for room selection, they may elect to be placed on a waiting list in the event that space becomes available in the future. Information regarding the room selection process is distributed to students via email during the spring semester. It is the responsibility of the student to attend her Room Assignment appointment. If they fail to attend their appointment time, an assignment will be made for them at the conclusion of the Room Selection process after all students have been assigned.

## ROOM CHANGES AND CONSOLIDATION POLICY

Students are allowed to make room changes at the designated room-change period, which takes place at the beginning of each semester. Students desiring to move into a new room must follow procedures as directed by the Department of Residence Life. The student requesting a room change is the student who is expected to move. **Any student making an improper room change or those who fail to comply with the stated room change deadlines will be fined a \$25 improper checkout fee. If making an improper room change without appropriate permission, a student will have to return to the appropriate assigned room.** Fees will not be pro-rated for room changes.

After the room-change period, all room-change requests will be considered on an individual basis and granted by the Department of Residence Life only after all other attempts to create a suitable living environment have been exhausted. After designated room change periods, students without roommates are in the consolidation process and have the following options:

- ❖ Choose a roommate;
- ❖ Choose to remain in a private room and pay the private room fee of \$550/semester;
- ❖ Choose to remain in the room and a roommate can be assigned at any time.

Typically, students will have 2-4 weeks from the start of classes to choose one of the first two options. After the conclusion of the room change process, students will be informed of their status in the consolidation process and will begin to assign students to their new room or roommate. Students are encouraged to self-select a roommate from the other students going through the consolidation process and choose the room in which they will reside. When students do not self-select a roommate, they will be assigned one at random and the room assignment will be selected based on the student with the highest number of credit hours.

The Office of Residence Life reserves the right to make a room change at any time it is deemed to be in the best interest of the student(s) involved. If any room change is not completed by the specified date, the student is subject to a \$25 per day fine for each day past the deadline. Room Change requests will not be honored during the last two weeks of a semester.

## ROOM AND APARTMENT CONDITION FORMS

Prior to the arrival of each student, all rooms are inventoried for the current condition of all furniture, walls, flooring, ceiling, fixtures, door, appliances, etc. Resident Advisors document each of these conditions and complete the necessary work orders prior to the check in period. When a residential student arrives on campus and checks into their room for the first time, they are responsible for completing the online Apartment/Room Condition Inventory form which will be used to document the condition of a room at check in.

During the Check-in Process, each student will receive instructions on how to complete their Apartment/Room Condition report. **It is the student's responsibility to inspect their rooms or apartments immediately upon move in and to complete**



**their online Apartment/Room Condition Inventory within 48 hours of receiving their keys.** Failure to list a damaged item at check in does not alleviate a student from responsibility for that damage at check out and is not grounds for a housing damage charge appeal. It is the responsibility of the student to make sure that ALL conditions are listed on their Apartment/Room Condition Inventory.

During check out, the room will be inventoried and compared against its original move in condition. Any changes in condition will be reported in order to be assessed for damages. Maintenance/Custodial will determine the exact cost to be assessed to a damaged room and the cost will be passed along to the student. Damage fees and Residence Life fines are placed on student accounts approximately 4 weeks after the end of the spring semester and it is the responsibility of the student to check their account on the portal for any applied fines. For shared areas, the damages fines will be split evenly among all residents using that space unless a student(s) accepts responsibility in writing for that damage (including publicly shared areas such as lounges, laundry facilities, stairwells, etc. If a discrepancy should occur during the Check-out process, the initial inventory performed by the Resident Advisor will be consulted and compared with the initial inventory completed by the student at check-in.

## **ROOMS NOT IN USE**

Students are prohibited from storing any belongings in an empty room in the residence halls or apartments. Empty rooms must remain clean and available for room changes and emergency housing situations. This includes rooms which are not for residential occupancy including lounges, study areas, storage closets, etc. Students found in violation of this policy will be fined \$25 and will be required to remove belongings immediately. Additional sanctions may be imposed, if necessary.

## **SUMMER HOUSING**

Summer housing is available to all current students registered for the fall semester at a determined cost. Housing may be made available to recent Wesleyan graduates in good standing with the college as space is available. Students living in campus housing during the summer months are required to adhere to all Residence Life policies and guidelines stated in the student handbook. Students failing to comply will be subject to sanctions imposed by residence hall staff. Space is limited and priority for housing will be determined by the Department of Residence Life.

## **SEARCHES AND ENTRY BY COLLEGE OFFICIALS**

The College reserves the right for appropriate officials to search individual rooms, suites, apartments, buildings or any area when there is a reasonable suspicion that a policy violation or illegal activity is taking place. The College reserves the right to conduct a search as necessary whether or not a student is present in the room. If a search produces evidence of a policy violation or illegal activity, the resident(s) of the room will be referred to the appropriate Office of Student Conduct or law enforcement agency. College personnel may also enter a room to conduct routine, requested, or emergency maintenance procedures. Any item confiscated during a Residence Life or administrative search, which represents a violation of policy, will **not** be returned to the student.

## **SEARCHES AFTER A FIRE ALARM**

It may be necessary to conduct a search immediately following the activation of a fire alarm. If illegal items are discovered during fire safety checks of the building, these illegal items will be confiscated and the appropriate action/fine will be assessed. Any item confiscated during a Residence Life or administrative search, which represents a violation of policy, will **not** be returned to the student.

## **VACANCIES**

Vacancies in the residence halls and apartments that occur after the designated room selection time will be filled by the Department of Residence Life. Students on the waiting list will be considered for all vacancies before other students who are not on the waiting list. Housing assignments may be changed prior to move in to accommodate occupancy requirements. Mid-semester vacancies may require a student to go through the consolidation process. Students who do not comply with the consolidation process will be charged for a private room.

## **VISITATION POLICY AND PROCEDURES**

Wesleyan College recognizes that visitation is an important privilege offered to the students. However, with this privilege comes responsibility. Visitors are defined as any non-residential student, faculty, or staff or any non-Wesleyan affiliated person who is requesting admittance in the residence halls or apartments to visit or gather with any Wesleyan College residential student. Visitation of guests, whether male or female, must not interfere with a roommate, suitemate, or apartment-mate's right to privacy, study time, sleep, etc. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate, suitemate, apartment-mates, or of any other resident. Students may have guests in their room or apartment only with approval from their roommate or apartment-mates according to the following guidelines.

## CONDUCT

The resident with whom the guest is staying is responsible for the actions and conduct of their guest at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and policies.

## ESCORT

A Wesleyan College student must escort their guest at all times. In addition, guests may not be left alone in a residence hall or apartment for any period of time. It is the responsibility of every Wesleyan student to inform unescorted guests that they must leave the building and notify their Resident Advisor and Campus Safety of this behavior.

## OPEN VISITATION HOURS

Wesleyan students are permitted to invite male and female guests to campus during open visitation hours. Open visitation hours are as follows:

*Sunday – Thursday:* 10am – 12 midnight

*Friday and Saturday:* 10am – 2am (the following morning)

During open visitation hours, a guest registration form is not necessary for guests who are visiting campus. However, Wesleyan students are highly encouraged to complete a guest registration form for any guest visiting campus in order to ensure a smooth visit. Even though guest registration forms are not required during open visitation hours, a student should minimally receive verbal permission from their roommates, suitemates or apartments for any guest entering the residence halls or apartments.

## OVERNIGHT GUESTS

Wesleyan upper-class students are permitted to host an overnight guest on campus in their residence hall room or apartment as long as they have followed all overnight guest registration guidelines. Students in the first year communities are not allowed to have overnight guests in the first semester. Guest privileges for first year students will be evaluated for the Spring. An overnight guest is defined as any Non-Wesleyan Student on campus after open visitation hours.

Out of respect and for safety reasons, a resident must request and receive approval to host an overnight guest 24 hours in advance from her roommate, suitemates or apartment-mates. Approval of guests with less than 24 hour notice will be approved on a case by case basis with an extenuating circumstance only. After gaining approval, the resident must register the guest with a Residence Life staff member according to the guest registration procedure. Failure to gain approval or to register the guest will result in the guest being asked to leave and referral of the resident host for judicial action. When visitation is permitted, each overnight guest may stay for a maximum of three consecutive nights and may not spend more than four nights on campus per month without special permission from the Department of Residence Life.

When visitation is permitted, each overnight guest may stay for a maximum of three consecutive nights and may not spend more than four nights on campus per month without special permission from the Department of Residence Life. Guests are not permitted to stay with different Wesleyan hosts in order to extend their stay on campus past the guidelines set above. Students are permitted to have two overnight guests per evening. All other guest policies must be followed at all times for the duration of the guest's stay. In extenuating circumstances regarding the number of visitors per evening or the number of days permitted, students must gain approval from the Department of Residence Life.

### OVERNIGHT VISITATION – MINOR

Children under 16 years of age are not allowed to spend the night in a residence hall room or apartment. Children visiting overnight must still follow all visitation policies. Exceptions may be granted by the Dean of Students upon request.

## OVERNIGHT GUEST REGISTRATION POLICY

In order to ensure the highest safety standards possible, the following overnight guest registration policy must be followed by all residents at all times. Male and female overnight guests remaining in the residence hall or apartments past 12:00 a.m. (midnight), Sundays through Thursdays and 2:00 a.m. on Fridays and Saturdays must be registered. During college holidays when classes are not in session (i.e., Labor Day, Fall Break, Thanksgiving, Spring Break, etc.), guests are permitted to stay overnight the evening before a holiday, even if it is not a weekend. This does not include the beginning of each semester prior to the start of classes or finals week

In order to register a guest, a student must fill out a Guest Registration Form, which can be obtained from WesPortal under the Student Life section of the WesNet tab. The Guest Registration Form includes Wesleyan host information, guest information, in addition to signatures from all roommates and suitemates or apartment-mates. Permission must be granted from a

roommate, suitemates, and apartment-mates which are indicated by signatures on the registration form.

For identification purposes, a copy of the Guest Registration Form must be carried with the guest **at all times** while on campus. All guests must present their approved guest registration form to any Campus Safety Officer, Wesleyan College Administrator or Residence Life Staff Member when requested to do so. Without a completed form, all guests will be escorted off campus.

## CHAPTER FIVE- COMPUTER INFORMATION RESOURCES

[CIR Staff and Support](#)

[Use of Computer and Information Resources Policy](#)

[Enforcement](#)

### CIR STAFF AND SUPPORT

When residential students first orient to the College, they are introduced to their Information Technology Assistant (ITA), who assists them in the initial setup of their computers. Students will contact the ITA assigned to their residence hall if they need further assistance with campus technology. The ITA's contact information can be found on the residence hall bulletin board. Residential students may also receive assistance by entering a HelpDesk ticket into the system at <http://HelpDesk.WesleyanCollege.edu> or by leaving a message at 478-757-5239. See an ITA or CIR Department staff member for additional information.

Non-residential students may receive assistance by entering a HelpDesk ticket into the system at <http://HelpDesk.WesleyanCollege.edu> or by leaving a message at 478-757-5239. Someone will contact you as soon as possible to determine the best solution to the problem.

### USE OF COMPUTER AND INFORMATION RESOURCES POLICY

Before a student receives access to the network and its related resources (internet, e-mail, printing, and the Wesportal) the student must understand and agree to the [College's Computer and Information Resources Policy](#). This policy provides guidelines for network etiquette and the acceptable use of the College's technology resources. It also provides information about the appropriate use of copyrighted materials (written, video and audio). The [College's Computer Information and Resources Policy](#) can be downloaded from the College's WesPortal -> Wesnet Tab -> Policies Menu.

If you have questions about the level of service provided, you may contact the Director of Computer and Information Resources by email at: [jtedders@wesleyancollege.edu](mailto:jtedders@wesleyancollege.edu) or by telephone at: 478-757-5125.

### ENFORCEMENT

Any violation of these or other published policies for the appropriate use of computers, networks, and telephones must be reported to the Network Administrator or the Director of Computer and Information Resources. (The network or system administrator will temporarily suspend a user's account when it is deemed necessary to assure proper security of the College systems until a proper review is performed). Upon indication of a violation, the Director of Computer and Information Resources shall convene a hearing committee to review the case. For a student violation, the committee will consist of the following members of the campus community: Dean of Students, Vice President for Academic Affairs, Student Government President, and chair of Faculty Council. The committee will review the information regarding the violation and determine if the user has violated the Use of Computer and Information Resources Policy. Based upon a review of the specific circumstances the hearing committee will follow the procedure outlined below.

**For students**, a violation will result in the suspension of user privileges, a fine, recommendation for suspension or removal, and/or any combination of the aforementioned sanctions. Generally, sanctions will be as follows:

First Violation -\$50.00 fine

Second Violation -\$100.00 fine & suspension of user privileges for one semester

Third Violation -Recommendation to the Dean of Students for suspension of the student for a minimum of one year, or for permanent removal depending upon the severity of the situation.

Based on the severity of the incident, the hearing committee reserves the right to immediately move to a recommendation for suspension or removal. All violations will be documented and filed in the student's records.

# CHAPTER SIX- HONOR CODE AND CODE OF CONDUCT

## Introduction

### Conduct Process and Appeals

### Honor Code and Code of Conduct

## INTRODUCTION

Wesleyan College seeks to provide all members of the college community with an environment conducive to learning. Membership in this community entails rights and responsibilities for each of its members, and requires that members of the community treat others with civility and respect. The College reserves and will exercise the right to insist upon the highest standards of personal conduct from all members of its community.

This chapter provides the Honor Code and detailed code of conduct. All students at Wesleyan should become familiar with the honor code and code of conduct, which guides decisions during any form of the conduct process. Behavior that violates the rights of others or the standards of academic or social life is not a private matter. Disciplinary action against any student may entail serious consequences. It may result in the student's temporary or permanent separation from the college and thus may jeopardize her future career. It is the policy of the college that a student's parents or guardian will be notified in the event of serious disciplinary action involving their student, subject to the Family Educational Rights and Privacy Act of 1974.

The college reserves the right to amend the rules and regulations of the college any time.

## HONOR CODE AND CODE OF CONDUCT

### **Honor Code**

The Honor Code is the foundation upon which life in the Wesleyan College community is built. It is based upon the idea that individual freedom is a right founded upon responsibility. A student is expected to maintain four principles while attending Wesleyan College. Those principals include the following:

1. Tell the Truth
2. Respect Others
3. Be Accountable for Actions
4. Practice Inclusivity and Equity

If a student violates a principle of the Honor Code, the student will be referred to the Office of Student Conduct. All violations are alleged until an investigation is conducted and a student is given an outcome for their actions. All students have the right to due process and shall be given the opportunity to speak to the alleged violation.

### **Honor Pledge**

Membership in the College community involves establishing and maintaining these broad principles. It is understood that by becoming a student at Wesleyan, an individual signifies acceptance of the Honor Code and all policies and procedures set forth in the Wolf Guide Student Handbook, and elsewhere as enacted by College Officials.

*As a member of the Wesleyan College Student Body, I will uphold the Honor Code, strive for personal honesty and integrity in all areas of my life, and fulfill my responsibility for maintaining the Honor Code in the college community.*

### **Student Code of Conduct**

The following is a listing of offenses that are inconsistent with responsible student behavior and in violation of Wesleyan policies, procedures, and student code of conduct. This document is not intended to be a complete or exclusive description of inappropriate conduct. Any inappropriate conduct is subject to disciplinary action, even if such conduct is not described herein, elsewhere in the Student Handbook or in other college publications.

1. Academic Integrity- Students are expected to follow the Honor Code and uphold academic integrity inside and outside of the classroom. Students who fail to uphold the academic standard will be held accountable by the academic judicial process.

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| 1.1 Cheating | Using, or attempting to use, unauthorized assistance, material, homework helper apps, AI tools, or study aids to complete your own examinations or other academic work (Examples: using a cheat sheet on a quiz or exam; programming a calculator or other |
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|                                      | electronic device with information for an exam, test, or quiz; soliciting information regarding an exam or test from another student; altering a graded exam and resubmitting it for a better grade, using a homework helper app or AI tool without instructor permission, etc.)                    |
| 1.2 Fabrication                      | Submitting made up or falsified information for any academic exercise or assignment (Examples: making up data for an experiment; “fudging” data; citing nonexistent or irrelevant articles; presenting fraudulent excuses, lies, letters of recommendations, etc.)                                  |
| 1.3 Facilitating Academic Dishonesty | Knowingly helping, or attempting to help, another student violate any provision of the Honor Code (Examples: discussing an exam with a student who has yet to take it, giving tests or papers to another student, etc.)   |
| 1.4 Multiple Submissions             | Submitting the same academic work (for example, a project, paper, presentation, or exam) for two or more different courses without permission from both instructors in advance  |
| 1.5 Plagiarism                       | Misrepresenting source information or using the ideas, data, or language from a source (including your own previous academic work, library resources, the Internet, fellow students, community members, or an AI tool like Chat GPT) as one’s own without a clear and properly cited acknowledgment |
| 1.6 Unauthorized Access to Materials | Taking, attempting to take, stealing, altering, or destroying any material pertaining to a class (i.e. test, examinations, laboratory equipment, college grade records, etc.)   |
| 1.7 Unauthorized Collaboration       | Working with another person on a project, assignment, examination, test, or quiz without the instructor’s permission in advance   |

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Civility and Integrity- Students, faculty, and staff are expected to treat one another with respect in all interactions. Any student exhibiting unacceptable behaviors inside the classroom or outside the classroom will be subject to disciplinary action. Students are to respect college property and policies.

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| 2.1 Failure to Uphold the Honor Code | Failure to uphold the principles set forth in the Honor Code.  |
| 2.2. Aggressive Behavior             | Aggressive behavior including verbal, written, and physical threats or altercations are expressly prohibited on campus or at college sponsored off-campus events. Students should not engage in acts of aggressive behavior, and sanctions for violation of this policy may include, but are not limited to, change in residence hall rooms, change in residence halls, removal from campus housing, suspension or expulsion from Wesleyan College with no refund of fees and full payment required. |
| 2.3 Bullying                         | Any intentional electronic, written, verbal, or physical act or a series of acts directed at another student or students that is severe or considered severe by the victim or others in authority, persistent, or pervasive and that has the intended effect of doing any of the following: substantially interfering with a student’s education; creating a threatening environment; or substantially disrupting the orderly operation of the College.  |
| 2.4 Intimidation                     | Any verbal, written, or electronic threat of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being.  |
| 2.5 Harassment                       | Any unwelcome verbal or physical conduct that, because of its severity and/or persistence, interferes significantly with an individual’s work or education, or adversely affects an individual’s physical, emotional, or psychological well-being. (For the definition of and procedures related to  |

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|  | discrimination and sex/gender-based misconduct see the Wesleyan College Sexual Misconduct Policy and Wesleyan College Process for Resolving Complaints of Sexual Misconduct.)   |
| 2.6 Threats                            | Harming, abusing, assaulting, threatening, endangering, intimidating, stalking, or harassing another person and extends to all oral or written statements, communications, conduct, gestures, expressions, or acts made in any medium (e.g., in person, via letter, telephone, text message, electronic mail, social media or any other method) that causes a reasonable apprehension of physical or emotional harm to another person   |
| 2.7 Damage and Destruction of Property | Any student who takes part in or has knowledge of damage or destruction of college property. Intentional, reckless, or unauthorized damage to college property or personal property of another  |
| 2.7 Damage and Destruction of Property | Any student who takes part in or has knowledge of damage or destruction of college property. Intentional, reckless, or unauthorized damage to college property or personal property of another  |
| 2.8 Hazing                             | Hazing in any form, with respect to any college activity, is prohibited. Hazing means to subject a student to any activity which endangers or is likely to endanger the physical, mental or emotional health of the student or to produce mental or physical discomfort, fear or stressful situations, embarrassment, harassment, or ridicule, regardless of a student's willingness to participate in such activity. Hazing may include, but is not limited to the following, whether conducted on or off campus: the use of alcohol; paddling in any form; creation of excessive fatigue; physical or psychological shocks; quests; treasure hunts, scavenger hunts, road trips; wearing of apparel in public which is conspicuous and/or not normally in good taste; wearing full facial masks or completely covering the face with paint; pouring food or any substance on a student; spraying water on a student; tattooing or piercing the body; placing food or other items in students mouths and/or causing students to swallow or gag; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; any other similar or related activities which are not consistent with the policies and regulations of Wesleyan College. |
| 2.9 Offensive Material                 | Offensive is defined as material that meets any of the following criteria, or material that is deemed unacceptable by college officials: The average person, applying contemporary community standards, would find the material obscene. The publication depicts or describes sexual conduct. The work, taken as a whole, lacks serious informative, literary, artistic, political, or scientific value. The publication or material contains libelous statements and/or disregard for the truth. The material causes a disruption of college life. The material includes references to alcohol or the use of alcohol.  |
| 2.10 Harm to Person                    | Intentionally or recklessly causing physical harm or endangering the health or safety of any person.  |
| 2.11 Solicitation and Posted Material  | Soliciting by individual students or student organizations is prohibited on or off-campus without the permission of the Center for Leadership and Involvement in conjunction with the Division of Student Affairs. Soliciting by agents of businesses is prohibited except in rare instances approved by the Center for Leadership and Involvement. Entrance to the residence halls and/or door to door solicitation is strictly prohibited. Violations should be reported to Campus Safety immediately. Students cannot publish or distribute material that is offensive.  |



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| 2.12 Fireworks                    | Possession of fireworks and other dangerous materials on campus is strictly prohibited. Possession or use of fireworks on campus will result in a \$100 fine up to removal from the College with no refund of fees and full payment of room and board.  |
| 2.13 Pets/Animals                 | Service animals and Emotional Support animals are the only type of animals allowed in the buildings. For the complete detailed policy on Service and Emotional Support Animals, please visit WesPortal.   |
| 2.14 Fire Safety                  | Violations include but are not limited to: Intentional or recklessly causing a fire which damages college property or causes injury, failure to evacuate a building during a fire alarm, improper use of college fire safety equipment, or tampering with fire alarm or fire detection equipment  |
| 2.15 Smoking/ Tobacco             | Use of tobacco and smoke products is prohibited on all College grounds and in any outdoor area controlled by the College. This includes all College parking lots and parking ramps, athletic fields, tennis courts, and recreational areas. Use of tobacco or smoke products is prohibited inside any vehicle located on such College grounds. "Tobacco and Smoke Products" are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices such as hookahs, electronic cigarettes, personal vaporizers or electronic nicotine delivery systems.  |
| 2.16 Social Media                 | Inappropriate conduct by a member of the Wesleyan College community or inappropriate conduct captured on a social media website brought to the attention of College officials (including posts or comments that can be considered reasonably offensive, harmful, obscene, or derogatory in nature). Inappropriate conduct over the internet will be addressed through existing response mechanisms at the College, including, but not limited to, the Student Handbook, Computer Information Resources Policy and Social Media Policy.  |
| 2.17 Weapons                      | Wesleyan College prohibits the use or distribution of guns, rifles, explosives, weapons designed to propel a missile of any kind (i.e. BB, paintball, etc), and all other items to be used as a weapon (i.e. switchblade, razor blade, meal, wood) on campus property. The use of electronic control devices (i.e. Tasers, stun guns, etc.) are only to be used in a defense mechanism where physical harm is present. The campus property is defined as the physical place of business, and includes but is not limited to: all buildings, driveways, streets, sidewalks or walkways, parking lots, and other parking areas, as well as college vehicles. This prohibition includes students, faculty, and staff, as well as vendors, sub-contractors, and visitors. |
| 2.18 Taking/ Stealing of Property | Knowingly and intentionally taking unauthorized college property or property belonging to someone else. Maintaining possession of stolen property.  |
| 2.19 Falsification/Fabrication    | Inventing or falsifying information, documentation, or data to include forging signatures on any official document.   |

3. Responsible Living and Social Honesty in the Residence Halls– Life on campus and in the residence halls brings certain rights and privileges, as well as the responsibility of consideration for other students. Rules and regulations concerning the operation of the residence halls and apartments are a part of the Honor Code.

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| <p>3.1a Alcohol- Possession Under 21</p>     | <p>Students who are 21 years of age or older may store, possess and/or consume alcohol in their residence hall room or apartment accordingly. Alcohol may not be stored, possessed or consumed in any room or apartment in which one or more of the roommates or apartment-mates are under 21 years of age. Consistent with Georgia law, only those Wesleyan students and their guests who are under 21 years of age are not permitted to consume alcohol on the Wesleyan campus or at Wesleyan sponsored events.</p>  |
| <p>3.1b Alcohol- Public Area</p>             | <p>Alcohol consumption is prohibited within the residence hall and apartment public lounges or on the porches. Students may not drink alcoholic beverages in any area of the campus except in designated areas and during approved college sponsored events.</p>   |
| <p>3.1d Alcohol- Display</p>                 | <p>Alcohol containers are not permitted to be used for display purposes</p>  |
| <p>3.1c Alcohol- Guest</p>                   | <p>Guests, including other students, over the age of 21 are permitted to drink inside the common areas of the apartments or within personal rooms after all other apartment-mates or room-mates have agreed to permit alcohol consumption in the space. Residents under the age of 21 may not have guests of legal age with alcoholic beverages in their residence hall room or apartment. Students must uphold the Honor Code at all times and are responsible for guests and guest behavior at all times.</p>  |
| <p>3.2 Drugs</p>                             | <p>The illegal use or possession of any stimulant, depressant, narcotic, hallucinogen, illegal substances or similar agents or prescription drugs not prescribed specifically to that individual is strictly prohibited on the Wesleyan College campus or as part of any college sponsored activity. The production, selling, bartering, exchanging, or giving away of any drug is also prohibited. Federal, state, and local laws also govern the use of drugs. When off campus, students are responsible at all times for complying with federal, state, and local laws governing possession and use of drugs. Suspicion of drug use, including the smell or evidence of use, will be considered a violation of the drug policy. This includes smells permeating through residence halls and community areas or on an individual.</p>  |
| <p>3.3 Safety- Balcony, Windows, Porches</p> | <p>Students are not allowed to hang articles from balconies, porches, windows or rails of the residence halls or apartment buildings. No inappropriate furniture or personal belongings are allowed in these areas. Students will be asked to remove belongings immediately. For personal safety reasons, students are prohibited from sitting on the ledges of porches, windows, balconies, or railings. For the protection and safety of all students, objects are not to be thrown over or off of balconies, windows, porches or rails. Students caught throwing objects off balconies, etc. are subject to removal from the residence halls with no refund of fees and full payment of room and board required. Objects are not permitted to be hung from the inside of windows that are visible on the outside. Objects are not to be thrown from windows of the residence halls or apartments. Window screens are to be properly installed on each residential window and may not be removed unless there is an emergency.</p> |

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| 3.4 Tampering with Residence Life Equipment    | Tampering with the cooling/heating unit is prohibited.  |
| 3.5a Fire Safety- Candles, Incense, Open Flame | Prohibited in the residence halls and apartment buildings. These objects present extremely dangerous fire hazards and may produce an odor that could disturb other residents. Candles warmers with an open heating element or open flames are not allowed.  |
| 3.5b Fire Safety- Electrical Appliance         | No electrical equipment other than small appliances may be used in residence hall rooms. Electrical appliances with heating coils or exposed heating elements are not permitted. The use of extension cords is strictly prohibited. Electrical surge protectors that can extend or multiply electrical outlets are the only approved type of extension for use in residence hall rooms.   |
| 3.5c Fire Safety- Fire Safety Equipment        | All fire equipment, other than individual portable extinguishers, may only be used by authorized personnel and in emergencies. Tampering with college fire safety equipment is prohibited. Tampering with a smoke detector or alarm in any manner is prohibited.  |
| 3.5d Fire Safety- Kitchen Safety               | Students may not cook in their residence hall rooms due to the potential risk of fire other than in an approved microwave. Students utilizing kitchen facilities must never leave cooking food unattended. It is the responsibility of the resident to clean the kitchen after each use. If kitchens are not kept clean or kitchen privileges are abused, the kitchen may be closed temporarily or permanently at the discretion of the RA and Assistant Dean & Director of Residence Life. |
| 3.5e Fire Safety- Failure to Evacuate          | Any time a fire alarm sounds in a residence hall or apartment building it is mandatory for all students to evacuate the building.   |
| 3.6 a Cleanliness/ Health and Safety           | Students are responsible for the cleanliness of their rooms and bathrooms. Trash should be discarded in the appropriate trash receptacles only and not outside of bedroom/apartment doors. Trash and/or trash cans may not be placed in the stairwells as this is a fire hazard.  |
| 3.6 b Cleanliness/ Health and Safety           | Maintaining your living environment, personal space, and self in accordance with reasonable health, cleanliness, and safety expectations.   |
| 3.7 General Safety and Wellbeing               | Residents are expected to take responsibility for their safety and wellbeing. Behavior that impedes personal or others physical/ psychological well being is prohibited.  |

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| <p>3.8 Cooperation and Compliance</p>           | <p>Students must be respectful of Residence Life Staff members (including student staff, campus safety, faculty, and administrators). Abusive language or intimidating behavior of any kind will not be tolerated. Residents and guests are expected to cooperate with all reasonable requests made by members of the community. Cooperation includes participating in mandatory meetings (hall meetings, conduct meetings), cooperation of all rules established by Residence Life</p>  |
| <p>3.9a Noise- Quiet Hours</p>                  | <p>Universal quiet hours for all residence halls and apartments are from 12am (midnight) – 8am. Buildings or floors may elect to establish different hours at the beginning of fall semester during the opening residence hall meeting. However, no building or floor may elect to shorten or eliminate the universal quiet hours.</p>   |
| <p>3.9b Noise- Courtesy Hours</p>               | <p>Out of courtesy and respect for your fellow building mates, reasonable quiet should be maintained in all residence halls and apartments at all times. Reasonable quiet is defined as the state in which noise does not carry from one area of the residence hall to another. This includes hallways, stairwells, restrooms, as well as individual rooms. Residents have the right to ask fellow students and guests to lower their volume even when quiet hours are not in effect.</p>  |
| <p>3.9c Noise- Exam Week Hours</p>              | <p>Exam week begins at 7:00 p.m. the evening before Reading Day. All rules will be in effect during the week of examinations and 24- hour quiet hours will be enforced. Additionally, there will be no guest visitation permitted during finals week.</p>  |
| <p>3.10a Guest- Overnight</p>                   | <p>See <a href="#">OVERNIGHT GUESTS</a></p>  |
| <p>3.10b Guest-Minors</p>                       | <p>Children (siblings/family/friends) under the ages of 16 are not allowed to stay overnight on campus. Siblings and friends over the age of 16 may stay the night but must follow the Residence Life visitation policies. Exceptions of this policy may be granted upon request to the Dean of Students. Wesleyan College is not responsible for any visitors on campus.</p>  |
| <p>3.11 Damage and Destruction of Property.</p> | <p>Destructive behavior of any kind is not tolerated in the residence halls or apartment buildings. Students will be held responsible for damages individually or in a group .When vandalism or damage occurs on a floor or to any part of a residence hall or apartment building, Residence Life staff will make every effort to determine who is responsible. If the person(s) responsible is identified, the student(s) will be sanctioned according to the nature of the vandalism. In the event that the individual(s) responsible cannot be determined, the residents of the area will be notified of the vandalism or damage and will be given a specified period of time in which to report any information regarding the incident. If this fails to yield any information about the person(s) responsible for the vandalism or damage, a minimum fine or total cost of the repair or replacement value of the vandalism or damage will be split equally among the residents of the affected area.</p> |
| <p>3.12 Additional Rules</p>                    | <p>There can be additional rules and regulations as defined by the department of Residence Life. These rules may be sent out via email or placed on the Residence Life website.</p>  |

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| 3.13 Pets | With the exception of fish and aquatic animals that do not leave a tank and live completely under water) are not permitted in the residence halls or apartments except for situations of accommodation made by the Office of Disability & Advocacy Services. Fish aquariums cannot exceed 10 gallons and must be cleaned on a regular basis to prevent odor. Stray animals (or animals that no one claims but are being housed or fed by students) must be reported to Campus Safety. No animal may visit or reside in a Wesleyan College residence hall without prior, written approval from the Office of Residence Life or the Office of Disability Services. |
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4. Compliance Equity and Inclusion- Wesleyan College is committed to maintaining a diverse, academically talented, and well rounded community of learners in an atmosphere of mutual respect and appreciation of differences.

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| 4.1 Bullying                                   | Any intentional electronic, written, verbal, or physical act or a series of acts directed at another student or students that is severe or considered severe by the victim or others in authority, persistent, or pervasive and that has the intended effect of doing any of the following: substantially interfering with a student's education; creating a threatening environment; or substantially disrupting the orderly operation of the College.                          |
| 4.2 Intimidation                               | Any verbal, written, or electronic threat of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being.  |
| 4.3 Harassment                                 | Any unwelcome verbal or physical conduct that, because of its severity and/or persistence, interferes significantly with an individual's work or education, or adversely affects an individual's physical, emotional, or psychological well-being. (For the definition of and procedures related to discrimination and sex/gender-based misconduct see the Wesleyan College Sexual Misconduct Policy and Wesleyan College Process for Resolving Complaints of Sexual Misconduct. |
| 4.4 Threats                                    | Harming, abusing, assaulting, threatening, endangering, intimidating, stalking, or harassing another person and extends to all oral or written statements, communications, conduct, gestures, expressions, or acts made in any medium (e.g., in person, via letter, telephone, text message, electronic mail, social media or any other method) that causes a reasonable apprehension of physical or emotional harm to another person  |
| 4.5 Intimate Partner/<br>Relationship Violence | Alleged Violations will be addressed in accordance with the Wesleyan Sexual Misconduct Policy.   |
| 4.6 Stalking                                   | Alleged Violations will be addressed in accordance with the Wesleyan Sexual Misconduct Policy.   |
| 4.7 Sexual Misconduct                          | Alleged Violations will be addressed in accordance with the Wesleyan Sexual Misconduct Policy.   |
| 4.8 Public Exposure                            | Conduct that includes public intoxication; lewd, indecent or obscene behavior; gambling; and conduct that tends to degrade the college or its members.   |
| 4.9 Compliance and Cooperation                 | Failure to comply with the reasonable request of any properly identified college official within the scope of his or her   |

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|                  | responsibility.  |
| 4.10 Retaliation | Alleged Violations will be addressed in accordance with the Wesleyan Sexual Misconduct Policy. |

5. Responsible Behavior on Campus - Life on campus brings certain rights and privileges, as well as the responsibility of consideration for other students. The following rules and regulations apply to all aspects of campus life.

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| 5.1 Recreational Wheel Devices                  | Due to fire and campus safety concerns, Wesleyan College prohibits the use and/or storage of self-balancing scooters, more popularly known as hoverboards. Hoverboards include self-balancing scooters, battery operated scooters, and hands-free Segway's. Skateboards, roller blades, bicycles, and other similar wheeled devices may not be used inside of academic or residential buildings. |
| 5.2 Littering                                   | Failure to dispose of any trash, waste or disposables into the appropriate trash receptacle.   |
| 5.3a Alcohol- Disruption and Disorderly Conduct | Disruption includes requiring assistance from others due to excessive intoxication or behavior which is disruptive to the peace through noise or other nuisance behavior. Disorderly conduct, reckless behavior, or any other disruption or disturbance to campus life due to intoxication is a violation of the College policy.   |
| 5.3b Alcohol-Event                              | Any person purchasing, possessing or consuming alcohol on Wesleyan's campus and at college-sponsored events at which alcohol consumption is permitted must comply with applicable Georgia laws and Wesleyan College policies   |
| 5.3c Alcohol-Distribution                       | Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited.   |

## CHAPTER SEVEN: CONDUCT PROCEDURES

[Academic Violations of the Honor Code and Appeals Process](#)

[Non-academic Conduct Process and Appeals](#)

[Student/Faculty Judicial Board](#)

### ACADEMIC VIOLATIONS OF THE HONOR CODE

If a student has been accused of an academic violation of the honor code the student will be notified of this accusation by the faculty member, or in severe violations of the honor code, by the Provost. The faculty member will also submit a report to the Provost office detailing the alleged event and indicating if any sanction was imposed. In cases where a sanction is imposed, either by the faculty member or the Provost, a letter will be sent to the student as a record of the reported violation of the Honor Code and the penalty that was imposed. In addition, the student will be given the procedure for appealing the decision. A severe first offense or repeated offenses can result in failure of the course or removal from the College.

A student has a right to appeal the consequence that has been imposed by either the faculty member or the Provost following an accusation of an academic violation of the honor code.

To request a formal appeal, the student must submit the Academic Violations Appeal form located under "Filing an Appeal" on the [General Reporting and Appeals Information section of the College website](#) along with any supporting documentation, within five business days of being notified of sanctions resulting from an academic violation of the Honor Code. The student should submit any documentation at the time of submitting the appeal.



Once an appeal is received, the Provost will review the submitted appeal and any documentation and assign it to the division chair (or a selected division chair if the faculty member in question is the division chair) for investigation. The Provost will also send a copy of the submitted appeal to the faculty member in question.

The division chair will:

Read through the information submitted by the student.

Talk with the faculty member in question about the situation. Faculty may either submit information in writing to the division chair or have a conversation with the division chair about the situation.

Talk with the student in question.

Review other information as needed.

The division chair has five working days to submit their conclusion to the Provost. The Provost will notify the student and the faculty member in question of the decision.

If the student feels the division chair has not resolved the matter, the student may complete a second appeal form within five business days. The student may submit additional documentation if appropriate. If a second appeal is not submitted, then the decision from the division chair will be final.

Upon receiving a second appeal, the Provost will:

Read through all information that has been submitted to date.

Talk with the faculty member in question to clarify information as needed or if any new information was submitted by the student.

Talk with the student to clarify information as needed.

Make a ruling within five working days.

Notify the faculty member, division chair, and student of the final decision.

If the Provost determines the need for a review committee, the Provost will submit the information to the Student/Faculty Judicial Board for review and to make a recommendation to the Provost on a decision. Decisions by the Provost are final.

Appeals of a sanction imposed by the Provost for repeated violations, or for a severe first offense, will be sent directly to the Student/Faculty Judicial Board for review and a final decision.

*Note: The Provost may make exceptions to the timeline for faculty responses as needed.*

## **NON ACADEMIC CONDUCT PROCESS AND APPEALS**

The Chief Conduct Officer is vested with primary responsibility for administering non-academic policies related to student conduct. The Chief Conduct Officer is appointed by the Dean of Students in the Division of Student Affairs. The Chief Conduct Officer may investigate and act on any allegations of student violations of college policy. Alternatively, the Chief Conduct Officer may refer such matters to the Student/Faculty Judicial Board, a conduct officer or to Residence Life as set forth below.

Upon receipt of an allegation of student misconduct or non-academic violation of the Honor Code or Code of Conduct, the Chief Conduct Officer will seek to determine the facts and relevant information relating to the complaint or allegation. The Chief Conduct Officer may interview the student or students against whom the allegations have been made. Before imposing any sanction, other than an interim sanction, the Chief Conduct Officer will inform the student or students against whom allegations of misconduct have been made of the nature of the allegations. If the Chief Conduct Officer determines that the matter should be closed without further action, they may do so, and will inform the student or students involved.

If the Chief Conduct Officer determines that the information available indicates a violation of college policy, the Chief Conduct Officer will determine whether the matter is to be referred to Residence Life, the Student/Faculty Judicial Board, or resolved by her/their office. The fact that a matter has been referred to the Student/Faculty Judicial Board or Residence Life does not prevent the Chief Conduct Officer with consultation from the Dean of Students or Provost from imposing an interim sanction pending resolution of the matter by such bodies. Interim sanctions may include, but are not limited to, not entering or being in or on particular buildings on the college, avoiding contact with a specific person or persons, removal from the residence halls or suspension of the student from the College. The Chief Conduct Officer will notify the student or students involved, in writing, and provide an opportunity to an informational meeting to discuss all pending code of conduct charges.

If the Chief Conduct Officer determines that the matter is one that will be resolved by his/her office, they will provide the

student an opportunity to accept responsibility for the alleged violation/s and meet informally to discuss possible sanctions or choose a formal conduct meeting to contest the assigned charges held with the Chief Conduct Officer or an administrative conduct officer selected by the Chief Conduct Officer. The Chief Conduct Officer or designated conduct officer will make a formal determination of findings and impose such sanction or sanctions as they deems appropriate.

If the Chief Conduct Officer determines the alleged violation will be heard by the Student/Faculty Judicial Board, the student will be notified and provided an informational meeting prior to the formal conduct board meeting. The Student/Faculty Judicial Board will make a formal determination of findings and impose such sanction or sanctions as they deem appropriate, up to and including expulsion from the College.

The Chief Conduct Officer will also inform the student of the student's right to an appeal of the findings for a matter referred to Residence Life, the Student/Faculty Judicial Board or a conduct officer. Appeal requests must be made in writing to the Dean of Students within three business days of notification of the decision and attached sanction/s.

Any act authorized by this code to be performed by the Chief Conduct Officer may also be done by an authorized designee of the Chief Conduct Officer.

Any questions related to where a specific alleged violation of a College policy will be adjudicated should be directed to the Chief Conduct Officer or Dean of Students, with appropriate offices for adjudication and appeals outlined below:

- A student who had been charged with a serious non-academic alleged misconduct will have the charges heard through the Student-Faculty Judicial Board. A student that has been found responsible of misconduct by the Student-Faculty Judicial Board, may appeal the determination and any interim sanctions placed by the Chief Conduct Officer or designee to the Dean of Students.
- Alleged violations of Residence Life policies and procedures will be adjudicated by the Office of Residence Life. A student may appeal the decision of the Assistant Dean & Director of Residence Life to the Chief Conduct Officer within 3 business days of notification of the sanction. The appeal decision is final.
- All alleged violations of the [Wesleyan College Sexual Misconduct Policy](#) and the [Non-Discrimination Policy](#) will be handled according to the [Wesleyan College Process for Resolving Complaints of Sexual Misconduct](#).
- Alleged infractions of the Use of Computer and Information Resources Policy will be heard by the Hearing Committee, as provided for in the [Computer Info Resource Policy](#), on wesportal.

All alleged infractions of any College policy or procedure not specified above will be resolved per the College policy or by the Chief Conduct Officer, a conduct officer or the Student/Faculty Judicial Board. A student may appeal the decision of the Chief Conduct Officer, conduct officer, or the Student/Faculty Judicial Board within 3 business days of notification of the decision and sanction/s to the Dean of Students or Provost of the college.

The College reserves the right to manage infractions of the Honor Code, Student Code of Conduct, Residence Life Regulations and other College Policies by means of remote communications in lieu of in-person meetings or conduct hearings, when the Chief Conduct Officer or Dean of Students determines that the College community would be best served by conducting such proceedings remotely.

## **STUDENT/FACULTY JUDICIAL BOARD**

The College supports one conduct board to handle serious infractions of the Honor Code, including violations of College policies. A student who had been charged with a serious non-academic alleged misconduct will have the charges heard through the Student-Faculty Judicial Board, as determined by the Chief Conduct Officer. A student that has been found responsible of misconduct by the Student-Faculty Judicial Board, may appeal the determination and any interim sanctions placed by the Chief Conduct Officer or designee to the Dean of Students.

Committee members include, four staff members selected by staff council (or the Director of Human Resources if staff council is not in operation), four faculty members with two years teaching at the College, elected by the faculty, and four students selected from the study body through an application and interview process conducted by the Chief Conduct Officer. Individual conduct panels will include one of the four faculty members, one of the four staff members and one of the four students. The Chief Conduct Officer will select which faculty/staff/student participants in a particular hearing based on availability and analysis of any potential conflicts of interest. Once a hearing is called, the faculty member will serve as the chair for that conduct hearing. The chair is responsible for notifying the Chief Conduct Office of the outcome of the hearing. The decision of this board may be appealed to the Dean of Students.

If, during the summer or during any other period, sufficient members of the Student-Faculty Conduct Board are not available to hear a case, the Office of the Provost, at the request of the Dean of Students, may designate individuals to serve as interim

members of the Board for the purpose of the hearing.

Infractions of the “Use of Computer and Information Resources” policy will be heard by a Hearing Committee as described in the “Use of Computer and Information” policy or reported to the Chief Conduct Officer as deemed appropriate.

Information regarding reporting violations, conduct procedures, rights of the accused, sanctions, and appeal processes are listed below. Any questions related to the Student/Faculty Judicial Board or Honor Code should be directed to the Chief Conduct Officer. Graduate Students will follow all policies and procedures as set by each graduate program and the College Catalog.

### **THE RIGHTS OF AN ACCUSED STUDENT**

A student who has been accused of an honor code or code of conduct violation that will be heard by the Student/Faculty Judicial Board:

- ❖ Will have the case heard without undue delay
- ❖ Will receive written notice of the charges, procedures and date and time of the scheduled conduct meeting no less than 48 hours before the scheduled conduct meeting with the exception of extenuating circumstances.
- ❖ May testify or remain silent
- ❖ Can present witnesses and/or evidence on their own behalf
- ❖ May have an advisor present (they may not represent the student/s directly to the board)
- ❖ May appeal to the Dean of Students, only when in attendance at the initial conduct meeting.

### **THE RIGHTS OF A WITNESS**

- ❖ Will receive written notice of the date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of an extenuating circumstance.
- ❖ If requested by the Student/Faculty Judicial Board, must be present at the time of the conduct meeting unless the witness has an academic class or professional obligation. If the witness has another obligation and their absence has been approved by the Dean of Students, the student may present a written statement regarding their firsthand knowledge of the violation. Written documentation must be presented to the Chief Conduct Officer no later than 3pm on the day of the hearing.
- ❖ If a witness fails to attend the conduct meeting or submit the appropriate documentation by the set deadline, the meeting will proceed without information or testimony from the witness. .
- ❖ The witness may present evidence of the violation committed by the accused student.

### **STUDENT/FACULTY JUDICIAL BOARD PROCEDURES**

- ❖ The accused will be called into the designated hearing room, at which time the hearing board chair will explain the hearing procedure and the accused will be reminded that they are bound by the Honor Code and are required to tell the truth.
- ❖ The accused will be informed that the proceedings will be recorded to insure accuracy and for appeal purposes.
- ❖ The hearing chair will state the student’s name and the charges being brought against them.
- ❖ The accused will be asked to plead responsible or not responsible to the charges brought against them.
- ❖ The accused will be asked to state their name and will be given the opportunity to present their case.
- ❖ Hearing board members will be given the opportunity to question the accused.
- ❖ Witnesses will be brought into the room one at a time and asked about any matter logically relevant to the charge against the student. All witnesses appearing before the hearing board must present firsthand knowledge of the violation. Character witnesses are not allowed.
- ❖ After witnesses present all testimony, they will leave the hearing.
- ❖ The accused will re-enter the room for questioning by the Board. The accused has the right to present a defense and to offer testimony and that of any witnesses (maximum of three (3)).
- ❖ The board chair may limit unproductively long, repetitive or irrelevant questioning.
- ❖ The accused will be given an opportunity to present a closing statement.
- ❖ The board chair will conclude the hearing and close the hearing.
- ❖ The hearing board will hold confidential deliberations after the case is closed and come to a decision. Once the decision is made, the accused will receive a written notification of the decision within 7 days from the date of the hearing. Students are responsible for checking their Wesleyan email for official notification of the decision
  
- ❖ If found responsible, the accused is required to complete the sanction by the designated deadline or will be referred back to the hearing board for a sanction violation hearing.

**Note:** Students are required to represent themselves. Legal or parental representation is not permissible in hearing board proceedings or appeal meetings. Students may have an advisor present for support.

## LIST OF POSSIBLE SANCTIONS

The following are possible sanctions available to the hearing board; others may be used if deemed appropriate by the board.

- ❖ **Educational Endeavor-** Completing educational projects relevant to the violation, including but not limited to a reflection paper, visits to the Writing Center, educational pamphlet/bulletin board/poster, etc.
- ❖ **Fines-** The hearing board may assess fines (up to \$100) which are appropriate for the violation.
- ❖ **Probation-** A period of time, as determined by the hearing board, during which a student is restricted from participating in all campus social events, activities, clubs, and organizations. Probation does not prohibit a student from participating in convocations, work study or academic obligations.
- ❖ **Restrictions-** A period of time, as determined by the hearing board, during which a student is restricted from participating in certain campus social events, activities, clubs, and organizations. The Chief Conduct Officer will assist in determining which events are restricted from participation during this time period in placed of restricting all involvement. Restrictions can also limit or remove a student's residence hall visitation privileges.
- ❖ **Removal from the Residence Halls-** Recommendation to the Dean of Students for removal from the residence halls, with loss of residence hall privileges including visitation to students in the residence halls. If removed, no refund of fees will be given and full payment of room and board are required to be paid for the current semester. A student may be considered for readmission to the residence halls if outlined at the time of removal. The Chief Conduct Officer may consider return to residence halls.
- ❖ **Expulsion from the College-** Recommendation to the Dean of Students for expulsion from the College, with loss of visitation privileges for on-campus and College sponsored events. If expelled, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester. A student may be considered for readmission if outlined at the time of expulsion. The Dean of Students may consider readmission.
- ❖ **Repayment of Damages-** The hearing board may require a student to cover the cost of damages incurred during a policy violation. Damage fees will be assessed by the Department of Residence Life along with the Director of Physical Plant under the direction of College Administration. Repayment of damages are not limited to the \$100 fine limit as defined above.
- ❖ **Service-** Performing relevant services for the college or off-campus agencies as designated by the hearing board. Hours to be performed not in conjunction with scholarship hours.
- ❖ **Suspension-** Recommendation to the Dean of Students for the immediate or deferred exclusion from classes, residence halls, and other privileges (as set forth in the notice of suspension) for a period of time (one semester minimum) at the end of which the student may be considered for readmission by the Dean of Students. If suspended, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester.
- ❖ **Warning-** A written statement to the individual that the individual has violated a college regulation or policy and that repetition of the same offense or any other violation may be cause for more severe disciplinary action. All previous violations will be taken into account when assessing a sanction if a student comes before a hearing board again during their tenure at Wesleyan College. Other sanctions not listed above may be issued by the hearing board as deemed appropriate as they pertain to a particular violation.

If the hearing board recommends removal from the residence halls, or suspension or expulsion from the College, the Dean of Students shall decide whether to adopt such recommendation.

## APPEALS POLICY AND PROCESS

A formal, typed appeal must be presented to the Dean of Students (or Provost if designated to hear the appeal), within 3 business days after the notification of the sanction has been delivered to the student. The student must state the reasons for the appeal (as outlined below) and present evidence to support the claim that the verdict (responsible or not responsible), the sanction, or both were unfair or unwarranted based on the Grounds for Appeal listed below. The Dean of Students reserves the authority to uphold or amend the sanction or to have the Student/Faculty Judicial Board rehear cases when deemed appropriate. In cases where the hearing board makes a recommendation to the Dean of Students for removal from the residence halls, expulsion from the college, or suspension and the Dean of Students approves such recommendation, the appeal will be referred to the Provost. When a student submits an appeal, the initial sanction and actions taken by the hearing board will be administered and all deadlines must be met. In the event an appeal decision is rendered that overturns the initial outcome or sanction from the hearing board, the actions can be reversed. Appeal decisions are final.

### GROUND FOR APPEAL

The following are the only grounds for appeal regarding all cases.

Any appeal must be based on one or more of the following grounds:

- ❖ Procedural error, if not corrected, would cause a significant difference in the determination and/or sanction
- ❖ Disciplinary actions extreme in relation to the violation
- ❖ New evidence not available during the investigation or hearing but is now available and is directly related to the case

## LOSS OF APPEAL PRIVILEGES

An accused student will lose their right to appeal the decision of the Student/Faculty Judicial Board or Chief Conduct Officer in the following ways:

1. The student has not attended the hearing and the hearing was heard in absentia.
2. The student has failed to complete the sanctions from the initial hearing and is brought before the board for a Sanction Violation hearing. All Sanction Violation results are final regardless of a student's attendance at the Sanction Violation Hearing.

## CONFIDENTIALITY

The Student/Faculty Judicial Board, Chief Conduct Officer, and the Dean of Students, and other related persons will maintain confidentiality related to cases and all surrounding circumstances. Hearings are open to relevant parties only as designated by the Chief Conduct Officer. All college conduct cases are confidential. Cases, students involved, outcomes, or any related circumstances will not be discussed. Exceptions include relevant administrators associated with the case on a need to know basis as defined by the designated College official. Accusers may inquire as to whether or not cases have been processed through the Chief Conduct Officer, however verdicts remain confidential.

## PROTECTION FROM RETALIATION

Retaliation against an individual who makes a report of a policy violation or assists in providing information relevant to a policy violation is a serious violation. For additional details and the full policy see the [Non-Retaliation Policy](#) as posted on WesPortal.

## RECORDS

Copies of the official correspondence related to all cases will be placed in the student's permanent file by the chief Conduct Officer in Student Affairs. Student files are kept confidential and released only with an official request. (See the FERPA Policy for more information on privacy rights.)

## CHAPTER EIGHT- APPENDICES

[Appendix A: Title IV Student Consumer Complaint Process](#)

[Appendix B: Campus Safety Tips](#)

[Appendix C: Filing A Physical Plant/Maintenance Helpdesk Ticket ie. "Work Order"](#)

[Appendix D: Drug and Alcohol Counseling, Treatment, and Rehabilitation Resources](#)

[Appendix E: Campus Directory](#)

## APPENDIX A: TITLE IV STUDENT CONSUMER COMPLAINT PROCESS

Wesleyan College is a Title IV institution. In order to maintain compliance with federal regulations, Wesleyan College is required to disclose procedures for filing a complaint with its state authorizing agency.

Wesleyan College is accredited by the Southern Association of Colleges and Schools and authorized by the Georgia Department of Education to confer postsecondary degrees. Therefore, the College will provide the following information about the formal student complaint process to all students.

All members of the Wesleyan College community are strongly encouraged to engage one another informally to resolve issues before filing a formal complaint. If an informal approach does not yield a satisfactory resolution, a student may undertake the following formal complaint process.

Descriptions of GNPEC student complaint rules and access to the complaint process is found at <https://gnpec.georgia.gov/student-complaints>.

Complaints not addressed through this process include:

- ❖ Complaints regarding Federal Student Aid. Complaints should be addressed to the U.S. Department of Education.
- ❖ Alleged violations of Title IX.: Complainants with Title IX concerns should follow the Title IX process outlined in this handbook and on Wesportal. Wesleyan College's Title IX Coordinator is Jill Amos, [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu), 478-757-3800. A copy of the College's Sexual Misconduct Policy can be found [Here](#)
- ❖ Complaints related to grade disputes: Complainants with grade disputes should follow the College's academic



appeals procedures.

- ❖ Complaints related to violations of the Americans with Disabilities Act, including denial of reasonable accommodations, which follow the College's published procedures on Wesportal for requesting accommodations and appealing decisions made by the Office of Disability & Advocacy Services [Here](#)
- ❖ Wesleyan College is committed to a grievance procedure that is prompt with equitable resolution to complaints of sex discrimination.

## APPENDIX B: CAMPUS SAFETY TIPS

Wesleyan Campus Safety are available 24 hours a day, 7 days a week, and 365 days a year to assist students. It is extremely important that students are aware of their surroundings at all times and report any suspicious behavior to a Wesleyan Campus Safety officer. We suggest that students follow the recommended safety tips listed below at all times.

### *Be smart on campus*

- ❖ Utilize the campus escort service at any time, especially after dark. A Wesleyan Campus Safety officer will accompany you to your destination. Call (478) 960-7969 for assistance.
- ❖ Be alert to your surroundings.
- ❖ Use well-lit, well-traveled routes and walk in a group.
- ❖ Avoid isolated places.
- ❖ Carry your keys in your hand when you walk to your car or to your residence hall/apartment door.
- ❖ Do not go into the woods alone and never go into the woods at night.
- ❖ Before entering your car, check the back seat.
- ❖ Keep the doors locked while driving.
- ❖ Don't leave valuables, like your computer, purse or bookbag unattended.
- ❖ Attend the personal safety seminars offered by the College.

### *Keep your Residence Hall Secure*

- ❖ Lock the door to your room when you are sleeping, taking a shower, visiting a friend, or anytime that you are out of the room.
- ❖ Take care of your keys. Never loan them to anyone for any reason.
- ❖ If your keys are lost or stolen, report this immediately to a Residence Life staff member.
- ❖ Hang up immediately on any obscene or harassing phone calls and report the call to a Residence Life staff member or Wesleyan Campus Safety.
- ❖ Do not prop open doors to your building or hall at any time.
- ❖ Do not let strangers or someone that does not look familiar into the building behind you when you enter the building.

## APPENDIX C: FILING A PHYSICAL PLANT/MAINTENANCE HELPDESK TICKET ie. "WORK ORDER"

To file a work order, please follow these simple steps. Remember in a facilities emergency situation you should report the incident immediately to the Student Affairs Office in OSP during business hours (M-F 8:30am – 5:00pm) or to your RA or the RA on Duty after business hours. The RA on Duty can be reached at 478-461-7787 or 478-461-7788.

Please remember that residential students can only submit work orders for their personal shared living space. Work orders for the general building, lounges and public areas must be reported through the Floor RA. **To Enter a Maintenance/Custodial Work Order:** ❖ To access the Work Order Website, click on the "Maintenance/Custodial Request" link located on the left sidebar of the Wesleyan Portal Website front page.

- ❖ To log in to the Work Order System, use your Portal Username and Password.
- ❖ Once you are logged in, click the large purple "Submit a Request" button located in the center of the screen. ❖
- ❖ Enter all information required and then give a short description in the box provided.
- ❖ Once you have entered all of your information, click the "OK" Button. You will receive an email once your work order has been placed into the system with a Service Request ID number.
- ❖ Once your work order has been completed by C&W Services, you will receive an email informing you that the work order has been completed.

If you are concerned about your work order, please email the Service Request ID number along with a short description of your problem and the date you submitted your work order to the Department of Residence Life. Residence Life will follow up on your work order with C&W Services.

## APPENDIX D: DRUG AND ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION RESOURCES

### Wesleyan College Counseling Center

Individual and small group counseling sessions are available depending upon the specific needs of the students. Referrals are made to off-campus providers when the individual requires long-term or specialized assistance beyond the scope of the center staff. For more information or an appointment, call 478-757-3800 or email [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu).

### Other Resources

River Edge Recovery Center  
3575 Fulton Mill Road  
Macon, Georgia 31206  
(478) 803-7600

[www.river-edge.org/addiction-recovery](http://www.river-edge.org/addiction-recovery)

Twin Lakes Recovery Center  
Monroe, GA

[twinlakesrecoverycenter.com](http://twinlakesrecoverycenter.com)

Bluff Plantation  
Augusta, GA

[www.bluffplantation.com/](http://www.bluffplantation.com/)

Blue Ridge Mountain Recovery  
Ball Ground, GA

[www.blueridgemountainrecovery.com](http://www.blueridgemountainrecovery.com)

Georgia Pines  
Thomasville, GA

[georgiapines.net](http://georgiapines.net)

Willingway  
Statesboro, GA

[willingway.com](http://willingway.com)

Ridgeway Institute  
Smyrna, GA

[Ridgeviewinstitute.com](http://Ridgeviewinstitute.com)

### Websites

[www.drugabuse.gov](http://www.drugabuse.gov)

[www.addictioneducationociety.org](http://www.addictioneducationociety.org)

[www.addictioncenter.com/addiction](http://www.addictioncenter.com/addiction)

## APPENDIX E: CAMPUS DIRECTORY

ACADEMIC AFFAIRS (PROVOST'S OFFICE) | Tate 2<sup>nd</sup> Floor | 478-757-5228

ACADEMIC RESOURCE CENTER (ARC) | Willet Memorial Library 1<sup>st</sup> floor | 478-757-2848

ADMISSIONS: Huckabee Hall | 478-477-1110

ALUMNAE: Candler 2<sup>nd</sup> Floor | 478-757-5173

ATHLETICS: Mathews Athletic Center | 478-757-3964

BUSINESS OFFICE: Tate 104 (2<sup>nd</sup> Floor) | 478-757-5120

CAMPUS SAFETY: OSP 303 | 478-960-7969

CAMPUS STORE & POST OFFICE / AUXILIARY SERVICES | OSP 1<sup>st</sup> Floor | 478-757-5272

CENTER FOR CAREER DEVELOPMENT (CCD) | Willet Memorial Library 1<sup>st</sup> Floor | 478-757-5209

CENTER FOR LEADERSHIP & INVOLVEMENT (CLI) | OSP 1<sup>st</sup> Floor | 478-757-5257

COMMUNICATIONS | OSP Barracks | 478-757-5137

COMPUTER INFORMATION RESOURCES | OSP Barracks 313 | 478-757-5239

COUNSELING | OSP 301 | 478-757-4024



EMBA Program | Taylor 121 | 489-757-5184  
EQUESTRIAN CENTER | Mary Ellis Knox Equestrian Center | 478-757-5111  
FINANCIAL AID | Tate Hall | 757-5205  
FOOD SERVICES (Metz) | Anderson Dining Hall | 478-757-5270  
HEALTH SERVICES | OSP 1<sup>st</sup> Floor | 478-757-4025 | Confidential Fax 478-757-4027  
HUMAN RESOURCES | Tate Hall 1<sup>st</sup> Floor | 478-757-3803  
INSTITUTIONAL ADVANCEMENT | Candler 1<sup>st</sup> Floor | 478-757-5131  
LIBRARY | Willet Memorial Library | 478-757-5200  
MATHEWS ATHLETIC CENTER | Back Campus (Entrance 5, at end of drive) | 478-757-5251  
PHYSICAL PLANT (Maintenance/Custodial) | Physical Plant Warehouse (Entrance 5, on right) | 478-757-5140  
PRESIDENT'S OFFICE | Tate 102 (2<sup>nd</sup> Floor) | 478-757-5212  
REGISTRAR | Tate 120 (2<sup>nd</sup> Floor) | 478-757-3840  
STUDENT AFFAIRS | OSP 203 | 478-757-5214

## CHAPTER NINE - ALMA MATER

Alma Mater Hail, Wesleyan, thou emblem of all that is grand;  
The noblest, the greatest, in all our fair land.  
Thine ideals are honored, thy name always blest;  
A fountain of knowledge, the oldest and best.

A star in the dark is thy glorious past,  
Forever and ever thy glory shall last.  
Upholding thine ideals, thy daughters shall be  
True, faithful, and loyal, dear Wesleyan, to thee.