



# 2021-2022 STUDENT HANDBOOK

WILEY

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## **A Word from the President**

Wiley College has a rich history and legacy of preparing students to go forth inspired and equipped to achieve their dreams and realize their goals of contributing to society as talented working professionals and servant leaders.

As you live and learn here at Wiley, please take advantage of the many resources that are available to help you excel in your studies, enrich your college experience through engagement in student life activities, and leave Wiley as a well-rounded graduate.

The 2021-2023 Wiley College Student Handbook is one such resource that will serve as a valuable tool to you as a Wiley student. The Student Handbook provides pertinent information about several of the key offices you must navigate as a student, along with the policies, standards, and procedures that govern campus life.

Please read the handbook carefully and become familiar with the valuable information on its pages. I encourage you to get involved at Wiley, and use your gifts and abilities to contribute to our vibrant campus community.

As an engaged student, you will have a rewarding college experience and form lifelong friendships that will complement the achievement of earning your degree at this institution.

I implore you to put in the hard work to succeed in all of your endeavors. Please use your journey at Wiley College as a stepping-stone to secure a bright future.

***Go Forth Inspired!***

Herman J. Felton, Jr., J.D., Ph.D.

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Dear Wildcats,

Thank you so much for choosing to attend Wiley College and giving us the honor of being a part of your collegiate journey. Whether you are a new student or continuing student, Wiley will always be a place where you will be welcomed and supported. The Student Handbook will serve as a valuable resource and guide as you navigate the College. I strongly recommend that you review the Student Handbook and familiarize yourself with what it means to be a member of the Wiley community. Failure to do so will not exonerate students from the responsibility of following College policies and procedures.

The Student Handbook introduces you to many aspects of life at Wiley, including student life, academic policies, community expectations as it relates to behavior, and services offered. While few constraints are placed on Wiley students, there are standards for behavior necessary for the community to function successfully and safely. You are expected to be an engaged scholar and responsible citizen and the information in the Student Handbook will help you adjust and prosper during your time at Wiley. Please do not be afraid to ask for additional help, clarity, or additional information. Your fellow peers, professors, and staff members can be very helpful, and our aim is to ensure your success.

If there are any additional questions that require clarity, please contact Danielle Sims Brooks Vice President for Student Affairs, Enrollment Management, and Strategic Retention [dsbrooks@wileyc.edu](mailto:dsbrooks@wileyc.edu)

Embrace and enjoy your time here at Wiley!

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## **The Administration**

The primary administrative officers of the College include the following:

### **President and CEO**

Herman J. Felton, Jr., J.D., Ph.D.  
(903) 927-3201

### **Chief Operating Officer/Vice President for Administration and Strategic Retention**

Dr. Tashia Bradley  
(903) 927-3329

### **Sr. Vice President for Business and Finance and Strategic Retention**

George Stiell, CPA - (903) 927-3212

### **Vice President for Academic Affairs and Strategic Retention**

Howard O. Gibson, Ph.D. - (903) 923-1620

### **Vice President for Student Engagement and Enrollment and Strategic Retention**

Danielle S. Brooks, Ph.D. - (903) 927-3233

### **Sr. Vice President for Institutional Advancement and Strategic Retention**

Dr. W. Anthony Neal - (903) 927-3381

### **Special Assistant to the President/Director of Sponsored Programs**

Mrs. Cassandra Johnson - (903) 927-3214

### **Special Assistant to the President/ Director of the Heman Sweatt Center for Social Good and Leadership**

VACANT

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## COLLEGE OVERVIEW

### Mission Statement

Wiley College is a premier liberal arts institution, affiliated with the United Methodist Church, with an intentional focus on social good and leadership.

### History and Development of the College

Named in honor of **Bishop Isaac T. Wiley**, an outstanding minister, medical missionary and educator, Wiley College was founded in 1873 during turbulent times for Blacks in America. Wiley College opened its doors just south of Marshall with two frame buildings and an overwhelming desire to succeed in a climate fraught with racism and Jim Crow laws. So entrenched was their desire to succeed that in 1880, rather than moving Wiley College farther out of town, the founders of the College moved nearer to Marshall on 55 acres of wooded land where the College stands today. Land was cleared and four additional buildings were constructed as student enrollment soared to 160 students with seven full-time faculty members. Wiley College had effectively become the first Black college west of the Mississippi River.

Among the visionaries of that era were presidents revered in Wiley College history. Individuals who persevered in a climate of hostility in the South and in the face of great personal sacrifice were Wiley's first presidents: **Rev. F. C. Moore** (1873-1876), **Rev. W. H. Davis** (1876-1885), **Rev. N. D. Clifford** (1885-1888), **Rev. Dr. George Whitaker** (1888-1889), and **Rev. Dr. P. A. Pool** (1889-1893). It was their strength of character in the face of hardship and acrimony that forged the early foundations of this bastion of academic excellence. Their labors were rewarded in 1888 when the first graduate of Wiley College

(for so it was called at the time) was awarded the Bachelor of Arts degree. Mr. H.B. Pemberton would lead the way for generations of Wiley College graduates to come.

**Reverend Isaiah B. Scott** (1893-1896) was appointed as the sixth president of Wiley College in 1893. His appointment was significant because he was the first Negro president of Wiley. The Freedman's Aid Society departed from its traditional administration of the school and boldly placed Reverend Scott in the lead role for the fledgling school. Twenty-three years had passed since the founding of Wiley College when Reverend Scott retired in 1896. Two years later, the General Conference of 1896 elected Dr. Scott to the editorship of the *Southwestern Christian Advocate*. A new generation of students then greeted a new president of the College.

**Matthew Winfred Dogan, Sr.** (1896-1942) was to become the most prolific and the longest-sitting president to grace the halls of Wiley College. The seventh president took office at the age of 33 and was to become the backbone and strength of Wiley. During his 46-year administration of Wiley College, many changes occurred on the campus and in the United

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States as a whole. At a time in history when the National Association for the Advancement of Colored People (NAACP) and the National Urban League were established to reinvigorate the old abolitionist struggle to achieve complete emancipation and full citizenship for Black Americans, Wiley College was building and expanding.

Two of Wiley's most outstanding faculty members served during Dogan's tenure, Dr. James Farmer, Sr., the first black in Texas with a Ph.D. degree and the visionary Melvin Beaunorus Tolson, one of the most distinguished debate coaches in the United States. Tolson taught at Wiley from 1924 to 1947. During his illustrious and firebrand years as a faculty member, he established the Alpha Phi Omega Forensic Society (debate team), which went virtually undefeated. It was, however, the defeat of the National Champions at the College of Southern California in 1935 that established the signal and historic achievement and prominence of the debate team of Wiley College.

In 1906, the College boasted of eleven buildings on campus. The first brick building constructed on campus under the Dogan administration was the central building. It was built of bricks made on campus and was constructed by students. Subsequent campus buildings were constructed around this main building and housed programs in mechanics, printing, tailoring, broom making, woodworking and industrial programs. Among the eleven buildings was the King Industrial Home for Girls bringing the important study of home economics to Wiley.

Dogan's dream was to expand for the future and indeed Wiley College expanded as building after building was erected for more specialized programs. However, 1906 also brought tragedy to Wiley College as five buildings were destroyed by fire, including the main central building. Although the buildings were in ashes, the foundations remained strong and in 1907, buildings of greater magnitude began to take shape on the campus. Noted philanthropist, Andrew Carnegie, made possible the construction of the Carnegie Library that was erected in 1907.

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However, Wiley College was continuing to expand. Coe Hall, named for former teacher, Mrs. Isabel Coe, was built to serve as the men's dormitory. Coe's father had donated the sum of \$5,000 to the College. Thirkield Hall, a magnificent three-story structure built with the grandeur befitting an institution of higher learning, was erected in 1918 and named for Bishop Wilbur P. Thirkield, a close friend of the College and former president of Howard College.

**The Daniel Adams Brainard Chapel** was erected in 1924 with a capacity for 800 students. The Chapel was equipped with a pipe organ that was one-of-a-kind among similar sized colleges of the time. In 1925, **Dogan Hall** was built to accommodate women in dormitories. Dogan Hall was a truly lavish residence hall in its day. **The Refectory** was also erected during this time as a dining hall for students and a place for extra-curricular activities. Truly, a pioneer in the educational arena, Wiley College took the leadership role in reorganizing Black schools of higher education and in 1929 renamed itself Wiley College, dropping the use of the word College. It was at this time the high school and trade school were discontinued. Wiley College was recognized in 1933 as an A class college by the Association of Colleges and Secondary Schools of the southern states. This marked the first time any Black school had ever been rated by the same agency and standards as other universities.

Wiley College was a leader in planting the seeds of the first social organizations in the Southwest. These fraternities and sororities nurtured the cohesiveness of Black college students. The Beta Chapter of Phi Beta Sigma Fraternity, Inc. was formed on the Wiley campus in 1915, the second chapter founded in the United States. The Theta Chapter of Omega Psi Phi Fraternity, Inc. was formed in 1922 and the Theta Chapter of Zeta Phi Beta Sorority, Inc. was formed in 1923. Other social organizations included the Phi Chapter of Alpha Kappa Alpha Sorority, Inc. in 1924, the Alpha Sigma Chapter of Alpha Phi Alpha Fraternity, Inc. in 1925, the Alpha Iota Chapter of Delta Sigma Theta Sorority, Inc. in 1930 and the Alpha Chi Chapter of Kappa Alpha Psi, Inc. in 1935.

At a time when Jesse Owens was thundering to an unprecedented four gold medals in the 1936 Olympic Games in Berlin, Wiley College was introducing football to Black colleges and was a leader in forming the Southwestern Athletic Conference (SWAC), still in existence today. Wiley College won many national championships in football and basketball, having more championship athletic teams than all its opponents in the SWAC combined.

This drive for excellence extended beyond the football fields and the basketball courts and spilled over into the academic arenas with a debating championship in 1928 and notable accomplishments in the field of dramatic competitions. Wiley College was the first of its kind in the region to adopt an honor roll system for outstanding students. Wiley College was the leader that other Black colleges and universities eagerly followed.

Music has always played an integral part in Black history and this was also true in the history of Wiley College. The Wiley College band was a first during this period. In the 1930's, Duke Ellington wrote "*It Don't Mean a Thing If It Ain't Got That Swing*" and George Gershwin's *Porgy and Bess* debuted before record crowds in New York. The Wiley College music department was also making some noise of its own, proudly becoming second to none

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among similar colleges in the region. The Wiley Quartet sang for stage and radio during this time period and the Glee Club, band, orchestra and choir were all well equipped with instruments and talent.

The General Education Board of The Methodist Church provided funding in 1935 to refurbish and redecorate the Carnegie Library. The College accepted the gift and a challenge from the Board to match dollar-for-dollar a \$3,000 proposed endowment. The Endowment Drive was completed in 1938 and the College endowment grew to \$6,000 (equivalent to over \$200,000 in today's value). World War II began for the United States on December 7, 1941, with the Japanese sneak attack on Pearl Harbor. As President Franklin Roosevelt was addressing Congress on the proposition of war, Wiley College President, Dr. Matthew Dogan, relinquished the reins of authority in 1942 to **Dr. E.C. McLeod**, Wiley's eighth president (1942-1948). While college enrollment took a back seat to the draft, Dr. McLeod never backed down from the vision established by the previous administration to build and expand "Dear Wiley", thus, a five-year building plan was unveiled.

Wiley served the defense effort well with the establishment of the Wiley College Committee on Community Service and National Defense. The Committee coordinated its efforts with the country's national defense resources through an expansion of its summer program. Many Wileyites seized this opportunity and trained for community health improvement with the aid of this national program.

Addressing the demands of the market, homemaking education was added to the curriculum and a new facility complete with lecture rooms, laboratories and mock dining and lodging facilities was established in 1942. A new athletic stadium was constructed and improvements were made to the athletic fields. **McLeod Hall** was constructed as a men's residence hall to accommodate the veterans returning from the war. Many young men took advantage of the educational opportunities afforded them through their G.I. Benefits package. This was the most expansive record of enrollment in Wiley College history.

During McLeod's administration, the College joined the United Negro College Fund in 1944 as a charter member. This brought new resources to the College for expanding programs and building projects. Wiley College enjoys the distinction of having won the title of Miss UNCF for three consecutive terms being the only college of the era to receive this stellar national honor.

With the retirement of Dr. McLeod in 1948, Wiley College changed leadership. The ninth president of Wiley College was **Dr. Julius S. Scott, Sr.** (1948-1958). He had worked at the College in various capacities over the years and brought a true Wiley Spirit to the presidency. Under his leadership, the **Alumni Gymnasium** was completed. The new gym was a project initiated by the Wiley College National Alumni Association and was funded through gifts from alumni and grants from the federal government. The gymnasium was more than a new structure on campus. It was a monument to the struggles and the successes of its former students and graduates of the College. Wiley College students were getting their first taste of rock-n-roll in 1954 listening to the sounds of recording artists like Fats Domino, Chuck Berry and Little Richard. During this period, Smith-Nooks Hall of Music was built and dedicated and shortly thereafter, in 1958, Dr. Scott retired the presidency **Dr. Thomas Winston Cole, Sr.** (1958-1971) was selected as the tenth president to

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lead Wiley College in 1958. He was a 1934 graduate of Wiley College and the first Layman to hold the position. His visionary goal was to build on the great traditions established by his predecessors. In 1960, Wiley College was admitted to full membership in the Southern Association of Colleges and Secondary Schools (SACS). In addition, a new building program was established including a complete renovation of the Refectory together with its transformation into a modernized dining facility. Dr. Cole was instrumental in refurbishing and remodeling many facilities on campus including the Aaron Baker Science Building, the T.W. Cole Library, and the Fred T. Long Student Union Building. He had the streets paved, new sidewalks installed and created new parking facilities for students, faculty and staff. It was also during this period that the annex for Dogan Hall was completed to house the senior females on campus. Dr. Cole served Wiley College well from 1958-1971.

The eleventh president of Wiley College was also an alumnus of the College, **Dr. Robert E. Hayes, Sr.** (1971-1986). His administration continued to advance the College. During his presidency, the College experienced continued growth and development. A new men's dormitory was constructed to accommodate an increasing enrollment. The fledgling KBWC, Wiley College radio station, received licensing approval by the Federal Communications Commission. The A Cappella choir resumed its annual spring concert tour of the mid-west and the number of faculty members holding earned doctorate degrees increased to 41 percent. Dr. Hayes was also instrumental in raising over a million dollars through speaking engagements and gifts from individuals. Dr. Hayes served his Alma Mater from 1971 until his retirement in June of 1986. Between 1986 and 1987, **Dr. E.W. Rand**, and **Dr. David R. Houston** served successively as interim presidents of the College.

The Wiley College Board of Trustees elected **Dr. David L. Beckley** (1987-1993) as the twelfth president of the institution in 1987. Under his leadership, the College improved its fiscal management practices, retired outstanding federal bonds on several campus buildings and facilities, retired federal debts and loans, increased the endowment fund and increased the number of faculty members holding terminal degrees. Also during the Beckley administration, the College was reorganized into five academic divisions: Basic Studies; Business and Social Sciences; Education and Physical Education; Humanities and Natural Sciences and Mathematics. These programs helped prepare students for careers in their major discipline as well as making available to them the opportunity to pursue graduate work.

**Dr. Lamore J. Carter** (1993-1996) was named thirteenth president of Wiley College by the Board of Trustees in 1993. Under his administration, significant accomplishments included the reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The renovation of significant portions of the Wiley-Pemberton Complex was completed through acquisition of several grants from the Department of Housing and Urban Development (HUD). Dr. Carter continued the initiative to increase the number of Ph.Ds. on the faculty and brought about outstanding improvements in the educational programs via a Fulbright Faculty Seminar in Thailand in 1994.

In 1996, **Dr. Julius S. Scott, Jr.** (1996-1998), a 1945 graduate of Wiley College, became the fourteenth president and chief executive officer of the institution. Dr. Scott's administration was marked by focused planning, fiscal stability and a "seize the day" philosophical ideal. He is credited with enhancing the academic experiences of students, increasing enrollment, improving the living and learning facilities, improving the overall

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academic standards of the institution, and improving the College's relationships with the Texas Annual Conference of The United Methodist Church.

**Dr. Ronald L. Swain** (1998-2000) became Wiley's fifteenth president in 1998. Under his leadership, a College-wide strategic planning initiative was launched. Equally important, the College increased its technological capabilities by extending computer usage throughout the campus, providing laptop computers to each student. Improvements to the information systems were initiated that eventually led to increased network, Internet and computing capabilities and resources for the library.

In 2000, **Dr. Haywood L. Strickland** (2000-2018) was named the sixteenth president. His initial administrative theme was "Achieving Excellence through Pride and Performance." During his first year of service, he exemplified this theme in achievements by beginning the construction of the \$2.4 million Julius S. Scott, Sr. Chapel on September 11, 2001, a day that will be etched in the memories of all Americans. As the New York twin towers were falling, the Julius S. Scott, Sr. Chapel was rising. This edifice is now a center for worship and a gathering place for educational and spiritual enrichment for the Wiley College family and will be for generations to come. Dr. Strickland was responsible for renovating and refurbishing every campus facility; spearheading the expansion of the physical plant; substantially improving science laboratory facilities and securing record amounts in private gifts, as well as increased external funding for sponsored programs. Dr. Strickland was committed to the utilization of innovative techniques and strategic planning in all administrative processes. He was equally committed to modern pedagogy, the application of cutting-edge technology, and the involvement of the College in service to the community. The 16<sup>th</sup> president of the College was dedicated to student-centered programs and a customer- focused approach. Under Dr. Strickland's administration, the College had its accreditation re-affirmed to the year 2013. The College garnered rare, international visibility on December 25, 2007 with the release of the movie, *The Great Debaters*, directed by Denzel Washington and produced by HARPO Productions and the Weinstein Company. This major motion picture captured the fame and notoriety of Professor Melvin B. Tolson and the intellectual legacy of four former students -- Hobart Jarrett, Henry Heights, James Farmer, Jr. and Henrietta Bell (Wells). It was their 1935 victory over that year's National Champions that was the subject of the movie, *The Great Debaters*, which also won national acclaim. Under President Strickland's leadership, the College received a one million dollar gift from Mr. Denzel Washington to revive the school's debate team which was subsequently named in honor of both Professor Tolson and Denzel Washington.

During his tenure, the College was organized into four degree-granting divisions: the Division of Sciences, the Division of Education, the Division of Business and Technology, the Division of Social Sciences and Humanities, and one service unit, the Student Success Academy. The latter division, although not degree- granting, is responsible for the College's general education and developmental education programs, and provides initial support and advisement to freshmen and transfer students. Dr. Strickland announced his retirement in 2017, and officially retired as president in March 2018.

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In 2018, **Herman J. Felton, Jr.**, Ph.D., J.D. (2018 – present), who has an intentional focus on social good and leadership, became the 17th President and Chief Executive Officer of Wiley College. Since his arrival, the revitalization of the campus with emphases on re-branding of the institution through a new website, technology infrastructure, campus beautification, and numerous renovations have occurred on the campus to improve structural facilities and technology access. The Thomas W. Cole Library was renovated to serve and respond to a tech-savvy, research-focused scholar, enrollment in online programs have increased, the campus radio station has returned to the airwaves, numerous campus academic building and their classrooms have been retrofitted with technology reflective of the student-driven demand for the College to deliver pedagogy via smart classrooms. Additionally, more innovation in instructional practices, tools for institutional effectiveness (Watermark, Maxient, and Acalog) have been acquired, and upgrades have been made to the wireless infrastructure for a more consistent and reliable wireless experience. In continued support of the College's affiliation with the United Methodist Church's ethos, an infrastructure was incorporated, ensuring the entire college participates in Chapel every Tuesday. The College opened a Spirit Store and created a First-Day Success Program which provides online and hard copy textbooks through Cengage to improve overall academic success and student pride. Wiley now offers continuing professional education (CPE) certificates through the Texas Education Agency (TEA). Dr. Felton's tenure has also brought the Heman Sweatt Center for Social Good, the College's first Honors Program, and the hiring of a licensed clinical psychologist for mental health and wellbeing.

There is an unyielding conviction among the faculty and administration today that learning occurs best in an environment that is academically challenging and supportive, that embraces the principles of academic freedom, and shared governance. Overall, Wiley College remains a viable force in the academic community. The institution continues to be a leader in innovation. It was the first "*ThinkPad College*" west of the Mississippi River.

This initiative afforded all students the opportunity to use a laptop in their daily class work. This type of technologically advanced classroom allows students to become more proficient in the use of technology by obtaining class assignments, tests, and research projects via the internet consistently. Each residence hall is equipped with Internet capabilities for students to perform extensive research from the comfort of their rooms.

For more than one and one-third centuries, Wiley has offered educational opportunities to the citizens of Texas, the nation and the world. The Wiley College spirit remains vibrant in the face of remarkable social change, global terrorism, economic strife and adversity. The beacon light that is Wiley College will shine forth unsullied for generations to come. The insightful vision of years past that made Wiley College a preeminent black college in the south is alive and well. Those leaders who brought Wiley through its illustrious history and the dates of their service are shown in Table 1.

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## THE PRESIDENTS OF WILEY COLLEGE

President	Years of	President	Years of Service
<b>F. C. Moore</b>	<b>1873 – 1876</b>	<b>Julius S. Scott, Sr.</b>	<b>1948 - 1958</b>
<b>W. H. Davis</b>	<b>1876 – 1885</b>	<b>Thomas W. Cole,</b>	<b>1958 - 1971</b>
<b>N.D. Clifford</b>	<b>1885 – 1888</b>	<b>Robert E. Hayes,</b>	<b>1971 – 1986</b>
<b>George Whitaker</b>	<b>1888 – 1889</b>	<b>David L. Beckley</b>	<b>1987 – 1993</b>
<b>P. A. Pool</b>	<b>1889 – 1893</b>	<b>Lamore J. Carter</b>	<b>1993 – 1996</b>
<b>Isaiah B. Scott</b>	<b>1893 – 1896</b>	<b>Julius S. Scott, Jr.</b>	<b>1996 – 1998</b>
<b>Matthew W. Dogan</b>	<b>1896 – 1942</b>	<b>Ronald L. Swain</b>	<b>1998 – 2000</b>
<b>Egbert C. McLeod</b>	<b>1942 – 1948</b>	<b>Haywood L. Strickland</b>	<b>2000 - 2018</b>
		<b>Herman J. Felton, Jr.</b>	<b>2018- Present</b>

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## **THE DIVISION OF STUDENT AFFAIRS**

Wiley College is concerned with the total development of students and as such, the Division of Student Affairs is organized to provide services and programs consistent with student needs and the purpose of the institution. Moreover, the Division is designed to promote the emotional and social adjustments of students, as well as, their intellectual growth. These services and programs include orientation, general counseling, tutoring, religious life activities, student activities, judicial affairs, health services, counseling and career planning, intercollegiate athletics, and the Student Government Association.

### ***Student Affairs Personnel***

Critical to the mission of the Division of Student Affairs is a staff that meets the out-of-class needs of students. The positions established to serve these needs of students include the following:

**Vice President for Student Engagement & Enrollment and Strategic Retention  
Danielle S. Brooks, Ph.D. - (903) 927-3233**

**Jonas Vanderbilt, MBA  
Assistant Vice President for Student Engagement & Enrollment  
Fred T. Long Student Union, Second Floor  
(903)-927-3233**

**Rae Lundy, Ph.D.  
Associate Vice President Student Health, Counseling & Wellness  
Fred T. Long Student Union, Basement  
(903) 927-3296**

**Kelwin M. Williams, MBA  
Dean of Students/ Special Assistant to the Vice President  
Fred T. Long Student Union, Second Floor  
(903)-927-3233**

**Tanreka M. Smith  
Executive Director of Enrollment Management  
Smith Nooks  
(903)-927-3367**

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**Howard Fisher**  
**Director of Residence Life and Housing**  
**Haywood L. Strickland Living Learning Center**  
**(903)-923-1632**

**Jeremy Hodge**  
**Director of Career Service Center**  
**Hodge Center**  
**(903)-923-1671**

**Tashara Robinson**  
**Secretary**  
**Smith Nooks**  
**(903)-927-3334**

## **Student Affairs Offices**

### ***Career Services***

The main objective of the Office of Career Services is to assist students in developing vital links between academic life and the world of work. Career Services is concerned with those aspects of students' development that are involved in their selection of a career. It includes assisting the students in self-assessment, exploring occupational areas, choosing occupational areas, and making decisions about either embarking on graduate study or selecting entry-level employment. In order to assist the student in implementing a career choice, Career Services is also concerned with the establishment of relationships with potential employers in locating career opportunities in business, education, government, industry, and service organizations.

Services provided through the Unit of Career Services include conducting activities to improve interview skills; resume development and business dress and etiquette workshops; scheduling of campus interviews for students with potential employers; maintaining a data bank of employment opportunities; a careers information library, including computer-assisted career guidance services; referral to part-time and summer jobs and internships when available; and providing assistance to graduating seniors and alumni in identifying employment and/or graduate school opportunities. The Career services office is located in Pemberton Suite 28. All students are required to register with the Office of Career Service

### ***Dean of Students***

The Office of the Dean of Students, a division of Student Affairs, oversees aspects of a student's life outside of the classroom, including the discipline process. The Office of the Dean of Students at Wiley College is dedicated to providing a customer style, co-curricular climate that enhances the College mission and vision. The Office of the Dean of Students serves as a resource for students concerning their rights and responsibilities to their community, as well as providing assistance to faculty, staff, and students regarding student disciplinary matters. The Office of the Dean of Students plays an important role in enriching, maintaining and evaluating the overall quality of student life at Wiley College. We support the academic mission of the College by facilitating personal, academic, civic, social, spiritual and professional development in our students. The Office of the Dean of Students works directly with students to help solve problems and to assist in individual and group crisis management.

### ***Residence Life***

The College strives to make living in the residence halls an enriching, exciting and educational experience. All freshmen, except those who live within a 50-mile radius, are required to live on campus. The residence requirement applies to upperclassmen on a space- available basis. Requests for off-campus housing must be supported by documentation. Upon receipt, the Committee on Off-Campus Housing reviews all requests for approval or rejection.

Resident students are under the supervision of residential center director. Rules governing residence life can be found in the Residence Life Handbook and/or this handbook.

Personal property insurance is the sole responsibility of the student. Insurance coverage, if desired, must be obtained by the student to cover individual needs. Students are encouraged to purchase renter's insurance for protection against property damage or theft.

A student may guarantee a room assignment by paying the Housing Commitment Fee of \$75.00 each semester (fee is subject to change). The Director of Residence Life may recommend that a student who is destructive, non-cooperative, disrespectful, disruptive, or persistent in violating residence life policies and practices, including violating the rights of others, be required to vacate the residence hall within forty-eight (48) hours or be subject to prosecution by local authorities. Furthermore, any student who withdraws or is suspended from the College must leave the residence hall immediately.

Rooms in residential facilities are furnished. However, it is recommended that students bring with them the following items: twin sheets, pillowcases, bedspreads, a blanket, towels, shower shoes, one mattress cover, one set of curtains and one pillow. Students wishing to personalize their room such as wall décor, etc., must have prior written approval. Some items are strictly prohibited in residence halls, such as air conditioners, space heaters, hot plates and other cooking utensils. Moreover, students are prohibited from having weapons, alcohol, microwaves, and illegal drugs on campus.

Students who live in a residence hall must purchase the College meal plan. For information about room and board adjustments, refer to the refund policy listed in the Financial Aid section of this document.

## ***Student Health, Counseling, and Wellness***

### **Student Health Services**

Student Health Services is a unit within the department of Student Health, Counseling, and Wellness in the Division of Student Affairs, is located in the basement of the Student Union Building room 107. Student Health Services seeks to protect and maintain the health of all enrolled students. The College provides health services under the guidance of the Associate Vice President of Student Affairs with direct service provide by a licensed nurse.

The primary mission of Health Services is to provide Wiley College students with comprehensive, supportive, student-centered health care and health education. Health Services seeks to empower students to take responsibility for their health and to make informed health decisions.

### **Services and Programs**

Health Services is dedicated to providing health education and services that will meet the needs of its constituents.

Health services and education include but are not limited to:

1. First Aid
  - a. Administer over the counter medications
  - b. Assess vital signs, i.e., body temperature, blood pressure, pulse, respiratory rate.
  - c. Assist with diagnostic referral to urgent care
  
2. Sexual Health Issues
  - a. Diagnosing Sexually Transmitted Diseases
  - b. Sexual Decision Making
  - c. Sexual Assault
  
3. Women Health Issues
  - a. Breast Health Awareness
  - b. Contraceptive Choices and Family Planning
  
4. Men's Health Issues
  - a. Testicular Self-Exam
  - b. Contraceptive Choices and Family Planning

### **Health Insurance**

Health insurance is primarily the responsibility of the student and family, and any family coverage available must provide primary care. Students must present evidence at registration of any family or personal insurance coverage. However, the College does provide secondary insurance through the assessment of general fees. This coverage is designed to supplement primary care coverage and, therefore, is limited to accidental injury and in-patient hospitalization. The College does not offer coverage for medication, eyewear, outpatient treatment, and dental needs.

### **COVID 19 Policy Isolation and Quarantine**

Following Exposure to COVID-19 or Confirmed COVID-19 Test

Wiley College will provide isolation housing to separate students who have confirmed cases of COVID-19 (isolation) or may have been exposed to COVID-19 (quarantine). Isolation and quarantine housing are located both in Dogan Hall.

#### **Definitions**

Isolation separates people who are known or reasonably believed to have been infected with the COVID-19 virus from those who are not infected. If you test positive for COVID-19, with or without symptoms, you will be moved to isolation housing for 10 days and released on day 11.

Quarantine separates people who are believed to have been exposed to the COVID-19 virus from others who have not been exposed. You will be moved to quarantine housing for 5 days and released on day 6.

If you have not been fully vaccinated\* and had close contact with someone who tests positive for COVID-19 or has symptoms of COVID-19, you will quarantine for 10 days in isolation housing or your off-campus residence and be released on day 11. \*You are considered fully

vaccinated two weeks after receiving your final vaccine dose (second shot of the Pfizer or Moderna vaccine, first shot of the Johnson & Johnson vaccine).

Until this time, you must continue participating in the sequential testing program and quarantine if you are a close contact of someone with COVID-19, regardless of whether you have symptoms.

Close contact is defined as being:

- within 6 feet, 15 minutes or more (regardless of face covering)
- or having personal contact
- All students should pack an emergency bag for use in case isolation housing is required at any point during the summer. Please have this bag available and ready to go at all times.

Suggested Items to Pack

- Medications (both prescriptions and over-the-counter medications such as fever reducers and pain relievers)
- Thermometer
- Self-care items such as tissues, hand sanitizer, etc.
- Cleaning wipes
- Toiletry items (shampoo, medication soap, deodorant, toothbrush, toothpaste and other personal care products)
- Extra contact lenses or glasses and associated supplies
- Healthy, nonperishable snacks such as nuts, dried fruits, granola or snack bars
- Water bottle
- Items you use daily that cannot be packed ahead of time such as computers, phones, chargers, books or other school supplies should always be organized together and ready to access in the event you must move to isolation housing.
- Clothing for the duration of isolation (10 days).

Moving to Isolation/Quarantine Housing

- As soon as you receive a positive test result, immediately call Health Services (903) 927-3260 to arrange transportation to isolation housing.
- If you are moving to isolation housing for quarantine, transportation will be arranged for you.
- Change into clean clothes (if able) and sanitize your hands in your room. Make sure your bag is packed and ready when Campus Safety arrives.
- If you live in a shared living space, separate yourself from others by staying in a specific room or area while awaiting the move to isolation housing.
- Public Safety will arrive wearing personal protective equipment to transport you to your isolation room. They will knock on your door when they arrive. Put on your face covering before opening the door.

What to Expect in Isolation/Quarantine Housing

Isolation and quarantine housing are located in Dogan Hall. In isolation housing, you will have a private bedroom and bathroom, and Wi-Fi internet with access to internal Wiley College resources available through the My Wiley Portal and Canvas.

You **MUST** remain in your assigned room in isolation housing except in emergencies (such as a fire alarm sounding) until you are cleared to leave by Wiley College Student Health.

Additional details about what to expect are as follows:

Health monitoring. If you tested positive for COVID-19, you will receive daily visits from Wiley Student Health Monday - Friday to monitor your condition. On weekends, you will be given instructions on how to contact the Director of Health Services to report development or worsening of symptoms. Watch your email for an invitation and link for this visit at an agreed upon time. Wiley Student Health can be reached at (903) 927-3260. In an emergency, contact Wiley Campus Police by dialing 911.

Meals. Meals from Wiley College Dining will be delivered to your room: 7:30am Breakfast, 12:00pm Lunch, and 5:30pm Dinner. Email dietary needs or allergies to [hlfisher@wileyc.edu](mailto:hlfisher@wileyc.edu). Staff will leave meals outside the door to your room and knock to announce delivery but will not enter your room. Wear your face covering when opening your door to retrieve the meal.

Alcohol. Alcohol, including for those over age 21, is NOT permitted in isolation housing.

Trash Disposal. Place your trash outside the door to your room at 8:00am and 3:00pm. Remember to wear a face covering.

Guests. Guests, including other students in isolation housing, are not permitted in your isolation housing room at any time. You should remain in your room and not visit others in isolation housing.

Students who test positive for COVID-19 will generally be released on the 6th morning (for quarantine) and the 11th morning following the day of your positive COVID-19 test (for isolation) if they have not had a fever without the use of fever-reducing medications for at least 24 hours and other symptoms have improved. If symptoms persist you could be required to remain longer.

You must remain in quarantine housing until you receive notice that you have been released.

#### Home Isolation/Quarantine

In order to return to campus following home isolation for a positive COVID-19 diagnosis, you will need a clearance letter from your home health provider. The letter should state that you have met the CDC criteria for release from isolation following a positive COVID-19 case.

Student Affairs will contact you to confirm that you may return to campus. You may not return to campus until you have received this clearance.

If you are identified as a close contact and leave campus for the quarantine period, you will be required to complete the entire 10-day quarantine off campus.

During this time, you should get a test after 5-7 days. If the results are negative. If the results are positive, contact Student Health immediately for further guidance.

If you choose to stay home longer than 11 days, you will need a COVID-19 PCR test taken 72 hours prior to your arrival back to campus.

Results of this test should be sent to [shcw@wileyc.edu](mailto:shcw@wileyc.edu).

Residential students are required to comply with requests from the College to leave their assigned space due to COVID-19 or other public health emergencies.

Failure to do so is a violation of the Student Code of Conduct and may subject a student to emergency removal from their assigned space.

#### Important Numbers to Call in Case of an Emergency

Student Health

(903) 927-3260

Dean of Students

(903) 503-2840

Residence Life

(903) 923-1632

Campus Police

(903) 938-8863

Academic Affairs

(903) 923-1620

## **Hours of Operation**

Student Health Services is open:

- Monday-Friday 8:00 a.m. to 5:00 p.m.
- 24hr on-call crisis assistance available after 5:00 p.m. and on weekends  
(**call Campus Security at 903-930-1637**)

\*In the case of an emergency, the student should go directly to, or will be taken to, the local emergency room.

## **Counseling Center**

The Counseling Center is a unit within the department of Student Health, Counseling, and Wellness in the Division of Student Affairs. The Counseling Center is located in the basement of the Student Union, room 105.

The primary mission of the Counseling Center is to support Wiley College students in establishing, maintaining, and improving their overall well-being by providing a broad range of counseling, crisis management, consultation, and outreach services and programs to the campus community. When this mission is fulfilled, the quality of students' experience at Wiley College is enhanced, and they are more likely to achieve academic and personal success.

## **Services and Programs**

The Counseling Center provides short-term counseling for a wide range of concerns at no additional cost to all enrolled students. Concerns can include but are not limited to college adjustment, interpersonal relationships, family problems, academic performance, substance abuse, mood disturbance, gender expression, sexual orientation and crisis intervention and management. Group programs and workshops are provided in such areas as study skills, test-taking skills, time management, stress management and substance use and abuse/trauma education.

The scope of services also includes consulting with other campus offices, parents, spouses, and agencies upon request of the student and with the student's written permission; advisory service to other student services departments upon request; and helping faculty and administration to understand our student body through involvement in educational planning and decision-making.

Counseling appointments are made in one-hour increments. The actual length of time for a counseling appointment is 50 minutes. At the end of each semester, the sessions may be reduced to 30 minutes. This allows the counselor time for documentation of the previous appointment, and for centering before the next appointment.

Should a Wiley College student require counseling or psychological services beyond those offered by the Counseling Center, counselors will work with the student to identify community resources to meet their needs. Examples of services beyond those offered at the center include

long-term counseling requiring multiple sessions each week or long-term weekly counseling; counseling for students with active eating disorders that require intensive medical, psychiatric, and/or nutritional services; and other similarly complex services as determined by the Director of Counseling Services.

### **Hours of Operation**

New clients are scheduled for an initial appointment after contacting the Counseling Center in one of two ways, 1) by telephone or 2) by coming directly to the Counseling Center as a walk-in.

The Counseling Center is open:

- Monday- Friday 8:00 a.m. to 5:00 p.m.
- 24hr on-call crisis assistance available (**call Campus Security at 903-930-1637**)

\*In the case of an emergency, the student should go directly to, or will be taken to, the local emergency room.

### ***Student Life***

The purpose of the Office of Student Life (OSL) is to enhance the academic program of studies and facilitate the overall educational experience of students through development of and participation in social, cultural, intellectual, and governance programs. The OSL provides an environment in which students and student organizations are exposed to various cultures and experiences, assisted in the development of institutional, oriented to the culture and customs of the College, informed about institutional policies and procedures, aided in the awareness and utilization of campus facilities and resources, and assisted in the development of leadership.

The OSL provides an environment in which students and student organizations are:

- Encouraged and aided in the development of social, cultural, intellectual and governance programs that expand involvement with the College community and society.
- Exposed to various cultures and experiences, ideas and issues, art and musical forms, and different ways of life.
- Assisted in the development of institutional spirit through interaction among students, staff, faculty advisors, and members of the local and world communities.
- Oriented to the culture and customs of the College and this country.
- Informed about institutional policies and procedures and how these are related to their lives and activities.

- Aided in the awareness and utilization of campus facilities and other resources such as Facilities and Campus Police.
- Assisted in the development of leadership through opportunities to practice leadership, decision-making, and other related skills through Student Government, Fraternities and Sororities, and other academic and non-academic campus clubs and organizations.

## **COLLEGE POLICIES**

### ***Alcohol and Other Drugs***

Wiley College shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol on college campuses. In keeping with the College's historic mission and character and applicable with Federal and State laws, Wiley College promotes a drug-free campus for all students to prevent the illicit use of drugs and abuse of alcohol.

#### **Standard of Conduct**

The possession, use, distribution, dispensing or manufacture of illicit drugs or alcohol at any time on any College property or as part of any College-sponsored activity is absolutely prohibited.

#### **Sanctions**

As a condition of enrollment at Wiley College, all students must abide by the standards of conduct, and disciplinary sanctions will be imposed for violations. Among the sanctions that may be imposed are; reprimand, probation, suspension, expulsion or termination of employment, and referral for prosecution. Sanctions for drug-related violations may include suspension or termination of employment or enrollment. However, at the College's sole discretion, a student may be permitted to continue in employment or enrollment if he or she satisfactorily participated in an approved educational and/or rehabilitation program.

#### **Intervention**

Wiley College's Student Health, Counseling and Wellness Department in collaboration with Residence Life provides Alcohol and Other Drug Treatment. Students found in violation of the Student Code of Conduct will be sanctioned to participate in the Wiley College Drug and Alcohol Coalition. Additionally, students will be referred to the Counseling Center where they will be assessed for substance abuse and/or dependence. Subsequent treatment and disciplinary action will be determined based on assessment outcome.

Please refer to the Alcohol and Other Drugs Policy on the Student Affairs website.

### ***Anonymous Publications***

Anonymous publications are prohibited. Any student publishing or aiding in publishing or circulating or aiding in circulating an anonymous publication will be subject to disciplinary action.

### ***Automobiles and Parking***

Students may operate automobiles on the Wiley College campus in accordance with posted regulations. All vehicles parked on Wiley College Campus must display a current Wiley College parking decal. When students complete registration, they must provide a valid driver's license and a copy of their automobile insurance to the cashier to receive a parking decal.

Vehicles not properly registered with the Business Office, or those parked in a Fire Zone (red striped area) or curbs marked with yellow paint, will be towed off the campus at the owner's expense. Fees for traffic violations are payable at the Cashier's Office and must be paid within seven business days of the date of the violation. Payments must be made in the form of cash, money order, or cashier's check for the amount of the ticket. Fines paid through the mail must also be received within the designated seven- business-days' time frame.

#### **Operation of Automobiles**

Wiley College considers the possession and operation of automobiles on campus to be a privilege subject to applicable regulations. Automobiles operated by faculty, staff or students using campus parking areas, must be registered with the Business Office.

#### **Parking Regulations and Information**

Registering vehicles with Wiley College enables the Campus Security and Marshall Police Department to respond more effectively in instances of theft or damage to vehicles.

Parking Permits are required. Valid permits entitle holders to park any place on campus designed for parking with the exception of designated and residential parking spaces.

### ***Chapel (GEEP)***

Wiley College is interested in the intellectual, spiritual, and cultural development of students, faculty and staff. A weekly assembly convenes on Tuesdays at 11:00 a.m. in the **Julius S. Scott, Sr. Chapel**. Each student is required to attend all programs during each semester the student is enrolled and required to dress appropriately (business attire) for all convocation and lyceum activities. Attendance is optional only for last-semester seniors approved for graduation. More than three absences result in a failing grade in GEEP.

### ***Children on Campus***

Unattended children are not allowed in Wiley College facilities at any time. For the purpose of this regulation, children are defined as minors who are not currently enrolled in classes or approved programs with Wiley College. Children may not be taken to orientations, classes,

labs, testing centers, or other academic programs. Further, children may not be taken to Residence Hall rooms.

### ***Class Attendance***

Class attendance is regarded as an obligation and is important to the attainment of the educational goals of students and the College. Students are required to be on time and to attend classes regularly. Attendance should be captured three times during the semester: census, mid-term, and finals. If a student has an “F” grade administered during mid-term or finals, the last date of attendance should be noted. Each instructor must keep accurate and permanent records of class attendance to support grades awarded. The attendance policy is included in the course syllabus and explained at the beginning of each semester by the instructor.

Faculty will log in Canvas/myWiley daily to record attendance for students on their roster. On the twelfth day of census, instructors will log into the grade portal in myWiley and post a “no show” (“NS”) for students who fail or cease to attend a face-to-face (F2F) class or failing to demonstrate attendance in a distance or online class before the end of the published census date (twelfth (12) day of class or equivalent for an abbreviated term) for that term. For faculty teaching online courses, place an “NS” for those whom have not logged into the course, not visited any section, not completed any assignments, or has not contacted the instructor. If student attends class at least once, the student will be counted as present on the twelve day of census. The Office of the Registrar will send a report to the Vice President, Deans, Department Chairs, and Faculty of those students who have been marked “No Show” for verification of accuracy by the end of the business day on the first day following the census date.

The Dean of Students, Vice President of Academic Affairs, and Vice President for Student Affairs and Enrollment Management may excuse a student’s absence from any class or attendance-required function of the College. Once an administrator has excused a student’s absence, the student should submit all notes or documents issued by physicians, parents, college nurse, athletic program, and other materials documenting justification on a timely basis (maximum of one week following an absence) to the instructor on record.

Students are allowed a maximum of one unexcused absence for each semester hour credit for the course. For example, if the course offers three semester hours of credit the student will be allowed three unexcused absences. An absence due to a student representing the College, when properly documented prior to the absence, is an excused absence.

A student, who misses 20% of the scheduled class meetings will receive a failing grade for the course that offers three semester hours of credit (unless excused according to the procedures and standards described above): for classes meeting 3 days per week, 9 days = 20%; for classes meeting two days per week, 6 days = 20%; for classes meeting one day per week, 3 days = 20%. Students who attend a 4-hour class one day a week at the Shreveport Fire and Police Academy (6:00-10:00 Page 3 of 3 p.m.) will receive a failing grade if they miss 1 day (20%) unless excused according to the procedures and standards described above.

Absence from class, excused or unexcused, does not relieve any student of the responsibility for completing assignments and being familiar with the material covered in class. The student is responsible for arranging for make-up work with the instructor of record prior to the absence or departure from campus. Students must make arrangements with their teachers for making up missed classes, prior to the class absences. Instructors are obligated to assist students who: (a)

identify themselves as college representatives from the start of the course, (b) make arrangements for excused absences prior to the period(s) missed and (c) meet the agreed upon documented conditions. Failure to meet agreed and documented conditions removes the excuse and the absence becomes counted as unexcused.

A student will be dropped from a course for non-attendance or non-payment by the census date.

### ***Directory Information***

In compliance with FERPA, information classified as directory information may be released to the public without the student's consent. Directory information is defined as:

- student name;
- student address;
- telephone listing;
- major field(s) of study;
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- dates of attendance/enrollment;
- most recent previous educational institution attended;
- degrees and awards received; and
- photo/visual likeness and/or voice.

A student may request that directory information not be disclosed by completing and filing an Authorization to Withhold Directory Information (Authorization) form with the Admissions and Records Office. If no Authorization is filed, directory information will be released in accordance with FERPA. A filed Authorization is valid until revoked by the student in writing. For information on completing an Authorization, please contact the Enrollment Services Office or the Office of the Registrar.

### ***Disciplinary Files/Records***

Student referrals due to a violation of the Student Code of Conduct may result in a disciplinary file being created in the name of the accused student. Record(s) relating to violations that result in administrative re-assignment of an academic grade, permanent denial of a Wiley College degree, and/or expulsion from Wiley College will be retained permanently. Records relating to all other forms of disciplinary action (including those concerning investigations that do not result in disciplinary action), will be retained for three years from the end of the academic calendar year of the most recent alleged incident. Records of major violations, (as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f), see the Student Handbook, Section 6.8 Crime Statistics),

or students found responsible of repeated violations of the Student Code of Conduct, Board policies, laws, Wiley College regulations, procedures, or administrative rules may be kept longer than three (3) years, if required by law. Authorized Wiley College officials may disseminate student disciplinary information to officials at other schools without prior consent, in accordance with the requirements of FERPA (the Family Educational Rights and Privacy Act of 1974) Office.

### ***Dress Code Policy for Students***

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that Wiley College students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers.

Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise, students at Wiley College are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

- a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- b) Shirts and dresses must have fabric in the front and on the sides (under the arms).
- c) Clothing must cover undergarments (waistbands and straps included).
- d) Fabric covering breasts, genitals and buttocks must be opaque.
- e) Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- f) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- g) Specialized courses may require specialized attire, such as sports uniforms or safety gear.

The dress code further clarifies prohibitions on attire or grooming “depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech;” defines parent, student, and staff responsibilities; and addresses appropriate enforcement.

Wiley College understands and fully supports students’ right to self-expression. The College also has an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. Students who fail to abide by the dress code, when advised by a College official, shall be considered in violation of the dress code and will be subject to disciplinary action.

Classroom instructors and College administrators and staff have the right to address policy violators and/or deny admission to students dressed in any of the prohibited attire. Clothing and personal appearance should be neat, becoming, and appropriate. The following is required of all students at Wiley College:

- Appropriate distinction shall be made between proper attire for class, work, convocation, business and formal affairs, relaxation, and play. Learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process.
- Inappropriate attire will be considered: sheer or provocative garments without proper undergarments to obscure their transparency; form-fitting clothing without proper support undergarments; micro-mini dresses/skirts/shorts that do not continuously cover the middle of the thighs while standing/sitting; halter tops; midriff blouses; t-shirts bearing profane language/indecent messages, and cutout or torn jeans, any outfits that reveal undergarments and/or private parts.
- Neither males nor females shall show any visual display of underwear.
- Neither males nor females shall wear baseball caps, stocking caps, skullcaps, sun-visors, do-rags and bandannas in public buildings except in the privacy of the student's living quarters or for religious or cultural dress.
- Males shall not wear undershirts of any color worn outside of the private living quarters of the residence halls.
- Appropriate attention must be given to personal cleanliness and good grooming including hair; to present a clean, neat, and orderly appearance representative of the Wiley College community and the College's values and mission.
- Dress must be in good taste and appropriate for the occasion or setting. During special occasions (convocations, career/graduate and professional school fairs, employment opportunities, coronation, banquets, etc.) business or formal wear (shirt and tie, business suit, blazer and dress skirt/slacks, or dress/tuxedo, dresses with sleeves may be worn [sleeveless, strapless, halter and one shoulder dresses are inappropriate for the above]) should be worn.
- Pajamas, hair rollers, and/or bedroom slippers shall be worn only in the residence halls and not be worn in public or in common areas of the College.

Note: Public buildings at the College include residence hall lobbies; any building used for instruction, convocation, meeting, or event; the Winston Cole Library, Willis King Administration Building, Pemberton Complex, Blakely Building; Baker Science Building, Fred T. Long Student Union, Smith Nooks Building, Hodge Center, Thirfield Building and the Julius S. Scott, Sr. Chapel.

### ***Failure to Pay Financial Obligations***

Wiley College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay amounts or payments owed to Wiley College (e.g., loans, fines, charges). If a student fails to pay Wiley College any amount due, disciplinary action may be initiated and vital services will be interrupted. **FINES WILL BE ASSESSED.**

### ***Grievance Procedures for Students***

#### **Policy Statement**

The policy of the College is to ensure the speedy and fair resolution of all conflicts, to provide for review processes to guarantee the fair and reasonable application of College policies to all students, and to encourage mediation of potential conflicts at the earliest possible moment. Students are expected to exhaust all internal administrative remedies before pursuing any action with external agencies. It shall be the responsibility of the College, Through the Office of the Vice President for Student Affairs, to ensure that the rights of all students are appropriately supported and respected.

### **Definition**

A student grievance is any complaint made in writing by a student to an appropriate administrative office of the College alleging unfair, unreasonable, arbitrary, capricious, and/or discriminatory application of College policies. A grievance may result from academic experiences, non-academic matters involving administrators, staff, or student organizations or matters related to alleged discrimination based on race, color, national origin, age, gender, disability, creed, or marital status.

All grievants are encouraged to resolve problems where they arise and with the parties involved. In general, grievances may be categorized as academic, non-academic or discriminatory grievances. Grievances may result also from alleged acts of sexual harassment.

### **Filing a Grievance**

Students may file a grievance or register a formal complaint by presenting the complaint in writing to the appropriate administrative officer of the College. The appropriate officers for various types of grievances are listed below:

<u>Type of Grievance</u>	<u>Administrative Officer</u>
Sexual Harassment	Vice President Human Resources
Academic	Vice President for Academic Affairs
Financial	Vice President for Business and Finance
Student Code Violations	Vice President for Student Affairs

### **Appeals**

Student appeals related to Wiley College academic policies must be submitted to the Vice President for Academic Affairs, who will refer the appeal to the appropriate college committee. The Vice President for Academic Affairs will have a consultative meeting with students and provide other needed assistance. The Academic Council will consider letters of appeal.

The decision of the Vice President for Student Affairs on disciplinary matters may be appealed. **The appeal is limited to the issue of penalty.**

### ***Guest Speakers***

Wiley College has and reserves the right to regulate the presentation of guest speakers on the campus who are not affiliated with the College.

1. Only registered student organizations and the Student Government Association may present guest speakers on campus.
2. The organization sponsoring a guest speaker has the responsibility of making clear to the guest speaker the fact that the organization, not the College, is extending the invitation to speak and that any views that the speaker may express are his or her own and not necessarily those of Wiley College.
3. A guest speaker is subject to all provisions of federal, state and/or local laws.
4. No person shall be permitted on the campus to engage in speech, either verbal or written that is inciting or likely to produce imminent, lawless action.

### ***Hazing***

Any act that endangers the mental or physical health or safety of a *student*, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the *organization*, group, or *College* into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or *organization*; or as part of any activity of a recognized student *organization*, student group, Corps of Cadets, Corps outfit, Corps unit, or Corps Special Activities. Previously relied upon “traditions,” (including Corps, fraternity/sorority, or any other group or *organization* activity, practice or tradition) intent of such acts, or coercion by current or former student leaders of such groups, or former students will not suffice as a justifiable reason for participation in such acts. It is not a defense that the person (or group) against whom the hazing was directed consented to, or acquiesced to, the behavior in question.

Examples of such behavior include but are not limited to:

- Misuse of authority by virtue of one’s class rank or leadership position.
- Striking another *student* by hand or with any instrument.
- Any form of physical bondage of a *student*.
- Requiring a *student* to drink or eat anything.
- Causing a *student* to walk in a line or stand in any sort of formation.
- Requesting that a *student* engage in any form of exercise for an extended period of time.
- Requiring a student to memorize and recite an organizations history, founders, chapter location and/or poems.
- Taking of one or more *students* to an outlying area and dropping them off.
- Causing a *student* to violate the law or a *College rule* such as indecent exposure, trespassing, violation of visitation, etc.
- Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate *College officials* (The Dean of Student Life and/or College Security) is also a violation under this section.

*Students* who are recipients and/or victims of hazing (and who have not perpetrated hazing behavior on others involved in the fact pattern for which they are reporting) and who report the activities to the Dean of Student Life and/or College Security, will not be charged with a violation of the hazing *rule*.

The hazing *rule* is not intended to prohibit the following conduct:

- Customary public athletic events, contests, or competitions that are sponsored by the *College* or the organized and supervised practices associated with such events; or
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the *University*.

Hazing is also a violation of Texas state law. See the Texas Education Code, sections 37.151 and 51.936. See Appendix of the Student Rules.

### ***Identification Cards***

All Wiley College students are issued an identification card (ID) free of charge upon arrival to the College. If a student loses his/her ID card at any time during their time at the College, he/she must pay a fee of \$35.00 for a replacement card. All Wiley students must have their ID card present upon return to campus each semester. All Wiley students are required to have and display a college issued identification card at all times.

### ***Litter-Free Campus***

Wiley College takes great pride in the beauty of the campus. Littering is strictly prohibited and a violation of the College's policy. Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground.

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the College except in receptacles provided for that purpose. Intentionally discarding such will be seen and adjudicated as a violation of the College Littering Policy. Fines may be imposed in an amount not to exceed one hundred dollars (\$100.00).

### ***Non-Discrimination Policy***

Wiley College is committed to equality of educational opportunity and does not discriminate against applicants, students or employees, based on race, color, national origin, religion, gender identity, age, disability and sexual orientation.

Moreover, the College is open to people of all races and actively seeks to provide racial integration by recruiting and enrolling students of all racial and ethnic backgrounds. For more

information about this policy or to lodge complaints or grievances under this policy, contact the Human Resources Office in the Nelson House or call 903-927-3345.

### ***Off-Campus Conduct***

A student is subject to disciplinary action for prohibited conduct that occurs while participating in off-campus activities sponsored by another college, including field trips, internships, athletic events, etc. **Students may be brought before a College judicial body for violations of the Student Code of Conduct that occur off campus and for behavior and conduct that reflect negatively on the image or reputation of Wiley College. The specific actions and/or behaviors are described in the official notice of charge(s) brought against the student.**

### ***Probation***

A student placed on disciplinary or academic probation may not represent the College in any official capacity, such as sports, as a class representative, or travel with the institution until the probation has ended.

### ***Quiet Hours***

Quiet Hours are maintained to help provide an atmosphere that is conducive to good scholarship and that promotes an environment where individuals can learn from the experience of group interaction. Quiet hours are mandated for residence halls and the adjacent parking lots. Students must observe quiet hours from 10:00 p.m. to 10:00 a.m. seven days a week. The television room and lobby are closed from 12:00 midnight to 6:00 a.m. on Sunday – Thursday and 2:00 a.m. to 6:00 a.m. on Friday and Saturday.

Noise heard in the hallways or from the confines of the individual's room will be considered excessive and in violation of the Quiet Hours policy. Likewise, noise heard in the residence halls from the parking lots will be considered excessive and in violation of the policy.

### ***Records and Files***

#### **FERPA**

The Family Education Rights and Privacy Act of 1974 (commonly referred to as FERPA) ensure students the right to inspect their educational records and files. Provisions also exist concerning the release of materials from a student's files to a third party without the written consent of the student. Wiley College complies fully with the legislation and follows the guidelines issued by the Department of Education. Questions about these policies and procedures should be referred to the Registrar.

In accordance with the provisions of the Family Educational Rights and Privacy Act .the Unit of Student Records/Registrar has adopted the following Student Records Policy to protect the privacy of the education records of its students.

The term “education records” means those records, files, documents, and other materials in handwriting, print, tape, film, electronic, or other media that contain information directly related to a student and are maintained by Wiley College (the “College”) or a party acting for the College. A “student” is any person who currently attends or has attended the College.

### ***Scholastic Dishonesty***

Any student who commits an act of scholastic dishonesty is subject to disciplinary action. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts.

The Division of Academic Affairs is responsible for the overall coordination of the educational program of the College. Academic Affairs is comprised of four degree granting units: Business and Technology, Education, Sciences and Social Sciences and Humanities.

### ***Sexual Harassment***

Sexual harassment is a form of sex discrimination, which may violate federal and state laws. Wiley College will not tolerate sexual harassment in any form by any person. The following description adapts the 1980 Equal Employment Opportunity C o m m i s s i o n guidelines to the academic setting.

Unwelcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. Submission is made an expressed or implied term or condition of employment or status in a class, program, or activity;
2. Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion, or grade in a course);
3. The conduct may unreasonably interfere with a person’s work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Both men and women can be sexually harassed. Sexual harassment can occur between equals, but most often occurs in situations when one person has power over another. The College’s sexual harassment policy applies to all members of the college community—students, faculty, and staff, in both on-and off-campus settings when involved in College employment, classes, programs, or activities.

**Informal Procedures**

Students may seek a resolution to sexual harassment matters through discussions with the alleged offender. Before adopting this approach, however, the student may choose to seek advice from a staff member in the Vice President for Student Affairs office about how best to confront an individual whose conduct is believed to be offensive.

**Formal Procedures**

Students may report the incident(s) of harassment to the alleged offender’s immediate or general supervisor. The appropriate supervisor to contact is shown below:

<u>Alleged Offender</u>	<u>Supervisor</u>
Faculty Member	Division Dean or Vice President for Academic Affairs
Staff Member	Immediate Supervisor or Human Resources Office
Student	Hall Director, Director of Residence Life, Dean of Students or Vice President for Student Affairs

All complaints will be taken seriously and investigated. A student who makes a complaint of sexual harassment will not be subjected to any adverse consequences. However, Wiley College recognizes the damage that can result from a false complaint and will not tolerate false allegations. False allegations of sexual harassment will be handled in accordance with procedures outlined in the *Student Code of Conduct*.

If a student decides to file a formal complaint, it will be resolved according to established College procedures. The procedures depend on the status of the person against whom the complaint is being filed, not the status of the person(s) filing the complaint, e.g., a student complaint against another student is handled by way of the student judicial process and a student complaint against a faculty or staff member is handled according to College policy outlined in the Title IV section in the employee and faculty Handbook.

***Smoking Policy***

In keeping with Wiley’s long-standing policy to promote and protect the safety of students, faculty and staff, and in recognition of the ill effects of tobacco on both smoking and non-smoking persons, the College declares that all buildings on the Wiley College campus shall be smoke free. There shall be no use of smoking materials of any kind inside the College buildings, including student rooms in residence halls.

Smoking outside of buildings shall be at designated areas (35 feet from the building) equipped with receptacles for the appropriate disposal of the smoking materials. All individuals are responsible for enforcement of this policy.

### ***Speech and Assembly***

The freedoms of speech and assembly are basic and essential to intellectual development. However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic program and administrative processes of the College.

### ***Student Accounts***

Students whose accounts are not current with the Business Office and those whose financial aid forms are incomplete, incorrect, or late, may be denied any and all Wiley College services. A student may not be permitted to register, attend classes, use College facilities, take final exams, or receive transcripts, grade reports, or other educational records unless all accounts with the College are satisfied.

### ***Student Food Services***

The College dining program assures students a healthy and balanced diet essential to physical well-being. All students who reside in College residence halls are required to purchase the College meal plan. Off-campus or commuter students may purchase a meal plan. Purchases may be made in the Office of Business and Finance.

After dining, trays and dishes must be returned to the appropriate receiving area. Silverware, salt and peppershakers, glassware, and food preparation equipment are for use only in the College Cafeteria and under no circumstances are any items to be removed from the premises. **A failure to do so will result in a \$100.00 fine.**

Rules of good conduct, proper attire and good citizenship must be observed in the dining area at all times. Students are expected to dress in a neat manner and make the appropriate selection for the time, occasion, and place. For information about proper attire, refer to Dress Code Policy for Students.

Meals are served during the time frames designated below:

<b>Monday – Friday</b>		<b>Saturday – Sunday</b>	
<b>Breakfast</b>	7:00am – 9:00am	<b>Brunch</b>	10:30am – 12:00pm
<b>Lunch</b>	11:30am – 1:30pm	<b>Dinner</b>	4:00pm – 6:00pm
<b>Dinner</b>	5:00pm – 7:00pm		

## ***Student Intellectual Property***

A student shall retain all rights to work created as part of instruction or using Wiley College technology resources. As an agent of Wiley College, a student employee shall not have rights to work he or she creates on Wiley College time, or using Wiley College technology resources or intellectual property. Wiley College shall own any work or work product created by a student employee in the course and scope of his or her employment, including the right to obtain copyrights and patents.

## ***Student Searches***

### **Searches of Student's Personal Possessions, Wiley College Property or Facilities**

Wiley College respects the privacy rights of students. However, authorized Wiley College officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve good order and discipline.

Other searches by authorized Wiley College officials of a student's personal possessions for the purpose of enforcing this Code or investigating allegations may be conducted based on the official's reasonable suspicion, with the student's consent, when practicable. These restrictions do not apply to searches of Wiley College property or facilities.

Authorized Wiley College officials may question a student regarding the student's own conduct or the conduct of other students. In the context of Wiley College disciplinary proceedings, students have no claim to the right not to incriminate themselves. All persons are responsible for the security of any vehicle, bag, or other item they own, possess, or bring onto Wiley College property or to a Wiley College sponsored activity. No person shall own, possess, place, keep, or maintain any article or material that is prohibited by law or Wiley College

policy in vehicles, on Wiley College property, or at a Wiley College-sponsored activity. Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in disciplinary proceedings against the student.

When law enforcement authorities are involved in a search, a law enforcement officer with probable cause is authorized to search a student's personal possessions for the purpose of enforcing this code or investigating allegations of illegal or criminal behavior. Searches by law enforcement officers of a student's possessions shall be only as authorized by law.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, an authorized Wiley College official may contact the Wiley College Security Department and/or local law enforcement officials and turn the matter over to them.

## ***Student Travel***

Students who travel representing the College must have a minimum 2.0 grade point average (GPA) and have no disciplinary sanctions at the time of travel. This policy does not include travel that is a requirement of a particular class (such as a field trip) in which a student is enrolled. **The owners of private cars approved for any trip assume liability in the event of accidents. The College cannot be held liable for accidents and injuries sustained on a trip.**

### ***Suicide Prevention and Awareness***

A student is experiencing a mental health crisis when his/her mental or emotional condition results in a behavior that constitutes an imminent danger to that individual or another person. Crises include:

- Suicidal ideations, plans, or attempts
- Homicidal ideations, plans, or actions
- Loss of contact with reality, which may include hallucinations, extreme confusion, unresponsiveness, uncontrolled behavior, extremely irrational or incoherent speech.

When a student has made any kind of a suicide attempt, suicide gesture or has threatened suicide, the first and primary concern is for the student's health and safety.

Students exhibiting risk factors will be referred to the Associate Vice President of Student Health, Counseling, and Wellness, who will then assess the situation, provide clinical support, and make appropriate campus referrals. All members of Student, Health, Counseling and Wellness and campus security staff will be familiar with resources and agencies that may be called to assist a student who endorses thoughts of suicide. With consent, the student's family will be informed about any concerns raised by College and be given resources to seek help if needed.

Please refer to the **Suicide Prevention, Awareness, and Intervention Policy** for detailed procedures when supporting suicidal risk.

### ***Transcripts***

A Wiley College transcript is the complete and official academic record of a student. One official transcript can be given to graduates without charge. Students seeking internships and scholarships will be provided transcripts without charge through the registrar's office by completing a form.

An unofficial transcript is one that is provided without the College seal and without the Registrar's signature.

### **Ordering a Transcript**

In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be paid in full and loan notes current.

### **Transcript Fees**

Currently Enrolled Students – No Fee for Transcripts (only \$2.75 processing fee to Parchment)  
Non-Enrolled Persons (to include Graduates) – \$10.00 (plus \$2.75 processing fee to Parchment)  
Transcripts will not be issued to any student or non-student who has holds placed by Admissions, Fiscal or Financial Services, Financial Aid, Student Conduct, or Housing. There is a \$2.75 processing fee for all transcripts (including currently enrolled students)

### ***Visitation***

Visiting hours in the residence center lobbies are from 12:00 p.m. until 11:00 p.m. daily. For further information on visitation, see the *Residence Life Handbook*.

### ***Withdrawal***

Withdrawing from the College involves dropping all courses for which the student has enrolled. Students may withdraw voluntarily or may be withdrawn involuntarily by the College. Any student wishing to withdraw from the College must execute a Student Withdrawal Form that can be picked up from the Unit of Student Records. When the student withdraws, a notation of “W” (withdrew) will be posted to the permanent record of the student if the student withdraws prior to the academic penalty date set in the academic calendar or after the academic penalty date, providing that the student is passing at the time of the request for withdrawal. It is the responsibility of the student to complete and obtain all appropriate signatures on the withdrawal form prior to submitting the form to the Unit of Student Records. The withdrawal is effective only when the form is turned in to the Unit of Student Records with all appropriate signatures.

The Vice President for Student Affairs and the President of the College are authorized to withdraw students involuntarily from the College. A written and signed statement is sent to the Unit of Student Records. A student is withdrawn by dropping all classes for that term.

### **Withdrawal Due to Extenuating Circumstances**

Wiley College recognizes that unforeseen and extenuating circumstances arise that may make it difficult to complete an academic semester. The dominant principles governing the Withdrawal Due to Extenuating Circumstances (WE) process are fairness and equity. The College is prepared to help students who experience unexpected and uncontrollable events that seriously threaten their academic performance, but in doing so, the College must be careful not to disadvantage students who continue their studies when faced with similar circumstances. The College has the sole discretion to approve WE applications. *See page 106 for additional information.*

The following criteria are stated in a manner intended to help students determine whether they are eligible to apply for a withdrawal due to extenuating circumstances:

### **Medical/Mental Grounds**

Students have grounds for a WE request if they suffer a medical condition during the semester, which so impairs their ability to study that course requirements cannot be satisfied. Hospitalization for a week or more is almost certain to be regarded as sufficient evidence, while a short experience of the influenza (the flu) is likely to be insufficient. Students should seek medical assistance, psychological counseling, academic advising, or assistance from the Dean of Students Office early in the term, so that adjustments to their academic program can be made if necessary. Withdrawal requests arising from failure to manage academic priorities will not be accepted as reasons for a WE.

### **Compassionate Grounds**

Students have grounds for a WE request if they have a traumatic experience that renders them unable to complete course requirements during the term. The death of an immediate family member may be regarded as sufficient reason.

### **Other Grounds**

Most WE applications are based on medical, compassionate, or employment related circumstances. However, other types of overwhelming personal difficulties such as divorce or family commitments may also be considered with the appropriate explanation and supporting documents.

Please refer to the **Withdrawal Due to Extenuating Circumstances Policy** for detailed procedures when pursuing a WE.

## **COLLEGE OFFICES AND SERVICES**

### ***Academic Affairs***

The Division of Academic Affairs is responsible for the overall coordination of the educational program of the College. Academic Affairs is comprised of four degree granting units: Business and Technology, Education, Sciences and Social Sciences and Humanities. Additionally, this unit coordinates the developmental education services for the College and handles the placement testing for all incoming first-year students in cooperation with the Office of Institutional Research. The Cole Library, Student Support Services, and Evening and Weekend Programs also constitute the Academic Affairs Division.

### ***Academic Advisement***

Responsibility for the academic advisement of each student is delegated to one or more faculty and staff members by the Vice President for Academic Affairs and the division to

which the student applies. Advisor-advisee pairing is done within the Office of the Vice President for Academic Affairs.

Every student has an academic advisor. Another professor in the major department chosen by the student and the dean of the division will assist with advisement when the advisor is not available. For freshmen, the primary advisor is an academic coach from the Student Success Academy.

In all cases, the dean of the division in which the student's chosen major resides will function as the advisor when the normal advisors are not available.

### ***Business Office***

The Business Office is responsible for the financial, accounting, security and management-information systems of the College. Specific functional responsibilities are information technology, budgeting, general ledger processing, purchasing, accounts-payable processing, fixed-asset management, accounts-receivable processing, payroll, monitoring and reporting, cash management, cashiering, and financial aid.

The Business Office is also charged with ensuring that the College's internal accounting and administrative controls are adequate. Internal controls are the methods and procedures adopted by the College to safeguard its assets, ensure the accuracy and reliability of its accounting data, promote operational efficiency and help ensure adherence to prescribed policies and procedures.

### ***Co-Curricular Activities***

The College recognizes: (1) the importance of organized student activities as an integral part of the total educational program of the College and that the acquisition of knowledge is not confined to the formality of the classroom; (2) that college learning experiences are enriched by student organizational activity; and (3) that student organizations provide a framework for students to develop special talents and interests.

Inherent in the relationship between the College and organized student groups is the understanding that the purposes and activities should be of significant value to the student. Each proposed organization must demonstrate that its purposes are to broaden the scope of the academic experience, extend knowledge in specialized areas, enhance professional, cultural, and social interests, or promote recreational interests within the College community.

### ***Clubs and Organizations***

There are a variety of special-interest clubs available to students, some of which are listed in this document. For additional information, contact the Unit of Student Activities at 903-927-3367.

### **Advisors for Organizations**

Every campus organization, including Greek-lettered organizations, must have an on-campus faculty or staff advisor. Each organization shall submit the name(s) and signature(s) of its advisors at the beginning of the academic year. The following are among the responsibilities of the advisor to an organization.

Wiley College deems it necessary for each recognized organization to have an advisor. Student organizations may seek advisement from either faculty or full-time staff members of the College. However, organizations should endeavor to seek an advisor who has adequate time to dedicate to their respective organization. Individuals may serve as advisors for two organizations. Organizations should seek out professionals who are allied to, or have a professional interest in, their organization. The College will only recognize on-campus advisors.

### **Advisor Responsibility to the Organizations**

The following are among the responsibilities of the advisor to an organization:

1. Complete and receive advisor certification through the Office of Student Activities.
2. Present opportunities for the educational and personal development of students who participate as members of student organizations.
3. Create programs that justify a student's time, abilities, energy and dues.
4. Attend a mandatory risk management training session.
5. Remain well informed about all plans and activities of the organization.  
*(All student meetings should be documented on the College's template for meeting agendas and minutes.)*
6. Discourage domination of the organization by any individual.
7. Become familiar with the history of the organization and all events and/or changes that have occurred within the organization.
8. Assist in the orientation of new officers.
9. Attend all events sponsored by the organization. The advisor should cancel an event if he/she is not able to attend the event or remain on the premises until the event ends.
10. Provide assistance for sponsored events and must be willing to play a more active role if deemed necessary to insure the success of the event. The advisor should use discretion in this role and remember that students can often learn from experiences that are not completely successful. Therefore, it is highly recommended that advisors review/evaluate programs with their student organization(s).
11. Encourage students to evaluate every activity or event.
12. Approve the organization's planning binder prior to it being submitted to the Student Activities Coordinator.

13. Verify that the organization has registered all campus events and has properly reserved the necessary rooms and equipment.
14. Verify that the organization has submitted a Security Staffing Request Form regarding security needs for an event.
15. Assist the organization in setting realistic goals and obtaining objectives for each academic semester and/or year.

### **Fraternities and Sororities**

Eight of the Divine Nine national fraternities and sororities are represented on the Wiley College campus. These organizations take into membership and activity a high percentage of the College's enrollment. For inquiries about the status of these organizations, contact the Coordinator of Student Activities.

Nine organizations of the Divine Nine hold a charter from 1915-2014. Eight of the nine national fraternities and sororities are represented on the Wiley College campus.

*Chartered FRATERNITIES* include Alpha Phi Alpha, Alpha Sigma Chapter, Kappa Alpha Psi, Alpha Chi Chapter, Omega Psi Phi Theta Chapter, and Iota Phi Theta, Theta Xi Chapter.

*Chartered SORORITIES* include: Alpha Kappa Alpha, Phi Chapter; Delta Sigma Theta, Alpha Iota Chapter; Sigma Gamma Rho, Beta Gamma Chapter; Zeta Phi Beta, Theta Chapter.

The Pan-Hellenic Council is composed of elected representatives of all fraternities and sororities and is organized for the promotion of fellowship, cooperation and brotherhood among Greek-lettered organizations.

**Fraternities and sororities should be aware of the fact that their existence on campus is a privilege, not a right. They are bound to follow, not only the regulations set forth by their respective national bodies, but also the rules, regulations and policies of Wiley College. Guidelines governing the operations of fraternities and sororities are as follows:**

1. Each fraternity or sorority must have an on-campus advisor financially active in the respective organization. Individuals external to the College may serve as co-advisors or off-campus advisors.
2. Organizations are not permitted to have a meeting or event without having at least one advisor present.
3. An advisor from each organization must attend Pan-Hellenic Council meetings.
4. The Coordinator of Student Activities or a designee will serve as the coordinator of sorority and fraternity activities. (This arrangement will not lessen the responsibilities of the advisors.)
5. Organizations will not be permitted to meet after 12:00 a.m.

6. The Pan Hellenic Council develops a schedule of events for the year, giving special dates for the intake process during the spring semester of each academic year in the spring. In the event an organization has less than five members, the organization may apply for Fall-intake with the approval of the Vice President for Student Affairs or designee.
7. Hazing in any form is not permitted. Disciplinary action will be taken against any individual or organization found guilty of hazing any person desiring to join an organization.
8. All persons attempting to join an organization must be in good standing with the College and must be cleared by the Director of Student Development or Vice President for Student Affairs.
9. Each Greek organization must prove to be in good standing.

### **Honor Societies**

Alpha Kappa Mu National Honor Society (AKM) is the College's general scholarship honor society open to junior and senior students in all academic areas whose cumulative grade point averages are 3.5 or above (on a 4.0 scale). It was founded at Tennessee State College in Nashville, Tennessee on November 26, 1937 by the late Dr. George W. Gore.

Kappa Mu Chapter of AKM, Wiley College, was organized March 9, 1945. The honor society was re-instated in March 1979.

Beta Kappa Chi is a National Scientific Honor Society. Organized at Wiley in 1945, the chapter promotes the dissemination of scientific knowledge and stimulates high scholarship in pure and applied sciences.

The National Society of Leadership and Success was organized at Wiley College in 2016.

### **Membership Requirements**

All student organizations are subject to administrative approval. To participate in the activities of any organization, students must be in good disciplinary and academic standing. Students seeking membership in a Greek-lettered Organization (Divine Nine) must have completed at least thirty hours (30) at Wiley College and possess and maintain 2.75 cumulative/GPA; transfer students must be sophomores and completed one semester as full-time Wiley students and meet all specific criteria of the organizations (mid-term and final grades will be reviewed). Students seeking membership in social clubs must have earned 30 semester hours at Wiley College and have and maintain 2.75 cumulative GPAs.

### **Criteria for Registration of an Organization**

The following guidelines are established for the registration of a student organization:

1. Select an advisor.
2. Set up a meeting with the advisor and the Coordinator of Student Activities for the purpose of reviewing the *Student Organization Handbook*.
3. Obtain a copy of the *Student Organization Handbook* and become familiar with Wiley College rules and regulations governing student organizations.

4. Apply for recognition. All student organizations should be officially recognized and must register with the Student Life Office each year. The necessary forms must be completed before recognition is considered. All forms are available in the Student Life.
5. Submit a nationally recognized constitution and/or charter. Every student organization must have an up-to-date constitution on file.

**Important things to remember about a constitution:**

- a. It must be voted on and approved by the general membership.
- b. It must be submitted to the Student Activities Office and renewed every year.
- c. Copies should be kept by each organization.
- d. The constitution must be signed by the student organizer/president, advisor and the Student Activities Coordinator.
- e. The organization's membership requirements must be in line with College rules and regulations governing the operation of clubs and organizations.

**All constitutions must contain statements that cover the following points:**

- a. A concise statement of purpose, which includes the general goals and direction of the organization.
  - b. A clear definition of requirements for membership.
  - c. A list of titles of officers, their duties, and a clear definition of requirements to be an officer (at least two officers are needed). A chaplain must be one of the officers.
  - d. The requirements for a quorum to conduct official business.
  - e. A designated process for the assessment of dues or fees.
  - f. Requirements of officers and procedures for collecting and depositing money.
6. Complete the required forms and submit them to the Student Activities Coordinator for approval. When the organization obtains recognition, the officers may begin to transact business. Any new group may advertise for and hold one organizational meeting before it is officially recognized.
  7. In order to be recognized and to retain official recognition, student organizations must maintain certain requirements for the general membership of the club, the advisors and the student officers.
  8. All elections should be held the third week in April.
  9. All organizational members must have an active Wiley College e-mail account.
  10. Student organizations may be recognized officially when formed for purposes that are consistent with the philosophy and goals of Wiley College. Approval for recognition is granted by the Vice President for Student Affairs through the Coordinator of Student Activities (or

designee). In order to be recognized and retain official recognition, student organizations must meet certain requirements. Student groups not complying with the following conditions shall not enjoy the privileges associated with the status of being officially recognized by the College, including using College facilities for meetings and publicizing activities.

**To be recognized, student groups must:**

- a. Have an approved full-time faculty or staff advisor (employed by the College on at least a nine-month basis) who shall ensure that College regulations which apply to recognized student organizations are followed.
- b. File a constitution and statement of purpose (in English) with the Coordinator of Student Activities and keep the constitution current by updating it annually.
- c. File an annual request with the Coordinator of Student Activities for official recognition for the school year and provide signatures of official College advisors and student officers authorized to withdraw money and the names and addresses of all advisors and student officers by April 30<sup>th</sup>.
- d. Conduct activities of the organization in a manner that reflects the highest ideals of the College. The purposes, goals and activities of one organization may not duplicate those of another.
- e. Perform College assigned community service projects.
- f. Commit to a minimum of one week of beautifying the campus during the academic year.
- g. Submit a planning binder of activities for the next academic year by April 30<sup>th</sup>.
- h. Submit financial and community service reports by December 1<sup>st</sup> (fall) and April 30<sup>th</sup> (spring) of each semester.

11. In matters of finance, provisions established by the College shall govern operations of student organizations.

12. Students selected as officers in officially recognized student organizations shall:

- a. Have at least a 2.5 overall grade point average at the time of the election. Post at least a 2.5 grade point average for the regular semester during the term of office (mid-term and final grades will be reviewed).
- b. Be in good standing with the College and enrolled in at least twelve credit hours in a regular semester during the term of office.

13. Student religious organizations desiring to operate on campus are subject to all regulations pertaining to other student organizations.

14. Student organizations and their official College advisors are responsible for compliance with College policies and regulations and applicable state and federal laws.

15. Actions of recognized student organizations are subject to review. Recognition privileges may be revoked for failure to abide by College Regulations (See the Code of Student Conduct).

16. Individuals who are not students at Wiley College are not eligible for membership and may not participate in regular activities of Wiley College recognized student organizations.

### **Music Organizations**

The Department of Music has always maintained high standards and is known across the United States for its A Cappella Choir and musical ensembles.

### **National Organizations**

Wiley College is affiliated with Who's Who Among Students in American Universities and Colleges, Alpha Phi Omega National Service Fraternity, and Gamma Sigma Sigma Service Sorority.

## ***Information and Technology Services***

### **Access to Network Services**

A **JICS and an E-mail** account are provided to each student upon arrival at Wiley College and remains in effect as long as the student is enrolled at the College. Accounts assigned to students or others are the property of Wiley College. The standard Wiley College email naming convention comprises the first initial of the first name, followed by the middle initial of the middle name, followed by the last name. Example: [icwildcats@wileyc.edu](mailto:icwildcats@wileyc.edu).

Using JICS, students can view classes and availability, register for classes, pay tuition, view financial aid status, access email, and more.

### **Residence Hall Connections**

Residence hall connections are intended to provide end-user connections to campus computing services and the Internet. Two network connections per room are available.

### **Personal Computers on the Network**

Personally, owned computers that are used on the College's network are subject to the regulations contained in the Information Systems & Technology Division Handbook. Information Systems & Technology Division (ISTD) reserves the right to discontinue access to the network.

Computers connected to the network may not be used as servers for private enterprises, commercial activity, or profit. ISTD reserves the right to disconnect any network ports having

activity that adversely affects the network or any other user. Network connections may also be revoked in the case of malicious or inappropriate computing activity.

## **E-Mail**

### *Appropriate Use of E-Mail*

Wiley College strongly recommends that e-mail not be used for confidential communication. E-mail is now considered a formal written record that carries the same legal weight as a paper memorandum. Users of e-mail should remember that e-mail messages become the possession of the receiver and can be duplicated easily and redistributed by recipients.

Messages that have been deleted can be retained unintentionally on system back-up files. In addition, even secure passwords are not completely confidential. When a private message needs to be conveyed between two individuals, a conversation is the best way to accomplish it; and messages that should not be preserved should be deleted immediately. E-mail is also governed by state and federal laws with regard to copyrighted material, photographic images and libelous remarks.

College policy prohibits certain types of e-mail. These include mail messages that may be perceived as pornographic, harassment, political campaigning, or commercial solicitation. Chain mail is also prohibited because it consumes large amounts of system resources. Certain types of e-mail, including, but not limited to, harassing e-mail, may subject the sender to civil or criminal penalties. In spite of College policy, malicious users who know the owner's computing ID and password can abuse e-mail. Users are responsible for protecting their own passwords. These policies will be enforced when violators are brought to the attention of the ISTD administration. Contact the ISTD office.

Wiley College does allow mass mailings via the e-mail server; however, there are guidelines, which govern the use. Contact the ISTD office.

### *Network Security*

Security for access to the network and to files or applications on a server is implemented via user ID and password systems. Each user is responsible for all e-mail transactions made under his or her user ID and password, and for all network e-mail activity originating from that connection. Users are solely responsible for the security of the ID and password assigned to them.

### *User IDs and Passwords*

Only the person responsible for the account and user ID should have access to the password. Access to user IDs may not be loaned or sold and any suspected breach of password security should be reported immediately to ISTD at (903) 927-3240. Some common rules to follow in protecting the password include: 1) do not store passwords at any workstation that can be used to gain access to other computing resources; 2) never share passwords; and 3) never tape passwords to a wall or under a keyboard.

## **Responsible Use of Network and Computing Facilities**

Wiley College is a private institution fully committed to the ideals of academic freedom, freedom of expression, and multicultural diversity. At the same time, inappropriate and/or malicious use of computing resources that in any way is wasteful of the College's equipment and services, violates the rights of others, or is inconsistent with the College's policies relative to technology is strictly prohibited. Violators will be penalized severely and expeditiously. Penalties may include warning, administrative or involuntary withdrawal, suspension, expulsion and/or referral to law enforcement authorities.

### **Individual Responsibility**

Students have the responsibility as authorized users to use the network and systems appropriately. This is the only way that the integrity and availability of the network and systems can be ensured for everyone. Each student is responsible for using only the account or computer for which he or she has authorization. Moreover, each student is responsible for protecting all passwords. Individual responsibility also involves respecting the rights of other users.

### **Institutional Privileges**

Wiley College reserves the right to allocate resources in different ways in order to achieve maximum usage. To accomplish this, the system administrator may suspend or terminate privileges of individuals without notice if malicious misuse or use inconsistent with College policy or applicable law is discovered. Privileges may also be suspended without notice to meet time-dependent, critical operational needs. The system administrator may also limit the number of messages or files that each user has in order to keep the system functioning.

### ***Indemnification of Wiley College***

Users agree, in consideration of access to the College's computing, networking and media services, to indemnify, defend, and hold harmless the College from any suits, claims, losses, expenses or damages, including, but not limited to, the user's access to, or use of, the College's computer resources and all other media services and facilities.

### ***Cable***

Students are provided with analog cable. The College does not provide the television.

### ***Laundry Services***

Washer/dryer services are available in each residential hall at no additional charge.

### ***Library Services***

The Thomas W. Cole, Sr. Library collection includes thousands of catalogued items, comprising both print and not-printable materials. During each semester, the library hours are established so that the library is always available to students during peak hours of need. An African-American exhibit is housed in the library. General policies governing use of the library are: I.D. cards are required for borrowing library materials. Reference books and periodicals

are to be used in the library only. It is against College policy to deface library material in any matter

### ***Postal Services***

Postal services is available to all students through Auxiliary services, located in Pemberton Gym.

### ***Procedures for Scheduling Student Events***

To avoid conflicts, all student activities must be registered on the College master calendar and in the Student Activities Office. Events occurring on campus or sponsored by a campus group must be recorded at the Office of Student Activities 14 days prior to the event. Several requirements for scheduling events follow:

#### **Recognized Campus Groups/Organizations**

Campus groups or organizations desiring to schedule an event should adhere to the guidelines listed below:

- Consult the Office of Student Activities to ensure that the proposed event does not conflict with events already scheduled.
- Designate one person from the organization as the contact person for all information such as requests for furniture set-ups, refreshments, or service.
- Complete and return a Building Request Form to the Student Activities Office **no later than one month prior to the event**. This request should be signed by the group's advisor, second attending sponsor, the Office of Student Activities, the Office of the Vice President for Student Affairs and the building manager.
- Include all requests for equipment on the request form. Equipment to be moved from one building to another must be approved by the Office of the Vice President for Student Affairs.
- Publicize events for the use of Wiley College facilities only after having received written confirmation of the approved scheduling.
- Regular weekly meetings must be confirmed 48 hours prior to the meeting.

Should there be a need to reschedule an event, it must be rescheduled according to the steps outlined above. Cancellations must be reported to the Office of Student Activities immediately.

### ***Radio Station***

The mission of the Radio Station is to promote a positive image of Wiley College, provide community outreach, and serve as a laboratory training area for the Mass Communications Department.

KBWC – “Wildcats” 91.1 FM is owned and operated by Wiley College. The Radio Station was voted “Black College Radio Station of the Year” in 2004 and 2009. The station is

located on the second floor of the Fred T. Long Student Union Building. KBWC plays Gospel, Contemporary Jazz, Hip-Hop, R&B, Blues, Old School, and Reggae music.

### ***Student Success Center***

The mission of the Student Success Center is to orchestrate complementary and coordinated services to first and second year students early in their careers to ensure academic success, facilitate their retention and strengthen the positive outcome of graduating on time. This academic support unit will assist not only students who have insufficient academic skills, but also improve the educational experience for the first-year, full-time student as well as provide comparable services to the second-year, or sophomore students.

Drawing on best practices, the Center includes programs and activities that follow research based objectives. These include to: (a) increase sustained, informal faculty and student interaction; (b) increase student involvement in the campus as a learning system; (c) link curriculum and co-curriculum programs, and (d) to structure a flexible platform for academic assistance and supplemental instruction services.

### ***Student Support Services***

The Student Support Services program assist eligible students in successfully obtaining a college degree. Services are targeted toward students in the General Education and Special Studies Division who may be more prone to becoming discouraged learners because of deficiencies in their basic learning skills. Services provided include tutoring, academic and personal advising, social and career counseling, and a variety of structured motivational learning experiences. Students accepted for enrollment in the Student Support Services program are monitored for progress employing an academic-support plan from the time of enrollment to the date of graduation. Each semester, the s t u d e n t s should maintain at least a 2.0 grade point average. The program is designed to improve the retention and graduation rate of college students.

The Student Support Services Program is a federally funded program that affords eligible students every opportunity to obtain a college degree successfully. The services provided include academic tutoring, advice and assistance in postsecondary course selection. The program assists student with information about student financial aid programs, educational or counseling services designed to improve financial and economic literacy; provides assistance in completing financial aid applications; and assists students in applying for admission to graduate and professional programs. The program is designed to improve the retention and graduation rates of college students.

These services enable eligible participants to:

- Improve their academic skills,
- Increase their retention rates,
- Increase their graduation rates, and
- Facilitate their enrollment into a graduate or professional school program.

## ***Technology Services***

Wiley College offers a wide array of computing, networking, and media services to students, faculty, staff and administrators. These services are in place to facilitate teaching and learning, fundraising, and administrative activities that further Wiley College's mission. The policies listed below govern the allocation and use of the information technology resources and outline the responsibilities of those who use computing and networking facilities at the College. By accessing these services, all students agree to abide by and be subjected to the terms and conditions contained in this handbook and that are cited in all other applicable College policies. It is the intent of this policy to enable high-quality services and maximize productivity while protecting the rights of all members of the campus community.

Internet service is available to students seven days a week. Off-campus students can access network resources at [www.wileyc.edu](http://www.wileyc.edu). On-campus networks are located in the residence halls, Aaron Baker Science Building, Freeman P. and Carrie E. Hodge Center, Thirkield Hall, Thomas Winston Cole, Sr. Library, and the Wiley-Pemberton Complex. Wireless and direct access is available in all buildings and residence halls.

## **STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

### **Preamble**

We, the students of Wiley College, do hereby promise to promote the welfare of the student body, develop a sense of leadership and responsibility for growth through initiative, discipline, self-direction, and to execute to the fullest the powers, responsibilities and duties entrusted to us by the administration. Our goal is to encourage a clear and continuous exchange of ideas between student, faculty, and administration. We will endeavor to promote academic freedom and loyalty with the belief that these are essential to the welfare of this Liberal Arts College, while recognizing the need for guidance from the Lord Jesus Christ in the attainment of said goals. This constitution is established in consonance with the authority delegated by the Board of Trustees and the president of Wiley College.

### **Article I**

## **Name**

This organization shall be known as the Student Government Association of Wiley College, hereafter known as SGA.

## **Article II**

### **Purpose**

#### **Section One:**

To promote active, responsible, and cooperative citizenship through participation in self-government.

#### **Section Two:**

To promote social experiences through non-academic activities in harmony with individual interests, recognized needs and in support of the goals of SGA.

#### **Section Three:**

To promote a close intellectual, social, and spiritual relationship within the College family.

## **Article III**

### **Membership**

Every enrolled student, as defined by the regulations of this College, shall be a member of the SGA and shall have a voice and vote therein.

## **Article IV**

### **Authority**

The Wiley College SGA is recognized by the Board of Trustees, the Administration, and the faculty and staff as the official voice of the student body.

## **Article V**

### **Organization**

The SGA is organized into three branches: Legislative, Executive, and Judicial.

# **Article VI**

## **Legislative Branch**

### **Section One:**

The legislative power of the SGA shall be vested in the Student Senate. All rules created that will be used for the purposes of recognizing, establishing, and regulating student organizations must be done so in the Student Senate.

### **Section Two:**

The Student Senate shall be composed of the following officers:

- a. Vice President of SGA
- b. Each Class President will appointment two senators to represent their respective class.
- c. Clerk of the Senate will be elected from the Student Senate when it is constituted.

### **Section Three:**

The Student Senate will be convened by the fourth week of August each academic year. Senators in good standing shall serve until the end of the academic school year or until the Student Senate adjourns for the academic year.

### **Section Four:**

A member of the Student Senate shall be removed from the said body when:

- a. He or she accumulates more than two unexcused absences from the regular Student Senate meeting during the academic year. An absence shall be defined as a voting member not present at regular meetings. An excused absence is obtained in advance by coordinating the absence with the Clerk of the Senate or by obtaining an excused absence from the Office of the Vice President for Student Affairs.
- b. He or she resigns or is impeached.
- c. He or she is in violation of College policies, rules, and procedures.
- d. He or she has committed and/or convicted of any civil or criminal acts, as defined by local, state, and federal laws.

### **Section Five:**

There shall be monthly meetings of the Student Senate during the academic year (day and time of the meeting to be determined at the initial meeting in the fall term).

### **Section Six:**

A quorum shall be declared at any meeting of the Student Senate when a roll call shows fifty (50) percent of the duly elected and duty appointed members of the Student Senate are present.

## **Section Seven:**

The Student Senate shall within the area of student authority act as follows:

- a. Make recommendations on matters concerning students and student affairs, including College policies and community affairs.
- b. Submit recommendations for accepting on campus groups' petition for recognition.
- c. Remove "for cause" any person appointed by the SGA President; a two-thirds (2/3) vote of those present at a duly constituted meeting of the Student Senate except where otherwise provided for in this constitution.
- d. Elect an Elections Commissioner and Election Commission to officiate and oversee all student elections.
- e. Conduct Student Senate proceedings in accordance with the current edition of Roberts Rules of Order.
- f. Prepare and submit minutes of each Senate meeting to the Executive Board of the SGA within seven days following the adjournment of the meeting.
- g. Maintain the power to have the SGA President to request Cabinet Meetings.

## **Section Eight:**

### ***Clerk of the Senate:***

- a. Will attend all Student Senate Meetings and serve as the official secretary of all proceedings.
- b. Shall be responsible for contacting all Senators regarding Student Senate Meeting dates.
- c. Shall issue excused absence statements and proxy voting forms to members who coordinate their absence in advance of a regularly scheduled meeting.
- d. Shall publish and distribute notice of all Senate meeting minutes to all Senators within seven days of a meeting.

## **Article VII**

### **Executive Branch**

#### **Section One:**

The executive powers shall be vested in the SGA President and Vice President.

#### **Section Two:**

##### ***The Executive officers of the SGA shall be:***

- a. President
- b. Vice President
- c. Miss Wiley College
- d. Chief of Staff

- e. Executive Secretary
- f. Chief Justice
- g. Treasurer

### **Section Three:**

#### ***The President shall:***

- a. Recommend, for consideration by the Student Senate, such measures as he or she shall deem necessary and expedient in the performance of his or her executive duty;
- b. Approve or veto all acts of the Student Senate, provided he or she exercises such power within seven (7) calendar days; if the SGA President does not act on a measure within this period of time, the measure shall be considered adopted.
- c. Address the Senate from time to time.
- d. Preside over all SGA Student Body, Cabinet and Special Called Meetings.
- e. Announce the business before the assembly in the order in which it is to be acted upon;
- f. Be the only SGA officer authorized to request Cabinet Meetings.
- g. Work with the College Administration to help coordinate and be familiar with planned activities.
- h. Validate that organizations seeking to sponsor activities are duly registered with SGA.
- i. Appoint members to SGA Standing Committees and recommend students to serve on institutional committees.
- j. Delegate responsibility to Cabinet members not granted in this constitution as need arises.
- k. Coordinate with the Division of Student Affairs during the summer months in order to develop goals and objectives for the new academic year; submit initial plans on or before the third week of August.
- l. Assist in the implementing and planning of the Induction Ceremony for his/her administration and all Wiley College student leaders.
- m. Assist in the planning and implementing of the Student Leadership Retreat.
- n. Serve as the official spokesperson for the SGA.

### **Section Four:**

#### ***The Vice President shall:***

- a. Serve as the President of the Student Senate and vote only when the Senate is equally divided.
- b. Assist the SGA President in the execution of his or her duties and assume said duties in the event of the temporary absence of the President.
- c. Oversee all committees and divisions assigned to him/her by the President.
- d. Coordinate and compile all reports of senate standing committees.
- e. Provide a copy of the SGA Constitution and Senate Bylaws of Wiley College at the first Senate Meeting, along with the Senate's calendar of events and meetings.
- f. Shall publish and distribute all Senate Meeting minutes to all Senators within seven days of a meeting.

## **Section Five:**

### ***Miss Wiley College shall:***

- a. Serve and represent the student body as the official student female spokesperson of the College and to assist the SGA President and his/her Cabinet when deemed necessary.
- b. Represent the student body as an ambassador of goodwill at various community, civic, local, and College activities as might be required.
- c. Represent the College at any designated competitions and/or pageants (i.e. Miss UNCF).
- d. Participate in the planning and implementing of designated Homecoming and Founders Observance activities and events, as requested.
- e. Serve as a member of the Executive Board.
- f. Serve on any other College councils or committees where state.
- g. Assist in planning and coordinating the Miss Wiley College Coronation scheduled annually.

## **Section Six:**

### ***SGA Appointed Executive Officers Positions and Duties:***

- a. The SGA Executive Officer positions appointed by the SGA President are as follows: Chief of Staff, Executive Secretary, and Treasurer.
- b. All persons appointed to a Cabinet position must have achieved and maintain a grade point average of 2.5 cumulative grade point average.
- c. Must not be or have been on academic and/or social probation.
- d. Must exemplify high moral character.

## **Section Seven:**

### ***The Chief of Staff shall:***

- a. Serve in an advisory and supervisory capacity within the Executive Branch of the SGA.
- b. Coordinate the Student Government President's schedule as well as the various schedules that relate to Cabinet Meetings and the like.
- c. Serve as immediate supervisor to all SGA office personnel.
- d. Serve as third in line in the SGA's Chain of Command.
- e. Complete all other tasks assigned by the SGA President.

## **Section Eight:**

### ***The Executive Secretary shall:***

- a. Be present and record all minutes of the SGA Executive Board meetings, emergency meetings, and all other general meetings of SGA.
- b. Prepare and distribute minutes of the aforementioned meetings to appropriate SGA staff, board, and advisors.
- c. Inform all Executive Board members of all meetings.
- d. Serve as Co-chairperson of the Publicity Committee.

## **Section Nine:**

### ***Chief Justice:***

- a. Shall serve as the chief presiding officer in the Judicial Council.
- b. Shall appoint all Associate Justices in consultation with the Office of the Dean of Students.
- c. Shall be responsible for all Judicial Council meetings including scheduling and meeting date.
- d. Must demonstrate non-bias and fairness in all cases and investigations.

## **Section Ten:**

### ***Treasurer:***

- a. Shall be responsible for all SGA disbursements, subject to the approval by the SGA President.
- b. Shall compile and submit annual budget to the SGA President for approval.
- c. Serve as the fiscal officer for the SGA.
- d. Shall receive and account for organizations' registration fees collected.
- e. Shall perform all other tasks assigned by the SGA President.

## **Section Eleven:**

### ***The Executive Cabinet:***

- a. Shall be composed of all executive officers as defined in this constitution.
- b. Shall meet on a bi-weekly basis as designated by the SGA President.
- c. The SGA President shall serve as chair and the SGA Vice President shall serve as vice chair
- d. Upon recommendation from the SGA President and after an Executive Cabinet hearing, an executive officer can be dismissed from office if his/her conduct is found not to be in the best interest of the SGA and Student Body.
- e. Shall meet in special session to hear evidence to affirm or reject a recommendation to dismiss an executive officer for cause; a majority vote of the Cabinet is required to support a dismissal recommendation.
- f. Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.
- g. Shall promulgate minutes within three days and distribute to Executive Cabinet and Advisor.

## **Section Twelve:**

### ***Succession within the Executive Branch shall be the following:***

- a. In the event the office of the SGA President becomes vacant, the SGA Vice President shall assume the duties of the presidency and the a new SGA Vice President shall be

elected by majority vote by the existing members present of the Student Senate, to serve for the remainder of the term.

- b. In the event both the SGA President and the SGA Vice President positions becomes simultaneously vacant, a general election shall be held to fill said vacancies within fourteen days of the occurrence of said vacancies.

## **Article VIII**

### **Judicial Branch**

#### **Section One:**

- a. The Judicial Council shall be composed of the following members who shall be appointed by the Chief Justice and confirmed by the Dean of Students.
- b. Four Associate Justices with one each representing the Senior Class, Junior Class, Sophomore Class, and Freshman Class.

#### **Section Two:**

*The duties of the Judicial Council shall be:*

- a. To pass on any questions concerning campaigns, balloting, elections, qualifications, removal, and succession of candidates and office holders;
- b. To render decision upon any election dispute or irregularity within seventy-two (72) hours after the filing of such complaint.
- c. To verify election returns; verified returns will be final unless contested within 48 hours after the polls close or after election, results are announced.
- d. To pass on the validity of a recall petition or election.

#### **Section Three:**

The judicial power of the SGA shall extend over all cases involving violation of this Constitution and the Bylaws of the SGA.

#### **Section Four:**

The Chief Justice shall preside over all cases of impeachment that involve all elected officers.

#### **Section Five:**

Each student appointed as a member of the Judicial Council must have an overall GPA of 2.5 or higher at the time of appointment.

#### **Section Six:**

Any member of the Judicial Council may be removed for cause by four-fifths (4/5) of the voting members of that body and with the approval of the Executive Cabinet.

**Section Seven:**

A duly constituted meeting of the Judicial Council shall consist of the presence of majority of the voting members of that body.

**Section Eight:**

In order to be eligible for election to SGA elected office, a Judicial Council member must resign from said body.

**Section Nine:**

A Judicial Council Member sanctioned for committing a major disciplinary infraction (as outlined in the Student Code of Conduct) will be automatically replaced on the Council.

## **Article IX**

### **Elections**

**Section One:**

***Election Commission:***

- a. The Election Commissioner shall be appointed by the SGA President with approval from the Executive Director of Student Life.
- b. The Election Commission will consist of five members to be selected by the Elections Commissioner through a designated process.
- c. The Election Commission shall serve from the time of their appointment in the fall semester until the time they are replaced by a new commission the following fall semester.
- d. Should a vacancy occur during the course of the academic year, another commission member will be appointed to serve the remaining term.

***The duties of the Election Commission shall be:***

- a. To conduct all student elections.
- b. To announce dates and procedures for all student elections consistent with this constitution.
- c. To qualify candidates for election.

**Section Two:**

In order to be eligible for election to the offices of SGA President, Vice President, Miss Wiley College and Mister Wiley College, a student must meet all of the qualifications set by this constitution and can only serve one term in this position.

### **Section Three:**

#### ***Class Officers:***

Each class shall elect a President, Vice President, Class Queen and Class Senators (2) in accordance with the election policies set by this constitution and the Election Commission.

### **Section Four:**

Candidates for the office of the SGA President must meet the following qualifications:

- a. Must have completed at least sixty (60) credit hours of College work, of which at least twenty-four (24) credit hours must have been earned at Wiley College prior to running for the office.
- b. Must have achieved a grade point average of at least 3.0 cumulative grade point average.
- c. Must not be or have been on academic and/or social probation.
- d. Must agree to live on campus in the designated SGA President's Quarters. Room and Board shall be paid by Wiley College.
- e. Shall have held an office of the Student Government Association for one academic year.

### **Section Five:**

***Candidates for the office of SGA Vice President must meet the following qualifications:***

- a. Must have attained at least sixty (60) credit hours College work, of which at least twenty-four (24) credit hours must have been earned at Wiley College prior to running for the office.
- b. Must have achieved a grade point average of at least 3.0 cumulative grade point average.
- c. Must not be and/or have been on social or academic probation.
- d. Shall have held an office of the Student Government Association for one academic year.

### **Section Six:**

***Candidates for the title of Miss Wiley College must meet the following qualifications:***

- a. She should have attained at least sixty (60) credit hours of College work, of which twenty-four (24) credit hours must have been earned at Wiley College prior to running for the office.
- b. Must have achieved a grade point average of at least 3.0 cumulative grade point average.
- c. Must not be or have been on academic or social probation.
- d. Must exemplify high moral character, poise, loyalty, affable personality and friendly attitude.
- e. Must agree to live on campus in the designated Miss Wiley College Quarters. Room and Board shall be paid by Wiley College.
- f. Shall have held an office of the Student Government Association for one academic year.

### **Section Seven:**

***Candidates for the title of Mister Wiley College must meet the following qualifications:***

- a. He should have attained at least sixty (60) credit hours of College work, of which twenty-four (24) credit hours must have been earned at Wiley College prior to running for office.
- b. Must have achieved a grade point average of at least 3.0 cumulative grade point average.
- c. Must not be or have been academic or social probation.
- d. Must exemplify high moral character, poise, loyalty, affable personality and friendly disposition.

**Section Eight:**

*Candidates for the office of Class President, Class Vice President and Class Queen must meet the following qualifications:*

**Section Nine:**

*Voting Rules:*

- a. In elections in which two or more positions are to be filled from the list of candidates running, voters shall be allowed to cast one vote for each position that is open.
- b. In the elections for Miss Wiley College and her court, voters shall be allowed to cast one vote. The candidate with the highest vote will be declared the queen.

**Section Ten:**

*Special Elections:*

The Election Commission will conduct a special election within four weeks of the commencement of the fall semester to fill the freshmen class and all other vacant positions, to pass referendums or constitutional changes, or any other items, which may require a vote of the student body.

*General Elections:*

The Election Commission shall conduct a general campus election each year. All elections shall be held campus wide for one (1) day. The SGA President, Vice President, Miss Wiley College, Mister Wiley College, Chief Justice and all class officers and queens shall be elected at this time.

**Section Eleven:**

*Termination of Term of Office:*

The term of office of any officer under this constitution may be terminated by either of the following procedures and steps outlined therein:

- a. Impeachment:  
By filing of impeachment charges of three-fourths (3/4) of the members of the Student Senate at a regular meeting of the senate.

- 1) Upon receipt of impeachment charges, a hearing will be conducted at the next regularly scheduled Senate Meeting.
  - 2) The impeachment hearing will be presided over by the Chief Justice of the Judicial Council, where evidence and testimony will be presented to substantiate or refute the impeachment charges.
  - 3) A three-fourths (3/4) affirmative vote for conviction of those present at the duly constituted Student Senate Meeting, voting by secret ballot, is required to sustain an impeachment, or
- b. Recall:
- 1) By submission of a petition to the Election Commission signed by fifty percent (50%) of the student body or the constituents of the office concern (i.e., Class Presidents or Queens)
  - 2) By the Election Commission setting provisions for recall election within two weeks after the petition is submitted, and
  - 3) By a majority of those voting in accordance with the provisions of this constitution.

### **Section Fourteen:**

All officers elected under this constitution shall be officially installed at the annual SGA Induction Ceremony.

## **Article X**

### **Remuneration**

#### **Section One:**

##### ***The SGA President:***

- a. Shall be entitled to tuition, room and board to the extent that it that does not exceed his/her cost of attendance.
- b. Shall be entitled to a clothing allowance in the amount of seven hundred (\$700) dollars.
- c. Shall be entitled to a private room on campus designated for the SGA President.
- d. Shall attend College functions on or off-campus without a fee.

#### **Section Two:**

##### ***The SGA Vice President:***

- a. Shall be entitled to room to the extent that it does not exceed his/her cost of attendance.
- b. Shall reside on campus.
- c. Shall attend College functions on or off-campus without a fee.

**Section Three:**

***Miss Wiley College:***

- a. Shall be entitled to tuition, room and board to the extent that it does not exceed his/her cost of attendance.
- b. Shall be entitled to a gift and clothing allowance in the amount of one thousand (\$1,000.00) dollars.
- c. Shall live on campus in a private room designated for Miss Wiley College.
- d. Shall attend College functions on or off-campus without a fee.

**Section Four:**

***Mister Wiley College:***

- a. Shall be entitled to a clothing allowance in the amount of five hundred (\$500) dollars.

**Article XI**

**SGA Executive Appointed Positions and Duties**

**Section One:**

***Qualifications and Minimum Reporting Requirements:***

- b. Appointments to positions delineated below will be made by the SGA President.
- c. All persons appointed to a position must have achieved a cumulative grade point average of 2.5.
- d. Must not be or have been on academic and/or social probation.
- e. Must exemplify high moral character.
- f. Appointees will serve for one academic year (current year) regardless to appointment date.

**Section Two:**

***Associate Justices:***

- a. Shall serve as a voting member of the Judicial Council.
- b. Must demonstrate non-bias and fairness in all cases and investigations.
- c. Will be responsible for the compilation and submission of all reports and verdicts.

### **Section Three:**

#### ***Activities Director:***

- a. Will coordinate all SGA related events, and submit the necessary reports to the SGA President for review.
- b. Shall work with the Director of Student Activities in implementing ideas for activities.
- c. Shall conduct surveys of the student body to determine specific interests in order to facilitate the programming and scheduling of activities.
- d. Shall perform all other tasks assigned by the SGA President.
- e. Must submit a monthly report to the Chief-of-Staff.

### **Section Four:**

#### ***Chaplain:***

- a. Will serve as official religious representative for the SGA.
- b. Will render invocation and prayer at all SGA functions.
- c. Will coordinate all SGA related religious events and activities.
- d. Shall perform all other tasks assigned by the SGA President.
- e. Must submit a monthly report to the Chief-of-Staff.

### **Section Five:**

#### ***Communications Director:***

- a. Responsible for all aspects of SGA Public Relations.
- b. With coordinate all correspondences to the student body.
- c. Serve as SGA representative on the Joint Publicity Committee.
- d. Shall compile SGA Newsletter to be distributed monthly to Wiley College students.
- e. Shall perform all other tasks assigned by the SGA President.
- f. Must submit monthly report to the Chief-of-Staff.

### **Section Six:**

#### ***Administrative Assistant:***

- a. Shall work under the supervision of the Executive Secretary.
- b. Assist the Executive Secretary in the compilation of assorted reports and studies relative to the SGA.
- c. Shall perform all other tasks assigned by the SGA President.

### **Section Seven:**

***Special Assistant to the President:***

- a. Shall provide and prepare all necessary documents needed for Presidential presentations.
- b. Shall be responsible for publishing all cabinet meeting dates and the contacting of all cabinet members.
- c. Shall be responsible for the SGA President's scheduling and/or engagements.
- d. Shall perform all other tasks assigned by the SGA President.

**Section Eight:**

***Historian:***

- a. Will serve as official custodian of all SGA historical data and information.
- b. Shall perform all other tasks assigned by the SGA President.

**Section Nine:**

- a. Coordinator of Media & Graphics:
- b. Will coordinate all SGA artistic work.
- c. Will assist in the coordinating of all SGA related pageants, shows, flyers, announcements etc.
- d. Shall perform all other tasks assigned by the SGA President.

**Section Ten:**

***Photographer:***

- a. Will provide photographic coverage for all SGA functions.
- b. Shall perform all other tasks assigned by the SGA President.

**Article XII**

**SGA Standing Committees**

**Section One:**

***Committee Composition and Expectations:***

- a. Each Standing Committee discussed below will consist of at least five (5) members including the chairperson.
- b. Each committee, appointed by the SGA President, will have representation from each class and at least one member from the Student Senate.
- c. Each committee shall submit a report to the Student Senate at the first senate meeting of each month.

### **Section Two:**

#### ***Food Service Task Force:***

- a. Will work in conjunction with the cafeteria management to handle any student conflict or discrepancy.
- b. Will monitor food items served, as well as the service and management rendered.
- c. Will devise programs to enhance both dining etiquette and manners.
- d. Will meet with cafeteria management monthly and submit a report to the SGA President.
- e. Shall perform all other tasks assigned by the SGA President.

### **Section Three:**

#### ***Residential Life Committee:***

- a. Will work in conjunction with the Residential Life Staff in handling any student conflict or discrepancy.
- b. Will monitor residence life, as well as the service rendered by the Residential Life Staff and the custodial staff.
- c. Will serve as a liaison between the SGA and residence councils.
- d. Will meet with the Residential Life Staff monthly.

### **Section Four:**

#### ***Auxiliary Services Committee:***

- a. Will work in conjunction with the Campus Safety office, the Bookstore, and the mailroom in handling any student conflicts, complaints, concerns, or discrepancies.
- b. Shall coordinate programs to improve the said services.
- c. Shall meet with the said services quarterly and submit a report to the Student Senate at the first senate meeting of each month.
- d. Will work in conjunction with the Campus Safety office, the Bookstore, and the mailroom in handling any student conflicts, complaints, concerns, or discrepancies.
- e. Shall coordinate programs to improve the said services.

## **Article XIII**

### **Bylaws**

#### **Section One:**

No part of a proposed bylaw shall conflict with the constitution or with institutional policies.

### **Section Two:**

Any proposed bylaw must be presented in writing at a duly constituted meeting of the Student Senate at least two weeks before the measure is to be considered by the Senate.

### **Section Three:**

A two-thirds (2/3) vote of present voting members of the Student Senate at a duly constituted meeting of the same is required to pass a bylaw.

## **Article XIV**

### **Amendments**

#### **Section One:**

Amendments to the constitution may be proposed by a two-thirds (2/3) vote of present voting members of the student Senate or by a petition submitted to the SGA President signed by forty percent (40%) of the student body.

#### **Section Two:**

Prior to considering a proposed amendment, the President of the Student Senate shall submit the proposed amendment to the Vice President for Student Affairs for compliance review. Proposed amendments must be consistent with published College policies.

#### **Section Three:**

Proposed amendments shall become a part of this constitution after they are ratified by sixty percent (60%) of present voting members of the student body.

#### **Section Four:**

The right of initiative is hereby given to the student body. If a petition is signed by forty percent (40%) of qualified voters requesting the adoption of a constitutional amendment, an election must be held between 14 and 21 days following the receipt and authentication of the petition. Approval of the amendment must meet the sixty percent (60%) ratification rule stipulated in Section Four above.

## **Article XV**

### **Constitutional Convention**

**Section One:**

Because change is inevitable, and it is deemed necessary that this constitution has the ability to change, may it be established that a Constitutional Convention be eligible to be held by a (2/3) vote of the Student Senate.

**Section Two:**

For a Constitutional Convention to be held, there must: [1] not have been one held in the five (5) years prior to requesting the convention; [2] be proposed by a eighty percent (80%) vote of registered voting members of the Student Senate at a duly constituted Senate meeting, or by a petition submitted to the SGA President signed by one hundred percent (100%) of the student body.

*Oath of Office*

I \_\_\_\_\_, hereby solemnly affirm that I will carry out the duties of my office to the best of my ability in accordance with the Constitution of the Wiley College Student Government Association and the policies and regulations of Wiley College.

**GREEK LIFE CODE OF CONDUCT**

The Division of Student Affairs offers undergraduate students an experience that complements the mission of the College. In partnership with faculty, staff, alumni, and national organizations, the Division of Student Affairs challenges and educates students in the areas of integrity, commitment, accountability, leadership, scholarship, and civic responsibility. Wiley College recognizes that Greek-letter organizations are an integral part of the campus community and can have a positive impact for members and the campus community as a whole.

This Greek Life Code of Conduct governs the actions of Greek-letter organizations at Wiley College. The Division of Student Affairs may create procedures and standards to implement this policy and any other rules and standards. The administrative officers the Division of Student Affairs has the right, at any time, to exercise their authority concerning any Greek-letter organization when deemed appropriate. The Division of Student Affairs is responsible for the interpretation of this Greek Life Code of Conduct. Should any person wish for an interpretation of any provision of this policy, that party should contact the Division of Student

Affairs and the Vice President (or his or her designee) will render an opinion in response to the inquiry. The interpretation will be final.

## **General Policies**

The Division of Student Affairs has outlined the following statements regarding Greek Life at Wiley College:

1. Greek-letter organizations and their members will abide by all rules and regulations of the College as published in this policy, the Student Code of Conduct, and local, state, and federal laws.
2. Greek-letter organizations will establish alumni support for the purpose of providing community, information, training, discipline, and leadership.
3. Greek-letter organizations will promote academic excellence for members and promote an environment conducive to learning.
4. Greek-letter organizations will participate in campus activities and contribute to campus life.
5. Greek-letter organizations will encourage and support the involvement of its members not only in fraternity/sorority leadership positions, but leadership positions throughout the campus community.
6. Members of Greek-letter organizations must recognize that, by virtue of enrollment, they are at Wiley College primarily for an academic education. The basic relationship between the student and the College cannot be altered by co-curricular activities such as membership in a Greek-letter organization.
7. Members must recognize that Greek-letter organization membership is a privilege, and by voluntarily associating with a Greek-letter organization, agree to conduct themselves responsibly at all times in accordance with the policies and guidelines of Wiley College and their organization.
8. Members will participate thoughtfully in the business of their organizations, accept responsibility for their organization, and embrace and support the policies and goals of Wiley College and their organization.
9. Greek-letter organizations will be subject to the authority of the Division of Student Affairs and other entities as specifically outlined in this policy.
10. The Division of Student Affairs will determine and implement any rules or guidelines not covered by this policy.

## **Membership Criteria**

Recognition as a Greek-letter organization is the formal process by which Wiley College permits a fraternity, sorority, or other organization to function on campus, conduct membership intake, and be considered a part of the campus community.

## **Membership Requirements**

1. Membership Intake Requirements
  - a. Candidates must be a full-time, currently enrolled student at Wiley College.

- b. Earned 30 credit hours at Wiley College.
  - c. Transfer students must have earned 12 of the 30 credit hours from Wiley College.
  - d. Cumulative GPA of 2.6 (no rounding, effective 2019-2020 academic year).
  - e. Fifteen (15) hours of verifiable community service through Wiley College.
  - f. Does not have any outstanding *Student Code of Conduct* violations.
  - g. Does not have an unpaid financial balance to the College
  - h. Must complete the Divine Intervention (Greek Life educational program facilitated by the Division of Student Affairs) prior to the chapter's submission of a *Request for Membership Intake by NPHC Organization*.
2. General Membership Requirements (once initiated)
    - a. Maintain a 2.5 cumulative GPA (no rounding).
    - b. Must be a full-time, currently enrolled student at Wiley College.
    - c. Be in good standing with Wiley College.

## Organization Responsibilities

Organizations have the following responsibilities during the membership intake process:

1. Organizations must petition the College to be considered for membership intake.
2. Organizations must ensure that membership intake activities will not interfere with the academic progression of candidates.
3. In the selection of new members, organizations must ensure that the process is free of any form of hazing.
4. Chapter advisors must be present at ALL membership intake activities.
5. Organizations must complete ALL required paperwork.

## Membership Intake Period

1. Greek-letter organizations may conduct membership intake during the spring semester. Fall intake will be made only in extenuating circumstances with the permission of the Vice President for Student Affairs
2. Membership intake activities may only be conducted during the following days/times for the approved intake period:
  - a. Monday – Thursday: 5:00pm – 10:00pm
  - b. Friday: 5:00pm – 12:00am
  - c. Saturday: 8:00am – 12:00am
  - d. Sunday: 8:00am – 10:00pm
  - e. No membership intake activities can take place during Spring Break.

The specific membership intake period will be announced by the Division of Student Affairs prior to the start of the spring semester.

## New Member Presentations

All Greek-letter organizations must note the following regarding all new member presentations

1. The date/time/location of all new member presentations will be determined by the Division of Student Affairs.
2. “Death Marches” are prohibited.

## **Prohibited Activities**

### **Alcohol**

Greek-letter organizations will comply with the following rules, in addition to those stated in the *Student Code of Conduct*:

1. The possession, sale, use or consumption of alcoholic beverages during on-campus events, sponsored or endorsed by a Greek-letter organization, or at any on-campus event an observer would associate with a Wiley College Greek-letter organization is prohibited.
2. The purchase of alcoholic through or with organizational funds is prohibited. Additionally, the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of an organization is prohibited.
3. No members, collectively or individually, shall purchase, serve, or sell alcoholic beverages to minors.

### **Hazing**

The potential for hazing typically arises as part of a student’s initiation in a Greek-letter organization in which there is often a perceived or real power differential between members of the organization and those newly joining it. No Greek-letter organization, student or alumnus shall conduct nor condone hazing activities. Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities are not consistent with academic achievement, this policy, the *Student Code of Conduct*, or applicable local, state, and federal laws. Such activities and situations include, but are not limited to:

- Marching in line
- Forced or extreme physical activity
- Forced or involuntary spending
- Standing for a length of time
- Personal servitude
- Sleep deprivation or interruption of consecutive sleep hours
- Acts of humiliation or degradation
- Interruption or interference of academic commitments
- Paddling or any form of physical contact

### **Sexual Abuse and Harassment**

Wiley College will not tolerate or condone any form of sexually abusive behavior on the part of members of Greek-letter organizations, whether physical, mental or emotional. This is to include any actions, activities or events, whether on or off campus which are demeaning to individuals, including but not limited to verbal harassment or sexual assault by individuals or members acting

together. All members of Greek-letter organizations are subject to the provisions concerning sexual harassment/misconduct contained in the *Student Code of Conduct*.

## **Organization Management**

### **Financial Responsibility**

Poor financial management for any student organization is likely to have negative effects on the ability of the organization to have a positive influence on the campus community. Organizations must note the following:

1. Organizations are only approved to have on-campus financial accounts.
2. By September 15 of each year, each organization will submit an annual budget that has been approved by the membership of the organization.
3. Each organization will maintain good financial standing with its national office. Paperwork to certify such must be submitted annually the Division of Student Affairs.
4. Organizations may engage sponsors only with the prior written approval of the Division of Student Affairs.

### **Meetings and Social Events**

Wiley College sets forth requirements for hosting meetings and social events on or off campus in an effort to foster a safe environment for organization members and guests. Such regulations are designed to complement national organization risk management programs.

Organizations that intend to host an event/activity must complete and submit a building request form as well as an event request form to the Division of Student Affairs no later than 10 days before any planned event.

### **Campus Designations**

Organizations should note the following regarding designations and other campus property:

1. Only National Pan-Hellenic Council organizations are approved to have designated areas on campus. No other requests will be entertained.
2. Organizations are prohibited from painting sidewalks, or other College property.
3. Persons or groups who paint or otherwise deface College property are subject to disciplinary action, as it will be considered vandalism.
4. Any changes to designated areas must be approved by the Division of Student Affairs and the Director of the Administrative Services.
5. Organizations are responsible for the primary care of their designated area. Organizational area not properly maintained will be subjected to fines.

### **Academic Performance Standards**

1. The average GPA for each Greek-letter organization (Chapter GPA) must be 2.5 or higher each semester for chapters to remain in good standing with the College.
2. Organizations failing to meet the 2.5 GPA requirement at the end of each semester (excluding summer) will be required to develop an academic improvement plan.
3. Organizations failing to meet or exceed the 2.5 academic standard for two consecutive semesters (not including summer terms) are subject to sanctions from the Division of Student Affairs.

### **Educational Programming**

To enhance the individual and personal development of the campus community, all Greek-letter organizations must engage in at least two (2) programs/workshops per semester (not counting summer terms). Organizations will select which program(s) best meet their particular needs by integrating their mission throughout programming structure. Organizations may co-sponsor educational programs. Programs must have 75 percent of the organization’s membership present to qualify. Topics that must be considered include:

Academic Integrity	Ethical Decision Making	Sexual Assault
Academic Success	Hazing	Study Skills
Alcohol Awareness	Healthy Relationships	Career Development
Communication	Leadership Development	Stress Management
Personal Responsibility	Personal Achievement	Time Management

Programs centered on student health must be co-sponsored with or have the approval of the Office of Student Health, Counseling & Wellness, for liability purposes.

### **Community Service**

Organizations should be committed to developing citizenship through service. Wiley College offers many opportunities for students to serve the local community. It is imperative that organizations strengthen the campus Greek community by supporting each other’s service events. All organizations are required to demonstrate their commitment to service as follows:

1. All Greek-letter organizations will engage in a minimum of two community service projects per semester. Service projects must be coordinated through the College.
2. Each academic year (not counting summer terms), the all organizations must cumulatively acquire an average of 30 service hours per member, with greater than 75% of the membership actively volunteering.
3. Each organization will submit a report to the Division of Student Affairs by last day of each semester as listed on the academic calendar (not including summer term) detailing their compliance with the community service requirement.

### **Campus Activities**

Organizations should be committed to forming connections with other non - Greek-letter organizations and persons not part of the campus Greek community. Each organization will

participate in/host at least two (2) all-campus activities each academic year (not counting summer terms). Organizations may co-sponsor events.

### **Risk Management**

Greek-letter organizations must work with their national organizations to develop individual organization risk management policies. These policies will be submitted to the Division of Student Affairs annually by September 15, along with other relevant insurance certificates.

### **Sanctions**

Organizations that fail to meet any or all provisions of this policy or the Student Code of Conduct, fails to comply with any conditions of probation or suspension, the Division of Student Affairs may impose sanctions, including, but not limited to, the following:

### **Disciplinary Sanctions**

1. *Censure:* A warning that an organization's actions are unacceptable and that further infractions will result in more serious sanctions.
2. *Restitution:* An organization shall be required to make reparations for damages or expenses associated with the actions or entities involved.
3. *Fines:* An organization shall be required to make a monetary payment by a specified date. The amount will be \$250 - \$500.
4. *Administrative Probation:* Intended to provoke learning and positive change within an organization. Length of the probation will be determined by the Division of Student Affairs.
5. *Activities Suspension:* An organization may be prohibited from participating in campus activities such as, service activities, community-wide events, education programs, Homecoming, Spring Fling, and membership intake activities. The length of the suspension will be determined by the Division of Student Affairs.
6. *Social Suspension:* An organization may be restricted or prohibited from sponsoring or participating in any social event. The length of the suspension will be determined by the Division of Student Affairs.
7. *Administrative Suspension:* An organization may be temporarily restricted from any or all activities normally permitted to a student organization. The length of the suspension will be determined by the Division of Student Affairs.
8. *Administrative Expulsion:* An organization will lose all rights as a Greek-letter organization recognized by Wiley College. This sanction will be for an indefinite period.

### **Educational Sanctions**

1. *Educational Workshop:* An organization will be required to participate in a program of an educational nature. The exact form of the program will be determined by the Division of Student Affairs.
2. *Philanthropic Service:* An organization shall be required to participate in a service project.

### **Additional Information**

Any Wiley College faculty, staff, or student may initiate a complaint against a Greek-letter organization for an action that might lead to a sanction pursuant to this policy or the Student Code of Conduct. The complaint must be filed with the Division of Student Affairs. Upon the implementation of any sanction by the Division of Student Affairs, the sanctioned organization may appeal its sanction upon notice to the Vice President for Student Affairs 48 hours after the Division of Student Affairs has sent notice to the organization's representatives of its sanction.

When an organization's activities may be a threat to the health, safety or welfare of Wiley College campus community, all or some of its activities may be immediately, temporarily suspended. This suspension may include, but is not limited to, all campus activities, College sponsored events, or other activities of the organization. The Dean of Students, Assistant Vice President for Student Affairs and/or the Vice President for Student Affairs has the authority to order such suspension. No hearing or inquiry is necessary prior to said suspension. In addition, the Division of Student Affairs will enforce any sanctions given to Greek-letter organizations by their national office.

## **STUDENT CODE OF CONDUCT**

The College has a definite and binding responsibility to promote appropriate student conduct on the campus. This responsibility must be shared by all members of the College community. The policies governing standards for student behavior, referred to herein as the Student Code of Conduct, reinforce the College's right and duty to promulgate regulations for the safety and welfare of the College community. The policies provided herein are designed to provide a swift remedy, by means of exclusion from the campus or College premises, for cases involving students who commit overt acts of violence, or otherwise engage in illegal conduct that disrupts the orderly operation of the College.

### **Purpose**

The Wiley College Student Code of Conduct sets forth, in a concise and uniform manner, responsibilities which members of the College community owe one another. The Student Code of Conduct also sets forth administrative and judicial procedures whereby those students who are accused of violating rules, policies, and regulations may be afforded due process and fair and just sanctions. Wiley College is committed to protecting the full constitutional rights of its students. Wiley College and the members of its community have equal obligations to one another in protecting the educational environment. The College has equal obligations to protect the integrity of its educational mission and the interests of its student body.

The following policies, regulations, and sanctions have been established to protect the rights and interests of all members of the College community. The Student Code of Conduct is updated periodically, as laws in higher education change and state laws regarding the rights of students attending a state institution in Texas are enforced. The current Student Code of Conduct supersedes any previously published Student Code of Conduct. It is intended for internal distribution (i.e., use within the College community).

### **Definitions**

- **Advisor:** a person who gives information, advice, or opinions.
- **Business Day:** A day of normal business operation as designated by the College, generally Monday through Friday during the hours of 8:00am to 5:00pm.
- **Campus Community:** refers to any administrator, faculty, staff, or student of the Wiley College, including all land, buildings, facilities, streets, parking lots, sidewalks, and other property in the possession of or owned, used, or controlled by Wiley College.
- **Charged Student (Accused):** A student charged with violations of the Student Code of Conduct or any other College policy.
- **Complainant:** Any person who submits a report alleging that a student violated the Student Code of Conduct or any other College policy.
- **Contempt:** Show of willful disobedience to, or open disrespect of judicial proceedings. Acts include but are not limited to failure to appear and failure to adhere or comply.
- **Faculty Member:** Any person hired by the College to conduct classroom instruction and/or research activities or who is otherwise considered by the College to be a member of its faculty.
- **Hearing Body:** Any person or persons who have been authorized by the College to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a student is found responsible for violating the Student Code of Conduct.
- **Judicial Hold:** Prevents the student from conducting business at the College (i.e. any form of registration or obtaining transcripts).
- **Legal Counsel:** An attorney who gives advice regarding law.
- **Mediation:** The process in which all parties voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case.
- **Mediator:** Any neutral member of the College community who assists parties in reaching a mutual agreement to resolve their differences.
- **Not Responsible:** When a charged student has not been found responsible (not guilty) for the alleged violation(s) of the Student Code of Conduct.
- **Preponderance of Evidence:** The information and evidence presented in a case supports a finding that it is more likely than not that the violation occurred.
- **Responsible:** When a charged student has been found responsible (guilty) for violating a provision(s) of the Student Code of Conduct.
- **Sanction:** A penalty imposed upon a student after the student has been found responsible for violating the Student Code of Conduct.
- **Student Organization:** An administrative and functional structure of persons enrolled at the College that is officially registered with the Office of Student Life.
- **College Judicial Process:** Actions designed to safeguard a student's right to due process. Observance of state or federal courtroom procedures is not required of the College's judicial process. The imposition of such rigid standards and time-consuming processes may interfere with administration and due process.

- **College Official:** Any person employed by the College, performing administrative or professional responsibilities.
- **College Premises:** All buildings, land, facilities, and any other property owned, leased, controlled, or supervised by the College.
- **College Sponsored Activity:** Any activity on or off campus which is initiated, aided, authorized, or supervised by the College.
- The word Can is used in the permissive sense.
- The word May is used in the permissive sense.
- The word Shall is used in the imperative sense.
- The word Will is used in the imperative sense.

## Rules and Regulations

### Academic Dishonesty

Wiley College identifies academic dishonesty as any deliberate attempt to gain an unfair advantage in academic work. Academic dishonesty is further defined as,

- **Unfair advantage:** receiving, stealing, reproducing, or circulating exam materials prior to an exam; receiving, stealing, destroying, defacing, or concealing materials for the purpose of depriving others of their use; unauthorized collaborating on an academic assignment; failure to return assignments or an exam as instructed; intentionally obstructing or interfering with another student's academic work; or engaging in any activity with the purpose of creating or obtaining an unfair academic advantage over other students.
- **Cheating:** unauthorized use of information, notes, or study aids on an exam; altering graded assignments; or submitting work done by another person.
- **Falsification of information:** intentionally furnishing false or misleading information; altering documents; forging signatures; or impersonating someone in an exam.
- **Plagiarism:** presentation or submission of work by someone else, as if it were one's own, including drafts of assignments.
- **Unauthorized access to academic records:** viewing, altering, or dispensing academic, administrative, or computer records; modifying academic, administrative, or computer records, computer programs, or systems; or interfering with the use or availability of academic, administrative, or computer records or computer systems.
- **Other:** fraud, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the Student Code of Conduct or other College policies, or providing false information in connection with any inquiry regarding academic dishonesty.

Students who commit acts of academic dishonesty fail to meet the fundamental requirement of satisfactory academic performance at Wiley College. Any student who commits an act of academic dishonesty is subject to disciplinary action. In instances where a student has clearly

been identified as having committed an act of academic dishonesty, an instructor must take appropriate disciplinary action initially, including awarding the penalty grade of “F” for the assignment, exam, or course, subject to review and endorsement by the Office of the Dean of Students. Repeated offenses will lead to dismissal from the College. All alleged offenses must be reported to the Office of the Dean of Students.

### **Reporting Academic Dishonesty**

Wiley College expects students to uphold truth and honesty in protecting the validity of their Wiley College education. Students are expected to complete original academic work. The following information addresses procedures to be used by faculty members in instances of academic dishonesty.

- If an instructor alleges a student has committed an act of academic dishonesty, the instructor is responsible for taking appropriate action initially. The instructor may give the student a penalty grade of “F” for the assignment, exam, or course if there is sufficient evidence to determine that the student is responsible for committing academic dishonesty. The penalty grade may also be a reduced score or grade for the assignment or a reduced grade for the course.

The penalty grade process is as follows when a student is found responsible for violation the College’s policy on academic dishonesty:

1. For the first penalty grade issued by an instructor, the responsible student will receive a letter from the Office of the Dean of Students informing them of being placed on disciplinary probation for one academic year.
  2. For the second penalty grade, the responsible student will be suspended from the College for one full semester. The Office of the Dean of Students will inform the student of their rights in writing and the student will be afforded due process as defined in the Student Code of Conduct.
  3. For the third penalty grade, the responsible student will be expelled from the College for repeated violations of academic dishonesty. The student will be informed of their rights and due process afforded as prescribed by the Student Code of Conduct.
- When an instructor gives a student a penalty grade for academic dishonesty, the instructor must notify (in writing) the Office of the Dean of Students. In notifying the Office of the Dean of Students, the instructor may ask the Office of the Dean of Students to initiate a disciplinary hearing to impose additional sanctions. When the Office of the Dean of Students makes a judgment, a sanction in addition to, or other than, a penalty grade (e.g., suspension from the academic program, or the College), the decision is final. The final determination is then forwarded to the instructor and the department chairperson.
  - No student may be dismissed from a course, program of study, or the College without due process as outlined by the Student Code of Conduct.

### **Other Academic Dishonesty Criteria**

- Charged students found responsible for engaging in the act of exchanging test information with peers during the course of an exam shall receive the penalty grade “F” on the exam or for the course.
- Charged students found responsible for engaging in the use of prohibited instruments, such as a cheat sheets or forbidden electronic devices during an exam shall receive the penalty grade “F” for the course.
- Charged students found responsible for using a “stand-in” student to take an exam for a student enrolled in a course, the student enrolled in the course shall receive the penalty grade for the course and will be suspended from the College for one year (3 semesters). The “stand-in” student, if enrolled in the College, shall be suspended from the College for one year (3 semesters).
- Charged students found responsible for using non-original academic work, exam materials, or other graded assignments, or the manipulation of official class records shall receive the penalty grade “F” for the course and are subject to be expelled from the College.

### **Commencement Conduct**

Wiley College’s Commencement is held primarily for graduates and their families. It is an occasion honoring important educational accomplishments. It is celebratory, yet formal affair that requires dignity and professionalism from all attendees. The ceremony is formal out of respect for the effort that graduates put into earning their degree and the family members who have come to witness their success. Understanding and cooperation from all attendees in keeping the ceremony formal and free of distractions, such as pranks, unwarranted behavior, excessive celebrations, dancing or “strolling” down the aisle and vocal disruptions, will help make the event worthwhile.

Wiley College maintains a proud tradition of announcing each graduate’s name. The last graduate is as important as the first. Once graduates have entered the floor of the arena, they must remain seated until they are signaled to proceed to the stage. After leaving the stage, graduates are expected to remain seated until the conclusion of the ceremony. Courtesy, attention and decorum are important and expected by graduates, their families and guests.

The use of cellular phones and devices during the ceremony is prohibited. Individuals arriving to Commencement intoxicated or dressed inappropriately will not be allowed to participate. Graduates must be dressed in business attire or better. Shoes are expected to be black or navy blue.

Failure to comply will result in immediate removal from the ceremony by the student’s respective College Marshall.

### **Disruption of the Academic Process**

Wiley College broadly defines disruption/obstruction as any major/minor action, which obstructs, or attempts to obstruct, an official College function, such as teaching, research, administration, or other campus activity.

### **Disruption in the Classroom**

Disruptions that affect the academic process will be broadly defined as the acts of a student in a teaching environment, which at the determination of the instructor, prohibits other students from fully engaging in the academic process. More specifically,

- Acts that direct attention from instruction, such as noisy distractions; persistent, disrespectful or abusive interruptions of lectures, exams or academic discussions
- Acts that present a danger to the health, safety, or well-being of the individuals present.

Students with disabilities or other impairments that may cause disruptions of the academic process are subject to the regulations that are outlined by the Office of Disability Services but will not be allowed to disrupt the academic progress of other students.

### **Sanctions for Disruption in the Classroom**

Sanctions for disruptions in the classroom are subject to the seriousness of the disruption and range from a warning to dismissal (administrative withdrawal) from course. Serious instances of disruption shall result in suspension or expulsion from the College.

### **Hazing**

Wiley College defines hazing as any willful act by any one student alone or acting with others, directed against any other student that:

- Subjects the student(s) to indignity or humiliation;
- Intimidates the student by threatening or ostracizing him/her in public;
- Submits the student to shame or disgrace among fellow students;
- Humbles, or is calculated to humble the pride, stifle the ambition, or blight the courage of the student attacked;
- Discourages the student from remaining at Wiley College, or causes the student to leave the College rather than to submit to such acts;
- Constitutes a legal assault, by striking, beating, bruising, maiming or any other act of physical violence, or even seriously threatening to do such acts.

Students should be aware of Texas Revised Statute, Title 17 Education, Chapter 5, State Colleges and Universities, Part III Miscellaneous Provisions pertaining to the Hazing Statute 1801 (§1801. Hazing Prohibited; penalties). This statute reads: *“Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited. Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be suspended from the educational institution and not permitted to return during the current session or term in which the violation occurs.”*

### **Student Email Usage**

#### ***Purpose of the General Email Policy***

Email is a universal service that has greatly enhanced communication both internally within the Wiley College community and externally to users, including prospective students, alumni, and the public at large. This student email policy is a supplement to the College's general email policy.

### ***Use of Email for Official College Business***

The Wiley College email account (@wileyc.edu) is considered the official means for communicating College business to students. The College has the right to send communications to students, faculty and staff via email and the right to expect that those communications will be received and read in a timely fashion. Users are expected to read, and shall be presumed to have received and read, all official Wiley College email messages sent to their official College email accounts. Because the contents of such email are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, email transmissions may not be secure and contents that are expected to remain confidential should not be communicated via e-mail. Common examples of confidential contents include student grades and information protected under Family Educational Rights and Privacy Act (FERPA) regulations.

### ***Redirecting of College Email***

If a student wishes to have email redirected from their official @wileyc.edu address to another email address (e.g., @gmail.com, @yahoo.com), they may do so, but at their own risk. Wiley College is not responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not excuse a student from the responsibilities associated with official communication sent to his or her wileyc.edu account.

### ***Expectations about Student Use of College Email***

Students are expected to check their official Wiley College email on a frequent and consistent basis in order to stay current with College related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official College communications via email.

### ***Educational Uses of College Email***

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @wileyc.edu accounts are being accessed and faculty can use email for their classes accordingly.

### **Student ID Card Usage**

All students (both full and part-time) at Wiley College are issued student identification (ID) cards. Only the first student ID card is issued free. The student ID card serves as proof of status

with Wiley College and provides access to many resources provided by the College, such as dining hall meals, access to buildings, residence halls and campus events, and use of the library.

All enrolled students (full-time and part-time) at Wiley College are required to have valid identification (ID) cards for the semester in which they are registered. Students are required to carry a student ID card at all times. Failure to do so may subject students to a reasonable detention by appropriate College authorities as well as prevent admission/passage into College events, programs, and facilities.

Students must protect their student ID card as to reduce the risk of abuse related to the privileges associated with the student ID card. Students should note the following:

- Holes should not be punched in the ID card, and;
- The magnetically encoded information on the ID card may be protected by keeping the card away from magnetic fields.
- No one other than the student to whom the card is issued is to use the student ID card.
- The student ID card is the property of Wiley College and must be presented upon the request of an appropriate College official and may be revoked at any time by the College.
- Student ID cards must be relinquished when students withdraw or graduate from the College.
- The information contained on and in the card will only be used by Wiley College for College business only.

### ***Misuse of Student ID Cards***

The transfer, alteration, falsification, or forgery of a Wiley College student ID card is prohibited. In addition, fraudulent or illegal use of the student ID card may result in criminal charges and/or civil proceedings. Any person, other than a student enrolled Wiley College to whom an official student ID card had been issued, who is found in possession of and attempting to use a Wiley College student ID card or facsimile thereof will be arrested and prosecuted under the criminal code (TexasLRS 14:67:3). Students misusing student ID cards to gain access to College events or facilities receive an automatic fine when the incidents are reported to the Office of the Dean of Students. In these incidents, students may appeal the fine if they have appropriate evidence to validate their claims. Claiming that a student ID card was lost/stolen without presenting proper documentation that the ID was lost/stolen (on the date of the incident or soon after) is not valid evidence.

### ***Replacement of Lost or Stolen ID Cards***

When a student ID card cannot be found, the student must report the student ID card as lost as soon as possible. A student must report a lost/stolen student ID card to the Wiley College Security Department in person. Students that lose their IDs cards must do the following in order to obtain a new ID card:

1. Report to the Cashier's Office and pay for a Security report for of the lost/stolen ID card and the fee for a duplicate ID.
2. Report to the Wiley College Security Department to obtain a Security report.
3. Report to the ID office for a duplicate ID.

Requests to waive the duplicate student ID card fee will only be granted in the event that the original card was lost or damaged by the College or a College official performing his or her duties.

### **Student Organizations Criteria**

Student organizations represent the student body and the College. The success of student organizations depends largely upon how sincere students are in their commitments to work with fellow students, advisors, and the College's administration in planning, promoting, and holding well-organized activities.

## **General Information for Student Organizations**

### **Registration**

All student-related clubs and organizations must be registered with the Office of Student Organizations to have official College recognition. Each student organization is required to submit a registration form annually to the Office of Student Organizations. Before an organization is considered registered, it must have the approval of the Coordinator of Student Organizations.

### **Access to Membership**

- Membership in any Wiley College student organization is open to all full-time students enrolled in on-campus degree programs. Students that are cross-registered (and not fully enrolled at Wiley College) or enrolled in on-line degree programs are not eligible to participate in student organizations.
- Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws, and those set forth by the Student Code of Conduct and College policies. If the organization has a nationally affiliation, its guidelines and policies must be adjusted to conform to the College's policies and procedures.
- Auditions or tryouts are held by groups which require members to have certain skills or performing abilities. These auditions or tryouts are not intended as pledge activities. Organizations in this category are athletic teams, bands, musical groups, cheerleaders, dance groups, debate societies, military organizations, and quiz bowl teams. Other organizations wishing to hold auditions or try-outs must receive written permission from the department involved and the Office of Student Organizations. At no time shall auditions or tryouts be conducted in a manner which causes injury or bodily harm to a student. Pledging of any kind is prohibited. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions.

### **General Membership Requirements**

Most student organizations are open to any full-time student in good academic standing (cumulative 2.0 GPA) who does not have any judicial judgments or pending cases. Organization members holding officer positions must maintain a 2.5 cumulative GPA to remain actively in position. The exception to this is Greek-lettered organizations.

## **Organizations Serving the General Study Body**

The largest student organization on campus is the Student Government Association (SGA). All full-time students automatically become members of the SGA upon registration and payment of the SGA fee. All students meeting the basic qualifications for office can run for an SGA position. All offices are filled by popular vote. Elections for these offices are held in the spring, with the exception of freshman class elections. Any vacancies from spring elections will be filled during freshman fall elections.

## **Calendars and Announcements**

The Office of Student Life must approve any document before it can be posted on College property. Only registered student organizations are permitted to hold meetings and activities in campus facilities. All organizations' calendars of events must be approved by the Office of Student Life at the beginning of each semester and on a monthly basis as events are added. Organizations failing to meet these requirements will face sanctions.

## **Scheduling Activities**

Any activity must be scheduled in accordance with College policies and procedures, at a time and in such a manner that will not disrupt normal operations and other activities of the College. All activities held off-campus must have the approval of the Director of Student Life. Unbecoming conduct at an off-campus event will be treated as if the event were held on campus.

## **Use of College Facilities and Grounds**

The use of College facilities for extracurricular activities is a privilege, not a right. Facilities are assigned on a first-come, first-served basis through the College's building request process. Building request forms must be submitted seven business days prior to the scheduled event. Failure to complete and submit a building request form in the time frame set could result in access to the facilities being denied. Organizations must agree to assume financial responsibility for any damage, abuse, or loss of property, which occurs while using the facility. Funds owed to the College as a result of any such incidents must be paid within three business days of the incident. All activities of the organization will be automatically suspended until all financial requirements have been satisfied. Organizations claiming areas on campus must receive approval from the Office of Student Life before placing any materials in and/or area campus.

## **Conduct at Activities**

Organizations are responsible for the conduct of those attending their activities. It is the responsibility of the organization to incur the cost of any security needed. Organizations may be suspended for the misconduct of their members and event guests.

## **Lines of Authority**

The president and advisor serve as official representatives of student organizations and must ensure that all College regulations are followed. Members should channel any concerns through the president and/or advisor of the organization.

## **Organization Advisors**

Advisors of record must be full-time faculty or staff at Wiley College. Owing to size and/or diversity of members, some organizations may wish to have more than one advisor. That is permissible, but only one person may serve as the primary or official advisor (advisor of record). In selecting an advisor, students should make certain that the prospective advisor has a sincere interest in the goals and objectives of the organization and has time to work with the group. The advisor must approve and sign all requests for on-campus and off-campus activities to be held by the organization. In doing so, the advisor signifies endorsement of the event and will be held duly responsible.

## **Additional Information**

Student organizations must also be aware of the following information:

- There shall be no postings of any material or paraphernalia by student groups on any buildings, trees, or College signs. Postings should be done on approved campus bulletin boards or areas only after materials have received proper approval from the Office of Student Life. Any materials that remain posted for up 48 hours after the conclusion of an event (signs, poster, etc.) will be disposed of and organizations/individuals will be subject to fines to be paid before another event is held or placed on the student's account. This is inclusive of student elections and organizational programs and weeks.
- Any organization that has a designated area (i.e. tree) on the Wiley College campus is expected to maintain that area. There shall be no trash/debris or other items not sanctioned by the College within the areas. Student organizations must gain proper permission from the Office of Student Life before placing anything on the campus. The Office of Student Life will coordinate with the proper College authorities on space planning and proper protocol of such areas.
- All flyers, posters, or other advertising materials must be approved (via a stamp) by the Office of Student Life before posting or distribution on the Wiley College campus.
- Events planned by student organizations must be approved by the Office of Student Life. Events not approved by the College will be subject to immediate cancellation. All events must reflect the positive nature of the College whether occurring on or off campus.
- Student organizations seeking to post events on the Office of Student Life events calendar must receive prior approval of such events from organization advisors and College personnel. This approval is done through the building and facilities request

process. Building and facilities request forms are required to be completed at least 7 working days prior to an event being scheduled.

- All initiation, orientation, intake, or induction proceedings of any student organization must receive prior approval before proceeding.

## **Information Regarding Specific Types of Student Organizations**

### **Service Organizations**

Service organizations are designed to foster community and College service experiences. Their focus may be social awareness, political awareness, aid to youth and the elderly, women's issues, legal issues, general aesthetics, religion, or prospective careers. The minimum academic requirement for membership in these organizations is a GPA of 2.0.

### **Honors Societies**

College honors societies are usually chapters of nationally affiliated organizations. Requirements for membership in these organizations are usually set by the national group with recommendations from the College's administration. The minimum academic requirement to obtain membership is usually a cumulative GPA of 3.0. The local chapter may require a higher average but not a lower one.

### **Student Government Association**

The Student Government Association (SGA) is the largest student organization on campus. All full-time students are automatically members of this organization. Student Government Association officers or appointed staff are required to have a minimum cumulative GPA of 2.5, maintain full-time status, and have no College judicial actions or pending cases in order to qualify for an elected position and to maintain the position once elected. The minimum academic requirements for officers set forth by the SGA Constitution are found in the Student Government Section

### **Greek-letter Organizations**

Greek-letter organizations include all groups that identify with Greek letters, including National Pan-Hellenic Council members, and music, social, and service organizations. For National Pan-Hellenic Council organizations, each organization must have a minimum of nine members to be current financial members of the National Pan-Hellenic Council and to be considered a chapter at Wiley College.

### **General Membership Criteria for Greek-letter Organizations**

Recognition as a Greek-letter organization is the formal process by which Wiley College permits a fraternity, sorority, or other organization to function on campus, conduct membership intake, and be considered a part of the campus community.

### ***Membership Requirements***

- Candidates must be a full-time, currently enrolled student at Wiley College.

- Earned 30 credit hours at Wiley College.
- Transfer students must have earned 12 of the 30 credit hours from Wiley College.
- Must have a cumulative GPA of 2.75.
- Fifteen (15) hours of verifiable community service through Wiley College.
- Does not have any outstanding Student Code of Conduct violations.
- Must complete the Divine Intervention (Greek Life educational program) prior to the chapter's paperwork submittal membership intake.

### ***General Membership Requirements***

- Maintain a 2.500 cumulative GPA.
- Must be a full-time, currently enrolled student at Wiley College.
- Be in good standing with Wiley College.
- Complete a minimum twenty (20) hours of community service through Wiley College.

### ***Organization Responsibilities***

Organizations have the following responsibilities during the membership intake process:

- Organizations must petition the Office of Student Life to be considered for membership intake.
- Organizations must ensure that membership intake activities will not interfere with the academic progression of aspiring members.
- In the selection of new members, organizations must ensure that the process is free of any form of hazing.
- Chapter advisors must be present at ALL membership intake activities.
- Organizations must complete all required paperwork.
- Organizations are allowed to initiate no more than 50 aspiring students per membership intake period. No exceptions will be made.

### ***Membership Intake Period***

- Greek-letter organizations may conduct membership intake during the Spring semester, only, during dates approved by the Office of Student Life.
- Membership intake activities may only be conducted during the following days/times for the approved intake period:
  - Monday – Thursday: 5:00pm – 10:00pm
  - Friday: 5:00pm – 12:00am
  - Saturday: 8:00am – 12:00am
  - Sunday: 8:00am – 10:00pm
  - No membership intake activities can take place during Spring Break.
- The specific membership intake period will be announced by the Office of Student Life prior to the start of the spring semester. Membership intake activities can only be conducted during this window.

### ***New Member Presentations***

All Greek-letter organizations must note the following regarding all new member presentations:

- The date/time/location of all new member presentations will be determined by the Office of Student Life.
- “Death marches” are prohibited.

## **Student Travel Criteria**

### **Overview**

Wiley College student travelers are among many student representatives that have contributed to a long history of excellence, dignity and pride at the College. These travel guidelines are a complement to travel policies set forth by Wiley College. The following regulations are in exact accordance with the aforementioned purpose and seek to ensure that students represent Wiley College in a positive manner.

### **General Behavior**

Wiley College students are chosen to travel on behalf of the College because they exemplify character that is representative of the College. The opportunity to travel on behalf of Wiley College is an honor as well as an enjoyable experience. Students must conduct themselves in an orderly manner while traveling on behalf of the College. Failure to comply with travel rules and regulations will result in dismissal and/or a ban from future travel. Student travelers must be mindful of the following:

- Students must work cooperatively with the attending advisor or travel coordinator.
- Students must be committed to a positive representation of the College.
- Proper preparation for and knowledge of the travel itinerary is the responsibility of the student.
- Students must contact an advisor in advance if they are unable to attend an event or trip.
- Students in constant violation of the Student Code of Conduct will not be allowed to travel.
- A faculty/staff advisor must accompany students when traveling on behalf of the College. The number of chaperones must be proportionate to the group traveling.
- If at any time students plan to leave designated areas, the advisor or trip coordinator must be notified for approval.

### ***When lodging is provided:***

- Smoking within the hotel confines is prohibited.
- Phone calls (via hotel telephone), ordering movies/videos, or lewd acts while residing at the hotel are prohibited.
- Private parties on the hotel premises are prohibited.

Wiley College students who represent the College away from the campus are still governed by the Student Code of Conduct. Violations that may subject student travelers to sanctions, including but not limited to a travel ban include:

- Violation of travel expectations

- Displaying a negative or uncooperative attitude
- Use of profanity, alcohol or drugs, or displaying vulgar behavior

### **Travel Attire**

Students must wear collegial attire. Students should always communicate with the advisor or travel coordinator for preferred dress and presentation. Student travelers must abide by the following:

- Clothing must be clean and in good condition.
- Pants worn by students should be fit for the occasion and should not fall below waistline (no sagging).
- Shirts/blouses worn by students must be fit for the occasion.
- Skirts/ dresses worn by students must be in good taste and should hang at least three inches above the knee.

### **Tobacco Free Campus Policy**

Wiley College recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, Wiley College has, more importantly, dedicated itself to providing safe, healthy, comfortable, and productive living and learning environment for visitors, employees and students.

Accordingly, pursuant to the provisions of Tx. R.S. §§40:1300.252-40:1300.263, Wiley College issues this 100% Tobacco-Free Policy. Smoking and tobacco use of any kind is prohibited on all campus property and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all College owned and/or leased vehicles. Students may not smoke in their own or others' vehicles when the vehicles are parked on Wiley College properties.

This policy will be in place at all Wiley College sponsored events—both on our premises and at external locations hosting such events, including non-College hours and will further apply to all faculty, staff, students and visitors.

### **Definitions**

- Smoking: inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe.
- Tobacco Products: all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, and smokeless tobacco products.

### **Tobacco-Free Regulations**

The use of tobacco is prohibited by students, staff, faculty or visitors:

- In all campus buildings, facilities, or property owned or leased the College.
- On campus grounds, facilities, or in vehicles that are the property of the College;
- At lectures, conferences, meetings, and social and/or cultural events held on College property or grounds.
- The sale or free distribution of tobacco products, including merchandise on campus or at College events is prohibited.
- Wiley College student organizations are prohibited from accepting money or gifts from tobacco companies including:
- Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
- Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by the College.
- Wiley College will provide information on free and accessible tobacco treatment resources on campus.

### **Enforcement**

In accordance with the Student Code of Conduct, violators of this policy will be subject to appropriate disciplinary sanctions. The responsibility for the enforcement and communication of this policy rests with all members of the College community. Any member of the College community may and is expected to identify violators of this policy.

***Persons identifying a student violation should follow these steps:***

- Obtain the violator's full name and/or ask for their student ID card; and
- Report the incident to the Office of the Dean of Students or the Wiley College Security Department.

***Individuals should contact the Wiley College Security Department when:***

- The violator is non-compliant; or
- It is outside of normal College business hours.

The Wiley College Security Department and the Office of Residence Life and Housing will forward all reports received to the Office of the Dean of Students.

- Residence Life and Housing staff will be responsible for addressing all violations with residence hall students while on or around residence hall property including, but not limited to, parking lots, walkways, courtyards, building entrances and exits by:
- Reminding the person of this policy;
- Requesting immediate compliance with this policy;
- Obtaining the violator's full name/or asking for their student ID card; and/or
- Imposing appropriable fines.
- Staff for other facilities and programs will be responsible for addressing violations where they occur and are expected to enforce the policy following the aforementioned procedures and the detailed procedures created for their particular facility or program.

## Other College Policies

In an effort to provide students with an atmosphere conducive to academic success, through Wiley College's comprehensive Student Code of Conduct by which students are governed, the following administrative policies have been established:

- **Academic Policy:** Regulations governing academic dishonesty and probation of students enrolled at Wiley College are contained in the College's course catalog this is produced by the Office of Academic Affairs. Included in this publication are rules, procedures, and regulations governing academic grievance procedures and students' academic performance.
- **Alcoholic Beverage Policy:** The President, on the recommendation of the Vice President for Student Affairs, may grant permission to any person, group, or organization to serve, or permit the serving of, alcoholic beverages at College facilities during social events. No alcoholic beverage shall be served to any person under the age of 21, nor shall any person under the age of 21 be permitted to consume any alcoholic beverage within the confines of College facilities. The consumption of alcoholic beverages in residential facilities and the restrooms and hallways of College facilities is prohibited. Students are prohibited from having empty alcohol bottles in residential facilities.
- **Appropriate Academic Attire:** Students are expected to dress in a manner representative of a higher education institution. Integrity in appearance and personal cleanliness are most important in determining what impressions students make on fellow students, professors, and visitors. Inappropriate academic attire should not be worn while attending classes, performing work-study assignments, attending assemblies and other College functions. Special occasions (e.g. banquets; convocations; coronations; employment; graduation; luncheon plays; professional exploration day) dictate that business or formal wear be worn. Sporting events and other social functions require informal but respectable attire. Headgear is inappropriate for males during all indoor activities. "Do rags" or scarves are considered inappropriate attire for an institution of higher learning. Similarly, sagging or unbelted pants is considered inappropriate dress. Any excessively tight or revealing clothing is considered inappropriate attire. Bedroom or shower slippers should not be worn outside of one's residential area. Under garments should not be visible, under any circumstances.
- **Children on Campus:** Unsupervised children are not allowed on campus. Students are expected to arrange for their personal childcare in such a manner as to prevent the involvement of the College. The College assumes no responsibility for the supervision of the children of students. Students are prohibited from bringing children to class or

leaving children unattended on the College campus. Students failing to comply with this policy will not be admitted to classes, and may be asked to leave campus until childcare arrangements can be made.

- **Consent:** The College defines consent as clear, unambiguous, and a voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by a clear and sober “YES“. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. Consent must be knowing and voluntary. To give consent, a person must be of legal age. Assent does not constitute consent if obtained through coercion or from an individual whom the alleged offender knows or reasonably should know is incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one’s responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the persons involved does not itself imply consent or preclude a finding of responsibility.”
- **Drug-Free Campus Policy:** Any student in possession of drugs on the Wiley College campus is subject to disciplinary action up to expulsion. The Office of the Dean of Students will advise students on individual rights and will ensure that due process is afforded by the College.
- **Drug-Free Workplace Policy:** The Drug-free Workplace Act of 1988 requires the institution, as a federal grantee, to certify that the institution provides a drug-free workplace. The drug-free workplace requirement applies to all offices and departments of an institution that receives campus-based funds. Sub-grantees, such as organizations that contract with the institution, are excluded from these provisions. Drug-free Schools and Communities Act Amendments of 1989 require the institution to certify that it has adopted and implemented a program to prevent drug and alcohol abuse by its students and employees.
- **Electronic Device Policy:** Cellular phones and other electronic devices should not be activated or operated in classrooms, laboratories, libraries, business offices, convocations, and assemblies unless express written permission to activate or to operate the devices have been authorized by the classroom instructor or the College administrator and/or supervisor in charge of the facility/area in question. Refer to course syllabi for additional information.

- **Fighting/Disruptive Activities Policy:** Any student engaged in fighting or other disruptive activities shall be suspended for a period of two full semesters following the effective date of suspension. In cases involving damage and/or destruction of College and State property, students shall be required to pay for all damages and destruction in addition to adhering to disciplinary actions being taken against the student(s).
- **Fund-Raising/Solicitation:** The College does not permit unauthorized fundraising activities by individual students or by student groups. Student organizations that wish to sell merchandise on campus must request permission in writing from the Coordinator of Student Organizations. Students are not permitted to sell merchandise on an individual basis. Further, if the College’s administration agrees that a project merits funds contributed by the campus, then a College activity must be planned and approved through appropriate committees.
- **Noise Policy:** The Wiley College Security Department enforces a policy regarding low-level noise emanating from vehicles or from audio equipment carried by pedestrians. Pedestrians carrying high-volume audio equipment will receive citations, and the equipment will be confiscated and held until the end of the semester. If the student is suspended, the equipment will be returned at the end of the suspension. The College will assume no liability for the condition of confiscated equipment.
- **Personal Checks and Credit Cards:** The College does not accept personal checks. Students may pay their College accounts with cashier’s checks or money orders. The College also accepts Discover, MasterCard, and Visa.
- **Pets:** All pets – including but not specifically limited to dogs, cats, bird, snakes/reptiles, horses and other animals - are not allowed in any College building or on the Wiley College campus. To protect the interest and safety of students and employees, any individual failing to comply with this policy shall be requested to leave the campus until off-campus accommodation for the pet(s) and animals can be arranged. Pets are considered animals, domestic or wild, in the company of a student, faculty/staff member, guest, or visitor to the College. This policy does not apply to service dogs. (Approval Required.) Students living in College residential facilities found in violation of this policy will be subject to eviction.
- **Probation and Dismissal Policies:** Any student dismissed from the College for disciplinary purposes shall forfeit all fees paid to the College and shall be held liable for any debts owed the College. Any student placed on suspension upon returning to the College will be placed on disciplinary probation.
- **Sexual Misconduct:** Wiley College does not tolerate sexual misconduct in any form, including sexual assault and sexual harassment. Campus sexual misconduct procedures

apply to all registered students, faculty, and staff, as well as guests to Wiley College (See Wiley College's Sexual Misconduct Policy).

- **Search Policy:** Residence Life and Housing facilities, College officials may enter a student's room when an emergency exists, where there is reasonable cause to believe there is a clear and present danger, or where there is a reasonable belief that contraband is present which interferes with the educational process of the College, or where the health, safety, and morals of the campus community are compromised.
- **Weapons Policy:** Any student in possession of a weapon (gun, knife, or any other lethal instrument) on the Wiley College campus shall be expelled immediately. Weapons may not be stored in automobiles, residence halls, or any other building on campus. Violators are subject to College disciplinary action and will be punished by law. Items not considered weapons, but are used with the intent to inflict bodily harm, will be subject to interpretation by the Office of the Dean of Students.

### **College Jurisdiction**

Wiley College students are subject to all federal, state, and local laws. Students are also subject to appropriate and reasonable disciplinary action — including suspension or expulsion — for breach of any College policy. Wiley College has zero tolerance for any violation of the Student Code of Conduct.

“Zero tolerance” means that given the factual circumstances of the alleged violation, a charged student may receive disciplinary sanctions from the College. Due process will be appropriately afforded to the charged student. Determinations of responsibility in the College's judicial cases are based on the preponderance of evidence standard.

The College may exercise jurisdiction for an offense committed off campus when:

- The victim of such offense is a student, faculty member, or staff member;
- The offense occurred at a College-sponsored or -sanctioned event;
- The accused student used his or her university status to assist in commission of the offense (for example, using a student ID card to write bad checks); or
- The offense seriously impairs pursuit of the College's goals/objectives.

College disciplinary proceedings may be instituted against a student charged with a violation of the law that is also a violation of Student Code of Conduct. The College reserves the right to proceed with disciplinary proceedings and the possible imposition of sanctions prior to, concurrent with, or subsequent to civil litigation, criminal arrest, and/or criminal prosecution. Normally, the College will proceed with an alleged violation of the Student Code of Conduct prior to any final disposition of the Courts. Any determinations made or sanctions imposed based on the Student Code of Conduct shall not be subject to change because criminal or civil charges arising out of the same facts giving rise to violation of College rules and regulations were dismissed, reduced, or resolved in favor of or against the charged student.

Any admission of guilt, responsibility or statement against the student's interest made by a student at off-campus proceedings shall be conclusive for the College's purposes. A verdict of guilty, a plea of guilty, a plea of no contest or similar plea in a court of law by a charged student

will operate as a conclusive finding that the student is “Responsible” for the purpose of college judicial proceedings. Prior to the issuance of the outcome letter, the College may amend its violation(s) based on information obtained through an outside proceeding when that information is relevant to activity adversely affecting the college community. The college will cooperate fully with law enforcement agencies in any criminal prosecutions to the extent permitted by law.

**Student Rights: Responsibilities of the College**

Wiley College students have the same rights, privileges, and freedoms granted to every United States citizen. With these rights, privileges, and freedoms come the responsibility to obey federal, state, and local laws, as well as College rules and regulations. Essential to the effective functioning of the College is the protection and promotion of a special set of interests and purposes, including:

- The opportunity for students to attain their educational objectives;
- The creation and maintenance of an intellectual and educational atmosphere throughout the College;
- The protections of the health, safety, welfare, property, and human rights of all members of the College community;
- The right to be free from all forms of discrimination on the basis of race, religion, sexual preference, political affiliation, national origin, physical or mental disability, age, or veteran status. The College will not condone any practices or policies that discriminate against anyone.
- The right to privacy of official records, transcripts, personnel records, and disciplinary records. Students also have the right to privacy of information relating to personal views, beliefs, and political associations acquired by administrators, instructors, counselors, advisors, and officials of the College in the course of their work.
- The right to privacy in accordance with policy expressed in the Family Educational Rights and Privacy Act of 1974, and
- The protection and reputation of the College itself.

Students enrolled at Wiley College must ultimately assume full responsibility for their actions and must adhere to the Student Code of Conduct. Students should read and become familiar with the Student Code of Conduct as well as other College policies. Violations of these regulations and/or a demonstrated unwillingness to obey rules governing conduct may lead to disciplinary action by the College.

When students are away from the Wiley College campus, they are expected to conduct themselves as mature individuals. Irresponsible actions which are reported to College officials or which become public knowledge may be cause for disciplinary action. As members of an educational institution, students have a responsibility to the institution to protect and preserve the academic process. Students have the right and the responsibility to report inappropriate conduct, or any violation of College policy.

**Student Rights: When Accused (info graphic on this info)**

A student charged with a violation of the Student Code of Conduct has the following rights:

- The right to the presumption of innocence until proven responsible.
- The right to a fair and impartial hearing.
- The right to be notified in writing of charges.

- The right to an advisor of his/her choice. A student also may have an attorney present if the Office of the Dean of Students is notified, in writing, within 48 hours of the student's hearing. An advisor or attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
- The right to present a witness to testify in his/her defense. The Office of the Dean of Students and/or College Judicial Committee shall have the authority to limit the number of witnesses in order to avoid unreasonable delays, where testimony would be repetitious or unnecessary.
- The right to be present during the entire hearing, except during judicial deliberations.
- The right to examine redacted evidence used in the judicial proceeding to ensure safety for the purposed of preparing an appeal.
- The right to be notified in writing of a hearing decision
- The right to attend classes and required university functions if virtual options are available until a hearing is held and a decision is rendered. Exceptions to this right would be made if a student's presence would create a clear and present threat or interference with normal operations, judicial processes, or disciplinary sanctions.

### **Student Rights: When a Victim**

A victim is defined as the person harmed by a charged student that is in violation of the Student Code of Conduct. Victims of have the following rights:

- To have an advisor of the alleged victim's choice accompany him/her when presenting in a judicial hearing and to any other relevant meetings held throughout the College's judicial process.
- To submit a statement to the hearing body. This information may be used only in the sanctioning phase of deliberations, if the accused student is found responsible for the violations.
- To have unrelated past behavior excluded from a scheduled hearing. The Office of the Dean of Students will decide if such information is unrelated.
- To be present throughout the hearings, or portions thereof, at the discretion of the Office of the Dean of Students and/or the College Judicial Committee.
- To have personal property returned to them if in the current possession of the College. The determination of when this property may be returned is left to the Office of the Dean of Students and/or the Wiley College Police Department.
- To be notified of the outcome, including both the decisions and the sanctions of the disciplinary process.

### **Grievance Procedure**

The general grievance procedure for students is maintained by the Office of the Dean of Students in order to ensure prompt and equitable solutions to student problems. General grievances include sexual harassment, hazing, and discrimination. Grievances involving employees may be reported to the Office of the Dean of Students but are ultimately referred to the Office of Human Resources. If the grievance meets the requirements of Title IX, the grievance will also be forwarded to the appropriate coordinator or Title IX responsible employee. All academic related grievances must be submitted through processes outlined by the Office of Academic Affairs.

### **Judicial Composition:**

The Office of the Dean of Students, through the Vice President for Student Engagement and Enrollment, has administrative responsibility for the College's judicial system. College Judicial Committee serves as a hearing board for individual or group disciplinary cases which

are introduced to the committee as a result of previous or initial disciplinary action. The committee also studies and recommends policies to College administrators related to student conduct. This committee of student affairs representatives, faculty, and staff are appointed to one-year terms by the Office of the Dean of Students.

### **The Judicial Process:**

#### Personal Bias

Prior to the start of a judicial hearing, committee members are expected to recuse themselves from hearing a case if personal bias would prevent them from rendering an objective decision. In these instances, the judicial committee must maintain a quorum in order to proceed. In instances where there is not a quorum, the hearing will be rescheduled and any interim sanctions will remain in effect.

#### Conduct during the Hearing Process

Every individual attending or participating in a judicial hearing must:

- Refrain from disruptive conduct.
- Obey any directive or instruction from the presiding chairperson.

Any individual violating a directive from a College official conducting a hearing will be escorted from the hearing by the appropriate authorities. If the individual is an active participant in the hearing process, the hearing procedures will proceed without the individual.

### **Student Notification:**

All notices, decisions and outcomes of student conduct related matters connected with the disciplinary process will be mailed to the student's last known address as filed with the Office of the Registrar and/or via e-mail to the student's College provided e-mail address. Students who have a change of address must file a change of address with the Office of the Registrar. College officials may also make a reasonable attempt to notify a student by locating the student via his or her class schedule or on-campus residential assignment. This method shall constitute proper notification to the charged student.

### **Notification of an Alleged Judicial Violation:**

Any student charged with an alleged violation of Wiley College's Student Code of Conduct or any other University policy shall be notified by the Office of the Dean of Students of the charges against him/her; of the specific policy or Student Code of Conduct violation; and of the date, time, and place of the scheduled hearing at least three business days (72 hours) prior to the hearing, except when the charged student postpones the hearing. A charged student that wishes to postpone a hearing must do so, in writing, at least 24 hours prior to a scheduled hearing. The Office of the Dean of Students will determine if the reasoning behind the delay is valid. The reasoning must be from extenuating circumstances or act of God.

Charged students are given the option to proceed with an administrative hearing or request a College Judicial Committee hearing. Students that request a hearing with the College Judicial Committee must do so, in writing, to the Office of the Dean of Students at least 24 hours prior to the date/time of the scheduled administrative hearing. A notice of the scheduled hearing with

the College Judicial Committee will be sent at least three business days prior to the date/time of the scheduled hearing. All interim sanctions will remain in effect until the rescheduled hearing. Cases where a student has been charged with violating the College's Sexual Misconduct Policy in addition to the Student Code of Conduct will automatically be referred to the College Judicial Committee and Title IX Coordinator. Violations deemed non-violent and minimal in nature will (encouraged . . . .) automatically be referred to Administrative Hearing procedures.

### **Administrative Hearings:**

Students attending an administrative hearing will meet with an official from the Office of the Dean of Students. The charged student will certify that they have waived their right to appear before the University Judicial Committee and will accept the administrative decision. At the conclusion of the hearing the charged student must sign a certification that they have received the administrative decision. All interim sanctions inclusive of campus removal/bans must be adhered to until the Office of the Dean of Students has released the sanction as the result of the ending of a hearing or dismissal of charges.

### **Judicial Committee Hearing:**

Charged students that request a hearing with the College Judicial Committee are subject to the following:

- The charged student will receive an updated hearing notice at least three business days (72 hours) prior to the hearing. The letter will inform the charged student of the date, time, and place of the hearing.
- The charged student, if desired, will have an opportunity to review the information to be presented against him/her at the hearing prior to the hearing. The charged student must schedule an appointment with the Office of the Dean of Students to review any information.
- The charged student has the right to be accompanied by legal counsel or an advisor. However, the legal counsel/advisor will not be permitted to make a presentation or question the witness(es). Students seeking to be accompanied by a legal counsel or advisor must notify the Office of the Dean of Students, in writing, at least 24 hours prior to the date/time of the scheduled hearing. For students failing to meet this requirement, their advisor will not be allowed in the room for the duration of the hearing.
- The charged student will have an opportunity to speak in his/her defense and the right to present his/her version of the facts including statements of the witness(es).
- The charged student will have an opportunity to hear all information presented against him/her.

All interim sanctions inclusive of campus removal/bans must be adhered to until the Office of the Dean of Students has released the sanction as the result of the ending of a hearing or dismissal of charges.

### **Hearing Procedures:**

#### **Both administrative and College Judicial Committee hearings proceed as follows:**

- Administrative hearings are conducted by a staff member from the Office of the Dean of Students. For College Judicial Committee hearings, the committee chairperson convenes and presides over the hearing only if the appropriate quorum is present. The chairperson is charged with maintaining orderly discussions throughout the hearing and limiting testimony. For College Judicial Committee hearings, a 2/3 quorum must be present for the hearing to proceed.

In instances where there is not a quorum, the hearing will be rescheduled and any interim sanctions will remain in effect.

- The chairperson confirms that the charged student understands his or her rights.
- The chairperson reads into the record the College's opening statement and the alleged violation(s).
- The charged student is allowed to make an opening statement, including a statement of responsibility.
- The complaint, evidence and/or witnesses are presented. Witnesses are represented one at a time. A witness can only be present in the hearing during his or her own testimony. Written testimony from witnesses unable to be at a hearing may be acceptable, but the validity of the testimony will be ruled by the Office of the Dean of Students (or committee chairperson).
- College Judicial Committee members (or an Office of the Dean of Students official) may cross examine any witness and/or the person being charged.
- After all witnesses, evidence, and testimony have been presented, the chairperson will ask each side if there is additional information that has not been heard pertaining to the case.
- Closing statements no longer than five minutes may be made by the charged student and complainant.
- At the conclusion of hearing, all parties will be dismissed from the room with the exception of the committee members. The committee members will determine if the charged student is responsible for the alleged violation(s) and, if so, what sanction(s) should be imposed. A simple majority vote by committee members present will determine the outcome of the case. For an administrative hearing, the decision is made by the Office of the Dean of Students staff member conducting the hearing.
- At the conclusion of the College Judicial Committee hearing, the committee will make a recommendation for action.

Students failing to attend a scheduled judicial hearing waive their due process rights and a decision will be rendered based on the evidence and information available at the time of scheduled hearing. Any disciplinary action imposed is effective immediately. Students failing to access or not being able to access, their College email accounts prior to a scheduled hearing is not an appropriate excuse for absence from a judicial hearing, as it is the student's responsibility to maintain their College email account. Judicial hearings **may be audio taped** only by the College, for appeals purposes only. All tapes are filed and remain on file as sole property of the College for future review.

#### **Deferred Decisions:**

In cases where the Office of the Dean of Students (and/or College's Judicial Committee) believes additional information is needed prior to rendering a decision, the case may be referred for further evaluation by other units. In such cases, the final decision will be deferred until information can be obtained. In cases of deferred decisions, all interim sanctions will remain in effect until the case concludes.

#### **Parental Notification:**

Pursuant to the Family Educational Rights and privacy Act (FERPA) of 1974, disciplinary information is not shared with parents, guardians, or any other individual or entity without the written consent of the student in question.

#### **Appeals:**

Although a decision rendered by the Office of the Dean of Students (and/or College's Judicial Committee) is final, due process allows a student to appeal the decision. Students wishing to appeal a hearing decision should note the following process:

- A formal letter must be submitted stating the rationale for the appeal to the Vice President for Student Affairs and Enrollment Management within two business days of the initial hearing decision. The Vice President will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the Vice President believes there is sufficient justification in the letter of appeal, a meeting will be scheduled to review the appeal with the student. Upon reaching a decision, the Vice President will notify the student of the decision within 5 business days of the appeal meeting.
- Upon receiving a decision from the Vice President for Student Affairs and Enrollment Management, a student may make an additional appeal to the Office of the President. The student must submit a formal letter stating the rationale for the appeal to the President within two business days of the Vice President's decision. The President (or designee) will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the President (or designee) believes there is sufficient justification in the letter of appeal, a meeting will be scheduled with the student to review the appeal. Upon reaching a decision, the President will notify the student of the decision within 5 business days of the appeal meeting. The decision of the President is final.

**Appeals will only be considered when they are based on the following:**

- The evidence did not warrant a finding of responsibility.
- The sanction was too severe.
- Due process was not followed.
- New information is now available that could not have been presented at the initial hearing.

It is important to note that the appeals process is not another hearing but a review to establish the appeals merit. Appeals are not automatically granted on the basis of the letter submitted by the student. Establishing the appeals merit is the burden of the student.

**Disciplinary Investigation Procedures:**

Office of the Dean of Students staff investigates allegations of violations of the Student Code of Conduct. All cases remain confidential based on the guidelines outlined in the Family Educational Rights and Privacy Act (FERPA).

**Prior to Beginning an Investigation:**

1. The Office of the Dean of Students will determine if the charged student must be removed from campus via interim administrative suspension due to any safety concerns for the campus community based on the alleged violations.

- The length of the interim administrative suspension is at the discretion of the Office of the Dean of Students.

2. Investigations are a two-fold process. Separate investigations are conducted by the Wiley College Police Department (or outside law enforcement agencies) for violations of local, state, and federal laws and the Office of the Dean of Students for violations of the Student Code of Conduct.

3. The Office of the Dean of Students uses the following investigation outline:

- Identify the allegations/complaints.

- Identify who will be interviewed.
  - Identify what information to review, such as:
    - o Camera logs
    - o Housing incident reports
    - o Victim/witness statements
    - o Prior disciplinary actions
  - Interview questions are based on topics where answers can be compared and contrasted.
    - o Questions are open-ended (broad) and transition to specific to gain detail.
    - o Follow-up questions will be asked based on information given during interviews.
    - o Current allegations will be investigated and not necessary the charged student's past behavior, although past behavior will be reviewed.
4. The Office of the Dean of Students maintains an investigation file for each case.

### **Conducting the Investigatory Interviews:**

1. Interviews are conducted in a private, secure location.
2. Victims/witnesses will not be interviewed in groups.
3. Interviews may be audio-recorded. Opening remarks, date, time, location, purpose, person being interviewed and person(s) conducting and present during the interview will be included. If any breaks are taken, the time the recorder is off will be indicated. Once the tape is turned back on, all information will be restated. At the conclusion of the interview, the date and time and a statement of conclusion will be recorded.
4. Two staff members will participate in interviews whenever possible. One staff member will ask questions while the other takes detailed notes and assists with follow-up questions. Staff will keep detailed notes regardless of whether or not the session is recorded.
5. At the beginning of the investigation, staff will explain the nature of the investigation.
  - The interviewee will be advised of their rights and the potential sanctions.
6. If the interviewee requests representation, staff will follow the procedures regarding counsel listed in the Student Judicial process.
7. Staff will not make any promises about the outcome of the investigation.
8. Staff will not give any opinion about what occurred or what the interviewee is saying.
9. The interviewee must contact the Office of the Dean of Students if anyone else contacts them about the investigation or if they recall something not shared during their interview.
10. Staff will ask a series of questions, including but not limited to:
  - Who committed the act?
  - What was the act? When did it occur and exactly what happened? What was the interviewee doing when the act occurred?
  - Where did it occur? How far was the interviewee from the act?
  - How often did the act occur?
  - Did the interviewee actually see or hear something (direct evidence) or if they concluded an act occurred based on what they saw or heard (circumstantial).
  - How did the interviewee react to the act? What response did the interviewee make when the act occurred or afterwards?
  - Who did the interviewee discuss the act with and when? What did the interviewee say?
  - How did the act affect the interviewee? Has the academic performance of the interviewee been affected by virtue of the act?
  - Who else was present when the act occurred? Who else has any knowledge of the act? Has anyone else discussed the act with the interviewee? If so, who and what did that person say? Did anyone see the interviewee immediately after the act?

- Did the person accused of inappropriate conduct engage in the same or similar conduct with anyone else? Who, what, where, when and how? Has anyone else complained to the interviewee about similar conduct?
- Did the student alleged to have engaged in misconduct contact the interviewee about the act?
- Does the interviewee have any notes, evidence or documentation about the act?
- Does the interviewee know of any other relevant information?

11. Staff will ask open-ended questions and will not interrupt the interviewee unless the person needs to be redirected to answer the question asked.

12. If the interviewee states that the allegation is false, staff will ask them how the information could have been misconstrued; what actions/statements could have caused a misunderstanding; and why the complainant or witnesses might have a reason to make false accusations.

13. The interviewee will be allowed to provide names of witnesses that could back up their side of the story. If the interviewee suggests other witnesses, staff will interview them.

14. The interviewee will be allowed to provide physical evidence or documentation regarding the incident.

15. Before the conclusion of the interview, the interviewee will be asked if there is anyone else that should be interviewed and whether they have any other relevant information.

### **Evaluating Results of an Investigation:**

After the interviews have been conducted and the evidence gathered, the Office of the Dean of Students will determine the credibility of the evidence. This will be determined based on, but not limited to, the following criteria:

1. Was there evidence of bias on the part of any witness?
  - What is the relationship of the witness with the student being investigated?
  - Was there motive or an interest in the outcome on the part of the witness?
2. Did the interviewee accurately explain their observations?
  - Was the interviewee impaired?
  - Was the interviewee's memory clear?
3. Are all witnesses consistent in their version of the facts?
  - Were the witnesses' perceptions distorted or exaggerated?
  - Were the witnesses' timelines accurate, diminished or exaggerated?
  - Have the witnesses attributed a motive or purpose for the incident that is not supported by the evidence?
4. All evidence will be reviewed.
  - Staff will ensure that all witnesses have been interviewed.
  - Staff will determine what evidence has the subject provided in his/her own defense. Is it possible that there could be other evidence that the subject, complainant or witnesses has not provided.
  - Staff will determine if there is greater information supporting the allegation or disputing the allegation.

### **Concluding the Investigation**

1. If the evidence supports the allegation, the Office of the Dean of Students will:
  - Assess the severity of the Student Code of Conduct infraction.
  - Determine if other students have been disciplined for this violation in the past? If so, what discipline was imposed?
  - Staff will inform the complainant that the investigation has been concluded and that appropriate action has been taken.

2. If the evidence does not support the allegation of misconduct or is inconclusive, staff will:

- Inform the subject that the investigation does not support the allegations.
- Remind the subject they cannot retaliate against the complainant or witnesses.
- Inform the complainant that the investigation did not support the allegations.

### Assembling the Investigation Report

Investigations into the allegations of violations of the Student Code of Conduct are well documented by the Office of the Dean of Students prior to sanctions being levied. The investigation report will include all information gathered during the investigation, including copies of evidence, documents or information that management relied on in making the disciplinary decision.

Although a decision rendered by the Office of the Dean of Students (and/or College Judicial Committee) is final, due process allows a student to appeal the decision. Students wishing to appeal a hearing decision should note the following process:

- A formal letter must be submitted stating the rationale for the appeal to the Vice President for Student Affairs within two business days of the initial hearing decision. The Vice President will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the Vice President believes there is sufficient justification in the letter of appeal, a meeting will be scheduled to review the appeal with the student. Upon reaching a decision, the Vice President will notify the student of the decision within 5 business days of the appeal meeting.
- Upon receiving a decision from the Vice President for Student Affairs, a student may make an additional appeal to the Office of the President. The student must submit a formal letter stating the rationale for the appeal to the President within two business days of the Vice President's decision. The President (or designee) will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the President (or designee) believes there is sufficient justification in the letter of appeal, a meeting will be scheduled with the student to review the appeal. Upon reaching a decision, the President will notify the student of the decision within 5 business days of the appeal meeting. The decision of the President is final.

Appeals will only be considered when they are based on the following:

- The evidence did not warrant a finding of responsibility.
- The sanction was too severe.
- Due process was not followed.
- New information is now available that could not have been presented at the initial hearing.

It is important to note that the appeals process is not another hearing but a review to establish the appeals merit. Appeals are not automatically granted on the basis of the letter submitted by the student. Establishing the appeals merit is the burden of the student.

## Judicial Sanctions

Student Code of Conduct violations are adjudicated through the Office of the Dean of Students. The Dean of Students is the chief judicial administrative officer. The College's judicial system outlines the full process for violations of the Student Code of Conduct. A student charged with several related offenses at one time will have one hearing. A decision will be rendered on each offense. The Office of the Dean of Students will determine if sanctions are to run concurrently. The following actions or behaviors on College premises (except where otherwise specifically stated) constitute Student Code of Conduct violations, which subject a student or student organization to one or more sanctions:

## Code One Offenses

A student found responsible of any of the following acts will be subject to disciplinary action including, but not limited to, probation, fine, suspension, or expulsion. The severity of each offense shall determine the appropriate sanction to be imposed. Violations that severely endanger or harm human life or property are considered major offenses and carry the maximum sanction of expulsion. The information and evidence presented in a case shall determine the appropriate sanction to be imposed.

- 1.1. Academic Dishonesty: Any deliberate attempt to gain an unfair advantage in academic work.
  - a. **Unfair advantage:** Receiving, stealing, reproducing, or circulating examination materials prior to an examination; receiving, stealing, destroying, defacing, or concealing materials for the purpose of depriving others of their use; unauthorized collaborating on an academic assignment; failure to return assignments or an examination as instructed; intentionally obstructing or interfering with another student's academic work; or engaging in any activity with the purpose of creating or obtaining an unfair academic advantage over other students.
  - b. **Cheating:** Unauthorized use of information, notes, or study aids on an examination; altering graded assignments; or submitting work done by another person.
  - c. **Falsification of information:** Intentionally furnishing false or misleading information; altering documents; forging signatures; or impersonating someone in an examination.
  - d. **Plagiarism:** Presentation or submission of work (in part or in whole) by someone else, as if it were one's own.
  - e. **Unauthorized access to academic or computer systems:** Viewing, altering, or dispensing academic, administrative, or computer records; modifying academic, administrative, or computer records, computer programs, or systems; or interfering with the use or availability of academic, administrative, or computer records or computer systems.
  - f. **Other:** Committing fraud, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the Student Code of

Conduct or other College policies, or providing false information in connection with any inquiry regarding academic dishonesty.

- 1.2. **Aiding and Abetting:** Knowingly providing information, material, protection, or other assistance to another person with knowledge that such aid or participation could be used to violate the Student Code of Conduct.
  - a. **Conspiracy:** Assisting or attempting to assist another in any act(s) that violate(s) the Student Code of Conduct.
- 1.3. **Arson:** Intentionally burning or attempting to burn public or private property belonging to another, with or without intent to defraud, obstruct security, or endanger human life.
- 1.4. **Bribery:** Offering money, service, or any item to a student, administrator, faculty, or staff member so as to influence the partiality of, so as to receive College property, grades, and/or services for one's self or another, or so as to gain an advantage or special treatment for one's self or for another.
- 1.5. **Coercion:** The use of express or implied threats, intimidation, or physical force, which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. This also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in an activity, including sexual activity.
- 1.6. **Destruction of Property:** Damaging, destroying, defacing, abusing, tampering, or misusing property belonging to another person or entity, or attempting to do so; this includes any attempt to destroy or alter the function or performance of College equipment or property, and includes misuse of the College name, logo, or seal.
- 1.7. **Discrimination:** Unequal or disadvantageous treatment of an individual or group of individuals based on race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, and all other categories protected by applicable state and federal laws.
- 1.8. **Disruption/Obstruction:** Any major action which obstructs, or attempts to obstruct, an official College function, such as teaching, research, administration, or other campus activity; throwing or causing the projection of any object or substance which may damage or deface College or private property; or causing personal injury or disruption, including but not limited to quarreling, fighting, public intoxication, playing loud music, or any attempt to encourage an individual's participation in such activities.
  - a. **Disorderly Assembly:** Participating in a demonstration, riot, or an activity, whether on or off campus, that disrupts the normal operations of

the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

- b. **Disorderly Conduct:** Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly.
- c. **Disruptive Behavior:** Disruption of a class, curricular or College activity or any other act that impairs, interferes with or obstructs the mission, purposes, academic atmosphere, operations, processes, orderly conduct and/or functions of the College or the rights of other members of the College community.

**1.9. Falsification of Information, False Testimony, and Fraud:** Furnishing false or misleading information or identification to a College official; failing to provide accurate information to a College official; any unauthorized reproducing, copying, possession, submission, misuse, or attempted misuse of College documents; forging, falsifying, tampering, altering, or attempting to alter College documents; misrepresentation of a College official.

- a. **Misuse of Identification:** The transfer, alteration, falsification, or forgery of a Wiley College student ID card.

**1.10. Failure to Comply:** Failure to follow a directive made by a College official performing his or her duties, which could potentially endanger or endangers the safety of persons or property.

- a. **Contempt:** Willful disobedience to, or displaying open disrespect for a College Official performing judicial duties or the failure to appear for a meeting or hearing as a part of the judicial process; falsification, distortion, or misrepresentation of information in a hearing; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding in bad faith; attempting to discourage an individual's proper participation in or use of the judicial process; attempting to influence the impartiality of a member of a judicial board prior to and/or during the course of the judicial proceeding; failure to adhere to or comply with disciplinary conditions and sanctions imposed by a judicial body or administrative officer.
- b. **Disrespect for Authority:** Not complying with reasonable or lawful requests or directives of a College official.
- c. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.

**1.11. False Reporting of an Emergency:** Intentionally making a false report of a bomb, fire, or other emergency regarding property or personal injury, including abuse of 911 and fire alarms.

- 1.12. Harassment:** Actions that involve deliberate interference, or a threat to interfere, with an individual's personal safety, academic efforts, employment, or participation in College-sponsored activities or behaviors, which causes another person to have a reasonable apprehension that such harm will occur.
- a. **Bullying:** Aggressive behavior or intentional harm that is carried out repeatedly over time and occurs within an interpersonal relationship characterized by an imbalance of power.
  - b. **Cyber-Bullying:** Occurs when an individual is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the Internet, social media, or other interactive and digital technologies.
  - c. **Gender-Based Harassment:** Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender stereotyping constitute gender-based harassment. This includes situations where students are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity.
  - d. **Stalking:** Any repeated behavior or activity that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to, 1) Repeated following of another person, 2) Repeated monitoring or surveillance of another person, and 3) Repeated, unwelcome communication, such as giving face-to-face messages, telephone calls, voice messages, electronic mail, written letters or notes, unwanted gifts, etc.
- 1.13. Hazing:** Any conduct, act, or method of coercion of another to do an act of initiation or an act for admission in to any organization, which willfully or recklessly causes significant physical or mental harm to any student or other person, occurring on or off College premises. Examples of hazing include, but are not limited to, beating, forced consumption of food, liquor or other beverages, or drugs; forced deprivation of sleep or rest; forced exclusion from social contact; and/ or forced conduct which could result in embarrassment to any person.
- 1.14. Illegal Use of Alcoholic Beverages:** Purchasing, selling, or making available to underage persons alcoholic beverages; or providing funding for alcoholic beverages in violation of state or local statutes and/or College policy. The College defines an alcoholic beverage as a beer, porter, cordial liquors, or specialty drinks, brandy, whiskey, fruit juices or wines, rum, gin, or any fluid or solid capable of being converted into a fluid for human consumption, and all similar distilled beverages having alcoholic content.
- a. **Illegal Use of Alcoholic Beverages by a Minor:** Possession or consumption of alcohol by a person who is under 21 years of age.

- b. **Public Drinking:** Public drinking is the imbibing or drinking of alcoholic beverages in or on any campus street, alley, sidewalk, parking lot, right-of-way, park, playground, square, or unenclosed boundary of the Wiley College campus.
  - c. **Public Intoxication:** Appearing in public on the College premises while intoxicated or under the influence of alcohol. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property.
  - d. **Unauthorized Use of Alcoholic Beverages:** Failure to comply with College regulations regarding the use and sale of alcoholic beverages on College-owned or -controlled property.
- 1.15. Intimidation:** The act of making an individual timid, fill with fear; to overcome or cow, as through the force of personality or a superior display of strength which can control an individual's actions.
- 1.16. Moral Turpitude:** An act of baseness, vileness or depravity, which brings shame to the College and is in contradiction to the letter and spirit of the College's Student Code of Conduct, good citizenship and ethics, is prohibited. Included in this are inappropriate postings on the internet and social media in acts of baseness, vileness, or depravity.
- 1.17. Possession, Use, Distribution, Sale, or Manufacture of Controlled Substances:** Knowingly possessing, using, distributing, selling, and/or manufacturing illegal drugs or controlled substances, including but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines.
- a. **Possession of Marijuana (Minor):** Possession of marijuana when such possession would constitute a misdemeanor at law.
  - b. **Possession of Marijuana (Major):** Possession of marijuana when such possession would constitute a felony at law.
  - c. **Dangerous Drugs:** Including but not limited to the use, consumption, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other controlled dangerous substances and drug paraphernalia when such possession would constitute a felony at law.
  - d. **Possession, Distributing, Selling, or Manufacturing Counterfeit Drug-related Paraphernalia:** Knowingly possessing, distributing, selling, or manufacturing counterfeit drug or related drug paraphernalia.
- 1.18. Possession or Use of Weapons:** The unauthorized possession or use of any type of firearm, ammunition, explosive, other weapon. Weapons may not be stored in, residence halls, campus buildings, or on College-owned or -controlled property. Items not considered weapons but are used with the intent to inflict bodily harm will be subject to interpretation by the Office of the Dean of Students. The College defines a Weapon as any device, apparatus, substance, or object capable of causing or

inflicting injury or death, whether designed or adapted specifically for use as a weapon.

- 1.19. Repeated Offenses:** Repeated violations of the College’s Student Code of Conduct or of any College policy for which a sanction has been previously imposed.
- 1.20. Sexual Assault:** Engaging, or attempting to engage an individual in one or more of the following sexual actions with or directed against another person, including 1) Sexual penetration without the consent of the other person, 2) Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; and/or 3) Sexual penetration through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
- 1.21. Sexual Exploitation:** A sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. *Examples include:* pressure for a date or a romantic or intimate relationship; invasion of sexual privacy; pressure for or forced sexual activity; unnecessary and unwelcomed references to various parts of the body; belittling remarks about a person’s gender or belittling remarks about a person’s sexual orientation based in gender-stereotyping; inappropriate sexual innuendoes or humor; videotaping and photographing someone or people without consent; obscene gestures of a sexual or gender-based nature; offensive sexual graffiti, pictures, or posters; sexually explicit profanity; and/or use of e-mail, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors.
- 1.22. Sexual Harassment:** Unwelcome conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or education; 2) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person’s employment or education; or 3) such conduct has the purpose or effect of unreasonably interfering with a person’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person’s sex and/or gender, including harassment based on the person’s nonconformity with gender stereotypes.
- 1.23. Theft/Identity Theft:** Taking or attempted taking without consent, or unauthorized use of funds or property, such act constituting a criminal felony under Texas law; this includes the misuse or unauthorized use of College funds, or of student organization funds administered through the College.
- a. **Possession of Stolen Property:** Knowingly possessing, using, or attempting to use stolen property.

- 1.24. Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this policy, or as retribution or revenge against anyone who has reported sexual misconduct or relationship violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.
- 1.25. Unauthorized Access to Records, Equipment, or Telephone or Other Communication Devices:** Unauthorized use of, access to, or an attempt to gain access to College records, equipment, or telephone or other communication devices including, but not limited to, paper/computer files, computer systems/software, telephones, fax machines, etc.
- 1.26. Unauthorized Access:** Attempted or unauthorized entry into any building, structure, or facility; this includes forcible entry, and, without prior approval to remain on the premises,
- b. **Failure to Vacate:** The failure to vacate College facilities during hours of visitation, at closing, or at the directive of a College official.
  - c. **Improper use of keys:** Knowingly using, duplicating, or causing to be duplicated, any key for any facility, building, or room without proper authorization; or failure to return College-issued keys to the proper College officials; these violations are considered unauthorized entry or failure to vacate.
  - d. **Trespassing.** Unauthorized presence on, in, or within any building or property owned or operated by the College (including residence halls), or the unauthorized entry into or remaining in a facility or office under the control of another after having been asked to leave.
- 1.27. Violations of Federal, State, or Local Laws:** Alleged violations of local laws and statutes which occur on or off campus are subject to internal College investigation, review, and action, in addition to any action by appropriate civil authorities.
- 1.28. Violent Behavior:** Conduct causing physical harm or injury; endangering the health, safety, or welfare of another or oneself; conduct causing severe emotional distress, or endangering one's own health or safety; any threat, attempt or offer to cause physical harm or severe emotional distress to another.
- a. **Fighting:** The act of an individual(s) engaged in a physical fight (physical assault), violence, or conflict.
  - b. **Physical Assault:** The use of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person; any attempt to intentionally inflict bodily injury upon any person; threatened use of physical assault.

- c. **Threat of Physical Assault:** The attempted use, or threat of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person; any attempt to intentionally inflict bodily injury upon any person; threatened use of physical assault.

## Code Two Offenses

A student found responsible of any of the following acts will be subject to the maximum sanction of disciplinary suspension and may not be allowed to reside in an on-campus residential facility. The information and evidence presented in a student's case shall determine the appropriate sanction to be imposed.

- 2.1. **Disruption/Obstruction:** Any minor action which annoys or disrupts an official College function, such as teaching, research, administration, or other campus activity; this includes but is not limited to quarreling, fighting, public intoxication, playing loud music, or any attempt to encourage an individual's participation in such activities.
  - a. **Disorderly Conduct:** Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly.
  - b. **Disruptive Behavior:** Disruption of a class, curricular or College activity or any other act that impairs, interferes with or obstructs the mission, purposes, academic atmosphere, operations, processes, orderly conduct and/or functions of the College or the rights of other members of the College community.
  - c. **Cell Phone Usage:** The use of cell phones inside the classroom, official testing sites and during an official assembly period is prohibited. This includes but is not limited to, placing and/or receiving calls and/or text messages as well as conversing on cell phones.
  
- 2.2. **Failure to Comply:** Failure to follow a directive made by a College official performing his or her duties; failure to comply with any sanction imposed under the College's Student Code of Conduct.
  - a. **Failure to Appear:** Failure to appear before a College official who is, or a committee which is, conducting a judicial proceeding or investigation
  - b. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.
  
- 2.3. **Gambling:** Wagering, or assisting in the wager of, money or any other item of value.

- 2.4. Indecent, Obscene, and Immoral Behavior:** This includes conduct, which is disorderly, lewd, or indecent. Such acts include but are not limited to; the use of obscene gestures, improper body exposures, or other immoral acts or use of profanity to any faculty, staff, student, or College official. This also includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video recording of any person or student without his/her knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This also includes taking pictures of another person in a gym, locker room or restroom.
- a. **Profanity:** Use of abusive, vulgar, or irreverent language.
- 2.5. Misuse of Property:** Misusing property belonging to another person or entity, or attempting to do so; this includes any attempt to alter the function or performance of College equipment or property, and includes misuse of the College name, logo, or seal.
- 2.6. Negligent Bodily Injury:** Careless or reckless behavior resulting in bodily injury or which could result in bodily injury to any person.
- 2.7. Negligent Destruction of Property:** Careless or reckless behavior resulting in damages, defacement, or destruction of property belonging to another person or entity.
- 2.8. Off-campus Incidents:** students or student organizations engaging in any illegal act off campus.
- 2.9. Theft/Identity Theft:** Taking or attempted taking without consent, or unauthorized use of funds or property, such act constituting a criminal misdemeanor under Texas law; this includes the misuse or unauthorized use of College funds, or of student organization funds administered through the College.
- a. **Possession of Stolen Property:** Knowingly possessing, using, or attempting to use stolen property.
- 2.10. Unauthorized Posting or Distribution of Materials:** Unauthorized posting or distribution of materials; or failure to abide by College policies and regulations on posting and distribution of materials on College premises.
- 2.11. Unwelcome and Uninvited Contact:** A single behavior or act that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to 1) Following another person, 2) Monitoring or surveillance of another person, and 3) Unwelcome communication, such as giving a face-to-face message, telephone call, voice message, electronic mail, written letter or note, unwanted gift, etc.

- 2.12. Violation of College Housing Regulations:** Violations of regulations and rules governing the operations of residence halls; this includes, but is not limited to, policies governing room/bathroom maintenance, quiet hours, telephones, visitation, etc.

## Code Three Offenses

A student found responsible of any of the following acts will be subject to the maximum sanction of disciplinary suspension and may not be allowed to reside in an on-campus residential facility. The information and evidence presented in a student's case shall determine the appropriate sanction to be imposed if a student is found responsible.

- 3.1. Illegal Posting:** Posting of signs or other materials without authorization from the appropriate offices.
- 3.2. Illegal Registering of Automobiles:** Registering an automobile for any freshman residing in on-campus housing who has not been authorized to operate a vehicle on campus.
- 3.3. Possession and/or Use of Fireworks:** Possession or use of fireworks of any description on College premises.
- 3.4. Tobacco:** Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all campus property.
- 3.5. Traffic or Parking Violations:** Includes, but is not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, reckless driving, obstruction of the free flow of pedestrian or vehicular traffic on College property or at College sponsored or supervised functions, and parking in improper zones.
- 3.6. Unauthorized Occupancy in Residence Hall:** Residing in residence halls without paying security deposit and room rent.
- 3.7. Unauthorized Use of Loud Speakers:** Use of loud speakers on College property without prior approval of the appropriate officials.
- 3.8. Violation of Rules Regarding Residence Halls and Dining Facilities:** Violation of the following policies, rules, or regulations adopted for use in governing and operating residence halls and dining facilities, including, but not limited to, visitation policy, quiet hours policy, and other rules and regulations governing residence halls; rules and regulations posted in or distributed by residence halls; rules, regulations, and policies set forth in the housing contract.

## Disciplinary Sanctions

A student admitted to Wiley College accepts responsibility to conform to all College regulations. Any student who fails to meet this obligation shall be subject to disciplinary sanctions including, but not limited to, expulsion, suspension, fine (not to exceed \$500 per violation), probation, campus service, and warning. Students are required to become familiar with all regulations and are held accountable for any misconduct, even in the absence of such familiarity.

Student organizations also are governed by the Student Code of Conduct. Student organizations in violation of College policies shall be subject to the maximum of termination or loss of recognition from the College. Any lesser sanction includes but is not limited to restriction or suspension of the use of College facilities and services; suspension of the privilege to sponsor fundraising events; the loss of all funds allocated by the College; and restitution of damages. Penalties and sanctions governing all students include, but are not limited to, the following:

- **Community Service:** An assigned number of hours of service to an on or off-campus organization.
- **Educational Program:** An opportunity for personal development.
- **Expulsion:** Prohibition from attending classes and from being present without permission on any campus of the Wiley College System. An expelled student may not apply for (re)admission to any institution in the Wiley College System.
- **Eviction from Facilities:** Removal from residence facilities or other campus facilities as designated in the written notification. Fees will not be refunded to a student who is evicted from residence facilities.
- **Fine:** A specific monetary amount up to \$500.00, which may be included with a period of disciplinary probation. A fine may be issued for each individual violation or as an aggregate amount.
- **Interim Administrative Suspension:** The College shall enforce this policy when a student's continued presence on campus interferes with the educational process of the College, or where the health, safety, and morals of the campus community are compromised. This constitutes convincing danger to the normal function of the College or to the student personally in such situations as supported by case law (e.g. Woodruff v. West Virginia Board of Regents, 1971, establishes that the College shall suspend the student immediately on an emergency basis). Students placed on emergency administrative suspension shall remain on suspension until a judicial hearing is held and a final determination is made in the pending case.
- **Letter of Reprimand:** A written statement of reproof to the student or organization.
- **Mandatory Withdrawal:** Forced removal from an academic course in which an offense occurred, without credit for the course.
- **No Contact Order:** A directive to refrain from any contact, direct or indirect, with one or more designated persons or group(s) through any means including personal contact,

e-mail, text messaging, telephone, social media or third parties. A No Contact Order may be temporary or permanent.

- **Probation:** This is notice to a student or student organization that any further major disciplinary violation may result in suspension. Special restrictions may also be imposed as a condition of probation. Such restriction may include one or more of the following conditions:
  - a. **Restrictions:** Exclusion of a student or organization from, or modified participation by a student or organization in, specific or all campus activities or facilities; or embargo of privileges.
  - b. **Restitution:** Financial reimbursement or replacement of damaged or lost property
  - c. **Suspension:** Prohibition from attending classes and from being present without permission on any campus of the Wiley College System for the duration of the sanction. The sanction may not exceed a period of more than two full semesters following the effective date of suspension due to the severity of the crime. If required by the sanction, students who have been suspended must petition for re-enrollment through the Office of the Dean of Students and/or the College Judicial Committee. Once eligible to return to the College, suspended students must apply for readmission.
  - d. **Warning:** This is official notification to students that their behavior has been unacceptable. Any further misconduct will result in additional sanctions. These sanctions are a part of the official record but are removed at the time the student completes a degree program.

## Other Provisions

- A student who fails to respond to an administrative request to appear before a hearing body shall be prohibited from attending classes and participating in extracurricular activities. The student will be placed on emergency administrative suspension until compliance with the administrative request to appear has been met.
- The President, on the recommendation of the Vice President for Student Affairs , reserves the right to appoint an ad hoc committee to hear matters regarding a student when the student's conduct is detrimental to the College.
- The President, on the recommendation of the Vice President for Student Affairs and , may expel, dismiss or suspend any student when the student's conduct is detrimental to the College and involves disruption of the College process or is dangerous to the health, safety and morals of the College community.

- The President, on the recommendation of the Vice President for Student Affairs and , may dismiss or expel any student, pending a later hearing date if requested, under the following circumstances:
  - a. The continued presence of the student on campus is likely to create interference with the educational process and/or the orderly operation of the College.
  - b. The continued presence of the student on campus is likely to endanger the health, safety, welfare or property of the College community.
- The President, on the recommendation of the Vice President for Student Affairs and, may dismiss or expel any student, pending a later hearing date if requested, who is convicted of or pleaded guilty to a criminal offense of a kind which interferes with the orderly operation of the College, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the members of the campus community.

### **Amending the Student Code of Conduct**

Any Wiley College registered student may propose changes to the Student Code of Conduct. Proposed amendments should be submitted in writing to the Office of the Dean of Students for review. The Dean of Students will then submit any accepted proposed amendments to the Vice President for Student Affairs and, who will coordinate an extensive review of the proposed amendments. The Vice President for Student Affairs and submits recommendations to the President for approval.

## **WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES**

### **I. PRINCIPLES**

#### *Fairness and Equity*

Students are responsible for knowing the rules and regulations pertaining to their program of study by using the Wiley College resources available to them, including the online Student Handbook. However, the College recognizes that unforeseen and extenuating circumstances arise that may make it difficult to complete an academic semester. The dominant principles governing the Withdrawal Due to Extenuating Circumstances (WE) process are fairness and equity. The College is prepared to help students who experience unexpected and uncontrollable events that seriously threaten their academic performance, but in doing so, the College must be careful not to disadvantage students who continue their studies when faced with similar circumstances. The College has the sole discretion to approve WE applications

## II. DEFINITIONS

### **Complete Withdrawal**

The reasons for a WE request are likely to have a pervasive influence on a student's academic performance. Thus, a WE will typically affect all the courses in which a student is enrolled. For this reason, most WE requests are for complete withdrawal from all courses in a term.

### **Selective Withdrawal**

Occasionally, however, circumstances may be such that not all courses are affected, in which case the request is for selective withdrawal. Students applying for a selective withdrawal must clearly specify the reasons why one course is affected, but another is not.

### **Timely Withdrawal**

Normally, a withdrawal request of courses in progress is considered timely under extenuating circumstances provisions if the request is made prior to the census deadline.

### **Retroactive Withdrawal**

Occasionally, circumstances may not allow a timely withdrawal application, in which case procedures for retroactive withdrawal under extenuating circumstances may be used.

## III. CRITERIA

The precise reasons for WE requests vary. However, the following criteria are stated in a manner intended to help students determine whether they are eligible to apply for a withdrawal due to extenuating circumstances.

### **Medical/Mental Grounds**

Students have grounds for a WE request if they suffer a medical condition during the semester, which so impairs their ability to study that course requirements cannot be satisfied. Hospitalization for a week or more is almost certain to be regarded as sufficient evidence, while a short experience of the influenza (the flue) is likely to be insufficient. Students should seek medical assistance, psychological counseling, academic advising, or assistance from the Dean of Students Office early in the term, so that adjustments to their academic program can be made if necessary. Withdrawal requests arising from failure to manage academic priorities will not be accepted as reasons for a WE.

### **Compassionate Grounds**

Students have grounds for a WE request if they have a traumatic experience that renders them unable to complete course requirements during the term. The death of an immediate family member may be regarded as sufficient reason.

## **Other Grounds**

Most WE applications are based on medical, compassionate, or employment related circumstances. However, other types of overwhelming personal difficulties such as divorce or family commitments may also be considered with the appropriate explanation and supporting documents.

## **IV. GUIDELINES**

The College has the sole discretion to approve WE applications. Normally, applications will be denied for students who apply more than once for the same reason, apply for a retroactive WE more than five years from the date of application, or have an academic dishonesty incident report filed for the course.

### **Financial Aid**

Federal law requires that a student's financial aid be cancelled or adjusted for the semester of withdrawal, in accordance with Title IV policies. The college reserves the right to verify the authenticity of all requested information and signatures included in a student's WE application packet.

### **Poor Academic Performance**

Although most students requesting a WE have experienced academic difficulties in the course in question, the fear of a poor grade is not, in and of itself, acceptable as a basis for granting withdrawal. The assessment of a WE request is based on the nature and severity of the reasons for the poor performance. It is important for students requesting a selective withdrawal to keep this point in mind, particularly where performance is weak in the course from which withdrawal is sought and noticeably stronger in courses in which the student wishes to stay enrolled. The following examples, in and of themselves, will not be considered as a basis for granting a withdrawal:

1. Students having academic difficulties in the course in question;
2. Administrative error in enrolling or withdrawing from a course;
3. Poor academic standing;
4. Careless academic planning;
5. Students having a conflict with their instructor;
6. Difficulty scheduling the completion of course assignments;
7. Instructor grading practices.

**Note:** Students having problems because of these issues should speak to their instructor or an advisor in the department offering the course.

## **V. DOCUMENTATION**

An appeal for withdrawal requires a high standard of documentation that must accompany each application. Retroactive appeals must include for example a complete record of graded course activities, their dates and their weighting with respect to the final grades of each course to ensure that students are not able to benefit unfairly from selective erasure of poor grades. It will be necessary for the Provost to verify the validity of any documents submitted.

***Required documents include:***

*Note:* All documents must be presented in English and must be certified.

**Medical Documentation**

Students with a medical condition severe enough to warrant a WE request must have consulted with a medical practitioner and must document that consultation. A medical explanation document must be uploaded to the Wiley College Class Excuse portal. Students who did not see a doctor at the time of the accident or illness and cannot provide evidence to back up the explanation will not be awarded a withdrawal. A note on a prescription pad is not adequate documentation. Health care providers need to present the information that is requested on the form.

**Compassionate Grounds Documentation**

For students applying for a WE on compassionate grounds, such as the death of a loved one, evidence of the loss must be provided. For example, an obituary, death certificate and/or prayer card must be submitted.

**Personal Letter**

WE applicants must write a clear and concise letter (no longer than two pages double-spaced or one page single-spaced and typed) stating the reason for why they are applying to withdraw. There should be a direct link between information presented in the cover letter and the supporting documents. A chronological list of relevant events is helpful when reviewing all requests. A vague cover letter accompanied by weak supporting documents or none at all will delay the outcome or result in a denied decision.

**Supplementary Documentation**

***Applications may also include:***

- a. Police Report for motor vehicle accidents or crimes committed resulting in victim services;
- b. Employment letters presented appropriately on business letterhead;
- c. Illnesses that are overseas must be presented on proper hospital or medical reports normally available from a hospital or doctor's office;
- d. All compassionate withdrawals must include a copy of the death certificate, prayer card or obituary (proof of relationship may be required).

**VI. PROCEDURES**

- A. Students who are considering a WE application, or require clarification about any of the rules, regulations and deadline dates in the academic calendar regarding withdrawals should consult with an academic advisor in the Student Success Center, located in the Pemberton Education Complex, or speak to a department advisor from the faculty in which they are enrolled. Since these rules regulations and deadlines dates are an important component of a College program, students should know them.
- B. Once a decision is made to pursue a WE application, the packet of information should be submitted to the Office of Student Health, Counseling and Wellness, the Dean of Students, the Office of the Provost, and finally the Registrar's Office. Each WE packet includes: the WE Application Form, a personal letter outlining the extenuating circumstance and how it is affecting their academic studies, and printed copies of all supporting documents to back up the information in the personal letter.
- C. Faculty are consulted to clarify academic challenges outlined in the WE application. It is the student's responsibility to provide a clear explanation on why they are applying for the withdrawal and provide all necessary documents to back up an explanation so that a fair assessment of the request is made.
- D. Most WE applications will be adjudicated within one week of submitting supporting documents. If supporting documents are delayed or not received, then no decision can be made on the withdrawal application and the applicant risks receiving a denied decision or having it returned unprocessed. Those WE applications referred to the Faculty for decisions will take longer to adjudicate. Once a decision is made on a WE application, the Registrar will change the withdrawal due extenuating circumstances (WE) notation and notify the student by email. The notation "WE" will be placed on a student record in lieu of a course grade. Please note that students are responsible to ensure their academic statuses are up to date by checking their student records on Wiley JICS.
- E. Requests submitted after the term deadline (last day of class), or requests relating to a course taken in a previous term, are referred to as "retroactive". Retroactive WE applications follow the procedures above for "in-semester" requests. Requests that are for terms more than five years from the date of application will not be considered.
- F. A student receiving a WE due to mental health or medical concerns must receive ongoing and appropriate psychological treatment for a minimum of six weeks (unless approved by the Associate Vice President of Student Health, Counseling or Wellness). Re-entry following a WE due to mental health concerns requires proof of treatment and is to be verified by the Office of Student Health, Counseling and Wellness.
- G. All students seeking to re-enter Wiley College following a WE must write a personal letter outlining their readiness to return. Re-entry letters are reviewed by the Registrar's Office in consultation with the Office of the Provost.

## **VII. APPEALS**

Students who are denied WE application and feel they have grounds for appealing a WE decision should contact the Office of the Provost for detailed information.

## **VIII. REVIEW SCHEDULE**

Wiley College will conduct an annual review of its Withdrawal Due to Extenuating Circumstances Policy to achieve the following objectives:

1. To determine the effectiveness of the policy and implement changes to the WE Policy if they are needed.
2. To ensure that the procedures developed are enforced consistently.

The review will also include a determination of the following:

1. The number of WE's that occur in an academic year.
2. The number students seeking re-entry following a WE.

To conduct this review, the College shall implement a committee to consist of the following individuals:

- Provost and/or Vice President of Student Affairs (or designee) – Chair(s)
- Associate Vice President of Student Health, Counseling or Wellness (or designee)
- Associate Vice Provost (or designee)
- Dean of Students (or designee)
- Registrar (or designee)

### **FORM A** **Students Request for Medical/Mental Health Withdrawal** *Completed by Student*

#### **Instructions to Student:**

1. Complete the Students Request for Medical/Mental Health Withdrawal form, print and provide signature/date at the bottom.
2. Complete Section 1 of the Students Request for Medical/Mental Health Withdrawal, Physician/Mental Health Provider Form print, provide signature/date and ask your Physician/Mental Health Provider to complete all remaining sections of the form.
3. If you received financial aid or veterans' benefits, discuss the impact of your withdrawal on your eligibility for the assistance received. Federal regulations may require you to return funds.
4. Pay in full any remaining balance on your account.
5. Submit the complete forms with signatures and supporting medical documentation to the Registrar, prior to the start of the final exams' week for the semester.

#### **General Information:**

- Medical/Mental Health Withdrawal assumes withdrawal from all courses for the

semester, unless otherwise specified by the student.

- Requests will be approved or denied based on the nature of the illness as documented on the Physician/Mental Health Provider Form. The physician/mental health provider's signature does not necessarily constitute approval.
- Federal law requires that a student's financial aid be cancelled or adjusted for the semester of withdrawal, in accordance with Title IV policies.
- The college reserves the right to verify the authenticity of all requested information and signatures.
- All students approved for medical/mental health withdrawal will be required to meet conditions of medical clearance prior to re-entry.

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_  
**Current Address:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Semester for withdrawal request:** (check one)  FALL  WINTER  SPRING  SUMMER Year: 20\_\_

List the classes to be included in the medical/mental health withdrawal:

COURSE NO.	COURSE TITLE	CREDITS

I authorize my physician/mental health professional to release the information requested for my withdrawal from Wiley College for this current semester. I understand that the information will be handled in a confidential manner and in compliance with HIPAA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FORM B**  
**Re-Entry Documentation**

(Following Medical/Mental Health Withdrawal)

Physician/Mental Health Professional Form

Please return this form, completed by a licensed Physician/Mental Health Professional, to address above.

**STUDENT TO COMPLETE**

I authorize my physician/mental health professional to release the information requested for my re-entry to Wiley College following my mental health/medical withdrawal. I understand that the information will be handled in a confidential manner and in compliance with HIPAA.

Patient Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PHYSICIAN / MENTAL HEALTH PROFESSIONAL TO COMPLETE**

Condition that required the student's withdrawal: \_\_\_\_\_

Dates of treatment: \_\_\_\_\_

Medications (if applicable): \_\_\_\_\_

Recommendations for continued recovery: \_\_\_\_\_

Evaluation of student's ability/readiness to return to the college environment, including areas of academic and social functioning:

Additional information/accommodations appropriate for facilitating the student's return to college:

**PLEASE PRINT**

Name of Physician/Mental Health Professional: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Physician/Mental Health Professional: \_\_\_\_\_

Date: \_\_\_\_\_

Professional License ID #: \_\_\_\_\_

# APPENDIX

## Appendix A

### Guide to Student Services

<b>Service/Information Needed</b>	<b>Contact</b>	<b>Building</b>	<b>Phone Number</b>
Academic Advising and Retention	Freshmen Academic Coaches/Student Success Center	Wiley-Pemberton	923-2466
Academic Advising	Upper Classmen	Division Offices	
Business & Technology	Dr. C. Hester	Thirkield Hall	927-3343
Criminal Justice	Dr. T. Andrus	Thirkield Hall	927-3332
Education		Thirkield Hall	927-3432
Distance and Online	Mr. J. Reed	Thirkield Hall	742-4923
Organizational	Dr. K. Long	Thirkield Hall	927-3333
Post-baccalaureate	Ms. W. Jamerson	Thirkield Hall	927-3367
Sciences	Dr. B. Woodard	Baker Science	927-3248
Social Sciences & Humanities	Dr. B. Bruster	Thirkield Hall	927-3374
Academic Counseling Services	Student Support Services	Wiley-Pemberton Complex, Room 128	927-3230
Admissions & Recruitment	Admissions &	Beckley Building	927-3311
Athletics /Intramurals (Recreation)	Alumni Gymnasium	Alumni Gymnasium	927-3293
Calendar of Student Activities	Office of Student Activities	Fred T. Long Student Union	927-3367
Bookstore/Spirit Shop	Office of Student Affairs	Student Union Basement	927-3264 927-3267
Campus Ministry	Office of Campus	Julius S. Scott, Sr.	927-3233
Career Development/ Employment Internships (Students)	Counseling & Career Planning	Wiley-Pemberton Complex Room 210	923-2479
Computer Labs	Academic Skills Center	Wiley-Pemberton Complex Room 8	927-3276
Dining	Dining Hall	Fred T Long Student Union	927-3269 935-3137
Distance Learning	Mr. J Reed	Wiley- Pemberton Complex, Room	927-3236
Financial Aid Office	Financial Aid	Beckley Building	927-3321
Grades/Graduation/ Transcripts	Office of Student Records	Wiley- Pemberton complex	927-3328
Housing	Office of Residence Life	Haywood L. Strickland	923-1632
Personal/Social Health	Health Center	Student Union Basement	927-3260

<b>Service/Information Needed</b>	<b>Contact</b>	<b>Building</b>	<b>Phone Numbe</b>
Postal Services	Wiley Post Office	Pemberton Gym	927-1603
Radio Station KBWC 91.1 FM	Radio Station	Student Union 2 <sup>nd</sup> Floor	927-3307
Sophomore Year Experience	Office of Student Success	Wiley-Pemberton Complex	923-2466
Student Organizations	Student Activities Office	Student Union Basement	927-3261
Student Success Center	Office of Student Success Center	Wiley-Pemberton Complex	923-3367
Student Support Services	Office of Student Support and Disability	Wiley-Pemberton Complex	927-3298
Rules & Regulations	Office of the Dean of Students	Student Union 2 <sup>nd</sup> Floor	927-3261
Safety and Security	Campus Security	Moore House	930-1637
Spiritual Guidance/Involvement	Office of Campus Ministry	Julius S. Scott, Sr. Chapel	923-2442
Student Employment/College Work-study	Financial Aid	Beckley Building	927-3321
Student Government Association (SGA)	SGA Office	Student Union Basement	927-3335
Student Leadership	Office of Student Development	Student Union Basement	927-3367
Vice President for Student Affairs	Office of Student Affairs	Student Union 2 <sup>nd</sup> Floor	927-3233

**Matrix of Wiley College Spirit**

<b>Alma Mater*</b>	<p><b>Oh, Wiley Dear, ever we'll sing thy praise. With love and rapture our voices we'll raise. Our hearts are all swelling with joy sublime. We'll cherish thee, till the end of time. We'll cherish thee, till the end of time.</b></p> <p><b>Oh, Lord, we pray, may our Dear Wiley stand. A beacon light, shining o'er our dear land. And may her sons, with steadfast purpose true. Go forth inspired, glorious deeds to do. Go forth inspired, glorious deeds to do.</b></p> <p>- Written by Mr. William Henry Smith</p>
<b>Colors</b>	<b>Purple and White</b>
<b>Mascot</b>	<b>Wildcat</b>
<b>Motto</b>	<b>Go forth Inspired</b>

**\* This song is sacred. When sang, persons should stand and, if applicable, remove their hats.**

WILEY.  
GO FORTH *inspired.*