

WILEY
UNIVERSITY

GO FORTH

STUDENT HANDBOOK

WELCOME TO OUR UNIVERSITY

2024 - 2025



GO FORTH *inspired.*

WILEYC.EDU

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 University declares that all buildings on the Wiley University campus shall be smoke free. There shall be no use of smoking materials of any kind inside the University 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 Universities 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 University.

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 University services. A student may not be permitted to register, attend classes, use University facilities, take final exams, or receive transcripts, grade reports, or other educational records unless all accounts with the University are satisfied.

Student Food Services

The University dining program assures students a healthy and balanced diet essential to physical well-being. All students who reside in University residence halls are required to purchase the University 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 University 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:

Monday – Friday	Saturday – Sunday
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of Wiley University is an honor as well as an enjoyable experience. Students must conduct themselves in an orderly manner while traveling on behalf of the University. 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 University.
- 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 University. 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 University students who represent the University 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

- 1.7. **Negligent Destruction of Property:** Careless or reckless behavior resulting in damages, defacement, or destruction of property belonging to another person or entity.
- 1.8. **Off-campus Incidents:** students or student organizations engaging in any illegal act off campus.
- 1.9. **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 University funds, or of student organization funds administered through the University.
 - a. **Possession of Stolen Property:** Knowingly possessing, using, or attempting to use stolen property.
- 1.10. **Unauthorized Posting or Distribution of Materials:** Unauthorized posting or distribution of materials; or failure to abide by University policies and regulations on posting and distribution of materials on University premises.
- 1.11. **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 University 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 University 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 University property or at University 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 University 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 University accepts responsibility to conform to all University 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 University policies shall be subject to the maximum of termination or loss of recognition from the University. Any lesser sanction includes but is not limited to restriction or suspension of the use of University facilities and services; suspension of the privilege to sponsor fundraising events; the loss of all funds allocated by the University; 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.