



Tennessee Wesleyan University

2017-18
Student Handbook



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INTRODUCTION

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

MISSION STATEMENT

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

EQUAL OPPORTUNITY/DIVERSITY STATEMENT

Tennessee Wesleyan University does not discriminate on the basis of gender, race, color, age, national origin, or ethnic group in education programs or employment activities, nor does the university discriminate against qualified handicapped or disabled persons.

ANNUAL FIRE, SAFETY & DISCLOSURE REPORT

Annually, the university publishes this report to provide information on how our campus community members can utilize services related to general crime prevention and support to reporting violations of campus policy and crimes on our campus. The information within this report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act). The report also supports compliance with the "Campus Sex Crimes Prevention Act", the Tennessee University and University Campus Sex Crimes Prevention Act (Tennessee Code Annotated 40-39-9102), the Family Education Rights and Privacy Act (FERPA), the Wetterling Act, VAWA (Section 304), the Tennessee Bureau of Investigation reporting guidelines, and other important annual disclosures. The report can be found on the university's webpage at <http://www.tnwesleyan.edu/student-life/campus-safety/>. Additional copies of this report are available in the Student Life Office, Townsend Hall. Written requests can be made to: Student Life, Tennessee Wesleyan University, 204 E. College St., Athens, TN 37303. Individuals can also call the Student Life Office at 423-746-5216 to request a copy of this report.

PRIVACY

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

Specific legal provisions include the following:

1. The student must be provided access to official records directly related to the student. This does not include private records maintained by instructional, supervisory, or administrative personnel. A student who wishes to see his/her records may make an appointment with the Registrar's Office. A student may not remove any materials, but is entitled, at his/her own expense to one copy of any material contained in this file.
2. The student must be given the opportunity for a hearing to challenge the accuracy of such records. The right to a hearing under the law does not include challenges of grades assigned by instructors.

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

Additional information can be found in the university catalog,
<http://www.tnwesleyan.edu/academics/registrar/catalog-schedules/>

ACADEMIC LIFE

ATTENDANCE POLICY

Tennessee Wesleyan University considers regular class attendance an essential element of the instructional process and expects students to undertake all courses with this in mind. The University recognizes two distinct categories of absences, excused absences and unexcused absences. Given these categories and the definitions below, instructors will publish and abide by their course policy in the course syllabus.

Excused Absences:

Excused absences include absences due to university-related activities, absences due to medical and family emergencies, and absences due to military service obligations. University related activities include but are not limited to: athletic travel and competition, fine arts travel and performances, travel and presentations at professional meetings, administration approved activities to promote the university. Professors are to consider these absences as a student and/or university responsibility and therefore will excuse the absence, requiring whatever make-up work is necessary.

Students have the responsibility to notify their instructors as far in advance as possible. If a student fails to notify and make arrangements with their instructors ahead of time, the absence may be considered by the faculty member to be unexcused. Excused absences also include medical or family emergencies. These must be documented and the instructor must be notified in advance if possible and as soon as possible if the absence was of an emergency nature. If the absence is not emergency in nature and the student fails to notify and make arrangements with their instructors ahead of time, the absence may be considered by the faculty member to be unexcused. Assuming the absences can be documented and notification was given, instructors will excuse the absence, requiring whatever make-up work is necessary.

Absences for military service obligations are also considered excused absences. Students have the responsibility to notify their instructors as far in advance as possible. If a student fails to notify and make arrangements with their instructors ahead of time, the absence may be considered by the faculty member to be unexcused.

If students will miss graded work (including quizzes or tests) due to a non-emergency excused absence, they must notify their instructor one week or more in advance if possible and arrange to make up these items prior to their absence. If the absence was unforeseen, the student must notify the instructor as soon as possible and arrange to make up the work (including make-up quizzes or tests) within one week of return to class. If students miss a final examination, immediate notification and explanation are imperative. Alternative arrangements must then be made within three days of the missed examination.

Unexcused absences:

Unexcused absences will be dealt with by individual instructors according to their published policy in the course syllabus. Depending on the published policy in the syllabus, instructors may deduct points, disallow make-up work, disallow make-up tests or quizzes, etc. for unexcused absences.

DROP/ADD POLICY

After consulting with their advisors, students may drop or add a course under the following guidelines: Courses may be added through the fifth calendar day from the first day of classes. Courses dropped on or before the last day of the first two weeks of school receive no statement on records of having been dropped. A student may withdraw from one or more courses up to exactly one month before the last day of class with a grade of W. After that date, a grade of WP or WF will be assigned by the instructor of the course unless the withdrawal is due to substantiated illness or emergency in which case a W may be assigned by the Vice President for Academic Affairs.

Grades of W, WP, and WF do not count in the computation of the student grade point average.

Students who fail to withdraw officially from a course will receive a grade of F for the course work.

Student must submit the signed Add/Drop form to the Registrar's Office to complete the process. If a student stops attending a class without officially dropping the class, a grade of F will be assigned.

Students enrolled in accelerated terms, including the MBA and MSCL programs, should refer to the term schedule for specific withdrawal dates. Students enrolled in the ME program should refer to the program handbook for withdrawal periods.

GRADING SYSTEM

Grades are recorded as follows:

A (-) Indicates work of distinction.

B (+ -) Indicates better than average work.

C (+ -) Indicates average work.

D (+ -) Indicates below average work.

F Indicates a failing grade.

I Indicates an incomplete grade and counts as F in computing GPA.

P Indicates a passing grade and does not compute in GPA.

AU Indicates a course taken for audit only.

NG Indicates that there was no grade for the course received from the instructor and does not compute in GPA.

W Indicates that the student withdrew without penalty from the course.

WP Indicates that the student withdrew without penalty from the course.

WF Indicates that the student withdrew without penalty from the course failing and does not compute in GPA.

Note: For students who are receiving educational benefits from the Veterans Administration, the period during which a WP or WF may be granted is limited to the thirty (30) days immediately following registration for the semester.

Quality Points

4.00 quality points per hour of A
3.67 quality points per hour of A–
3.33 quality points per hour of B+
3.00 quality points per hour of B
2.67 quality points per hour of B–
2.33 quality points per hour of C+
2.00 quality points per hour of C
1.67 quality points per hour of C–
1.33 quality points per hour of D+
1.00 quality points per hour of D
0.67 quality points per hour of D–

Note: *Grades of P, W, WP, WF, NG and AU do not count in the computation of the student grade point average.*

Recognition of Exceptional Grades

To encourage outstanding scholastic achievement, the University issues two lists each semester, the Honors List and the Dean's List. To be eligible for the Honors List, a student must earn 12 or more non-remedial hours and attain a grade point average of at least 3.70 with no grade below B. To be eligible for the Dean's List, a student must earn 12 or more non-remedial hours and attain a grade-point average of at least 3.40 with no grade below C.

Incomplete Grades

A student may receive a grade of incomplete ("I") if for some reason there is a failure to complete a small portion of the work in a course. In all cases the student must show that the work cannot be completed due to circumstances beyond the student's control. A grade of "I" must be removed by mid-term of the succeeding term after the student has taken the course. Otherwise the grade will automatically be changed to an "F". Students are to make up examinations at the convenience of the instructors. In computing the student's average, an incomplete will be considered as an "F" until such time as the incomplete is removed.

Grade Appeals

A student who feels the final grade assigned in a course is incorrect or has been awarded unfairly may appeal the grade utilizing the following procedure. Students must initiate the grade appeal process by no later than midterm of the following semester. A student should first contact his/her instructor to resolve a grade dispute. If the dispute cannot be satisfactorily resolved at this level, the student should contact his/her Department Chair. If the dispute cannot be satisfactorily resolved at this level, the student should submit a written grade appeal to the Vice President for Academic Affairs. Students must use the Grade Appeal form for this purpose; the form is available through the Registrar's Office. Upon receipt of the appeal, the Vice President for Academic Affairs will notify the student of his/her decision, in writing, within five (5) business days. The decision of the Vice President for Academic Affairs is not subject to appeal.

HONOR SYSTEM

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

The basis of the Honor System is the assumption that academic honesty lies at the heart of the

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

Honor Pledge

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

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

Each examination, quiz, or other paper which is to be graded will carry the student’s written pledge and signature: “I hereby certify that I have neither given nor received unauthorized aid on this paper.” The abbreviation “Pledge” followed by the student’s signature holds the same meaning and may be acceptable on papers other than final examinations. Faculty must also include the Honor Pledge on their syllabi to serve as an additional reminder.

Academic Integrity and Honor

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

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

An understanding of the Honor System must include the following:

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

Academic Dishonesty

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

Cheating is defined as:

- using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise;
- depending upon the aid of sources beyond those authorized by the instructor in writing pa-

pers, preparing reports, solving problems, or carrying out other assignments;

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

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

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

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

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

Steps in the Disciplinary Process

When an instructor suspects a student has violated the Honor Code the instructor must notify the student within five (5) business days of the alleged violation or within five (5) business days of the date upon which the instructor became aware of the alleged violation. The instructor also shall attempt to schedule a meeting with the student to present evidence of the alleged violation and to provide the student an opportunity to respond to the accusation. It is the student's responsibility to

schedule this meeting within five (5) business days of the student's receipt of the instructor's request. If the student fails to respond the instructor may proceed as follows.

Plagiarism: If an instructor determines that a student has committed an act of plagiarism, including self-plagiarism, on a graded assignment the student shall receive a zero for the assignment.

The instructor will notify the student of the penalty in writing and copy his/her Department Chair and the Vice President for Academic Affairs (VPAA). The VPAA will then notify the student that he/she is required to complete a plagiarism tutorial and submit a Certificate of Completion to the VPAA within two weeks of the date of the VPAA's notification. Failure to do so will result in the student's final grade in the course being reduced by one full letter grade. Upon receipt of the Certificate of Completion the VPAA will forward this information to the instructor and the Department Chair.

If a student commits an act of plagiarism with less than two weeks left in the term the student will be given an incomplete and still must complete the plagiarism tutorial and submit a Certificate of Completion within two weeks of the VPAA's notification. Failure to do so will result in the student's final grade in the course being reduced by one full letter grade when the incomplete is subsequently changed to a final grade for the course.

If an instructor determines that a student has committed a second act of plagiarism in the course on a graded assignment the student shall receive a zero for the course.

Other Violations: If an instructor determines that a student has committed another type of Honor Code violation (e.g. cheating), the student shall receive a zero on the assignment in question for the first offense and a failing grade for the course upon the commission of a second offense. Upon making either determination the instructor must notify the student in writing of the penalty to be imposed and copy his/her Department Chair and the VPAA.

Suspension: The VPAA will maintain the institutional record of all Honor Code violations. When a student has committed three violations of the Honor Code the VPAA will notify the student, in writing, that he/she will be placed on academic suspension for one calendar year beginning at the end of the current term. During this time the student will not be permitted to attend classes at the University or apply credit earned at other institutions toward completion of his/her degree at Tennessee Wesleyan.

To be reinstated, the student must submit a letter to the VPAA formally requesting readmission to the University. The letter must be submitted at least 45 days prior to the end of the suspension period and must include an acknowledgment of the student's past Honor Code violations, a reaffirmation of his/her commitment to abide by the Honor Code if readmitted to the institution, and any other documentation which the student feels is pertinent to his/her case.

RESOLVING STUDENT/FACULTY CONFLICT

The purpose of this procedure is to provide the student with a means for resolving conflict with a faculty member. This process does not include complaints of discrimination or harassment. The steps for those complaints can be found under the Harassment and Discrimination Policy found in this handbook. Examples of a conflict which might be a reasonable cause for using this procedure are included under the Student Rights and Student Responsibilities listed below:

STEP 1. The student who has a specific conflict shall first discuss his/her concern with the faculty

member in question. In the event that the student has justifiable reasons for not communicating directly with the faculty member, the student may proceed directly to Step 2. However, the student should be prepared to explain his/her decision to not talk directly with the faculty member.

STEP 2. If the student does not believe that the initial conference with the instructor has resolved the conflict, a request may be made for a conference with the faculty member's departmental chair. The department chair may confer with both the student and the instructor. If the student has not yet communicated directly with the faculty member and has justifiable reasons for not doing so, anonymity may be requested at this step. If the instructor is the department chair, the student may proceed directly to Step 3. At the student's request, the department chair will inform the student, in writing, of any outcome of this process within five (5) business days.

STEP 3. If the student does not believe that the conference at Step 2 has resolved the conflict, a request may be made for a conference with the Vice President for Academic Affairs. At this point, the student will be expected to present his/her concerns in writing, and this, along with the student's identity, will be provided to the faculty member in question. However, the Vice President may decide that anonymity at this stage is appropriate if the faculty member is the department chair. The Vice President will issue a written reply to the student within five (5) business days. The decision of the Vice President will be final.

In addition to the above procedures, students can utilize the following off campus agencies to file complaints:

- The University provides a "Campus Conduct Hotline" that is an anonymous reporting system designed to protect the principles of honesty, integrity, and excellence of the campus community. The "Campus Conduct Hotline" is operated by a third party that notifies the university administration should a report be received. A call to the hotline initiates a campus investigation to the issue. Individuals can contact the hotline at (423) 252-1105.
- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Secondary Schools (SACS), (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>);
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);
- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>).

RETENTION STANDARDS

A cumulative grade-point average of 2.0 is necessary for graduation. If a student's cumulative grade-point average in any term falls below retention standards he/she will be placed on warning. If a student on warning earns a grade-point average for that term or any subsequent term lower than retention standards, he/she will be placed on academic probation. If his/her next term average is above retention standards but his/her cumulative average is still below retention standards, he/she will be continued on academic probation. Any student with an unusually low grade-point average

for any term may be suspended or placed directly on academic probation by the Enrollment and Academic Status Committee, even though he/she has not been on warning in the previous term. Any student on academic warning or academic probation, whose average from the following term is below retention standards is subject to suspension by the Enrollment and Academic Status Committee.

SCHOOL CLOSINGS

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

TV stations: Chattanooga Channels:—WRCB 3, WTVC 9, and WDEF 12 and Knoxville Channels—WATE 6, WVLT 8, and WBIR 10.

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

STUDENT EVALUATION OF COURSES

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

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

1. be informed of course requirements;
2. be evaluated fairly on the basis of their academic performance as required by a professor as part of a course;
3. experience free and open discussion, inquiry and expression, both in the classroom and in conference;
4. experience competent instruction and advisement;
5. take exception to the data or views presented and reserve judgment about matters of opinion;
6. expect protection against a professor's improper disclosure of students' views, beliefs and political association which may surface as a result of instructing, advising or counseling;
7. expect protection, through established procedures, against prejudicial or capricious evaluation.

Students have the responsibility to:

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

WITHDRAWAL FROM A COURSE

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

WITHDRAWAL FROM THE UNIVERSITY

Students wishing to withdraw from the university must initiate the process with the Vice President for Student Life. The official date of withdrawal will be determined by the date assigned by the Vice President. A schedule of tuition, room and board refunds is listed in the university catalog. Students must check out of the residence hall within 24 hours of withdrawing unless they have made other arrangements with the Director of Residence Life.

CAMPUS SERVICES

BOOK VOUCHERS

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

BOOKSTORE

Students are encouraged to utilize the campus bookstore, operated by Follett, for their textbooks, university paraphernalia, and miscellaneous items. Bookstore hours vary and are posted outside of the store located in Townsend Hall.

CAMPUS ALERT SYSTEM

Tennessee Wesleyan University contracts emergency notifications services allowing the institution to communicate emergency situation developments to all faculty, staff, students, parents (and community emergency care providers). While available TWU community member contact information is loaded into the system, community members are expected to update the contact information with appropriate information in order to receive phone calls, emails, and text notifications. The updated information allows TWU to provide timely announcements regarding campus developments. If you have questions, please contact the Student Life Office.

CAMPUS EMPLOYMENT

Students have the opportunity to work in three on-campus, student employment programs. They are as follows:

Federal Work-Study Program (FWSP) - A Federal work program administered by Tennessee Wesleyan University offers students the opportunity to be employed on campus. The number of hours a student works per week is based on financial need. Students earn minimum wage and are paid on a monthly basis. Various positions are offered to students to complement their education with practical job experience. This program is restricted to U.S. citizens, or those in the U.S. for other than temporary purposes, who are maintaining satisfactory academic progress.

Tennessee Wesleyan University Work-Study Program - An institutional work program, whereby students may work on campus in areas that complement their education. Jobs depend upon availability of work and funds as well as the student's skills and abilities.

Work Scholarship (need based award) – If accepted, a work commitment would require a student to work a certain amount of hours each semester. Failure to complete the commitment will result in a balance being placed on your account proportionate to the non-completed hours. Work assignments will be made each fall.

CAMPUS SAFETY

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

Pursuant to T.C.A. # 49-7-2205 and 2206, Tennessee Wesleyan University makes monthly reports to the Tennessee Bureau of Investigation regarding crimes that have occurred on campus during the past month. The University is also required to make an annual report to the federal government which can be found on the University's website, <http://www.tnwesleyan.edu/student-life/campus-safety/>. Additionally, individuals are welcome to check this report in the Student Life Office.

CAREER DEVELOPMENT

The Career Development Office, located in the Willson House, provides career services to all interested TWU students. The Career Development Office is available to discuss future goals and to assist in the investigation of various career opportunities. Resume and interview workshops are offered throughout the year as well as individual counseling. Students using the placement service should file all requested materials with the Career Development Office.

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

CHECK CASHING

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

CHANGE IN ADDRESS, NAME, OR TELEPHONE NUMBER

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

COMPUTING SERVICES

The Campus Information Technology Department, located on the lower level of Lawrence Hall, over-see's all campus technology, including voice and data networks and associated devices. Among other services, this includes Internet service in the residence halls, as well as electronic resources such as email, Sakai (the campus learning management system), and MyPortal (the campus portal).

Wired and wireless connectivity to the Internet is provided in all campus facilities. Wireless connectivity provides mobility and convenience, while wired connectivity offers increased performance and stability. Students may connect their personal devices to the campus WIFI by selecting the "TWU-Student" network, or may connect an Ethernet cable to an appropriate wall jack (available in each residential room).

Additionally, the university provides several computer labs for student use. Among them, the Fisher Lab is open until 10PM, public access computers are available for extended hours in the Merner-Pfeiffer Library, and the Wesley Commons Lab is open 24/7.

Each student at TWU is provided with an official @tnwesleyan.edu email address and access to MyPortal during the orientation/registration process. Additionally, all TWU students are eligible to install Microsoft Office at no additional cost on their personal device(s).

Students are expected to use campus computer and electronic resources responsibly and in a manner consistent with the mission of the university. Network access to any device or resource that may negatively impact the availability and stability of campus network resources (those infected with mal-ware, for instance) is subject to removal from network access until such threat is rem-

edied. For additional usage guidelines, refer to the university computer usage policy found in the "Policies and Procedures" section (pages 32-33) of this student handbook.

If you have any questions regarding any of these services, need advice on computing requirements or recommendations, or would like assistance in connecting to the Internet, please contact the Information Technology Help Desk at (423) 746-5339 or email HelpDesk@tnwesleyan.edu.

DISABILITIES SERVICES

Tennessee Wesleyan University affirms its intent to comply with federal regulations regarding persons with disabilities, specifically with section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act. The University does not discriminate on the basis of disability in employment or admissions. Students seeking reasonable accommodations consequent to a documented disability should contact Dr. Patsy Ging, Sherman Hall, 423-746-5237. Upon review of the documentation, provided by the student, the office will assist the student in working with the faculty to secure reasonable accommodations.

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

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

FINANCIAL AID

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

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

FOOD SERVICES

The dining hall is open seven days per week when classes are in session. Students are allowed to invite guests to use the cafeteria at any time; however, guests will pay the standard cafeteria rate.

Students are expected to practice courtesy, consideration, and good table manners in the dining hall. The dining hall will be closed during all university holidays. The dining hall hours are:

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

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

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

*Hours are subject to change.

1. Meal plan students must present student ID at each meal. Students will not be permitted to enter the dining hall without their student ID.
2. Shoes and shirts must be worn at all times.
3. No food, drink, utensils or other items may be taken from the dining hall.
4. After eating, return your dishes, silverware, and trash to the dish area.

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

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

HEALTH CENTER

The campus nurse will provide basic care to students, including some tests for strep, flu and pregnancy. In addition, the nurse will be able to write prescriptions and make doctor referrals if necessary. Services will be free to students. The campus nurse will be located in the Health Center, directly across the street from Townsend Hall. The office phone number is (423) 746-5274.

HIGGINS STUDENT CENTER

The Higgins Student Center in Townsend Hall provides recreational activities for students. Entertainment and games are available at no cost or a minimal fee. A student lounge is also available to students for studying or meeting. Students wishing to use billiard equipment, Ping-Pong equipment, board games, or outdoor equipment may do so by checking out the equipment with their TWU student ID or driver's license.

IDENTIFICATION CARDS

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

IMMUNIZATION RECORDS

In accordance with Tennessee Department of Health Rule 1200-14-1-.29, revised December 2009, all full-time students must comply with the following immunization requirements. Students without

this documentation may be subject to dismissal from Tennessee Wesleyan University until the issue is resolved.

Who is required to be immunized?

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

Measles, mumps and rubella immunity:

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

Varicella (chickenpox) immunity:

- Proof of immunity to varicella (chickenpox) is required by meeting one of the following 4 criteria: o Date of birth before 1980, *or*
- History of chickenpox illness diagnosed by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, *or*
- Documentation of 2 doses of varicella vaccine given at least 28 days apart, excluding doses given earlier than 4 days before the first birthday, *or*
- Documentation of blood test (serology) showing immunity to varicella.

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

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

Valid exemptions to requirements:

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

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

Location of immunization records: Adults can have difficulty locating childhood immunization records. They should check with family members who may have copies of childhood records. They should try to contact the original immunization provider: if a local health department, contact them directly; if a private medical office, contact that office. Schools may have copies of immunization

certificates in student files. Children born after the mid-1990s may have records entered in a state-managed immunization registry; such registries now exist in many states, but are unlikely to contain information on adults. If records cannot be located, vaccination is recommended – additional doses of vaccine are not harmful. **For more information: visit <http://twis.tn.gov> or <http://health.state.tn.us/CEDS/required.htm>.**

PUBLICITY AND PROMOTION

Student clubs and organizations are encouraged to take advantage of all available opportunities to advertise their meetings and activities. Organizations may also send news release material to the Director of Marketing and Communication for releases to the local media or to the Webmaster for posting on the university website. Publicity materials for posting must be approved by the Student Life Office.

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

Four levels of accessibility to events are recognized:

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

RECREATION AND FITNESS FACILITIES

Tennessee Wesleyan University provides fitness and recreational facilities for all full-time students. All full-time day students on the Athens campus are students will have access to the Bulldog Fitness Complex. Located in Townsend Hall, the Bulldog Fitness Complex features cardio and strength equipment, available to all students. When the Colloms Campus Center is completed in spring 2019, we will expand the Bulldog Fitness Complex to include more equipment as well as group fitness opportunities.

Students are also encouraged to utilize the sand volleyball court, campus tennis courts, Robb Gym, and Wesley Commons Courtyard if the facilities are not reserved.

RECYCLING

Tennessee Wesleyan University campus members are encouraged to participate in the on-campus recycling program. The university has recycling containers in all facilities throughout campus and recycles aluminum cans, plastic, newspaper/paper, and cardboard.

SCHEDULING CAMPUS EVENTS/ACTIVITIES

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

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

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

SOCIAL REGULATIONS

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

STUDENT MEDICAL/HEALTH INSURANCE

Students are required to have medical insurance. All international students are required to participate in the mandatory health insurance program unless they apply and are approved to opt out with the Business Office.

STUDENT MENTAL HEALTH SERVICES

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

STUDENT SUCCESS CENTER

The Student Success Center, located in the Willson House, facilitates student learning by providing complimentary services for tutoring, writing, and study skills. Additionally, resources for career and graduate school planning are offered to all students in the Student Success Center.

TWU LIBRARY AND LEARNING COMMONS

The Library is here to help you with your research! We have thousands of books, e-books, and DVDs, and access to loads of databases full of journal articles, newspapers, magazines, eBooks, images and streaming films. The library has desktop computers, printers, scanners, and copiers available for student use, and there is a Café with coffee, tea, and hot chocolate on the library's lower floor.

Fall and Spring Semester Hours

Monday – Thursday 8:30 a.m. to 10:00 p.m.
 Friday 8:30 a.m. to 5:00 p.m.
 Saturday closed
 Sunday 2:00 p.m. to 8:00 p.m.

Summer School Hours

Monday – Thursday 8:30 a.m. to 6:00 p.m.
 Friday 8:30 a.m. to 4:00 p.m.
 Closed Saturday and Sunday

Exceptions to the library's regular hours are on the library's website <http://library.tnwesleyan.edu>. The library is closed for all holidays appearing on the university calendar.

Research Help Services: Librarians are available to help students with research information and advice. Come in, call, email or chat online with librarians for help. You can make an appointment to meet one-on-one with a librarian by visiting the library's website. Librarians teach library instruction classes to TWU 101 and many other university classes.

Tutoring Services: The Writing Center is located in the library for help with writing in all subjects. Tutors in math, science, and other subjects are on hand, as well. See our website for schedules: <http://library.tnwesleyan.edu/tutoring>

Study Spaces: Meet your friends in the library learning commons! The main floor, Café and children's room have whiteboards, tables and couches for group study. The 1st and 3rd floor stacks are best for quiet study. Food and beverages are allowed in the café area, and drinks with lids are OK in other parts of the library. No tobacco in the library.

Checking out books: Students can check out an unlimited number of books for a period of 3 weeks and can renew each book once. DVDs, and magazines are checked out for 3 days each. All electronic databases and resources can be accessed 24/7 from anywhere. Your TWU ID is required for checkout. Browse our popular reading section in the café for current fiction. Check your library account here: <https://library.acaweb.org/patroninfo-S65>

Logging in from Off Campus: Log in with your last name and your 13 digit barcode number. Your barcode can be found on the bottom of your TWU ID.

Interlibrary Loans: We can borrow books and articles for you from other libraries that are not in our collection. It is free of charge to currently enrolled students.

Course Reserves: Teachers may place books, articles, and DVDs designated for specific classes on reserve for you. These are found at the library's front desk. Reserves have a limited checkout time and the overdue fines are very high for reserve items. Students can only check out 2 reserves at a time.

Overdue and Lost Books: Fines are \$0.25 per day or \$1.00 per day for reserves. Books that are lost or are not returned are billed to the student at the replacement cost plus a processing fee and any accumulated fines. You will not be able to register, get your grades or log in from off campus if you have overdue books, lost books, and unpaid bills and fines.

STUDENT ACTIVITIES

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

To be recognized by the university, a new campus organization must route its request through the Director of Student Involvement and the Student Government Association. This request must be accompanied by a copy of the proposed organization's Constitution and Bylaws. The Legislative Body of the Student Government Association will either approve or disapprove the request. This action is to be forwarded to the Student Affairs Committee, which will approve or disapprove the

request utilizing the action of the Student Government Association as an advisory opinion. If there is a difference of opinion as to approval or disapproval of the request, this difference will be resolved through a conference of appropriate members of the SGA and the university administration.

Consult the Constitution and Bylaws of the Student Government Association for academic requirements for holding office in student organizations. Only full-time students with a 2.00 or higher GPA may hold an office in a campus organization. Each organization must have a faculty or staff sponsor who shall be approved by the Director of Student Involvement.

SOCIAL/ACADEMIC CLUBS AND ORGANIZATIONS

For a full list of student organizations, please use the link <http://www.tn wesleyan.edu/student-life/get-involved/>.

CHEERLEADERING

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

CONVOCATIONS

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

Full-time students (those enrolled in twelve hours or more) attending classes on the main campus are required to attend five convocations per semester. A list of scheduled convocation programs is distributed at the beginning of each semester via the university app and posters throughout campus. Additionally, copies are available in the Student Life Office.

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

GREEK ORGANIZATIONS

TWU has one National Panhellenic Conference sorority, Sigma Kappa, and one local sorority, Alpha Xi Gamma. Additionally, the university has one local fraternity, Delta Zeta Phi. Students are invited to become members through a system of preferential bidding. Each group has on-campus advisors. Responsibility for Greek organizations rests with the Director for Career and Leadership Development.

Students must be enrolled full-time at the university and have a 2.5 GPA before they can be initiated. Full-time students are eligible to receive a bid at any time during the fall and spring semesters except from the first day of fall semester classes to Formal Bid Day. No bids may be distributed and/or accepted when classes or finals are not in session. New members must be initiated by the end of the semester in which they accepted a bid except in certain circumstances where the organization or the student has requested a delayed initiation date.

All Greek organizations are governed by the Greek Council and are expected to adhere to the Constitution and Bylaws of the Greek Council. The Greek Council, working in concert under the jurisdiction of the Vice President for Student Life and the Director of Student Involvement, will formulate recruitment and new member policies as outlined in the Greek Council Bylaws.

INTERCOLLEGIATE ATHLETICS

Tennessee Wesleyan University is a member of the NAIA and the Appalachian Athletic Confer-

ence. Students who participate in intercollegiate athletics must meet the eligibility rules of both these organizations. There is provision in the intercollegiate athletic program for men's baseball, basketball, bowling, cross country, golf, lacrosse, soccer, tennis, track; and women's basketball, bowling, cross country, golf, lacrosse, softball, soccer, tennis, volleyball, and track. All full-time TWU students are admitted without charge to all athletic events, except for tournaments. For intercollegiate athletic schedules contact the Athletic Department or the university website.

MUSIC ACTIVITIES

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

The facilities of the Department of Music may be used by the faculty and student body on the basis of availability. Permission to use these facilities must be obtained from the Chair of the Department.

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

RECREATIONAL SPORTS

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

RELIGIOUS ACTIVITIES

In cooperation with the Chaplain's Office, a variety of religious activities are available on the campus of Tennessee Wesleyan University. These activities on campus seek to supplement, not substitute for participation in a local church.

Chapel is held on Thursdays at 11:00 a.m. in the Student Chapel located on the third floor of Old College. These chapel services provide Convocation credit, and often include selected speakers/topics/singers.

Wesley Christian Fellowship, an ecumenical student group providing opportunities for fellowship and service, meets each week on Tuesday nights at 6:30 p.m. in the Campus Ministry Room (a.k.a. 'The Foundry'), located on the 3rd floor of Old College, across from the Student Chapel.. Activities include worship, Bible study, and meals and service to those in need in the community.

Baptist Collegiate Ministry provides a nondenominational membership opportunity for Christian fellowship each week on Thursday nights at 6:30 p.m. in the Campus Ministry room. Student-led bible study is held weekly, as well as a fellowship luncheon on Thursdays at 11:45 a.m. at First Baptist Church in Athens.

In addition to these weekly religious activities, there are also periodic opportunities for service and mission, such as spring break mission trips, spiritual life retreats, and service to the community. Additional information may be obtained by contacting Chaplain Chris Dover at 804-241-1956 or cdover@tnswesleyan.edu.

Your attendance at local churches is strongly encouraged by the university. You will find many churches of various denominations throughout the community. Each of these churches welcomes

Tennessee Wesleyan University students into their worship and participation in their programs. A complete listing of area churches, their minister, and their times of worship is published weekly in the local newspaper, *The Daily Post Athenian*.

STUDENT PUBLICATIONS

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

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

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

STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING

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

- Student Government Association
- Student Representation on the Board of Trustees
- Student Representation on the Student Activities Board
- Regular student involvement on various Ad-Hoc committees
- Informally through random canvassing and opinion questionnaires

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

RESIDENCE LIFE

Tennessee Wesleyan University is a residential university. Residence halls are more than just a place to live. They are classrooms for learning human relations skills and social centers for the residents in each facility. Students living on campus become residents of a small neighborhood within each facility and a member of the larger community of all those who live on campus. As in every such community, policies and procedures are necessary to protect the rights of individuals and the welfare of the community at large. In keeping with the Christian purpose of the university, they also reflect the values and standards of conduct expected of residents. At all times, residents are expected to use good judgment and show respect for the rights and needs of others in the care

and use of student housing and facilities. The ideals of the Civic Arts encourage all of us to be active participants in our communities. The residence halls provide an immediate opportunity for community involvement. All residents are responsible for being active, positive participants in their residential community.

BATHROOM AND KITCHEN SINKS

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

BUILDING EXTERIORS

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

CABLE TELEVISION

Every Tennessee Wesleyan University residence hall room is wired for access to the campus cable TV network. For questions or to report problems with cable service, please contact the Student Life Office.

CANDLES AND INCENSE

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

CHECK-IN/CHECK-OUT

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

If you plan to move out of your room, let the RA know 24 hours in advance so he or she may be present to inspect the room and sign off on the Room Inventory. If you are not present during the inspection, the staff member's inspection is final. Students are expected to return the room to its original condition. Rooms requiring special cleaning will be assessed a \$100 cleaning charge for minor cleaning. Additionally, the Residence Life staff will conduct a final inspection of the room. The Student Life Office reserves the right to assess for damages not noted at checkout.

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

DAMAGES/VANDALISM

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

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

If the university is unable to determine who is responsible for particular damages, or there are damages to common areas (i.e. hallways, bathrooms, corridor doors), the costs will be prorated to the occupants of the building, floor or room/apartment where the damage occurred. Although charges will be billed immediately, the work associated with repairs may be delayed at the discre-

tion of the Student Life Office and Facilities Management. The Director of Residence Life may prorate charges to a particular group, if evidence warrants such action.

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

ELECTRICAL APPLIANCES

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

Outdoor grills, gas or electric, are permitted on campus in designated areas only. Small microwave ovens (700 watts or smaller) and small refrigerators, not to exceed 3.1 cubic feet in size, are allowed. The university also permits items such as George Foreman grills (or similar products) in kitchen areas only. All appliances must bear the Fire Underwriters Approval seal or that of a nationally recognized testing organization of equal standing. Unauthorized appliances will be confiscated, with a possibility of disciplinary action.

The university prohibits the use of standard extension cords. Should a student need additional outlets, they need to use 14 gauge electrical strips with a built-in surge protector.

FIRE DRILLS, EQUIPMENT AND ALARMS

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

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

KEYS/LOCK OUTS

Students that misplace or lose keys will be charged \$100 for the changing of the lock and replacement keys. For safety and security purposes, students should report lost or stolen keys immediately to their Resident Assistant or the Director of Residence Life. Students should contact a RA in their building if they are locked out of their room. After a 2nd lockout request, RAs will request a lock change and the student will be charged accordingly.

KITCHEN AREAS

Kitchen areas are provided in each of the residence halls. Students are responsible for cleaning the facilities after each use. Facilities Management may dispose of any items left in these areas for any extended period of time (refer to Personal Items in Public Areas).

LAUNDRY SERVICES

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

MAINTENANCE

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

PERSONAL PROPERTY/INSURANCE

The university does not assume responsibility for losses as those resulting from fire, theft or other causes. Check with your family's insurance agent to see if your family homeowner's policy will cover loss of your personal property while at university. If not, you are urged to provide your own personal loss insurance. More information can be found on the university website under Student Life.

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

Tennessee Wesleyan University does not assume any responsibility for any personal property left in the residence halls after closing. Any students who leave behind items in their rooms will be charged a removal fee of \$100, in addition to any applicable cleaning charges. Storage facilities are not available on campus for student belongings.

PERSONAL ITEMS IN PUBLIC AREAS

Dishes, cooking supplies, athletic equipment, room furniture, and other personal belongings are not permitted to be left in public areas. Items left in public areas are a safety, community health, and cleaning issue. Any personal belongings found in a public area for more than 24 hours are subject to disposal.

PETS

University policy prohibits all animals, except fish, in the residence halls. Students may have an aquarium of 10 gallons or less with fish as long as they are kept in sanitary conditions. Discovery of prohibited pets will result in an automatic fine of \$50, even in cases where pets are "just visiting" for a short time. An additional exception would be for service animals as defined by the American Disabilities Act. Service animals are permitted with proper documentation of their training and needed service(s).

QUIET AND CONSIDERATION HOURS

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

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

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

REMOVAL OF UNIVERSITY PROPERTY

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

RESIDENT ASSISTANTS

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

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

ROOM ASSIGNMENTS

The Student Life Office reserves the right to make all assignment of students to rooms and residence halls. Student requests will be honored whenever possible. Priority for rooms is determined during the registration process in the spring semester based on seniority. See single room policy on page 31.

ROOM CHANGES

To change rooms, obtain a form from the Director of Residence Life. All changes must be authorized by the Director of Residence Life. Students who change rooms without proper authorization are subject to a \$100 improper room change fine and removal.

RESIDENCE HALL AGREEMENT

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

RESIDENCY EXEMPTION

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

1. students living with a parent or guardian who lives within the commuting area (25 mile radius);
2. married students;
3. students with custody of a child;
4. military veterans eligible for benefits under Public Law 358, G.I. bill effective June 1966;
5. financially independent students (as defined by financial aid criteria);
6. seniors, with an approved schedule which will lead to graduation that academic year;
7. students enrolled for less than 12 semester hours for the next semester. (Students may not add hours after registration without being required to live on campus.)
8. International students requesting off-campus must have lived on campus for at least one academic year and be enrolled in your senior year.

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

ROOM INSPECTIONS/ROOM SEARCHES

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

- Inspections for health, safety, and maintenance will be held at least two times per semester. These room inspections will be announced in advance.

- Emergencies, such as a medical crisis, following an arrest, or pursuing criminal suspects.
- University officials may search the room of any resident student based on probable cause or based on information provided to the Student Life Office or Campus Safety regarding violations of the Student Handbook. The search can include, but is not limited to drawers, closets, and personal effects.

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

ROOM OCCUPANCY/BREAK STAY

In order for the maintenance staff to clean, paint or repair rooms, all residence halls are officially closed during Christmas Break. If you must remain on campus during this period, you must obtain permission in advance from the Director of Residence Life.

Students, excluding international students and athletes required to be on campus due to athletic events, wanting to stay in the halls during these breaks will be assessed a \$25-per-day charge. This charge will also apply to students wishing to move-in early or check-out late.

SINGLE ROOMS

Single rooms may be requested; however, they are not guaranteed and only available as space permits. A student who requests and is assigned to live in a single-occupancy room is assessed an additional housing fee. A student who requests and is assigned to live alone in a two-person room is assessed an additional housing fee, adjusted on a yearly basis. For information on current fees, contact the Student Life Office or Business Office.

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

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

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

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

This policy applies to a student who is assigned to a double occupancy room and is not assigned a roommate. If a student requests and receives a single room during the semester, the additional housing fee is prorated based upon the date of check-in into the new room.

USE OF FACILITIES DURING HOLIDAYS

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

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

VISITATION

Visitation hours are intended for friends and family, never for unrestricted public access to residence halls. Each resident student is responsible not only for his/her own conduct, but for the conduct of his/her visitors. **Visitors are to be accompanied by their host at all times.**

Opposite-sex visitor's visitation hours are from 9:00 a.m. until midnight Sunday-Thursday and 9:00 a.m.-2:00 a.m. on Friday and Saturday. Overnight guests must be of the same sex and over 18 years old (unless for special occasions sponsored by the university). After approval from the Director of Residence Life, students must notify their RA of the overnight guest. There is a two night maximum stay for overnight guests unless approved by the Director of Residence Life. There is no visitation when the university or the residence halls are officially closed. Visitation in the main lobby of each building is 24 hours; however, host(s) must be present and quiet hours maintained.

WALL MOUNTING

To avoid damage, use 3M Command Strips or a similar non-permanent mounting to display decorations. Nails, tacks, push pins, masking tape, and adhesive decals all cause wall damage. Damages to walls will be charged to the residents of the room.

UNIVERSITY POLICIES AND PROCEDURES

ACCEPTABLE USE OF INFORMATION SYSTEMS POLICY

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

Acceptable Use Policy

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

1. Users are responsible for being aware of and following the published procedures for accessing the computer systems.
2. Users must use only the computer accounts that have been authorized for their use. They must use the computer accounts only for the purposes for which they are authorized. Use of TWU's computer resources for personal or business financial gain without express authorization is prohibited.
3. Users are responsible for the use of their computer accounts. Users should make use of system provided protection features such as passwords, and they should take precautions against others obtaining access to their computer resources. Users should not make an account available to others for any purpose.
4. Users will not attempt to circumvent or subvert system or network security measures.
5. Users will not access or copy the programs, files, or data belonging to other persons or to

Tennessee Wesleyan University without prior authorization. Users will not attempt to access files for which they do not have authorization. Programs and data provided by TWU are not to be taken to other computer sites without permission.

6. Users may use software, if that software has been legally obtained, on TWU's computers only with permission of the supervisor of that computer, and if its use does not violate any license or copyright restriction.
7. Users may not use programs on TWU's computers that were obtained from other computer sites unless they are in the public domain or authorization to use them has been obtained. A copy of such authorization must be on file in the office of Campus Information Technology.
8. Users must not attempt to encroach on others' use of the facilities or deprive them of resources. Deliberate wasteful use of resources, such as printing or storing large amounts of unnecessary data on university computers or use for purely recreational purposes is prohibited.
9. Users are expected to conduct themselves in a manner that does not offend or harass others and that does not interfere with individual and campus activities. Resources are not to be used to store or transmit obscenities or other potentially offensive material including but not limited to abusive use of e-mail.
10. Do not attempt to modify system facilities. Do not misuse, damage or misappropriate computer equipment.

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

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

Information Disclaimer

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

ALCOHOL AND OTHER DRUG (AODA) POLICY

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

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

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

All violations of Tennessee Wesleyan University policies or state and federal laws will be prosecuted by university officials. State and federal officials also have the prerogative to prosecute, separate of the university's actions, in accordance with their procedures. The students' rights and re-

sponsibilities outlined herein will be adhered to as the standard administrative practice regarding student discipline and students' rights.

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

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

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

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

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

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

"GOOD SAMARITAN" MEDICAL AMNESTY:

1) For Victims-Tennessee Wesleyan University provides amnesty to victims who may be hesitant to report to university officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

2) For Those Who Offer Assistance-To encourage students to offer help and assistance to others, university pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Vice President for Student Life, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

3) For Those Who Report Serious Violations- Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the university are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Vice President of Student Life not to extend amnesty to the same person repeatedly.

4) Safe Harbor- TWU has a Safe Harbor rule for students. The university believes that students who have a drug and/or addiction problem deserve help. If any TWU student brings their own use, addiction, or dependency to the attention of university officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

DRUG FREE WORK PLACE POLICY

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

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

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

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

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

Drug abuse prevention programs are available at the following:

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

FIREARMS AND FIREWORKS

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

HARASSMENT AND DISCRIMINATION POLICY

The university values a community atmosphere that is free from all forms of discrimination and harassment. In compliance with federal law, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Tennessee Wesleyan University does not discriminate on the basis of race, gender, religion, color, national or ethnic origin, age, or disability in the administration of its educational policies, programs, or activities; its admission policies, or employment. The university prohibits conduct which prevents free academic interaction and opportunities or which creates an intimidating, hostile, or offensive study or work environment.

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

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

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

Grievance Procedure for Discrimination or Harassment

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

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

Procedure for Reviewing Complaints of Discrimination and Harassment

The Vice President for Student Life is the university official responsible for receiving and processing all informal and formal complaints. The Vice President may advise reporters on procedures

and alternatives available for handling their grievance. The Vice President for Student Life will keep records of all complaints which shall include a summary of actions taken to resolve the complaint and include the final disposition of the matter.

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

Individuals who believe they may have been discriminated against or harassed should discuss the complaint with the Vice President for Student Life prior to taking any action on the complaint under these procedures. The initial contact between the reporter and the Vice President will be kept confidential. Members of the campus community receiving complaints, which may be appropriate for review under this policy, are advised to refer complaints to the Vice President for Student Life, who will advise potential reporters concerning the university's Harassment and Discrimination Policy, and the procedures available to pursue a complaint. Any reporter may elect to use either the informal or formal processes. The initial choice of the informal procedure does not preclude a later, formal complaint.

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

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

Informal Complaint Process

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

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

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

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

Formal Complaint Process

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

1. It must identify the reporter and the respondent(s) and should state the nature of their relationship to the university.
2. It must state the type of discrimination or harassment alleged (whether on the basis of race, gender, sexual orientation, national origin, or constituting sexual harassment, etc.).
3. It must contain a brief description of the circumstances of the alleged discrimination including date or dates upon which the alleged discrimination or harassment took place, if applicable.
4. It must include the remedy being requested by the reporter against the respondent of appropriate TWU administrative unit.

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

Except for good cause shown, within sixty (60) days after receiving a formal complaint, the Vice President for Student Life shall make sure the university Judicial Council is convened as described in Section B under the Organization of Judicial Systems, and send a copy of the complaint together with a copy of these procedures and a timetable for the actions required by these procedures to the parties.

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

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

Record Keeping Requirements

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

procedures, as required in order to implement the decision on the complaint or as otherwise required by law.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member or staff member should be brought to the immediate attention of Director of Human Resources in Lawrence Hall or calling 423-746-5327. Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of Vice President for Student Life. Tennessee Wesleyan University will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the Director of Human Resources or the Vice President for Student Life the student may inquire or complain to any officer of Tennessee Wesleyan University at the level of Vice President or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, Tennessee Wesleyan University will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from the Tennessee Wesleyan University for serious or repeated violations.

HAZING POLICY

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

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

Hazing activities include, but are not limited to the following activities: whipping, beating, paddling, branding, calisthenics, running, exposure to the elements, forced consumption of food, liquor, or drugs (legal or illegal), or any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, coerced sexual harassment, kidnapping, or car drops, when conducted in a prohibited manner as defined above.

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

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

INTELLECTUAL PROPERTY POLICY

INTELLECTUAL PROPERTY REVIEW BOARD

The Board of Trustees hereby authorizes the President to appoint a committee, made up of faculty and staff, to oversee intellectual property issues and which has the responsibilities and authority

described in this document. Hereafter this committee will be referred to as “the committee”. Specifically the committee would be made up of faculty members from the standing Promotion, Tenure, and Ethics Committee and three staff members appointed by the President.

WHAT IS INTELLECTUAL PROPERTY?

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

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

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

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

WHO OWNS THE PROPERTY?

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

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

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

WHO MAY USE INTELLECTUAL PROPERTY?

In cases where the individual employee owns the intellectual property (copyright or patent), it shall be understood that the institution may use this property for internal educational, instructional, ad-

ministrative and accreditation uses. Furthermore, if an employee transfers copyrights to a publisher, every effort should be made to include a clause which allows the institution to use the property for internal instructional, educational, administrative, and accreditation uses.

DISTRIBUTION OF FUNDS GENERATED

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

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

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

HOW TO RESOLVE EMERGING ISSUES AND DISPUTES

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

MEDIA POLICY

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

If a reporter or other member of the media contacts a member of the faculty or staff, or a student, that individual should put the journalist in touch with the university's Director of Marketing and Communication. No student, faculty or staff member is to initiate contact with or make any comment regarding Tennessee Wesleyan to a member of the media without first contacting the Director of Marketing and Communication. The Office of Marketing and Communication should also be notified if a member of the media visits the university.

Additionally, students should not create a university-affiliated page, on any form of social media, without obtaining prior written approval from the club or organization's advisor. Additionally, students should not create a university-affiliated page on any form of social media without obtaining prior written approval from the club or organization's advisor AND the Office of Marketing and Communication. A member of the Office of Marketing and Communication must have administrator access on all university-affiliated social media accounts, and the office reserves the right to monitor

and edit all university-affiliated pages. The Office of Marketing and Communication also has the right to shut down any page posting inappropriate content or any page that is not adequately maintained.

MISSING STUDENT NOTIFICATION/ACTION POLICY

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

Students have the option to provide an emergency person/number to be contact if they are believed to be (a) missing for more than 24 hours and/or (b) in potential danger. This information will only be available to authorized campus officials and law enforcement officers in furtherance of resolving the missing student's investigation/emergency situation.

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

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

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

1. Initiating a search on campus for the missing student,
2. Attempting to contact the involved missing student directly through cell phones, room phones, or email/social networking venues,
3. Contacting known associates of the missing student,
4. Checking the involved missing student's room for information that might lead to his/her location,
5. Checking the involved missing student's campus email and phone for recent usage. Class schedules and instructors should also be consulted to determine the latest attendance,
6. Making contact with the involved missing student's emergency contact number if the threat level determines it to be a necessary and/or if the student has been missing for more than 24 hours. If the student is under the age of 18 and is not emancipated, the student's parents/guardians must be notified,

LOCAL LAW ENFORCEMENT WILL BE NOTIFIED IF THE THREAT LEVEL DETERMINES IT NECESSARY.

SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY

Tennessee Wesleyan University's Standards of Conduct prohibits sexual misconduct which is a form of sex discrimination and thus a violation of Title IX and other laws. Tennessee Wesleyan University does not discriminate in employment, the admission of students, or in the administration of any of its educational policies, programs, or activities on the basis of race, color, national or ethnic origin, sex, sexual orientation, age, disability, or veteran/reserve/national guard status. Ten-

nessee Wesleyan University complies with the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act. The Title IX Officer, 204 E. College St, Athens, TN, (Townsend Hall), 423-746-5216.] is the person responsible for coordinating the university's effort to comply with these laws.

This policy covers all forms of sexual misconduct between undergraduate students. Sexual misconduct is a broad term that includes sexual assault, sexual exploitation, sexual harassment, dating violence, domestic violence and relationship violence and stalking. All undergraduate sexual misconduct is considered prohibited conduct under this policy. Prohibited conduct also includes retaliation, complicity, and certain other related misconduct. Each of these terms is defined below.

DEFINITIONS

Sexual misconduct is a broad term that encompasses several forms of prohibited conduct. Most of its forms also constitute crimes in Tennessee and throughout the United States.

Sexual misconduct offenses include, but are not limited to, the following:

Non-consensual sexual contact is any intentional touching, however slight, with any object, by any person upon any person, that is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-consensual sexual intercourse is any sexual intercourse, however, slight, with any object, by any person upon any person, that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger and oral copulation, no matter how slight the penetration or contact.

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

- Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person;
- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio recording of sexual activity;
- Going beyond the boundaries of consent (such as letting a friend hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Sexual harassment is (1) unwelcome, gender-based verbal or physical conduct (2) that is so sufficiently severe, persistent or pervasive (3) that is unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities and is based on power differentials, the creation of a hostile environment, or retaliation. Examples include (but are not limited to) attempting to coerce an unwilling person into a sexual rela-

tionship; repeatedly subjecting a person to egregious, unwelcome sexual attention; punishing a refusal to comply with a sexually based request; conditioning a benefit on submitting to sexual advances; stalking; gender-based bullying; sexual violence; and intimate partner violence.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the survivor, by a person with whom the survivor shares a child in common, by a person who is cohabitating with or has cohabitated with the survivor as a spouse or intimate partner, by a person similarly situated to a spouse of the survivor under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor, and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship and the frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

Other Related Definitions

Reporter: The reporter is generally the person filing the report but can also refer to the person who was named as the victim or survivor in the reporting process.

Respondent: A respondent is the student who is responding to an allegation of misconduct.

Sexual misconduct grievance: A formal report made against a student, indicating a violation of the university's sexual misconduct policy.

Retaliation against any person or another student for any reason is a violation of university policy. In cases of sexual misconduct, retaliation includes intimidation, threats, harassment and other adverse action threatened or taken against any reporter or other persons participating in the conduct process. Retaliation should be reported promptly to [insert contact].

Complicity means any act that knowingly aids, facilitates, promotes or encourages the commission of an incident of prohibited conduct by another person.

Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Additionally, the following rules shall be used to determine whether consent was communicated for a particular act:

1. Whether an individual has communicated consent is evaluated from the perspective of what a reasonable person who perceived the individual's words and/or conduct would have understood.
2. One's own use of alcohol, drugs, or other substances does not diminish one's responsibility to obtain consent from the other person. Moreover, another person's use of alcohol, drugs, or other substances does not diminish one's responsibility to obtain consent from that person.
3. Consent must exist from the beginning to the end of each sexual encounter and for each particular act (e.g., sexual contact and sexual intercourse) that occurs during a sexual encounter.

4. The responsibility for obtaining consent rests with the individual who voluntarily and physically initiates a particular act (e.g., sexual contact and sexual intercourse), even if the other person initiated the sexual encounter.

5. Consent cannot be obtained by taking advantage of the incapacitation of another person, or inferred from the incapacitation of another person, if one knew (or a reasonable person would have known) that the other person was Incapacitated. Because the incapacitation of another person may be difficult for one to discern, persons subject to this policy are strongly encouraged to err on the side of caution (i.e., when in doubt, assume that the other person is Incapacitated and therefore unable to give Consent.)

6. Consent also cannot be obtained by or inferred from:

- coercion;
- silence that is not accompanied by conduct evidencing an agreement to engage in a particular sexual act;
- consent communicated by the other person on a previous occasion;
- consent communicated to another person;
- the other person's failure to resist physical force (however, for purposes of this policy, the other person's resistance to physical force will be viewed as a clear demonstration that the person has not communicated consent);
- the sexual arousal of the other person;
- a current or previous dating, romantic, intimate, or sexual relationship with the other person;
- currently or previously cohabitating with the other person; the other person's attire;
- the other person's reputation;
- the other person's giving or acceptance of gifts; or
- the other person's extension or acceptance of an invitation to go to a private residence, room, or location.

7. A verbal "No" (or words equivalent to "No"), even if it sounds insincere or indecisive, always means that consent has not been communicated, or if previously communicated, has been withdrawn. The absence of a verbal "No" does not necessarily mean that consent has been communicated.

8. Consent to one type of sexual contact or sexual intercourse (e.g., oral intercourse) does not constitute or imply consent for another type of sexual contact or sexual intercourse (e.g., vaginal intercourse), whether during a sexual encounter or during a previous sexual encounter.

9. A person has a right to change his/her mind; thus, consent to engage in a particular act of sexual contact or sexual intercourse may be withdrawn by a person at any time. A withdrawal of consent is communicated through a person's words and/or conduct. Once a person's withdrawal of consent has been communicated through that person's words and/or conduct, the other person must cease the particular act of sexual contact or sexual intercourse. Consent also is automatically withdrawn by a person who becomes incapacitated.

10. A person who is under the age of eighteen (18) (i.e., a minor) cannot give consent; however, a person who is at least the age of thirteen (13) and less than the age of eighteen (18) can give consent to sexual acts with another person who is less than four (4) years older than them.

Incapacitation is a state where someone cannot make reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the "who, what, when, where, why or how" of their sexual interaction). Consumption of alcohol or drugs alone is insufficient to establish incapacitation. The question of incapacitation is determined on a case-by-case basis. It will include an analysis of whether the responding party knew, or should have known, that the reporting

party was incapacitated, or if the responding party played a role in creating the circumstance of incapacity.

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs if the responding party knew, or should have known, of the incapacitating condition or was the cause thereof.

The university urges students to exercise extreme caution before engaging in sexual activity when either or both parties have been consuming alcohol or using other drugs. The use of alcohol or other drugs can lower inhibitions and create confusion as to whether effective consent is present. If there is any doubt about the level of extent of one's own, or the other party's, impairment, the safest course of action is to forgo or cease any sexual activity. Being impaired by alcohol or other drugs is not a defense under this policy.

ROLE OF THE CHIEF TITLE IX OFFICER

The Officer is ultimately responsible to assure in all cases that the behavior is brought to an end, Tennessee Wesleyan University acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Officer is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

ROLE OF EMPLOYEES INVOLVED IN THE PROCESS

Responsible employee is a University employee who is obligated to report incidents of alleged sexual misconduct to the university, usually the Chief Title IX Officer. Responsible employees, also known as mandatory reporters, include faculty, student life staff, residential life staff members, campus security, coaching staff, supervisors of student employees, program leaders, Title IX and deputy Title IX Coordinators, the President and the President's cabinet. A responsible employee who receives a report must report all relevant details about the alleged misconduct, including the date, time and location of the alleged misconduct, and the names of the person who provided the report, the individual who experienced the alleged misconduct, the individual(s) accused of committing the alleged misconduct, and any other students involved in the alleged misconduct.

Confidential resources are persons required to keep all information disclosed to them confidential within the legal and ethical bounds of their profession. At the university, these people include the university Chaplain, Chris Dover, in his role as Chaplain].

Support persons: Support is an important part of the process for participants, and participants can choose any support person – a parent, mentor, a peer, an attorney, etc. Support persons are required to adhere to specific ground rules:

1. A support person's role is limited to providing support, guidance and/or advice to the parties throughout the investigation and resolution of the report.
2. Support persons may be present during formal or administrative resolution procedures for the limited purpose of providing support, guidance and/or advice.
3. Support persons may not speak on behalf of the parties or otherwise directly participate in the proceedings.

4. Support persons are permitted for both the respondent and the reporter.
5. University personnel will only communicate directly with the involved student.

The investigator or Chief Title IX Officer may remove or dismiss a support person who becomes disruptive or fails to abide by the limitations in their participation.

REPORTING SEXUAL MISCONDUCT

The university strongly encourages students who have knowledge of, who have witnessed, or who have experienced sexual misconduct firsthand to report what occurred- both in order to get the support that they need and to enable the University to respond appropriately. Under Title IX, once an institution has notice of an act of sexual misconduct, it is required to (1) take immediate and appropriate steps to investigate what occurred; and (2) take prompt and effective action to (a) end any misconduct that occurred; (b) remedy its effects; and (c) prevent its recurrence. Although there is no time limit for the filing of a report of sexual misconduct, the university's ability to respond effectively may be compromised by the passage of time between the occurrence of an incident and the filing of a report.

Individuals are encourage to report these incidents to members of the Residence Life staff, Campus Security, or the Chief Title IX Officer. Reports should be submitted in writing or electronically with as many details as possible to assist in the investigation.

Important Notices Aimed to Improve Reporting

Alcohol and other drug violations disclosed in a report of sexual misconduct: The university community supports and encourages the reporting of university policy violations, especially sexual misconduct. Sometimes reporters or witnesses are hesitant to report to university officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many reporters as possible choose to report to university officials and that witnesses come forward to share what they know. To encourage reporting, the university pursues a policy of offering reporters of sexual misconduct and witnesses reasonable immunity from being charged for policy violations related to the sexual misconduct incident.

Other forms of amnesty: Similarly, the university encourages students to offer help and assistance to others in need. Sometimes students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help a friend make a sexual misconduct report for fear of being charged with a policy or legal violation). The university pursues a policy of amnesty for students who offer help to others in need.

Protection from Retaliation. As noted above, retaliation against any person or another student for any reason is a violation of university policy. In cases of sexual misconduct, "retaliation" includes intimidation, threats, harassment, and other adverse action threatened or taken against any reporter, respondent, or other persons participating in the conduct process. Retaliation should be reported promptly to the Vice President for Student Life or can be reported to the Chief Title IX Officer in cases of sexual misconduct.

Reporting to the Police

Sexual misconduct may constitute a criminal offense as well as a violation of this policy. Students are urged to report sexual violence immediately to the police, in addition to the university. The police have legal power to issue search warrants to collect forensic evidence, and are also able to assist students in obtaining a court order of protection. Students may contact the police by dialing

911 for immediate emergency assistance or (2) if they seek medical attention at any of the emergency or crisis contact numbers, by asking an employee to call the police on their behalf.

Reporting Options

Individuals can also provide information on the Campus Hotline, (423) 252-1105. The information will be forwarded to the Chief Title XI Officer to review and begin the investigative process.

Requests for Confidentiality

If the reporter requests confidentiality – e.g. requests that the information contained in the report be maintained confidentially, that no investigation be conducted, and/or that no disciplinary action be taken – the university will consider that request as follows:

1. The university will attempt to honor the reporter's request if it can do so without compromising the safety of the reporter, third parties identified in the report, or the broader university community. In order to make this determination, the university will weigh the request for confidentiality against the university's obligation to provide a safe, nondiscriminatory environment for the entire university community.
2. When evaluating a request for confidentiality, the investigator and Chief Title IX Officer will meet to consider a range of factors listed below that could provide evidence of increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other misconduct. The presence of one or more of these factors could lead the university to determine that it should investigate the incident and, if appropriate, pursue disciplinary action against the alleged perpetrator. Factors include but are not limited to: whether there have been other sexual misconduct reports about the same alleged perpetrator; whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of engaging in sexual misconduct; whether the alleged perpetrator threatened further sexual misconduct or other misconduct against the reporter or others; whether the sexual misconduct was committed by multiple perpetrators; whether the sexual misconduct was perpetrated with a weapon; whether the reporter is a minor (under the age of legal consent); whether the university possesses other means to obtain relevant evidence of the alleged sexual misconduct (e.g., security cameras or personnel, physical evidence); whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group; and/or whether there is any other evidence suggesting predatory behavior by the alleged perpetrator(s).
3. If the university honors a request for confidentiality the reporter should understand that the university's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator may be severely compromised. The university may nevertheless take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without undermining the request for confidentiality by, for example, increasing monitoring, supervision and/or security at locations or activities where the sexual misconduct was alleged to have occurred; providing training and education for students and employees; and revising and publicizing the university's policy on sexual misconduct.
4. If the university cannot honor a request for confidentiality, the university will share the reported information only with (1) those individuals who are charged with handling the university's response, and (2) those individuals with whom the university must share information in order to conduct an effective investigation and/or implement an effective response so as to address any threat to the safety of the university community. In any case, the university will inform the reporter in advance of how the university intends to

proceed, with whom the reported information will be shared, and whether and to what extent the reporter's identity can be protected.

Requesting Interim Measures

Students seeking interim measures or additional remedies should speak with the Chief Title IX Officer, who will evaluate and, if warranted, will coordinate the request. The Chief Title IX Officer may need to take protective measures to ensure a safe and nondiscriminatory environment even when the student does not specifically request that action be taken. Students on a studying abroad leave, through an independent program, should request support from the abroad program leader. The specific interim measures or additional remedies implemented and the process for implementing those measures will vary depending on the facts of each case. A Chief Title IX Officer will consider, among other factors, the specific need expressed by the reporter or within a report; the severity or pervasiveness of the allegations; any continuing effects on the reporter; the age of the students involved; and whether the reporter and respondent share the same residence hall, class, or on campus job location.

Possible interim measures and additional remedies include: no-contact orders between the respondent and the reporter; limiting access to certain facilities or activities; altering class schedules; alterations of on or off campus housing arrangements; changing campus work schedules or job assignments; suspension from athletic teams or other student organizations; authorized withdrawal from a class; alternative completion of courses; access to counseling services; providing academic support services.

When reporter and respondent are members of the same organization or athletic team, the university will consider ways to permit both students to continue participation, but when such compromise is not possible, the Chief Title IX Officer has the discretion to determine whether an involved student can continue participation.

CAMPUS PROCEDURES FOR ADDRESSING SEXUAL MISCONDUCT

Any student may file a grievance against a student for an alleged violation of this policy. The university reserves the authority to file a grievance on behalf of an affected individual who has requested confidentiality or is otherwise unable or unwilling to participate in the process.

Procedurally, when Tennessee Wesleyan University receives a report of sexual misconduct the campus Chief Title IX Officer is notified. If the victim wishes to access local community agencies and/or law enforcement for support, Tennessee Wesleyan University will assist the victim in making these contacts. The Chief Title IX Officer will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in housing for the victim or the responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor, as well as an on-or-off-campus victim's advocate. No victim is required to take advantage of these services and resources, but Tennessee Wesleyan University provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, guest or visitor.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a sup-

port person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action.

Investigations and Reports

Preliminary Information: Investigations usually begin with preliminary information, including written statements, reports and/or other information about the incident initially gathered by the Chief Title IX Officer or student life staff. Preliminary reports can be used for determining the need for interim measures or administrative resolution.

Investigation: When appropriate upon receipt of notice, the Chief Title IX Officer will cause a prompt, fair and impartial process to be initiated, commencing with an investigation. Full investigations are requested and delegated by the Chief Title IX Officer. The investigation portion of the process typically takes up to 30 class days. While the university will make every effort to complete actions within this time frame, it may extend time lines for good cause and with written notice to the reporter and respondent that explains the reason for the extension or the delay.

The investigator(s) will meet separately with both the reporter and the respondent as well as any identified witnesses. The investigator(s) will gather initial information and ensure that the reporter and the respondent have submitted a written statement regarding the incident. As determined by the investigator, those identified witnesses who have immediate knowledge of the event will be asked to submit written statements. The investigator(s) may take notes on any of these meetings. The investigator(s) uses statements and other evidence submitted by all parties to produce a preliminary report.

Review and response: The investigator(s) make(s) copies of the preliminary report available to each of the parties and their advisor, if they have one, simultaneously. Each of the parties may submit a written statement to the investigator(s) within three (3) business days of the date on which the investigator's report was provided to them. The purpose of such statements is to allow the parties an opportunity to address any perceived factual errors or omissions in the investigator's report and to disclose any evidence that was not previously known or available to the investigator. The investigator(s) will review statements to evaluate relevance and if relevant, then distribute copies of any such statements to both parties simultaneously.

Investigation concluded and submitted: After the reporter and respondent have reviewed and submitted formal responses, the investigator(s) produces their final report. The final report will state the factual findings of the investigator, will summarize the information obtained through the investigation, will attach copies, where available, of relevant supporting documentation, and will provide a recommendation of a finding of responsible or not responsible to each charge brought against the respondent.

What information may be redacted: The past sexual history or sexual character of a party will not be deemed relevant in the investigation or hearing unless such information is determined to be highly relevant by the investigator and Chief Title IX Officer.

What prior conduct can be included: While previous conduct violations by the accused individual are not generally relevant as information about the present report, the Chief Title IX Officer may supply previously reported information to the investigator and/or the hearing panel only if:

- The accused was previously found to be responsible; or

- The previous incident was substantially similar to the present allegation, or
- Information indicates a pattern of behavior and substantial conformity with that pattern by the accused individual.

Notice of insufficient evidence: In some cases, the Chief Title IX Officer may determine that there is insufficient evidence to warrant continuing toward a formal hearing. The reporter will have a final opportunity to offer new information; in the absence of any new information, the investigation will end and the case will be suspended.

Pathways to Resolution after Investigation

The Vice President for Student Life has two paths to resolve formal grievances: (1) Informal Hearing or (2) Formal Hearing.

1. Informal Hearing: If the respondent accepts responsibility for the report or does not accept responsibility for the report, but waives a hearing before the hearing panel, the case can be administratively resolved. The process follows the same path as the hearing panel, but the process only engages the Vice President for Student Life or his/her designee.
2. Formal Hearing: If there will be a hearing panel review, then with at least five (5) days business notice to both the reporter and respondent, the Vice President for Student Life will convene the hearing panel for the formal hearing. The standard for determining responsibility is a preponderance of the evidence.

Notice of Action

The Vice President for Student Life will provide written notification to the reporter and the respondent of the determination of responsibility as well as any sanction that apply. If the student is to be suspended or expelled, he or she must vacate campus within 24 hours, even if the student appeals the decision. Proceedings and decisions will not be disclosed except on a need to know basis. All notes and written material from the hearing will be collected and held for seven years by the Vice President for Student Life, at which time they will be destroyed or at the Vice President's discretion, preserved. All such records are part of the educational record of all students involved and protected from disclosure under FERPA, with limited exceptions.

Appeals

An appeal of an informal or formal decision is no different than any other appeal except that both the reporter and respondent may appeal the outcome.

Sanctioning Options

In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence does occur, Tennessee Wesleyan University takes the matter very seriously. The university employs interim protection measures such as interim suspension and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, s/he is subject to action in accordance with the *University Standards of Conduct* in the student handbook.

Educational Programming

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students,

Tennessee Wesleyan University utilizes a range of campaigns, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming.

It is the policy of Tennessee Wesleyan University to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management and bystander intervention), and discuss institutional policies on sexual misconduct as well as the State of Tennessee definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and events such as self-defense workshops and alcohol awareness presentations.

STUDENT COMPLAINT POLICY (NON-ACADEMIC ISSUES)

The purpose of this policy is to provide guidance and procedures for Tennessee Wesleyan University students, faculty and staff members with regard to the handling of informal and formal student complaints. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that there be a policy specific to handling and logging written student complaints.

Tennessee Wesleyan University seeks to promote civil discourse among all of our constituencies (students, parents, alumni, members of the Board of Trustees, guests, faculty members, staff members, and other employees of the University). The University seeks to address concerns and complaints with integrity, respect and virtue in communications, relationships and actions. For many student concerns or complaints that do not involve discrimination or harassment, the University seeks to support informal communication channels involving the student and those most directly involved.

Informal Process

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

STEP 2. If the student does not believe that the initial conference with the campus member has resolved the conflict, a request may be made for a conference with the Vice President of Student Life. At the student's request, the Vice President of Student Life will inform the student, in writing, of any outcome of this process within five (5) business days.

Formal Process

To be considered a formal complaint, the complaint must meet the following criteria: a) Be written (this includes complaints received by email); 2) Be received by the Vice President of Student Life;

and 3) Include a reporter's name, date, and signature.

Formal complaints will be addressed and written response given to the reporter with twenty (20) business days.

In addition to the above procedures, students can utilize the following off campus agencies to file complaints:

- The University provides a "Campus Conduct Hotline" that is an anonymous reporting system designed to protect the principles of honesty, integrity, and excellence of the campus community. The "Campus Conduct Hotline" is operated by a third party that notifies the university administration should a report be received. A call to the hotline initiates a campus investigation to the issue. Individuals can contact the hotline at (423) 252-1105.
- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Secondary Schools (SACS), (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>);
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);
- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>).

TOBACCO POLICY

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

VOLUNTARY MEDICAL/PSYCHOLOGICAL LEAVE POLICY AND POLICY ON INVOLUNTARY LEAVE FOR STUDENTS WHO POSE A DIRECT THREAT OF HARM TO OTHERS

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Introduction

The following policies and procedures are to be used to help transition a student to a safer environment more conducive to their needs when it becomes clear that remaining at the university is not in the best interest of the student or the university community. This policy also allows for a student to take a leave voluntarily when medical conditions or psychological distress make a leave in their best interest; its goal is to define the length of separation, outline the path to re-entry and ease the transition for the student's return, and to optimize the opportunities for the student's success when they return. Under certain conditions, if a student has not opted to take a leave voluntarily, the university may institute an involuntary leave under this policy.

1. Student-Initiated Voluntary Leave of Absence

Students may initiate a leave or withdrawal from the University for medical or psychological reasons. At the discretion of the Vice President for Student Life (or designee), and subject to the refund policies of the institution, arrangements may be made for partial or complete refund of tuition and/or fees. Incomplete grades or other academic accommodations may be made as well, subject to the academic policies of the university. Modifications to housing contracts may also be possible. The normal university procedures for leave or withdrawal will be followed, including any documentation requirements. If a student takes a voluntary leave, the leave documentation will specify the duration of the leave, and options for extension. The student is permitted to return upon the end of the leave, subject only to any conditions or restrictions outlined and agreed to prior to the leave or withdrawal. Students taking a leave or withdrawal are under no obligation to accept these conditions, but, should they accept them, they are subject to them. Any conditions should be designed to ensure the success of the student upon return.

Students who elect to fully withdraw, rather than take a leave, are required to reapply for admission after the time specified by the Admissions Office, and will be treated as any other applicant for admission at that time.

2. University-Initiated Medical or Psychological Leave

If a student is behaving in a way which is threatening to others, the Vice President for Student Life (or designee) may initiate these procedures. Students who engage in self-harm behaviors that cause a significant disruption to the community may also be subject to the *University's Standards of Conduct*.

A. Standard for Involuntary Leave on the Basis of Threat of Harm to Others

Standard for Separating a Student on Basis of Behaviors Resulting from a Condition of Disability:

This section applies to all involuntary leaves from housing or from the university for any student who is at significant risk of harm to others as a result of a condition covered by disabilities law. When the potential for harm to others is present, involuntary leave actions must consider whether the endangering behavior results from a condition of disability. If so, the student will be protected by Section 504 of the Rehabilitation Act of 1973. Under this federal statute, an individual with a disability may only be separated on the basis of this disability when they are not otherwise qualified to participate in the education program of the institution. The objective of this section is to determine whether it is more likely than not that a student is a direct threat. When a student is a direct threat, they are not otherwise qualified under disabilities law, and may be placed on leave.

A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

1. The duration of the risk;
2. The nature and severity of the potential harm;
3. The likelihood that the potential harm will occur; and
4. The imminence of the potential harm.

The university must determine whether reasonable accommodations to policies, practices or procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the university.

Determining that a student is a direct threat requires an objective and individualized assessment and hearing. The assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. This standard

also applies to the reinstatement of a student who has been placed on leave. They are entitled to return upon a showing they no longer pose a direct threat of harm to others.

Status of Conduct Proceedings:

If the student has been accused of a violation of the *University's Standards of Conduct*, but it appears that the student is not capable of understanding the nature or inappropriateness of the action, this policy may be activated prior to issuance of a determination in the conduct process. Interim suspension for threat of harm to others will also likely be imposed.

If the student is placed on medical leave from the university, or another action is taken under these provisions following a finding that the student's behavior was the result of a lack of capacity, such action terminates the pending conduct action. If the student is found not to be subject to leave, conduct proceedings may be reinstated.

B. Referral for Assessment or Evaluation

The appropriate official may refer or mandate a student for evaluation by an independent licensed psychiatrist or psychologist (or licensed professional counselor, social worker, licensed clinical social worker, etc.) chosen by the university. Such evaluation may be appropriate if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental health/behavioral condition or disorder will be introduced.

Students referred or mandated for evaluation will be so informed in writing with personal and/or certified delivery, and will be given a copy of these standards and procedures. The evaluation must be completed per the direction of the referral letter, unless the Vice President for Student Life (or designee) grants an extension. A student who fails to complete the evaluation in accordance with these standards and procedures, and/or who fails to give permission for the results to be shared with appropriate administrators, will be referred for conduct action for "Failure to Comply" under the *University's Standards of Conduct*.

C. University-Initiated Leave Hearing Procedures for Direct Threat of Harm to Others

a) *Administrative Hearing Option*

The Vice President for Student Life (or designee) may invoke informal resolution procedures to determine the need for an involuntary leave without a formal hearing. This process is also known as an *administrative hearing*. In administrative hearings, medical and administrative evidence (e.g. BIT assessment) will be heard, and final determinations will be made by the Vice President for Student Life (or designee). If the medical evaluation and/or administrative assessment (e.g. BIT assessment) support the need for a leave, the Vice President for Student Life will render a written decision within two business days, barring exigent circumstances, stating the rationale for his/her determination. The decision will be delivered to the student directly, electronically, and/or by regular and certified mail. If the determination is made that a leave is warranted, the notification will include information regarding how long the leave may endure, as well as specifying any conditions of reinstatement. If other actions are pending, the appropriate individuals will be notified and may proceed with their actions.

b) *Formal Hearing Option*

The student subject to an involuntary leave may request a formal hearing in lieu of the administrative hearing described above. If the medical evaluation and/or ad-

ministrative assessment support the need for a leave, a hearing will be scheduled before the Vice President for Student Life (or designee), and/or core members of the university administration. The student will be informed, in writing electronically and through regular and/or certified delivery, of the time, date and place of the hearing. The student will be given at least two business days to independently review the psychological or psychiatric evaluation prior to the hearing. The student will be notified of who is expected to present information at the hearing, and is expected to notify the Vice President for Student Life (or designee) of any parties with relevant information whom the Vice President should contact to request their appearance at the hearing as a witness. The student may, at the discretion of the Vice President for Student Life (or designee), be assisted by an advisor in the hearing. An advisor is defined in this process as a current member of the faculty, staff or administration of the university. Law permits a student to have an attorney present to attend/advise, but no advisor will be allowed to speak for or formally represent the student during a formal involuntary leave hearing.

The student and the student's advisor may present information about the necessity of involuntary leave and the student will be given the opportunity to ask questions of others presenting information. The hearing should be conversational and non-adversarial; however the Vice President for Student Life (or designee) will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded. There will be a single verbatim record, such as a tape recording, for all involuntary leave hearings. The record will be the property of the university and maintained according to the university's record retention policy for such hearings.

A written decision will be rendered by the committee within two business days, barring exigent circumstances, stating the rationale for its determination. The decision will be delivered to the student in writing electronically and through regular and/or certified delivery. If the determination is made that a leave is warranted, the notification will include information regarding how long the leave may endure, as well as specifying any conditions of reinstatement. If other actions are pending, the appropriate individuals will be notified and may proceed with their actions.

c) *Appeals Process*

The determination of the involuntary leave hearing, administrative or formal, is subject to appeal to the Vice President for Student Life in accordance with the following process:

Students subject to involuntary leave may petition for a review of the determination within three (3) business days of issuance of the hearing committee's written decision. All petitions must be in writing and delivered to the Vice President for Student Life. Reviews will only be considered for one or more of the following purposes:

- a) To consider new information which was unavailable at the time of the original hearing and could be outcome determinative;
- b) To assess whether a material deviation from written procedures impacted the fairness or outcome of the hearing;

- c) To decide if an involuntary leave is disproportionate to the severity of the threat evidenced in the hearing;
- d) To determine if the decision does not align with the information provided in the hearing or whether reasonable accommodations might mitigate the risk without a leave; or
- e) To assess whether bias on the part of a hearing committee member deprived the process of impartiality.

Except as required to explain the basis of new information unavailable at the time of a hearing, review of a hearing will be limited to the verbatim record of the initial hearing and/or all supporting documents. The review and appeal decision of the Vice President for Student Life is final.

3. READMISSION FOLLOWING AN INVOLUNTARY LEAVE

A student who is seeking reinstatement to the university after an involuntary leave must receive clearance by providing the Vice President for Student Life written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others and is otherwise qualified to participate in the university's educational programs. Any other conditions outlined in accordance with this policy and/or any conduct sanctions must also be completed. A hearing, as outlined above, may be held to determine whether it is more likely than not that the student is no longer a direct threat.

VEHICLE OPERATION AND PARKING POLICY

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

All vehicles that use campus facilities must be registered in the Student Life Office. Registration may be obtained by: 1) completing their vehicle registration on myPortal and 2) securing a university parking decal. Parking decal is to be adhered to the inside, lower right (passenger side) of the front window. Registration information should be updated as needed.

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

Fines and Appeals

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

Parking in improper parking lot--\$20.00

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

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

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

Parking in Handicapped Space--\$20.00

Each offense increases \$5.00 per violation

All faculty, staff, and students are required to comply with parking regulations. Vehicles parked in a non-parking area or on grass, blocking dumpsters, driveways, or other vehicles will be ticketed and are subject to towing. Any individual receiving more than four (4) parking tickets in a year may be

banned from parking on campus. Appeals of parking tickets must be submitted to the Student Life Office within three (3) business days of the ticket being issued.

COMMUNITY LIFE

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

ADMINISTRATIVE HEARING PROCEDURES

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

Rights of Both the Reporter and the Respondent:

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

Rights of the Reporter Specifically:

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

Rights of the Respondent Specifically:

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

UNIVERSITY STANDARDS OF CONDUCT

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

1. Dishonesty such as, but not limited to, cheating, plagiarism, or knowingly or recklessly furnishing false information to the university.
2. Forgery, alteration or misuse of university documents, forms, records, or identification cards, including the giving of any false information, or the withholding of necessary information in connection with a student's admission, enrollment or status in the institution.
3. Obstruction or disruption of teaching, research, administration, disciplinary proceedings or other university activities, including its public service functions, on or off campus, or other authorized non-university activities when the act occurs on university premises.
4. Physical abuse, which includes any action which is likely to be detrimental to the health, safety and/or well-being of another, or psychological abuse which includes any action which unreasonably interferes with the psychological well-being of another (e.g., hazing, harassment).
5. Sexual misconduct and all related offenses as defined in the sexual misconduct policy.
6. Retaliation is any conduct which serves as a reprisal with the intent of causing physical or psychological pain to an individual who has initiated a complaint with the institution. Retaliation includes, but is not limited to, unwelcomed or repeated contacts by telephone, by letter, in person or by third party; damaging or vandalizing personal property; offensive acts/gestures; overt threats, whether or not they were actually carried out; or any conduct that would instill fear and trepidation in the victim.
7. Conduct which threatens or endangers the health, safety or welfare of any person.
8. Unlawfully discriminatory acts.
9. Theft or conversion of property or of services (e.g., computer time) belonging to the university, members of the university community or others.
10. Intentional or reckless destruction, damage, abuse or misuse of university property or the property of others.
11. Unauthorized entry into or use of university property, including facilities, residence halls, equipment, or resources.
12. Disorderly, indecent or obscene conduct or expression.
13. Failure to comply with directions of university officials acting in the performance of their duties including, but not limited to, a requirement to provide unprivileged testimony at a disciplinary hearing or failure to comply with provisions of probation or suspension.
14. Intentional initiation or circulation of any false report, warning or threat of fire, bombs or explosives.
15. Alteration, misuse, abuse of or damage to fire or other safety equipment on university-owned or controlled property.
16. Unauthorized use, possession or storage of any guns, or weapons.
17. Illegal or unauthorized possession, use, sale or distribution of narcotics, drugs or other controlled substances defined as such by local, state or federal law.
18. Violations of university policies, procedures or regulations governing residence on university-owned or controlled property.
19. Violations of federal, state and municipal laws, or any other conduct not included above whether on-campus or off-campus, which unreasonably or unlawfully interferes with the operations of the university, and the pursuit of its educational purposes and objectives or the rights of others, or which renders a person or organization unfit or unsuitable for continued association or affiliation with the university.

Students may be held independently accountable to both civic authorities and to the university for

acts which constitute violations of law and/or violations of university policies, regulations or procedures. Disciplinary actions will not be subject to challenge on the ground that criminal charges involving the same incident has been dismissed, reduced or are in process.

DEFINITIONS OF MISCONDUCT SANCTIONS

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

University Warning is an official notice to a student or recognized student organization that the conduct is in violation of university standards. The continuation of such conduct or actions may result in further disciplinary action.

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

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

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

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

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

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

Summary Suspension. Summary suspension is taken in extreme or unusual cases when there is reasonable cause to believe the continued presence of the accused student on campus presents an immediate and definite danger to himself/herself or to other members of the campus communi-

ty, or threatens disruption of university operations or activities. Summary suspension is immediate suspension of a student's privilege to attend the university and all of its related functions. A student who has been summarily suspended may not attend classes, may not participate in any university activities and may be excluded from university property. The authority for summary suspension is vested in the Vice President for Student Life.

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

Other Sanctions may be imposed instead of, or in addition to, specific sanctions listed in these sections. These include, but are not limited to, recommendation or requirement for counseling, restriction of privileges, work/community service, establishment of mandatory behavioral conditions attendant to continuing enrollment and/or re-enrollment, removal from university housing, or a special educational project designed to assist the student in better understanding the overall impact of his/her behavioral infraction.

MINIMUM SANCTIONS FOR VIOLATIONS OF UNIVERSITY POLICY

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

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

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

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

Electrical Appliances. The first violation of this policy will result in a \$25.00 fine and confiscation of the item(s). A second violation results in a \$50 fine and confiscation of the item(s).

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

Fire Safety Equipment. Improper use of fire safety equipment or setting off false fire alarms presents a threat to lives and property. A first offense will result in a minimum of \$100 fine and may result in a minimum of suspension for one semester. A second offense will result in expulsion.

Noise. Quiet hours and consideration hours are established for the residence halls and apartments. The first violation of the policy will result in a \$25 fine. A second violation and subsequent violations carry a \$50.00 fine.

Pets. Violations of the pet policy will result in a \$50.00 fine and removal of the pet for the first offense and a \$100.00 fine and removal of the pet for the second offense.

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

Smoking/Candles/Incense. Violations of this policy create a potentially dangerous situation for life and property. The first violation of this policy will result in a \$25.00 fine and removal of the item(s). A second violation will result in a \$50.00 fine and confiscation of the item(s).

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

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

Visitation. A first violation of the visitation policy will result in a \$25.00 fine. A second violation will result in a \$50.00 fine and loss of visitation privileges for a minimum of two weeks.

DISCIPLINARY ACTIONS AND PROCEDURES

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

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

Informal Hearing Procedure

When a disciplinary case is referred to or acted upon by the Vice President for Student Life, the procedure will normally be conducted in an informal manner. Discussion, counseling, persuasion and other existing informal procedures will normally be used. The student or recognized student organization subject to disciplinary action will be informed at least five (5) calendar days prior to the informal hearing of: (a) the exact charges being made, (b) the time and place of the hearing, and (c) a summary of the evidence to be presented. Pending such action, the student or recognized student organization has the right to be present on campus, attend classes or conduct organizational business except in cases of summary suspension. Decisions made at an informal hearing

may be appealed to the University Hearing and Appeals Board. A formal hearing must be requested by the student or recognized student organization in writing within two (2) business days after receipt of the Vice President for Student Life's decision.

Formal Hearing Procedure

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

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

ORGANIZATION OF THE UNIVERSITY JUDICIAL SYSTEM

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

Judicial Council. Members shall consist of a chairperson and four faculty/staff members selected and trained by the Student Life Office. The Judicial Council shall hear all formal cases involving individual and group violations. The Vice President for Student Life shall serve as advisor to this

Council.

Hearing and Appeals Board. Members shall consist of an administrator, three faculty members and one alternate faculty member elected by the faculty. The Board shall elect a Chairperson. The Vice President for Student Life shall serve on the Board in a non-voting capacity. The Hearing and Appeals Board shall act as an appeal board for cases from the Vice President for Student Life or the Judicial Council.

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

APPEALS

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

1. Fair process procedures were not followed in the case or
2. The discovery of substantive new information which was unknown or unavailable to the student at the time of the hearing and would have had a significant effect on the outcome.

All cases heard by the Vice President for Student Life or the Judicial Council may be appealed to the Hearing and Appeals Board where the matter shall be heard in the same manner as those cases heard in the first instance. All decisions, except those resulting in expulsion, made by the Hearing and Appeals Board are final. In cases of expulsion, cases may be appealed to the President of the University. Decisions rendered by the President of the University shall in all cases be final.

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

READMISSION

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